Illinois Professional School Bus Driver Training Curriculum

Initial Class
Minimum of 8 hours of Instruction Time

Update 6/15/2015
Introductions
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• A little bit about your instructor
A little bit about your instructor
What is your background and how/why did you decide to become a bus driver?
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• General Housekeeping items:
• A little bit about your instructor
• What is your background and how/why did you decide to become a bus driver?
• General Housekeeping items:
  ◦ Restrooms
• A little bit about your instructor
• What is your background and how/why did you decide to become a bus driver?
• General Housekeeping items:
  ◦ Restrooms
  ◦ Breaks
Introductions

- A little bit about your instructor
- What is your background and how/why did you decide to become a bus driver?
- General Housekeeping items:
  - Restrooms
  - Breaks
  - Please turn off Cell Phones
• A little bit about your instructor
• What is your background and how/why did you decide to become a bus driver?
• General Housekeeping items:
  ◦ Restrooms
  ◦ Breaks
  ◦ Please turn off Cell Phones
  ◦ Class Format
The Professional School Bus Driver

- Occupational Role
The Professional School Bus Driver

- Occupational Role
  - Representative of School District
  - You are an essential part of the educational community
The Professional School Bus Driver

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  - Representative of School District
  - You are an essential part of the educational community
  - No other area of education does any one person accept more responsibility for the safety and well-being of students than the school bus driver
The Professional School Bus Driver

- Occupational Role
  - Representative of School District
  - You are an essential part of the educational community
  - No other area of education does any one person accept more responsibility for the safety and well-being of students than the school bus driver
    - You are a guardian, teacher, friend, and sometimes disciplinarian to the students riding a school bus
The Professional School Bus Driver

- Occupational Role
  - The primary objective or role of the bus driver’s role - To Provide **SAFE** Transportation for Students.
Highlights of the Requirements of Applicants for a School Bus Driver Permit (625 ILCS 5/6-106.1)

- Age 21 or older
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- Not having been convicted of two (2) or more serious traffic offenses within the previous twelve (12) month period

Section 1
Highlights of the Requirements of Applicants for a School Bus Driver Permit (625 ILCS 5/6-106.1)

- Age 21 or older
- Valid Drivers License
- Not having been convicted of two (2) or more serious traffic offenses within the previous twelve (12) month period
- Approved by S.O.S.
  - clean driving record history
Employment Conditions

1. Application for School Bus Driver Permit
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2. Pass School Bus Driver Physical & Drug Test
Employment Conditions

1. Application for School Bus Driver Permit
2. Pass School Bus Driver Physical & Drug Test
3. School Bus Driver Fingerprint/Background Check
Employment Conditions

1. Application for School Bus Driver Permit
2. Pass School Bus Driver Physical & Drug Test
3. School Bus Driver Fingerprint/Background Check
4. Pass the ROE Initial Classroom Training
Employment Conditions

1. Application for School Bus Driver Permit
2. Pass School Bus Driver Physical with TB & Drug Test
3. School Bus Driver Fingerprint/Background Check
4. Pass the ROE Initial Classroom Training
5. Pass all required S.O.S CDL Written & Driving Exams

Section 1
Annual Medical Exam (Reaplication)

- **90** days or less prior to permit application or renewal
  - Medical Exam (School Bus Physical)
  - Drugs / Alcohol testing
  - Not required to retest for TB (Tuberculosis) unless prescribed by examining physician
  - Submit the reapplication form with S.O.S.
Annual Medical Exam (Reappplication)

- If you allow your permit to go beyond 30 days from expiration it is considered an **NEW** applicant and must start all over.
Annual Refresher Course

- 364 days of the last annual refresher course attended
Annual Refresher Course

- 364 days of the last annual refresher course attended
- If the refresher course is 60 days before the anniversary date of the last refresher attended, the next annual date does not change.
Annual Refresher Course

- 364 days of the last annual refresher course attended
- If the refresher course is 60 days before the anniversary date of the last refresher attended, the next annual date does not change.
- If the refresher course is more than 60 days before the anniversary date of the last refresher attended, the next annual date will change to this date.
Annual Refresher Course

- If you go beyond your 364 days, you only have a **30 day grace period** in order to obtain a refresher course. (This will become your new date.) During this Grace Period you **CAN NOT** Drive the bus with students!
Annual Refresher Course

- If you go beyond your 364 days, you only have a 30 day grace period in order to obtain a refresher course. (This will become your new date.) During this Grace Period you CAN NOT Drive the bus with students!

- After the 30 day grace period, you must attend the minimum 8 hour Initial Course again.
Sanctions

- Cancellations
- Suspensions
- Rescind Order
Sanctions

- Serious Traffic Violation
  - Excessive speeding (over 15 mph)
  - Speeding in school zone
  - Passing a stopped school bus
  - Failure to stop at a RXR and conduct the proper procedures in a School Bus
  - Improper or erratic lane changes
  - Following to closely
Sanctions

- Suspension of Driver’s License
- Suspension of Professional School Bus Permit
- Certain unrelated actions can have adverse effect on your Professional School Bus Permit
  - Lack of insurance
  - Delinquent child support
  - Boating / ATV / Snowmobile violations
Zero Tolerance

- .08 basic auto license
- .04 CDL license
- **.00 Professional School Bus Driver Permit Holder (Any Trace of Alcohol)**
- SOS can cancel the Professional School Bus Permit for a period of 3 years after convicted
Zero Tolerance

- Any and all serious traffic violations by a CDL holder, regardless of the vehicle used to commit the violation, will effect your CDL driving privileges!
Types of Required Drug & Alcohol Testing

- Pre- Employment
- Random
- Post – Accident
- Reasonable Suspicion
- Return to Duty
- Follow – Up Testing
Forms of Drug & Alcohol Testing

- Alcohol
  - Breath Analysis
  - Test administered by the Medical Examiner during the annual or initial physical to determine / clarify alcoholism
Forms of Drug & Alcohol Testing

- Drug
  - Urine
    - Tested for marijuana, cocaine, opiates, amphetamines and phencyclidine
Professional Driver Conduct

- You have more public contact than anyone else in the school system.

- Dress appropriately (know the dress code for students if you do not have an uniform)

- Your behavior and professionalism directly reflect upon your school / company.

- Open-toe or open-back shoes are **NOT** recommended.

- The use of any tobacco products is prohibited by law on any school property - this includes school buses (105 ILCS 5/10-20.5b)
Professional Driver Conduct

- The Driver’s behavior will set the tone of the bus.

- Decisions you make in your personal life with meds, social drinking, or drugs can greatly affect a student’s life.

- NEVER drive under the influence!
Professional Driver Conduct

- Cultural Diversity
  - Be fair to all
  - React or discipline based on actions not ethnicity

- Extension of the classroom
  - Real-life situation training for students
Pre-Tripping Your Bus

- It is the law that you conduct a complete and thorough pre-trip each day a school bus is in service.

- If more than one driver operates the bus during the same day, **EACH driver** must conduct a separate pre-trip.

- The easiest way to keep it straight, is whomever is seated in the driver’s seat **must** match the most recent signature on the pre-trip form.
Pre-Tripping Your Bus

- Pre-Trip Inspection Form
Pre-Tripping Your Bus

- Pre-Trip Inspection Form
Pre-Tripping Your Bus

- Pre-Trip Inspection Form
- INCORRECT
Pre-Tripping Your Bus

- Pre-Trip Inspection Form
- CORRECT
Pre-Tripping Your Bus

• Sections of Pre-Trip
  ◦ District or Company Name / Bus # / Date & Time
  ◦ Under the Hood
  ◦ Entry area
  ◦ Safety Certification & Odometer Decal
  ◦ Start Engine/ Interior Lights and Devices
  ◦ Exterior Lights / Walk Around
  ◦ Brake Check
  ◦ Sign & Turn In Original Copy
Pre-Tripping Your Bus

- Tire Tread Depth
  - 4/32 front – No recaps
  - 2/32 rear – Can be recaps

- Tire need to be the same type and size on the rear axle
The Walk Around

OUTSIDE

Windshield
Windshield Wipers
Engine Compartment
Stop Arm
All Lights
Exhaust System
Tires
Wheels

DAILY WALK-AROUND

Warning Flasher
Rear Emergency Door
Tailpipe
All Signs
All Signals
Mirrors
Tires
Service Door
Post-Tripping Your Bus

- Secure the Bus

- **WALK THE BUS** at the end of your route or trip
  - Sleeping Students
    - Your Responsibility to look!
    - **Class 4 Felony** if you leave a child on the bus!
    - Shut off ignition / Activate Interior Lights / Walk to Rear of Bus Checking to Students
  - Lost Items
  - Record any problems for repair

Section 3
CAN YOU SPARE 30 SECONDS A FEW TIMES A DAY?

THAT’S HOW LONG IT TAKES TO LOOK FOR STUDENTS LEFT ON YOUR BUS.

“IT TAKES LESS TIME TO DO A THING RIGHT, THAN TO EXPLAIN WHY YOU DID IT WRONG.”

Welcome kids as they get on... 
Before you leave your bus...

Look for sleeping children... They may still be on your bus!

We don’t need them found by...

PROFESSIONAL SCHOOL BUS DRIVERS CHECK FOR KIDS

EVERY ROUTE, EVERY DAY.
Post-Tripping Your Bus

- Check transmission while the engine is hot and running.

- Fill up the fuel tank when it is ½ full or less.
  - **NEVER** fill the tank while passengers are on board.

- Make clear descriptions for the mechanic when recording, needed repairs.
Vehicle Design and Construction

- School buses are the safest means of ground transportation in the United States of America.
Vehicle Design and Construction

- Mirrors FMVSS - 111
Vehicle Design and Construction

• School Bus Rollover Protection - FMVSS 220
• School Bus Body Joint Strength - FMVSS 221
Vehicle Design and Construction

- School Bus Pedestrian Safety Devices (Stop Arms) - FMVSS 131
Vehicle Design and Construction
School Bus Passenger Seating and Crash Protection - FMVSS-222

Section 3
Vehicle Design and Construction

Section 3
Accidents

- If you have an accident, use common sense & good judgment and follow your school district or company policy & procedures.

- *Your First and Foremost Responsibility is to the Safety of your passengers.*

- **Remain Calm** – your actions will influence your passenger actions.

- **Always report ALL accidents**
Accidents

- Emergency Equipment
  - First Aid Kit

**ILLINOIS SCHOOL BUS FIRST AID KIT CONTENTS**
(Required, but not limited to the following.)

*ALL REQUIRED ITEMS MUST BE SEALED IN THE ORIGINAL CELLOPHANE!*

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Pieces Per Unit</th>
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<tbody>
<tr>
<td>1</td>
<td>1” x 3” Plastic Adhesive Bandages (i.e. Band-Aids)</td>
<td>16</td>
</tr>
<tr>
<td>2</td>
<td>2” Bandage Compress</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>4” Bandage Compress</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>Triangular Bandage w/ pins</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>Wire Splint</td>
<td>1</td>
</tr>
</tbody>
</table>
Accidents

- Fire Extinguisher
  - # 10 ABC Dry chemical

- Emergency Reflectors

- Contact info
  - Insurance & Registration Card
  - Phone #’s

- Student List & Seating Charts
Accidents

- Safety is a shared responsibility
  - Driver
  - Administration
  - Parents
  - Teachers / Coaches / Chaperones

- Report ANY ACTIONS that impairs your ability to ensure the SAFETY & WELL-BEING of your bus-riding students.
Accidents

- What to do immediately after an accident
  - Leave bus in place unless told to move it by authorities
  - Activate hazard lights
  - Place in neutral & set parking brake
  - Turn off ignition / remove key
  - Locate and place warning devices
Accidents

- Determine if safest to leave students on the bus or get them off the bus
- Check for injuries
- Check for conditions that could cause fire
  - Leaking fuel
  - Hot tires
- **Do not** leave students unattended
Post Accident Procedures

- Who
- What
- When
- Where
- Why
Post Accident Procedures

- Notify help

- **Do Not** release any student to anyone unless told to do so by:
  - School District Administration or
  - Police

- Parents are not allowed on the bus

- Do not discuss details with the media
Accident Reporting

- Complete required ISBE reporting forms
- Illinois Traffic Crash Report (SR 1050-510M)
- Submit forms to IDOT
- ROE
- School District or employer
Emergencies

Know the location of all your tools and know how they work.

Emergencies come in many forms

- Strikes
- Bus hijacking
- Weapons on the bus or at stops
- Unauthorized boarding / passengers
- Student health emergencies
- Fights
- Suspected Explosives on the bus
- Pedophile / sex offenders in area
Natural Disasters

- Adverse weather
  - Thunderstorms
  - Earthquakes
  - Tornadoes – Never try to outrun
  - Flash Floods – Never drive through water

Section 6
Natural Disasters

- Be prepared
- AM / FM stations
- Alternate routes
- Stay Calm!
- Follow instructions from administration / dispatch or EMS
Natural Disasters

- **Watch** – conditions are right for storm or tornado
- **Warning** – storm or tornado has been spotted or radar indicated

- Always communicate with dispatch of your location

- Road conditions can change – stay alert
  - Reduce speed
  - Time of day
  - Temperature
  - RxR Crossings
Man-Made Disasters

- Road Blocks
- Downed Power Lines
- Vehicle Collisions
- Meth Labs
- Pipeline Leaks
- Chemical Spills
- Kidnapping
- Hostage Situations
- Acts of Terrorism

- Know your districts plan
School Bus Evacuation

- The driver must consider the fact that the safest place for the students may be on the bus.

- Decisions must be made as quickly as possible based on all the facts.

- Types of Emergency Exits
  - Front Door
  - Rear Door
  - Side Emergency Door (if equipped, NOT recommended)
  - Roof-Hatch
  - Side Window Emergency Exit
School Bus Evacuation

- Drills
  - Illinois law (105 ILCS 128/20) requires that all students must experience a school bus evacuation drill at least once each year.
  - Conducted by proper school officials / administration
  - On School property
School Bus Evacuation

- Drills
  - Students should be instructed with demonstrations
    - Location and operation of all emergency exits
    - Location and operation of fire extinguisher
    - Location of First Aid Kit
    - Location and operation of warning reflectors
    - How to shut off the engine and set the parking brake
    - How to open the front door using safety releases
    - Move to a Safe place approx. 100 ft from bus
School Bus Evacuation

- Drills
  - Drivers are responsible for knowing the proper procedures and should have a chance to conduct a simulated drill.
School Bus Evacuation

- Front-Door Evacuation
  - Safest and easiest
  - Start at the front of the bus – one row, one seat at a time out the front door
  - Meet at a safe location approx 100 ft away from bus
School Bus Evacuation

- Rear-Door Evacuation
  - Start at the rear of the bus – one row, one seat at a time out the rear door
  - Walk to back door, sit on floor and slide/scoot out.
  - Meet at a safe location approx 100 ft away from bus
School Bus Evacuation

- Front & Rear-Door Evacuation
  - Use the same procedures as Front and Rear Door at the same time
  - Meet at safe location approx 100 ft away from bus
School Bus Evacuation

- Side-Door Evacuation
  - Use the same procedures as the Rear Door
  - Meet at safe location approx 100 ft away from bus
School Bus Evacuation

- Roof-Hatch Evacuation
  - Used only when the bus is on its side
  - Meet at safe location approx 100 ft away from bus
School Bus Evacuation

- Side Window Emergency Exit Evacuation
  - Open the emergency window per instructions on or near the bus emergency window exit.
  - Two helpers, one in the seat in front of the Emergency Window and one in the seat behind the Emergency Window.
  - The two helpers stand up in their seat area and support the open window with their hands.
School Bus Evacuation

- Side Window Emergency Exit Evacuation
  - Place both knees on the seat facing the isle, back to the window.
  - Place both hands on seat bottom while facing the isle/floor.
  - Proceed feet first out the window lowering yourself over the window sill on your stomach.
School Bus Evacuation

- Side Window Emergency Exit Evacuation
  - Watch for loose articles of clothing that may become hung up on the window sill while exiting. (jewelry, belts, shirts...)

Section 7
School Bus Evacuation

- Side Window Emergency Exit Evacuation
  - Once the first person is out and on the ground they remain by the bus and help lower the remaining people out the window and to the ground by forming a cradle with their hands under one foot.
  - The first two out continue helping until tired and/or replaced by another person.
  - When the helpers inside are the last ones and it is their turn to exit taller students need to step up and help hold the window from the outside in addition to the helpers lowering them to the ground. Meet at safe location approx 100 ft away from bus.
School Bus Evacuation

- One question to ask
  - Is it possible to use every type of emergency exit on a school bus in one given accident, and if so how?

- No matter what exit is used, always remember that loose articles like book bags, purses, coats, wheelchairs, etc are replaceable and are to be left on the bus. Students are not!

- Keep in mind that we train on one exit at a time, but the students need to know that they should use every possible exit to be out of the bus in 2 minutes or less safely.
School Bus Evacuation

- Special Needs Students
  - Staff should have an emergency plan that considers the needs of each special needs student
  - They are never the first out nor the last out as they need assistance inside and outside the bus.