





# NEBRASKA

## DEPARTMENT OF EDUCATION

### FISCAL IMPACT STATEMENT

Agency: Nebraska Department of Education  
 Prepared by: Bryce Wilson  
 Date Prepared: 11/4/19  
 Phone: 471-4320  
 Title: 92  
 Chapter: 91  
 Name: Regulations Governing Driver Qualifications and Operational Procedures For Pupil Transportation Vehicles  
 Statement Status: Hearing Draft

Type of Fiscal Impact:

	State Agency	Political Subdivision	Regulated Public
No Fiscal Impact			X
Increase Costs	X		
Decrease Costs		X	
Increased Revenue			
Decreased Revenue			
Indeterminable			

Description of Impact:

**State Agency:** \$650 for rule publication.

**Political Subdivision:** There will be a decrease for political subdivisions as the current rule requires activity only drivers of small vehicles to meet all the same requirements as other drivers. This is a change implemented by Rule 91 when it went into effect July 1, 2019. Previously activity only drivers of small vehicles were not required to have the physicals or the level training required for other drivers.

**Regulated Public:** No change.

NOV 15 2019

TITLE 92 - NEBRASKA DEPARTMENT OF EDUCATION  
CHAPTER 91 - REGULATIONS GOVERNING DRIVER QUALIFICATIONS &  
OPERATIONAL PROCEDURES FOR PUPIL TRANSPORTATION  
VEHICLES

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TITLE 92 - NEBRASKA DEPARTMENT OF EDUCATION  
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TITLE 92 - NEBRASKA DEPARTMENT OF EDUCATION  
CHAPTER 91 - REGULATIONS GOVERNING DRIVER QUALIFICATIONS &  
OPERATIONAL PROCEDURES FOR PUPIL TRANSPORTATION  
VEHICLES

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001 General Information

001.01 Statutory Authority. This Chapter is adopted pursuant to Sections 79-318(12), and 79-607 of the Revised Statutes of Nebraska (R.R.S.).

001.02 Scope and Application. This Chapter governs the qualifications and requirements for drivers of pupil transportation vehicles in public and non-public schools, along with operational procedures for pupil transportation vehicles.

001.02A This regulation is not intended to include: (i) legally licensed operators of vehicles which operate under the jurisdiction of the United States Department of Transportation, State Patrol Motor Carrier Enforcement Division of Motor Carrier Services or Nebraska Public Service Commission when used for activity trips as described in subsection 002.02 of this Chapter; (ii) private motor vehicles used exclusively to carry members of the vehicle owner's household; (iii) small vehicles used for activity purposes only except as stated in subsection 003.01A; or (iv) the operation of small vehicles in emergency situations when approved by the school administrator or person designated by the local governing school board.

001.03 Related Regulations. An additional regulation promulgated by the Nebraska Department of Education is Chapter 92, *Regulations Governing the Minimum Equipment Standards & Safety Inspection Criteria for Pupil Transportation Vehicles*.

001.04 Penalty Provisions. Section 79-607 of the Revised Statutes of Nebraska (R.R.S.) provides that violations of traffic rules or regulations which relate to school bus transportation may result in a person being guilty of a Class V misdemeanor.

001.05 Effective date and Implementation Date. Regardless of the effective date of this Chapter, the implementation (operative) date will be either January 1, 2019 or the effective date of this Chapter, whichever is later. Prior to that date, the provisions of 92 NAC 91 effective September 26, 2012 shall remain in effect.

002 Definitions

002.01 Activity Bus means a motor vehicle with motive power, except a trailer, designed or modified by the manufacturer, distributor or dealer for carrying eleven (11) or more passengers, excluding the driver, which at any time would be used to carry school children and school personnel exclusively on a school activity trip from a given location to a second location without stopping to load or unload children or control traffic on public highways, provided that such transportation service is sponsored and approved by the local school governing board. This includes Multi-Function School Activity Bus as defined in 49 CFR 571.3 and does not preclude the use of a school bus as an activity bus.

002.02 Activity Trip means the transportation of children, pupils, and school personnel to and from a given location to a second or subsequent location or locations without stopping to load or unload the passengers on the public highways for the purpose of transporting the passengers to any activity or event sanctioned, authorized or sponsored by the school district or the local school's governing board.

002.03 "Behind the Wheel" Training and Pre-Service Evaluation means an orientation prescribed by the Commissioner of Education and conducted by any driver holding a current school bus permit or who is qualified to drive a pupil transportation vehicle.

002.04 Motor Coach Bus means a vehicle not designed primarily for the transportation of school children to and from school and school related activities, but as a commercial motor vehicle as a part of the operation of a common or contract carrier, as those terms are defined in Section 75-302 R.R.S., with a Gross Vehicle Weight of greater than 33,000 lbs., with a semi-monocoque/monocoque unitized body construction and which has high back seats, under-the-floor storage, and is designed to seat at least 32 passengers. For purposes of this Section, monocoque means a design where the skin or shell of the vehicle acts as a single unit with the supporting frame and semi-monocoque means a design where the skin or shell of the vehicle acts, to some extent, as a single unit with the supporting frame. Such buses are also commonly known as "over-the-road coaches."

002.05 Level I Instructional Course means a minimum of an eleven (11) hour, instructional program for individuals who will be operating school buses and a minimum of three (3) hour instructional program for drivers of small vehicles on routes, prescribed by the Commissioner of Education, conducted by an instructor approved by the Commissioner. The course is valid for five (5) years.

002.06 Level I Waiver Examination means an examination approved by the Commissioner of Education that may be taken prior to attending the Level I Instructional Course for which a passing score on the waiver examination temporarily fulfills the Level I requirement for an individual to drive a pupil transportation vehicle for the first time. Sixty (60) days after being issued, the waiver expires.

002.07 Level II Instructional Course means a minimum of a three (3) hour instructional program, that is prescribed by the Commissioner of Education, conducted by an instructor approved by the Commissioner and is valid for five (5) years.

002.08 Level II Waiver Examination means an examination approved by the Commissioner of Education that may be taken prior to attending the Level II Instructional Course for which a passing score on the waiver examination temporarily fulfills the Level II requirement for an individual to drive a pupil transportation vehicle. The applicant must complete the entire Level II Instructional Course within sixty (60) days of passing the Level II Waiver Examination.

002.09 Students means school students, pupils and children and will be used interchangeably throughout this Chapter.

002.10 School Bus means a motor vehicle with motive power, except a trailer, designed or modified by the manufacturer, distributor or dealer for carrying eleven (11) or more passengers, excluding the driver, meeting or exceeding Nebraska Pupil Vehicle Minimum Standards (92 NAC 92); which at any time is used to carry school children and school personnel exclusively that is sponsored and approved by the local school governing board. School bus includes an Activity Bus (as defined in this Chapter) and a Multi-Function School Activity Bus (MFSAB) as defined in 49 CFR 571.3 except where otherwise provided in 92 NAC 92. Vehicles that only carry school children along with other passengers as a part of the operation of a common carrier under the jurisdiction of the United States Department of Transportation, Nebraska Public Services Commission, Nebraska State Patrol Carrier Enforcement, or the Nebraska Department of Motor Vehicles Division of Motor Carrier Services are not included with the definition of school bus.

002.11 Small Vehicle means a motor vehicle with motive power, except a trailer, designed or modified by the manufacturer, distributor or dealer for carrying ten (10) or fewer passengers, excluding the driver, meeting or exceeding Nebraska Department of Education minimum standards for small vehicles which at any time would be used to carry students exclusively that is sponsored and approved by the local school governing board. If the seating capacity of the vehicle has been reduced to meet the definition of a small vehicle, the manufacturer, distributor, or dealer shall recertify the vehicle if required by 49 CFR 567.7. The capacity of the vehicle shall be posted inside the vehicle in a conspicuous location. The preceding definition is not intended to include private motor vehicles used exclusively to carry members of the owner's household.



002.11A Vehicles that have an original manufacturer's vehicle type classification label under 49 CFR 567.4 of "bus" and that have an original manufacturer's designated seating capacity of 15 persons maximum (e.g. 15-passenger vans) shall not qualify as a small vehicle.

002.12 Pupil Transportation Vehicle means any vehicle utilized to carry school children as sponsored and approved by the local school governing board and conforms to the Nebraska Department of Education definitions of pupil transportation vehicles listed in this Chapter.

002.13 Pupil Transportation Vehicle Driver means a driver of any pupil transportation vehicle, utilized to transport school children.

002.14 Route means a designated course regularly traveled by a pupil transportation vehicle to pick up students from home or pickup points and take them to school or other locations related to a student's instructional program or to deliver students from school to their homes or designated drop-off points.

### 003 Pupil Transportation Driver Qualification Criteria

003.01 Pupil transportation vehicles used to transport one or more school children must be driven by individuals who have met the criteria as stated in this Chapter whenever such transportation service is sponsored and approved by a local school's governing board. Drivers employed by schools' independent contractors, and drivers independently contracted by a military base to transport children to school must also meet this criteria to be qualified to drive a pupil transportation vehicle.

003.01A Pupil transportation vehicle drivers of small vehicles on activity trips shall be provided instruction in emergency evacuation procedures, first aid, and other instruction applicable to the group of students being transported by their employer prior to such transportation activity.

003.01B Substitute pupil transportation vehicle drivers shall meet the same driver requirements and qualifications as a regular pupil transportation vehicle driver.

003.01B1 A pupil transportation vehicle driver shall not have the authority to assign a substitute without the prior approval of a school administrator or person designated by the local governing school board.

### 003.02 Requirements to be a Pupil Transportation Vehicle Driver

003.02A Drivers Eligibility. The following requirements shall be met at all times by individuals to be a pupil transportation vehicle driver:

003.02A1 The individual shall possess a valid Motor Vehicle operator's license required for the vehicle(s) that will be driven to transport students;

003.02A2 The individual shall be able to read and comprehend driving regulations and written test questions;

003.02A3 The individual shall be a minimum of 18 years of age; and

003.02A4 The individual shall be of good moral character.

003.02B Type of Vehicle Qualifications for Pupil Transportation Drivers. The following categories of pupil transportation vehicles that drivers can be qualified to drive are:

<u>Category</u>	<u>Vehicle</u>	<u>Capacity – Not Including the Driver</u>	<u>Minimum DMV License Required</u>
<u>A</u>	<u>Small Vehicle: Car or Van (Routes only)</u>	<u>1-10 passengers</u>	<u>Class O Operator's License</u>
<u>B</u>	<u>School Bus</u>	<u>Up to 14 passengers</u>	<u>Class O Operator's License</u>
<u>C</u>	<u>School Bus</u>	<u>15 or more passengers</u>	<u>Commercial Driver's License with Passenger and School Bus Endorsements</u>

003.02C Initial Training Requirements to Qualify as a Pupil Transportation Driver. When an individual has never held a school bus permit, or has never met the requirements to qualify to drive a pupil transportation vehicle, the following requirements shall be met for all pupil transportation drivers except drivers of small vehicles for activity trips only:

003.02C1 Complete "Behind the Wheel" training and pre-service evaluation that is administered by a driver with a valid school bus permit or a driver who is qualified to drive a pupil transportation vehicle and holds an equal or higher vehicle qualification. Upon completion of the evaluation, the administering driver will issue a completed Pre-Service Evaluation Form (see Appendix D) and School Transportation Maneuvers Road Test Examiner's Summary to the individual. The individual must hold a CLP Learner's Permit for commercial vehicles before attempting to complete this training and evaluation pursuant to Sections 60-4,141 through 60-4,143 R.R.S., which is required if operating a bus on a public roadway.

003.02C2 Successfully complete a Level I Instructional Course by receiving at least the minimum score on the Level I Instructional Course Exam.

003.02C3 Pass a prescribed physical examination administered by a medical examiner who has been who has been approved by the school district, governing body or employing agency. All physical examinations are to be conducted according to the Department of Transportation Federal Motor Carrier Safety Regulation Section 391.41 (49 CFR 391.41) and a record maintained as set forth in Department of Transportation Federal Motor Carriers Safety Regulation Section 391.43 (49 CFR 391.43). This physical examination is valid for up to two (2) years from the date of exam. The individual will provide the employer with a copy of the Medical Examiner's Certificate prior to operating any pupil transportation vehicle.

003.02D Requirements for an Individual to Maintain Status as a Qualified Pupil Transportation Driver. The individual shall:

003.02D1 Meet the requirements as described in subsection 003.02C43.

003.02D2 Within five (5) years of completing a Level I Instructional Course and each subsequent five (5) year period, the driver shall complete a Level II Instructional Course. This requirement may be waived for sixty (60) days if the applicant receives at least the minimum score on the Level II waiver examination.

003.02D2a If more than five (5) years have passed since an individual has successfully completed a Level I or Level II Instructional Course, the Level I Instructional Course shall be taken again.

003.03 Responsibilities of Employers of Pupil Transportation Drivers

003.03A Each employer shall have on file a valid Medical Examiner's Certificate for each driver it employs, except drivers of small vehicles for activity trips only on-file. If the Medical Examiner's Certificate is valid for less than two (2) years, the employer shall require an updated valid Certificate prior to the expiration of the previous Certificate.

003.03B When the employer becomes aware that a driver's Medical Examiner's Certificate is no longer valid, the employer will remove the driver from duties as a pupil transportation driver until a valid Medical Examiner's Certificate has been provided.

003.03C The employer shall annually obtain from the Nebraska Department of Motor Vehicles the driving record for every pupil transportation vehicle driver, and apply the satisfactory driving criteria, as determined by the local school governing board policy, before a pupil transportation vehicle driver may drive a pupil transportation vehicle.

003.03D The employer shall obtain a criminal history record that includes information from the Nebraska State Patrol for all individuals that are to be employed as pupil transportation vehicle drivers and keep a copy of that record on file.

003.03D1 Each individual's criminal history record shall be updated during the calendar year that coincides with the expiration of the individual's motor vehicle operator's license.

003.03D2 The employer is not required to obtain a criminal history record for drivers who are also certificated Nebraska school administrators or teachers.

003.03E Employers shall annually provide a minimum of two (2) hours of in-service training for all pupil transportation vehicle drivers that, at a minimum, include emergency evacuations, loading/unloading, student management, vehicle inspections and the school's Safe Pupil Transportation Plan.

#### 004 Operational Procedures

004.01 Pre-trip Vehicle Inspections. Designated pupil transportation personnel or designated personnel of the employer shall perform a pre-trip inspection prior to placing the vehicle in service and shall promptly report in writing to the school administrator or person designated by the local school governing board any defects or deficiencies discovered that may affect the operational safety of the vehicle or result in its mechanical breakdown. The pre-trip inspection procedures require the conducting of both stationary and operating inspections. The inspection shall be conducted according to the procedures in Appendix C.

004.01A For purposes of this Section, a "trip" means the transportation from one predetermined destination to another with students on board. A new trip occurs whenever an hour or more expires before the next trip.

004.02 Post-Trip Check. Pupil transportation vehicle drivers shall conduct an interior walk-through inspection for students who may remain on a school bus, and a visual inspection for students that may remain in a small vehicle, at the end of each route or activity trip.

004.03 Safe Stops for Loading and Unloading Children. No school bus shall stop to load or unload pupils unless there is at least four hundred (400) feet of clear vision in each direction of travel (Section 60-6,175(3) R.R.S.).

004.03A When a school bus is (a) parked in a designated school bus loading area which is out of the flow of traffic and which is adjacent to a school site or (b) parked on a roadway which possesses more than one lane of traffic flowing in the same direction and which is adjacent to a school site, the bus driver shall engage only the hazard warning flasher lights when receiving or discharging pupils if a

school bus loading area warning sign is displayed. Such signs shall not be directly attached to any school bus but shall be free standing and placed at the rear of a parked school bus or line of parked school buses. No school district shall utilize a school bus loading area warning sign unless such sign complies with the requirements of Section 60-6,176 R.R.S..

004.03B The following procedure shall be followed by the pupil transportation vehicle driver when controlling traffic with a school bus during the process of loading and unloading:

004.03B1 Use rearview mirror system to check all traffic.

004.03B2 Reduce the school bus speed with minimal brake usage and without greatly interrupting the flow of traffic.

004.03C Activate the school bus flashing yellow warning signal lights:

004.03C1 Not less than 500 feet or more than 1,000 feet from the bus stop in any area outside the corporate limits of any city or village; or

004.03C2 At least 300 feet and not more than 600 feet from the bus stop within the corporate limits of any city or village.

004.03D During the stopping process, the pupil transportation vehicle shall allow sufficient area to the right of the bus so that children and other passengers may clear the bus safely.

004.03E After the school bus has stopped, the pupil transportation vehicle driver shall:

004.03E1 Place the transmission in "Park", and if there is no "Park" shift point, place the transmission in "Neutral" and set the parking brake at each stop;

004.03E2 Check to see if traffic is able to stop, activate the alternating flashing red signal lamps, and extend stop arm;

004.03E3 Check to see if road is clear in both directions and that all traffic is stopped. When the road is clear and all traffic has stopped, open door to load and unload children and other passengers;

004.03E4 Require that when the children and other passengers have left the bus, they walk to a distance of approximately twelve (12) feet in front of the bus before crossing the roadway;

004.03E5 When children and other passengers are safely across the road, or on their way home, the pupil transportation vehicle driver shall close the door, ensure all passengers are seated, retract stop arm, turn off alternately flashing warning lights, check the traffic and proceed. All passengers shall remain seated while the bus is in motion.

004.04 Railroad Crossing Procedure. The following sequence of actions apply to all drivers of school buses, activity buses, and Multi-Function School Activity Buses (MFSAB), either loaded or unloaded, during the process of approaching and crossing railroad tracks except at any such crossing where a police officer or a traffic control flagman (railroad employee) directs traffic to proceed:

004.04A Approach the tracks with caution and decelerate the vehicle;

004.04B Activate the hazard warning flasher lights at a distance of not less than 200 feet from the nearest railroad track;

004.04C Stop the bus within 50 feet, but not less than 15 feet from the nearest rail, place the transmission in "Park, and if there is no "Park" shift point, place in "Neutral" and press down on the service brake or set the parking brakes;

004.04D Command the cooperation of passengers in an effort to provide maximum quietness;

004.04E After quietness has been achieved, open the service door and driver's window, listen and look in both directions along such track for any approaching train and for signals indicating the approach of a train;

004.04F If no train is approaching, proceed in a gear low enough to permit crossing the tracks without having to shift gears (vehicles with automatic transmissions should put the transmission in the drive gear);

004.04F1 When two (2) or more tracks are to be crossed, do not stop unnecessarily a second time unless the rear bumper of the school bus is completely clear of the first track and has at least 15 feet clearance in front and at least 15 feet clearance from the track to the rear.

004.04G Railroad tracks shall not be crossed unless absolutely certain there would be at least 15 feet of clearance from the rear bumper of the school bus to the nearest rail should the bus need to stop after crossing the railroad tracks; and

004.04H Deactivate warning hazard lights after the bus completely crosses the railroad tracks.

004.05 Emergency Evacuation Drill Procedure. At least twice during each school year, each pupil who is transported in a school bus shall be instructed in safe riding practices and participate in emergency evacuation drills conducted by a pupil transportation vehicle driver who is qualified to operate a school bus. The emergency evacuation drill procedure will be conducted according Appendix B. The chief administrative officer or chairperson of the board of education representing a public school district or the chief administrative officer or chairperson of the governing authority representing any nonpublic school shall annually certify, a verification statement to the Department of Education that the evacuation drills required pursuant to this Section have been conducted. Such verification statement shall be sent to the Department of Education no later than June 30.

004.06 Accident Procedures and Prevention

004.06A The following procedures shall be observed by a pupil transportation vehicle driver in the case of an accident involving a pupil transportation vehicle:

004.06A1 Stop the vehicle immediately;

004.06A2 Remain at the scene of the accident and render reasonable assistance to any person injured in the accident;

004.06A3 Make certain all pupils are in a safe place away from traffic and that pupils are not permitted to leave the assigned area without permission;

004.06A4 Notify the law enforcement agency immediately and inform the school administrator and request medical assistance;

004.06A5 Obtain the names, license numbers, registration numbers, location, time, road and weather conditions that are accurately written down;

004.06A6 Set three flares or reflectors to warn traffic as follows:

004.06A6a On the traffic side of the vehicle, within ten (10) feet of the rear corner to mark the location of the vehicle.

004.06A6b On the shoulder of the road or in the lane the vehicle is stopped in, about 100 feet behind and ahead of the vehicle. (See Appendix A, Figure 1)

004.06A6c Back beyond any hill, curve, or other obstruction that prevents other drivers from seeing the vehicle within 500 feet. (See Appendix A, Figure 2)

004.06A6d If the vehicle must stop on or by a one-way, or divided highway, place flares or reflectors 10 feet, 100 feet, and 200 feet toward the approaching traffic.

004.06A7 Provisions shall be made for transporting pupils to their homes or to school as determined by local school policy.

004.06A8 The driver of any pupil transportation vehicle, which is in any manner involved in an accident within the state, in which any person is killed or injured, or in which damage to an apparent extent in excess of \$1,000.00 is sustained to the property of any one person, including such driver shall within ten (10) days report the matter in writing on prescribed forms to the Nebraska Department of Motor Vehicles.

004.06B Procedures for Other Accidents. When a pupil transportation vehicle driver approaches a scene of an accident in which the pupil transportation vehicle is not involved and no other assistance is available, the vehicle driver shall stop, put on four (4)-way flashers to warn approaching traffic and determine the necessity of being of assistance, provide reasonable assistance and thereafter immediately continue on the route schedule.

#### 004.07 Additional Pupil Transportation Vehicle Operating Regulations

004.07A Speed Limits. The maximum pupil transportation vehicle speed limit shall be as posted or as otherwise provided by applicable laws or ordinances; however, speed should be governed by reasonable individual judgment and existing operating conditions.

004.07B Convoy Distance. A pupil transportation vehicle shall not follow another vehicle within 475 feet when traveling outside the corporate limits of a town or city. The preceding is not intended to prevent a pupil transportation vehicle from passing another motor vehicle.

004.07C Tobacco Products. Smoking and/or the use of any tobacco product in a pupil transportation vehicle shall be prohibited at all times.

004.07D Backing. The driver of a school, activity, or coach bus owned and operated by a school shall not drive backwards on the school grounds unless the rear of the bus is observed and directed by a second responsible person. The driver of any pupil transportation vehicle shall not back such vehicle on any roadway unless such movement can be made with safety and without interfering with other traffic.

004.07E Towing. Pupil transportation vehicles shall not be operated with a trailer or other vehicle attached while children are being transported.



004.07F Occupant Protection Systems. The pupil transportation vehicle driver shall be required to wear lap/shoulder belts whenever the vehicle is in motion. When occupant protection systems/lap belts are provided in the pupil transportation vehicle, passengers shall wear the occupant protection system. Children up to the age of eight (8) years of age shall use Federally-approved child passenger restraint systems as required by Section 60-6,267 R.R.S.

004.07G Hourly Driving Limitation. It shall be unlawful for any person operating a pupil transportation vehicle to be or remain on duty for a longer period than sixteen (16) consecutive hours. When any person operating a pupil transportation vehicle shall have been continuously on duty for sixteen (16) consecutive hours, he or she shall be relieved and not be permitted or required to again go on duty without having at least ten (10) consecutive hours off duty, and no such driver, who has been on duty sixteen (16) hours in the aggregate in any twenty-four (24) hour period, shall be required or permitted to continue or again go on duty without having had at least eight (8) consecutive hours off duty.

004.07G1 For purposes of this Section, "on duty" means time spent doing any of the following: driving, loading, unloading, or supervising or assisting in loading or unloading persons or property from or into vehicles, or repairing, inspecting or otherwise attending to a vehicle or its passengers.

004.07G2 When transportation of pupils is subject to the hourly driving limitation of the Federal Motor Carrier Safety Regulations (49 CFR Part 395), then such requirements shall govern.

004.07H Seating. Seating shall be provided that will permit each occupant to sit in a seat as intended by the manufacturer. Neither the manufacturer's rated seating capacity nor the manufacturer's gross vehicle weight (GVW) shall be exceeded at any time the pupil transportation vehicle is in motion. In addition, the aisle and exit and entry areas shall be clear and unobstructed while the pupil transportation vehicle is in motion. Routing and seating plans shall be coordinated so as to eliminate standees when a school vehicle is in motion. There shall be no auxiliary seating accommodations such as temporary or folding jump seats in pupil transportation vehicles. If permanent seats are removed or added to a pupil transportation vehicle, such installation shall be completed by the dealer or manufacturer.

004.07I Use of Strobe Light. The white flashing strobe light shall be used only in adverse weather conditions, when the pupil transportation vehicle is in distress or to enhance the visibility of the pupil transportation vehicle when barriers inhibit such visibility.

004.07J Use of Headlights. Pupil transportation vehicles shall operate with headlights on at all times.

004.07K Small Vehicles Used on Routes. When a small vehicle is used to transport students on a route, the driver shall pull off the road into a driveway, parking lot, or other appropriate safe location prior to loading and unloading students.

004.07L Use of Handheld Wireless Communication Device. Drivers shall not use a handheld wireless communication device to read written communication, type written communication, or send written communication while operating pupil transportation vehicles. If the use of a handheld wireless communication device, whether for written or verbal communication, is necessary, the driver shall pull the pupil transportation vehicle off the road before using this device. (This does not preclude the use of a two-way communication device required by 92 NAC 92-subsection 005.11.)

004.07M Leaving Pupil Transportation Vehicle with Passengers on Board. Unless a running engine is required to operate a power lift or ramp (see 92 NAC 92-007.07), drivers of pupil transportation vehicles shall not leave a pupil transportation vehicle when passengers are on board unless the vehicle is parked in a safe location, the engine is in the off position, the keys have been removed and in the possession of the driver.

## 005 Safe Pupil Transportation

005.01 Transportation of Unsafe Items. Pupil transportation vehicles shall not transport any items, animals, materials, weapons or look-a-like weapons, explosive devices or equipment which in any way would endanger the lives, health, or safety of the children, and other passengers and driver.

005.01A Look-a-like weapons associated with a school sponsored or approved activity may be transported with written permission of an administrator of the school district. If possible, these items should be secured and not visible or accessible to students while on the pupil transportation vehicle.

005.01B Any item or items that would break or could produce injury if tossed about the inside of pupil transportation vehicle when involved in an accident shall be secured.

005.02 Safe Pupil Transportation Plan. Each school district providing pupil transportation shall have a safe pupil transportation plan.

005.02A The Plan may be incorporated or addressed in a school's safety and security plan adopted pursuant to 92 NAC 10 or can be a separate plan. At minimum, the plan shall address:

005.02A1 Weapons.

005.02A2 Pupil behavior that is in violation of Student Conduct Standards established by Section 79-262(1) R.R.S or similar rules.

005.02A3 Terroristic threats.

005.02A4 Severe weather.

005.02A5 Hazardous materials and unattended items on or near pupil transportation vehicle.

005.02A6 Medical emergencies.

005.02A7 Driver/passenger procedures in the event of mechanical breakdowns of the vehicle.

005.02A8 Driver procedures in the event that the drop-off location is uncertain or appears unsafe to leave students.

005.02A9 Functional capacity of a pupil transportation driver and a process to confirm a driver's ability to conduct daily tasks and emergency evacuations.

005.02B Documentation under Safe Pupil Transportation Plan. Each school district providing pupil transportation shall develop a procedure that requires pupil transportation vehicle drivers to document and submit to designated school authorities the occurrence of any events covered by the Safe Pupil Transportation Plan adopted under subsection 005.02, that involved the pupil transportation vehicle operated by the driver, or any pupils transported in it.

005.03 Authorized Passengers. No one except school personnel, supervisory personnel, monitoring personnel and pupils assigned to a school bus for a particular route schedule or for an activity trip as defined in 92 NAC 91- subsection 002.02 may ride in such vehicles.

005.03A This Section shall not limit the types of passengers that may otherwise be transported in a school bus when used for other than to or from school purposes under Section 13-1208 R.R.S., Section 60-6,175(7) R.R.S., or as otherwise authorized.

**APPENDIX A - PLACEMENT OF WARNING FLARES/REFLECTORS**

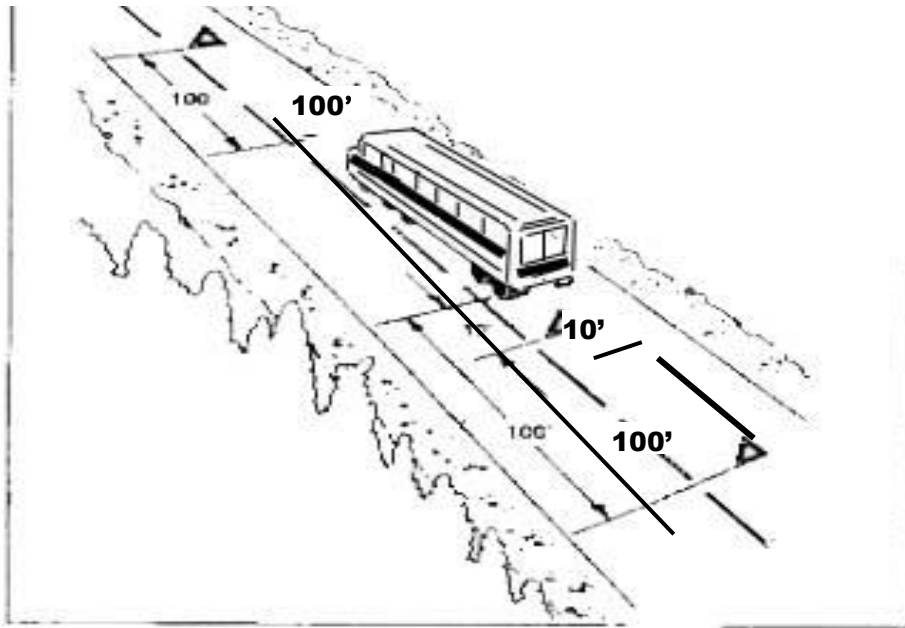


Figure 1

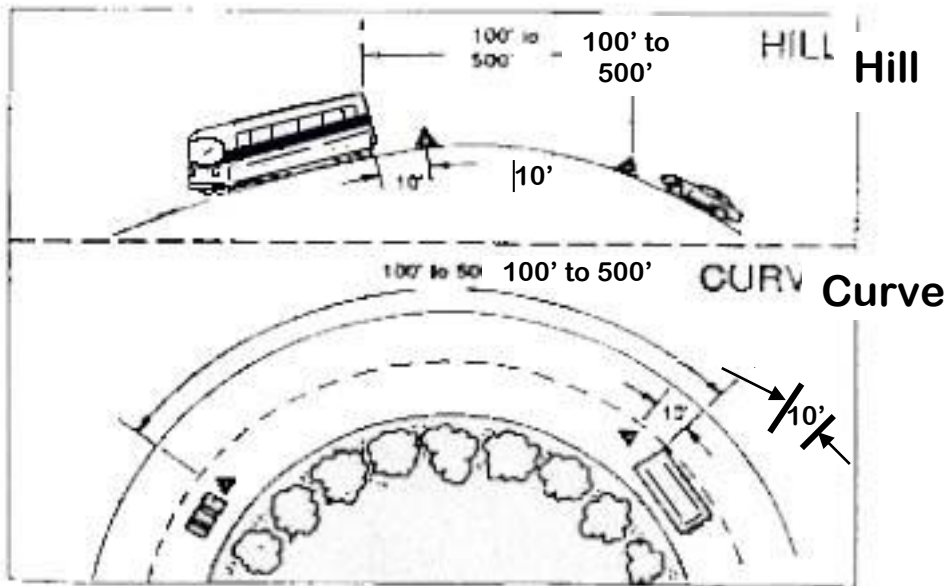


Figure 2

## **APPENDIX B - EMERGENCY EVACUATION DRILL PROCEDURES**

In a school bus accident or emergency situation, the school bus driver must use his/her best judgment to decide what action shall be taken. The primary responsibility is pupil safety. In an emergency it may be necessary that the bus be evacuated. This procedure requires a definite plan followed by periodic practice in emergency evacuation drills.

The following procedures apply to school buses. Local policies must be developed to include instructing emergency equipment and evacuation procedures for students who ride small vehicles.

### **1. Reasons for Emergency Evacuation of School Buses**

A. Fire or danger of fire – If any portion of a school bus is on fire, it shall be stopped and evacuated immediately. Passengers shall move to a point 100 feet or more upwind from the bus and remain there until the bus driver has determined that no danger remains. If a school bus is unable to move and is close to existing fire or highly combustible materials, the “danger of fire” shall be assumed and all passengers evacuated.

B. Unsafe Location – In the event that a school bus is stopped in an unsafe location and is unable to proceed, the driver must determine immediately if it is safer for passengers to remain on the bus or to evacuate.

C. Driver must evacuate a school bus if its final stopping position:

1. is in the path of any train, or on or closely adjacent to any railroad tracks;
2. could change and increase the danger. For example, if a bus were to come to rest near a body of water or precipice where it could slide into the water or over a cliff, it must be evacuated;
3. is such that there is danger of collision. Under normal traffic conditions, the bus should be visible for a distance of 300 feet or more. A position over a hill or around a curve where such visibility does not exist should be considered reason for evacuation.

### **2. Important Factors in School Bus Evacuation**

A. The safety of the pupils is of utmost importance and must be given first consideration. During an evacuation, pupils should be led to a safe place at least 100 feet off the road in the direction of oncoming traffic. If there is a risk from spilled hazardous materials, lead the pupils upwind of the bus at least 300 feet.

B. Prior to evacuation, place the transmission in park (neutral), activate the hazard warning light, set the emergency brakes, turn the ignition off, and remove the ignition key.

C. The driver shall stay in the bus during evacuation to guarantee smoothness of evacuation procedures.

## **APPENDIX B - EMERGENCY EVACUATION DRILL PROCEDURES**

- D. Evacuations shall be conducted with “deliberate speed.” A time interval of 1½ to 2 seconds per passenger has proven to be the safest and most efficient.
- E. To insure a safe exit, passengers must have their hands free. They shall leave lunch boxes, books, and other personal belongings on the bus.
- F. Passengers selected and trained in advance shall be assigned to serve as:
  - 1. Leaders - will lead passengers to safety from each door utilized for evacuation. (Passengers shall be directed to a safe point at least 100 feet from the bus and remain there until given further directions.)
  - 2. Helpers - two pupils shall be stationed to aid passengers as they leave the bus through the rear emergency exit.

### **3. Common Types of School Bus Emergency Evacuation**

- A. Evacuations utilizing the front or service door shall be conducted using the same techniques as a routine unloading. The driver will choose whether to evacuate the bus one side at a time or on a staggered seat basis.
- B. Evacuations utilizing only the rear exit door have some distinctive features.
  - 1. The bus driver shall walk back through the bus to the rear exit and direct the pre-assigned leader and helpers to take their positions.
  - 2. The leader will open the rear emergency door, exit, and stand clear, ready to lead exiting passengers to a safe location set by the driver.
  - 3. The helpers will exit and take their position, one on each side of the rear emergency exit to assist passengers in exiting the bus in a safe and orderly manner.
  - 4. Passengers shall remain in their seats until directed by the driver to leave the bus. The driver may choose whether to evacuate the bus one side at a time or on a staggered seat basis.
  - 5. The driver shall advise all passengers to have their hands free and coats buttoned. Each passenger shall be two steps away from the bus before the next person exits. Taller passengers would be reminded to duck their heads in order to exit safely.
- C. Evacuations utilizing roof hatches, side emergency doors, and side/rear emergency windows. Should the bus be on its side, utilize the roof hatches and side door. The side door is located on the left side, the street side, of the bus. Use caution exiting, as belongings will be tossed around and might be a hazard underfoot. Evacuation procedures are the same as if utilizing the 5 step rear door exit evacuation. Follow the instructions for opening the side/rear window emergency exits. Instructions are displayed on the door and below the window.

## **APPENDIX B - EMERGENCY EVACUATION DRILL PROCEDURES**

- D. Evacuation of pupils with disabilities - Each bus route shall have its own written emergency evacuation plan.
- E. School Bus Pupil Representatives
1. The school bus driver is responsible for the safety of pupils. However, in an emergency a driver might be incapacitated, unable to direct evacuation. Therefore, school bus representatives (school safety patrol members or appointed pupil) should be selected, trained and prepared to direct the evacuation.
  2. School bus representatives should be: a) mature pupil – maturity is more important than age; b) good citizens – a desire to serve is most important; c) on the bus for the entire route. Choosing pupils who live near the end of the route might be helpful. They must also have written parental permission in advance.
  3. Training programs shall prepare pupils, school bus representatives to: a) turn off ignition switches; b) set emergency brakes; c) summon help when and where needed (instructions and telephone numbers shall be available on buses); d) use windows for evacuation in emergencies; e) set flags and reflectors or reflective triangles; f) open and close service and emergency exit doors; g) direct school bus evacuations; h) perform other duties as directed by the driver.
- F. School Bus Evacuation Drills
1. All pupils who are transported in a school bus shall be given an opportunity to participate in evacuation drills.
  2. All pupils shall be instructed in school bus passenger safety and procedures for emergency evacuation prior to participation in evacuation drills.
  3. Drills should be held in restricted off-street areas and not on bus routes.
  4. All types of emergency evacuations should be practiced with emphasis on utilizing the rear emergency exit.
  5. Section IV, subsection C-2 of Standard 17 of the Federal Highway Safety Act of 1966 and Section 79-609(2)(a) R.R.S. states: "At least twice during each school year, each pupil who is transported in a school vehicle shall be instructed in safe riding practices and participate in emergency evacuation drills."

## **APPENDIX C –PRE-TRIP INSPECTION PROCEDURES**

The school bus driver must perform a pre-trip inspection of the school bus and equipment before transporting pupils. This pre-trip inspection consists of the following:

- a. Bus exterior
- b. Bus interior
- c. Operating – Road Check

The driver of a small vehicle must perform pre-trip inspection before the vehicle is used for transporting pupils.

*Before starting the engine, drivers should conduct an interior and exterior walk-around, visually checking behind doors, accessible panels, under seats, undercarriage, etc., for suspicious items. If a suspicious item is found, the driver should clear the immediate area and notify authorities, as determined by the local school officials.*

### **CARE & INSPECTION**

#### **Exterior Inspection or the “pre-trip Walk-Around”**

Before conducting the pre-trip walk-around, start the engine and allow the vehicle to warm-up. Do not leave the vehicle while it is warming up. Set the parking brake and put the transmission in neutral. Then get out and inspect the vehicle thoroughly – top to bottom and end to end. Walk completely around it, alert to faulty equipment. Carry supplies to clean the lights, mirrors, signs, and windows. When the vehicle lights and signs are not visible because of dirt, other motorists can come too close to the vehicle before reacting. If the headlights, mirrors, or windows are dirty, reaction time is reduced due to poor visibility.

Listed below is each piece of equipment to be inspected for proper working order and warnings, which point to potential problems.

[Pre-trip inspection for small vehicles consists of inspecting the items below which have been indicated by an asterick (\*).]

- **Lights\*** – Check all lights applicable to the vehicle: back-up lights, brake lights, directional signals, hazard flashers, headlights, lighted school bus sign, reflectors, running lights, stop arm lights, taillights, and warning lights. Any lights or reflectors exhibiting such problems as inconsistent flashing, cracks, or other damage, should be reported in writing and repaired.
- **Mirror\*** – Mirrors should be aimed and tightly adjusted. Make certain you have a safe view.



## **APPENDIX C –PRE-TRIP INSPECTION PROCEDURES**

- **Windows\*** – All windows, especially the windshield and rear window, should be clear of dirt, ice, road film, and snow that can cause glare or impair visibility. Do not clear just a “peephole.” Inspect windows for cracks and report any problems to the administration.
- **Emergency Rear Door** – Check to see that it opens easily from the outside. The emergency door-warning buzzer should sound when the door is opened and the ignition key is on. This door must always be ready for emergencies, yet tightly sealed when closed to prevent possible entrance of carbon monoxide fumes.
- **Exhaust System\*** – Carbon monoxide poisoning occurs the most frequently when a vehicle is standing still or is in an enclosed space with the engine running. Look for visible exhaust and listen for excessive noise and vibration. Check for leaks in the exhaust system and holes in the body of the vehicle. Leaks should immediately be reported and repaired. The exhaust system should also be checked for sagging tailpipes (exhaust pipes) and mufflers.
- **Fluid Leaks\*** – Examine inner wheels and tires and the area under the vehicle for wetness. Leaks can be engine oil, coolant, fuel, rear axle fluid, or grease, as well as brakes, clutch, or transmission fluid. Leaks should immediately be reported and repaired.
- **Tires\*** – Check the tires and see to if they are under inflated, flat, excessively worn or damaged. Don't drive the vehicle unless the tires are in good shape. One flat rear tire can place a dangerous weight on the companion tire of a dual set.
- **Wheels\*** – Look for loose or missing nuts, excessive corrosion, cracks or other damage. Don't drive with a damaged wheel or with loose wheel nuts.
- **Under the Hood\*** – Before starting the engine for the daily walk-around, you should check the coolant and/or antifreeze and oil to make sure they are at the proper level. Also, look for cracked, loose, or worn drive belts, hoses, and hose clamps.

### **Interior Inspection**

After the exterior inspection is complete, the vehicle should be checked thoroughly on the inside. All driver's instruments and controls must be functioning properly. All of the following items should be checked before operating the vehicle

- **Lights\*** – Check the panel light and the interior dome lights. They should be clean and work properly.
- **Mirrors\*** – They should be adjusted, aimed and cleaned so your visibility is unobstructed.

## **APPENDIX C –PRE-TRIP INSPECTION PROCEDURES**

- **Windows\*** – These should be cleaned from the inside as well as the outside, for total visibility, especially the windshield and rear window. Check for cracks in the windows and report any problems to the administration.
- **Defroster, Fan and Heater\*** – The vents should be unobstructed; i.e., do not cover them with coats, books, papers, etc., to insure that air moves through properly.
- **Driver's Seat and Seat Belts\*** – These should be adjusted so that the driver's feet reach the pedals, the doors, mirrors, and windows are in comfortable viewing distance, and the steering wheel is easily grasped without stretching or reaching. Seat belts for all passengers (including the driver) shall be in working order.
- **Emergency Door and Buzzer** – The door should be tightly sealed from the inside, but ready for emergency use. The buzzer should sound when the door is opened.
- **Emergency Equipment\*** – All emergency equipment should be easily accessible, yet out of the pupil's reach. Emergency equipment consists of the first aid kit, fire extinguisher, and reflectors. The fire extinguisher should be undamaged and properly stored. Replace cracked or broken hoses, keep nozzles unobstructed and make sure locking pins and sealing wires are in place. Periodically, shake the fire extinguisher to loosen the powder.
- **Horn\*** – It should sound clearly without the horn or horn button sticking.
- **Stop Arm Control and Service Door Control** – Check to see that the controls coordinate with the actions of the stop arm and door. If there is a problem, it should be reported and repaired.

\*The windshield wipers and washers, the steering wheel, and neutral safety switch should also be checked to make sure they are in proper working order.

The following equipment of the Interior Inspection should be checked with the engine running:

- **Air Pressure or Vacuum Gauge** – This gauge indicates the proper capacity of pressure to operate the brakes. Do not operate the vehicle until the pressure reaches the proper capacity. Loss of pressure indicates a leak in the system.
- **Voltmeter Gauge**– The voltmeter gauge indicates the voltage of the electrical charging system. This meter should show about 14 volts with the engine running. If it shows a higher or lower voltage, the vehicle should be checked.
- **Brake Pedal and Warning Light** – If the light comes on during a hard brake application, in a vehicle equipped with a dual brake system, it indicates that at least one of the brake systems is not working properly.

## **APPENDIX C –PRE-TRIP INSPECTION PROCEDURES**

- **Fuel Gauge\*** – It should indicate a safe margin of fuel for operating, never less than  $\frac{1}{4}$  full.
- **Oil Pressure Gauge\*** – The oil pressure gauge indicates the proper oil pressure. If it does not, the engine should be turned off. Learn what the proper oil pressure is for the vehicle.
- **Water Temperature Gauge\*** – The water temperature gauge indicates the temperature of the coolant in the engine. It should read COOL or WARM. If it reads HOT, the engine should immediately be turned off and the problem reported.

Be sure to check the passenger compartment; inspecting seats and windows, making sure there are no potential missiles (such as lunch boxes, toys, or school books) laying on the seats or floor.

### **Operating - Road Check**

The operating inspection is performed while the vehicle is being driven. A road check, both before and after loading the pupils, allows the driver to evaluate the working condition of that equipment which can only be inspected while the vehicle is in motion.

A driver should be constantly aware of the weight and motion of the passengers and how the vehicle is affected (as in pick-up characteristics, the tendency to drift, how the vehicle handles on curves, etc.) by always monitoring how the engine performs under load. The operating inspection consists of checking the following:

- **Brakes\*** – Do not wait until the vehicle is on the road to test the brakes. They can be tested in the yard at the bus garage. Moving at a low speed, come to a complete stop. The vehicle should stop in a straight line without pulling to one side, skidding, or swerving. The brakes should not grab, lock, or make excessive noise such as squeaking or squealing. The brake pedal should not feel grabby, over sensitive, or spongy. When the brakes are not in use, watch for dragging which causes the vehicle to pull to one side.
- **Clutch** (if applicable) – When changing gears, the driver should control the speed of the engine so the shift can be completed easily and smoothly without jerking or slipping. Careless shifting wears out the clutch and reduces its service life. When the shift is completed, remove foot from the clutch-do not “ride” the clutch. When the pedal is released, the clutch should have some “free play.” Watch for dragging, grabbing, or lack of free play on the pedal. Listen for unusual sounds. If you smell an odor like burning rubber, the vehicle should immediately be stopped.

## **APPENDIX C –PRE-TRIP INSPECTION PROCEDURES**

- **Emergency Parking Brake** – To test both air and mechanical brakes with a manual transmission, slowly engage the clutch while the parking brake is on. If the vehicle moves easily, the parking brake is not holding and should immediately be reported. With air brake systems, the parking brake will remain applied if there is partial or complete air loss in the service brakes. Release the parking brake when the vehicle is in motion. Driving with the parking brake on is a frequent cause of failure of the emergency brake.
- **Engine\*** – Do not race the engine when it is cold. Increase the engine's speed slowly so that all the parts can be lubricated. Do not exceed the maximum rpm. Listen for unusual sounds such as backfire, light tapping, occasional misfire, piston slap, rapid hammering, or whistling. Be alert to slow engine warm-up, lack or normal response, vibrations of the chassis, or failure of warm engine to start.
- **Steering\*** – The steering should be easy to handle, precise, responsive, and steady in turns and over rough roads. Power steering should be exceptionally quiet. The steering should not have excessive "play," jerking, "kickback" or rattles.
- **Suspension\*** – Improper suspension can cause "bottoming," excessive bounce, swaying and weaving on curves or rough roads, or one end of the vehicle to sag. Check for broken springs or faulty shock absorbers.
- **Transmission\*** – With the transmission in a moving gear, the vehicle should move smoothly in response to depressing the accelerator. An automatic or manual transmission should slip into gear and have easy and smooth gear changes throughout the shifting range. Do not exceed the manufacturer's recommended speed for each specific gear (rpm). Exceeding speed recommendations could damage the transmission or reduce its service life. Any metallic or unusual sounds or shifting difficulty should be reported immediately.

Continue to check all equipment throughout the day being alert to warning signs which will indicate potential problems. Be aware that the condition of the vehicle changes during the day.

At the end of the operating period check the passenger compartment for remaining passengers, lost articles such as books, lunch boxes, clothing, or toys. Inspect the seats for damaged upholstery and the window for cracks or breaks. Clean the vehicle, sweeping the floor, washing the seats, windows, and exterior.

**APPENDIX C - PRE-TRIP VEHICLE INSPECTION PROCEDURES**

*This document is provided as an example of a Pre-Trip Inspection Form and can be adapted to suit the district's individual needs. Completed forms must be kept for your school records. Do not submit this form to the Nebraska Department of Education.*

Pre-Trip Vehicle Inspection Form		Sign your initials at the top of each day to confirm the inspections have been completed						
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Other
<b>Vehicle No.</b>								
<b>Visual Check of Vehicle Interior and Exterior for Suspicious Items.</b>								
<b>Under the Hood</b>	1. Water Level							
	2. Oil Level							
	3. Belts & Hoses							
	4. Fluid Leaks							
<b>Inside Vehicle</b>	5. Floor Clean							
	6. Seats & Windows							
	7. Emergency Equipment							
<b>Start Engine</b>	8. Oil Pressure							
	9. Air/Vacuum Pressure							
	10. Fuel Level							
	11. Heaters & Defrosters							
	12. Wipers & Washer							
	13. Service Door							
	14. Low & High Beam Indicator							
	15. Left Signal Indicator							
	16. Amber Warning Lights							
	17. Emergency Exit & Buzzer							
<b>Outside Vehicle</b>	18. Rear Clear Lights							
	19. Amber Warning Lights							
	20. Left Turn Signal, Rear							
	21. Brake & Taillights							
	22. I.D. Lights							
	23. Exhaust System							
<b>Move to Front</b>	24. Tires & Wheels, Rear							
	25. Headlights, High Beam							
	26. Clear Lights							
	27. Amber Warning Lights							
	28. Left Turn Signal, Front							
	29. Front Tires & Wheels							
	30. Crossover Mirror							
	31. Both Rear View Mirrors							
<b>Re-Enter Vehicle</b>	32. Low Beam Indicator							
	33. Right Signal Indicator							
	34. Red Warning Lights							
<b>Outside Vehicle</b>	35. Right Turn Signal, Front							
	36. Red Warning Lights							
<b>Move to Front</b>	37. Right Turn, Signal							
	38. Red Warning Lights							
<b>Re-Enter Vehicle</b>	39. Service Brakes							
	40. Parking Brake							

Odometer		Mon.	Tues.	Wed.	Thurs.	Fri.	Date:						
<b>Regular Route</b>	Before	Am					<b>Activity Trips</b>	Before	Am				
	After	Pm						After	Pm				

Signature: \_\_\_\_\_

Provided by NDE

**APPENDIX D Pre-Service Evaluation Form**

<b>PRE-SERVICE EVALUATION FORM “Behind the Wheel” Evaluation</b>
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The “Behind the Wheel” training and pre-service evaluation is a required part of the Level I Pupil Transportation Driver Training Program. The driver candidate must be evaluated by a driver who is qualified to drive a pupil transportation vehicle. It can be conducted at the local school district. (Title 92, NAC, Chapter 91, 003.02C1).

This evaluation will provide the Level I Instructor and/or employer with valuable information as to the candidates’ skill deficiencies that may need to be addressed.

The attached evaluation form lists the individual criteria that must be successfully completed by each driver candidate. Three columns are provided for checking each criteria in the event that more than one attempt is necessary for successful performance.

Verification of the completion of the Level 1 Instructional Course can only be issued upon providing documentation of the successful completion of this pre-service evaluation.

Level I Instructor: \_\_\_\_\_

Level Class Location: \_\_\_\_\_

Level Class Ending Date: \_\_\_\_\_

**SCHOOL TRANSPORTATION MANEUVERS/ROAD TEST  
EXAMINER’S SUMMARY**

School/Contractor Providing  
Transportation: \_\_\_\_\_

Examiner’s Name (print) \_\_\_\_\_

Driver’s name: \_\_\_\_\_ Driver’s License # \_\_\_\_\_

Capacity of Vehicle in Test Drive: \_\_\_\_\_

Circle type of vehicle driven: (BUS) (SMALL VEHICLE)

As driving examiner, I have observed this driver to be competent in the skills required to drive a student / passenger vehicle as a requirement of the Level 1 Instructional Course.

EXAMINER’S SIGNATURE: \_\_\_\_\_ Date of Observation: \_\_\_\_\_

*Upload the completed Examiner’s Summary to the Nebraska Safety Center database*

**APPENDIX D Pre-Service Evaluation Form**

When complete, this Pre-Service Checklist is to be kept by the driving examiner or the employer of the driver.

This first page of the form should be submitted to the Level Instructor or NE Safety Center as a completion record and a requirement of Level 1 Certification.

**INSTRUCTIONS:**

Evaluate the performance of the driver for each item within all categories to be tested. Using the following codes, indicate the driver's performance in the appropriate column:

- P = PASS
- N/I = NEEDS IMPROVEMENT
- F = FAIL

Evaluate the items as many times as are indicated whenever possible. The PASS, NEEDS IMPROVEMENT or FAILS spaces should be left blank only if the task described does not occur during the road test.

**NOTE:** A = Ahead; B = Behind; R = Right; L = Left

<u>INITIAL START</u>	TIME 1		TIME 2		TIME 3	
	P	N/I	P	N/I	P	F
Pre-trip inspection						
Positions or checks seat and mirrors, fastens lap belt						
Checks gear position, puts in neutral or park						
Disengages clutch						
Starts engine – pushes button or turns key, releases button, uses clutch						
Warms up engine without racing						
Checks instruments						
Observes conditions – traffic						
Releases holding brake						
Signals intent to pull out						
Waits if necessary						
Engages starting gear						
Drives about 50' – stops to check brakes						
Accelerates smoothly into traffic lane						
Moves to proper following distance						

**APPENDIX D Pre-Service Evaluation Form**

<u>BACKING / STRAIGHT</u>	TIME 1		TIME 2		TIME 3	
	P	N/I	P	N/I	P	F
Stops bus in correct position to back						
Using mirrors, checks that way is clear to back						
Puts transmission in reverse						
Using mirrors, back slowly and smoothly in a straight line						
Stops at desired point without hitting markers						

<u>LEFT TURN</u>	TIME 1		TIME 2		TIME 3	
	P	N/I	P	N/I	P	F
Observes conditions – A, B, traffic and pedestrians						
Activates left signal, moves to left turn lane at safe distance from turn						
Re-activates left turn signal at not less than 100' from turn						
Reduces speed to safe level						
Observes conditions – A, B, L-R-L, traffic pedestrians; stops if necessary						
Obeys traffic signs/signals/officers						
Turns when there is clearance in lane he/she will enter						
Turns smoothly, at safe speed, into correct lane of side street clearing center line and other obstacles						
Deactivates left turn signal						
Observes conditions – A, B, traffic						
Activates right turn signal						
Moves to furthest right traffic lane						
Deactivates right turn signal						
Maintains proper following distance						



**APPENDIX D Pre-Service Evaluation Form**

<u>RIGHT TURN</u>	TIME 1		TIME 2		TIME 3	
	P	N/I	P	N/I	P	F
Observes conditions – A, B, traffic and pedestrians						
Activates right turn signal at not less and 100' before turn						
Reduces speed to safe level						
Observes conditions- A, B, L-R-L, traffic pedestrians; stops if necessary						
Obeys traffic signs, signals and officers						
Turns when there is clearance in lane he/she will enter						
Turns smoothly, at safe speed, as far to left of side street as necessary to clear obstacles						
Returns to right traffic lane immediately						
Deactivates right turn signal						
Maintains proper following distance						

**APPENDIX D Pre-Service Evaluation Form**

<u>RAILROAD CROSSING</u>	TIME 1		TIME 2		TIME 3	
	P	N/I	P	N/I	P	F
Stops the bus approximately 15 feet from the crossing <ul style="list-style-type: none"> <li>Place transmission in "Park" – or if there is no "Park" shift point, place in "Neutral" &amp; press down on the service brake or set the parking brake.</li> </ul>						
Turns off noisy motors and fans						
Opens bus door <ul style="list-style-type: none"> <li>Open the service door and driver's window while the transmission is in "Park" or "Neutral."</li> </ul>						
Looks L-R-L, listens for at least 5 seconds <ul style="list-style-type: none"> <li>Listen &amp; look both directions along the track for any approaching trains.</li> </ul>						
Closes bus door <ul style="list-style-type: none"> <li>If no train is approaching, place in a gear low enough to permit crossing the tracks without having to shift gears if driving a vehicle with manual transmission. Vehicles with automatic transmissions should be in "Drive".</li> </ul>						
Observes conditions – A, B, L-R-L, for clearance on other side of tracks, train and traffic						
When safe, proceed across tracks without stopping						
Double track, train passing on near side; driver waits for 15 seconds before crossing tracks						
Deactivate hazard warning flasher lights after crossing last rail. <ul style="list-style-type: none"> <li>The entrance door must be closed by the time the bus is clear of the final track.</li> </ul>						

<u>CURVES</u>	TIME 1		TIME 2		TIME 3	
	P	N/I	P	N/I	P	F
Maintains proper following distance						
Observes conditions – A, B, traffic roadway						
Decelerates before curve, down shifts if necessary						
Maintains safe speed through curve, accelerating slightly						
Maintains correct position in lane						

**APPENDIX D Pre-Service Evaluation Form**

<u>INTERSECTIONS/STRAIGHTAWAY</u>	TIME 1		TIME 2		TIME 3	
	P	N/I	P	N/I	P	F
Approaches intersection at safe speed						
Maintains proper following distance						
Observes conditions – A, B, L-R-L, traffic and pedestrians						
Yields right-of-way to pedestrians						
Obeys traffic signs, signals, officers						
Stops completely at rural and blind intersections						
Before starting from stop, observes conditions – A, B, L-R-L						
Crosses intersections at safe speed, staying in lane						
Does not cross until there is clearance on other side of the intersection						

<u>HILLS</u>	TIME 1		TIME 2		TIME 3	
	P	N/I	P	N/I	P	N/I
Stopping and Starting						
Maintains proper following distance						
Applies brakes as needed						
Observes conditions – A, B, traffic						
Comes to full stop at safe distance from vehicle or intersection ahead						
Shifts to N, holding bus with foot on brake only						
Observes conditions; A, B, L-R-L						
Shifts to low gear						
Releases clutch to engage engine and accelerates						
Releases foot brake and slowly accelerates						
Maintains proper following distance						
Shifting, Accelerating, Decelerating						
Checks brakes before beginning ascent or descent						
Shifts to a low gear						
Maintains safe speed						
Uses brakes as needed						
Does not shift while on hill						

**APPENDIX D Pre-Service Evaluation Form**

<u>LOADING AND UNLOADING</u>	TIME 1		TIME 2		TIME 3	
	P	N/I	P	N/I	P	F
Activates amber warning lights not less than 500' or more than 1,000' in a rural area						
Stops vehicle in the lane nearest the right <i>side</i> of the roadway at bus stop						
Deactivates amber flashing warning lamps						
Activates red flashing warning lamps; extends stop arm; places transmission in neutral; keeps foot on brake during loading and unloading procedure						
Deactivates warning lamps on leaving bus stop; retracts stop arm						
Loads or unloads pupils with at least 400' of clear vision in each direction						

<u>SECURING THE BUS</u>	TIME 1		TIME 2		TIME 3	
	P	N/I	P	N/I	P	F
Set parking brake						
Shift to a low gear						
Check instruments						
Turn off all accessories						
Turn off all ignition and remove key						
Does post-trip inspection						
Upon leaving bus, secure door						

Comments: