SCHOOL BUS DRIVER TRAINING REPORT

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| Driver’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School Division:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Driver’s Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Area or Office:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Driver’s License #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **Pre-employment Requirements** | **Date Received/Verified** | **Received By** | **Notes** |
| 1)Criminal History Check |  |  |  |
| 2)Child Protective Services |  |  |  |
| 3)Drug/Alcohol Testing |  |  |  |
| 4)DMV Records |  |  |  |
| 5)Licensing |  |  |  |
| 6)Age and Experience |  |  |  |
| 7)Physical Examination |  |  |  |
| 8)Tuberculosis Test |  |  |  |
| 9)Character Statement |  |  |  |
| 10)Other |  |  |  |
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| **UNIT** | **DATE** | **INSTRUCTOR** | **START TIME** | **BREAKS** | **END TIME** | **TOTAL TIME** |
| UNIT A  Driver’s Roles and Responsibility |  |  |  |  |  |  |
| UNIT B  Safe Passenger Conduct |  |  |  |  |  |  |
| UNIT C  Pre-Trip/Post Trip |  |  |  |  |  |  |
| UNIT D Driving Fundamentals |  |  |  |  |  |  |
| UNIT E  Loading and Unloading |  |  |  |  |  |  |
| UNIT F Accidents and Emergencies |  |  |  |  |  |  |
| **UNIT** | **DATE** | **INSTRUCTOR** | **START TIME** | **BREAKS** | **END TIME** | **TOTAL TIME** |
| UNIT G  Detecting Hazards |  |  |  |  |  |  |
| UNIT H  Transit Buses |  |  |  |  |  |  |
| UNIT I  Behind-the-Wheel |  |  |  |  |  |  |
| UNIT J  Additional Resources |  |  |  |  |  |  |
| UNIT K  Protocols for School Bus Drivers |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **UNIT** | **DATE** | **INSTRUCTOR** | **START TIME** | **BREAKS** | **END TIME** | **TOTAL TIME** |
| **Special Needs** |  |  |  |  |  |  |
| Unit 1  The Challenges |  |  |  |  |  |  |
| Unit 2 Characteristics |  |  |  |  |  |  |
| Unit 3  Legal Aspects |  |  |  |  |  |  |
| Unit 4 Communication |  |  |  |  |  |  |
| Unit 5  Behavior Management |  |  |  |  |  |  |
| Unit 6  Safe Loading |  |  |  |  |  |  |
| Unit 7 Emergencies |  |  |  |  |  |  |
| Unit 8  Unique Responsibilities |  |  |  |  |  |  |
| Unit 9 Documentation |  |  |  |  |  |  |
| Unit 10  Personal Protection |  |  |  |  |  |  |

**DRIVER ASSESSMENT: This form indicates progress made by the trainee. Please check the appropriate box for the subject matter listed below.**

**(E) Exemplary –** In addition to showing proficiency, the trainee consistently demonstrates extensive knowledge of the subject matter.

**(P) Proficient –** The trainee demonstrates an understanding of the curriculum, and subject content.

**(N) Developing/Needs Improvement –** The trainee inconsistently demonstrates understanding of the curriculum, content, or procedure.

**(U) Unacceptable –** The trainee fails to exhibit understanding of the curriculum, its content, fails to follow instructions or procedure.

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| **Unit A: Driver’s Role and Responsibilities** | **(E)** | **(P)** | **(N)** | **(U)** |
| The trainee is able to: | ///// | ///// | //// | //// |
| 1. State the importance of the school bus driver |  |  |  |  |
| 1. Describe the responsibilities of a school bus driver |  |  |  |  |
| 1. State the requirements of a Virginia School Bus Driver |  |  |  |  |
| Comments: |  |  |  |  |
| **Unit B: Safe Passenger Conduct** | **(E)** | **(P)** | **(N)** | **(U)** |
| The trainee is able to: | //// | //// | //// | //// |
| 1. Describe the importance of good student conduct |  |  |  |  |
| 1. Identify local policies regarding discipline and documentation |  |  |  |  |
| 1. Identify risk situations for drivers |  |  |  |  |
| 1. Promote and maintain safe behavior on the school bus |  |  |  |  |
| Comments: |  |  |  |  |
| **Unit C: Pre-trip and Post Trip Responsibilities** | **(E)** | **(P)** | **(N)** | **(U)** |
| The trainee is able to: | //// | //// | //// | //// |
| 1. Inspect school bus warning devices |  |  |  |  |
| 1. Describe and identify school bus mechanical devices |  |  |  |  |
| 1. Identify defects |  |  |  |  |
| 1. Inspect interior and exterior items |  |  |  |  |
| 1. Check for items left on the school bus |  |  |  |  |
| 1. Check for sleeping or hiding students |  |  |  |  |
| Comments: |  |  |  |  |
| **Unit D: Driving Fundamentals** | **(E)** | **(P)** | **(N)** | **(U)** |
| The trainee is able to: | //// | //// | //// | //// |
| 1. Compare and contrast the size and dimensions of various school buses. |  |  |  |  |
| 1. Understand the importance of using proper driving techniques |  |  |  |  |
| 1. Understand Virginia traffic laws regarding pupil transportation |  |  |  |  |
| 1. Identify potential dangers when operating a bus |  |  |  |  |
| Comments: |  |  |  |  |
| **Unit E: Loading and Unloading** | **(E)** | **(P)** | **(N)** | **(U)** |
| The trainee is able to: | //// | //// | //// | //// |
| 1. State and perform proper loading and unloading processes |  |  |  |  |
| 1. Describe student procedures during loading and unloading |  |  |  |  |
| 1. Identify the “Danger Zones” |  |  |  |  |
| 1. Understand laws related to loading and unloading |  |  |  |  |
| 1. Describe and perform a post trip inspection |  |  |  |  |
| Comments: |  |  |  |  |
| **Unit F: Accidents and Emergencies** | **(E)** | **(P)** | **(N)** | **(U)** |
| The trainee is able to: | //// | //// | //// | //// |
| 1. Identify contributing factors related to accidents |  |  |  |  |
| 1. Describe and perform proper post-accident procedures |  |  |  |  |
| 1. Describe and perform evacuation procedures during an accident |  |  |  |  |
| Comments: |  |  |  |  |
| **Unit G: Detecting Hazards** | **(E)** | **(P)** | **(N)** | **(U)** |
| The trainee is able to: | //// | //// | //// | //// |
| 1. Describe and perform various techniques in detecting hazards |  |  |  |  |
| 1. Describe and perform observation techniques |  |  |  |  |
| 1. Perform and describe the characteristics and handling of transit school buses   Comments: |  |  |  |  |

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| **Unit H: Transit Style School Buses** | **(E)** | **(P)** | **(N)** | **(U)** |
| The trainee is able to: | //// | //// | //// | //// |
| 1. compare and contrast the dimensions of a transit school bus |  |  |  |  |
| 2. identify the differences of the transit school bus versus conventional |  |  |  |  |
| 3. define and describe the characteristics and handling of transit school buses |  |  |  |  |
| Comments: |  |  |  |  |
| **Unit K: Protocols for School Bus Drivers** | **(E)** | **(P)** | **(N)** | **(U)** |
| The trainee is able to: | //// | //// | //// | //// |
| 1.State the importance of having a plan and being prepared |  |  |  |  |
| 2.Describe the procedures for assuring students are on the correct bus |  |  |  |  |
| 3.Respond quickly and accurately to different types of threats |  |  |  |  |
| Comments: |  |  |  |  |
| **Unit L: Multifunction School Activity Buses** | **(E)** | **(P)** | **(N)** | **(U)** |
| The trainee is able to: | //// | //// | //// | //// |
| 1.Compare and contrast the dimensions of a multifunction school activity bus |  |  |  |  |
| 2.Identify the differences of the multifunction school activity bus |  |  |  |  |
| 3.Describe ways to maintain acceptable student behavior on the bus |  |  |  |  |
| Comments: |  |  |  |  |

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| **Unit 1: The Challenge of Transporting Children with Special Needs** | **(E)** | **(P)** | **(N)** | **(U)** |
| The trainee is able to: | //// | //// | //// | //// |
| 1.Describe ways society has made progress |  |  |  |  |
| 2. Explain the role of the school bus in providing access to education |  |  |  |  |
| 3.Idenify new challenges facing schools in educating children with disabilities. |  |  |  |  |
| 4.Explain course goals and guidelines |  |  |  |  |
| Comments: |  |  |  |  |
| **Unit 2: Characteristics of Children with Special Needs** | **(E)** | **(P)** | **(N)** | **(U)** |
| The trainee is able to: | //// | //// | //// | //// |
| 1.Explain the importance of treating each child as an individual |  |  |  |  |
| 2.Describe the basic characteristics of each disability |  |  |  |  |
| 3.Identify special challenges presented by each type of disability during a bus ride |  |  |  |  |
| 4.Describe at least one strategy to safely transport a child with each type of disability |  |  |  |  |
| Comments: |  |  |  |  |
| **Unit 3: Legal Aspects of Transporting Children with Special Needs** | **(E)** | **(P)** | **(N)** | **(U)** |
| The trainee is able to: | //// | //// | //// | //// |
| 1.Identify key special education laws and describe their importance |  |  |  |  |
| 2.Define the acronyms IEP, FERPA, FAPE, and LRE and explain their importance in providing an education to children with disabilities |  |  |  |  |
| 3.Describe three ways drivers can protect themselves and their employers from potential liability when transporting children with special needs |  |  |  |  |
| Comments: |  |  |  |  |

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| **Unit 4: Effective Communication for Special Needs Bus Drivers** | **(E)** | **(P)** | **(N)** | **(U)** |
| The trainee is able to: | //// | //// | //// | //// |
| 1.Identify key characteristics of professionalism and explain its importance in improving communication |  |  |  |  |
| 2.Define confidentiality and explain its importance |  |  |  |  |
| 3.Use appropriate language when speaking with or about children with special needs |  |  |  |  |
| 4.Identify at least one tip for communicating effectively with school staff, parents and aids |  |  |  |  |
| 5.Explain the importance of asking questions and reporting problems |  |  |  |  |
| Comments: |  |  |  |  |
| **Unit 5: Behavior Management Strategies for Children with Special Needs** | **(E)** | **(P)** | **(N)** | **(U)** |
| The trainee is able to: | //// | //// | //// | //// |
| 1.Explain why discipline is determined on an individual basis |  |  |  |  |
| 2.Describe five key elements for successful behavior management |  |  |  |  |
| 3.Explain at least three ways drivers can help break a conflict spiral with a child who is emotionally disturbed |  |  |  |  |
| 4.Explain how to defuse a potential fight and what to do if a fight breaks out on the bus |  |  |  |  |
| 5.Use referrals properly |  |  |  |  |
| Comments: |  |  |  |  |
| **Unit 6: Safe Loading and Transport of Children Using Adaptive Equipment** | **(E)** | **(P)** | **(N)** | **(U)** |
| The trainee is able to: | //// | //// | //// | //// |
| 1.Explain why loading and transportation of children in wheelchairs or other adaptive equipment requires attention to detail, patience, caring and the willingness to ask questions |  |  |  |  |
| 2.Use the lift to load and unload wheelchairs following proper safety procedures |  |  |  |  |
| 3.Secure a wheelchair in a bus following proper safety procedures |  |  |  |  |
| 4.Secure a safety seat into a bus seat following proper safety procedures |  |  |  |  |
| 5.Explain the importance of TLC driving |  |  |  |  |
| Comments: |  |  |  |  |
| **Unit 7: Special Preparation for Emergencies** | **(E)** | **(P)** | **(N)** | **(U)** |
| The trainee is able to: | //// | //// | //// | //// |
| 1.Explain why fires pose a serious threat |  |  |  |  |
| 2.Describe the bus driver’s responsibilities after a crash |  |  |  |  |
| 3.Create a written evacuation plan |  |  |  |  |
| 4.Explain what a “best exit” is in an emergency evacuation |  |  |  |  |
| 5.Demonstrate how to cut a seat belt using a seat belt cutter |  |  |  |  |
| 6.Demonstrate how to safely drag a heavy child to an exit |  |  |  |  |
| Comments: |  |  |  |  |
| **Unit 8: Unique Responsibilities of Drivers of Special Children** | **(E)** | **(P)** | **(N)** | **(U)** |
| The trainee is able to: | //// | //// | //// | //// |
| 1.Describe the physical demands that can be placed on drivers |  |  |  |  |
| 2.Describe appropriate dress and hygiene standards |  |  |  |  |
| 3.Describe the unique emotional demands and benefits of working with children with special needs |  |  |  |  |
| Comments: |  |  |  |  |
| **Unit 9: The Importance of Documentation** | **(E)** | **(P)** | **(N)** | **(U)** |
| The trainee is able to: | //// | //// | //// | //// |
| 1.Describe the responsibilities associated with maintaining and collecting student information |  |  |  |  |
| 2.Describe the appropriate procedure for protecting medical information |  |  |  |  |
| 3.Describe the risks and benefits of maintaining and collecting information |  |  |  |  |
| Comments: |  |  |  |  |
| **Unit 10: Personal Protection** | **(E)** | **(P)** | **(N)** | **(U)** |
| The trainee is able to: | //// | //// | //// | //// |
| 1.Describe universal precautions |  |  |  |  |
| 2.Describe appropriate procedures for handling cuts, wounds, abrasions, and bodily fluids |  |  |  |  |
| Comments: |  |  |  |  |