

## **SCHOOL BUS DRIVER EVALUATION AND HEALTH SCREENING**

### **Purpose:**

1. To provide safe transportation of students.
2. To ensure that school bus drivers maintain a standard of skill, ability and health compatible with the requirements of their employment.

### **A. LICENSURE**

#### **PURPOSE**

1. To ensure that drivers are licenced to drive school buses as required by applicable legislation.

#### **PROCEDURE**

1. Upon initial hire, and at anytime thereafter at the request of the Division, the driver shall produce a valid school bus operator' s certificate as issued by Manitoba Education and Training and a Class II drivers licence as issued by Manitoba Public Insurance (MPI).
2. Upon initial hire, and at anytime thereafter at the request of the Division, the driver shall provide authorization for the Division to obtain a driving abstract.
3. The Driver shall advise the Division of any change in the status of his/her licence to operate a vehicle, and of any conviction for a driving related offence.

### **B. HEALTH REVIEW**

#### **PURPOSE**

1. To provide for the safe, competent driving of school buses by ensuring that the health status of drivers is compatible with the requirements of the job.

#### **PROCEDURE**

1. Upon initial hire, and at anytime thereafter at the request of the Division, the driver shall provide authorization for the release of medical information to the Division.
2. Every driver shall file a "Medical Report - Bus Drivers" upon initial hire, and thereafter as required by Manitoba Public Insurance (MPI). In years in which a report is required to be filed with MPI, a copy is to be provided to the Division to demonstrate specific medical standards are met. Drivers are responsible for reporting any changes to their health and/or medical conditions between those years where medical reports are required.
3. The completed "Medical Report - Bus Drivers" shall provide an opinion in accordance with the requirements of the Highway Traffic Act and the guidelines of the Canadian Medical Association.

4. Costs of the medical examination will be reimbursed to the driver by the Division upon receipt of the completed medical examination report and a copy of the receipt for the Doctor's medical fee.
5. The Division reserves the right to require a medical examination by a physician of its choice.
6. All "Medical Report - Bus Drivers" forms will be placed in each driver's confidential personnel file.

The attached "Medical Report - Bus Drivers" form, is to be used as part of this policy.

## **C. EVALUATION OF DRIVER**

### **PURPOSE**

1. To ensure that drivers maintain a high degree of driving proficiency.
2. To assist drivers to continually improve skills and knowledge.
3. To promote the ongoing professional development of school bus drivers.
4. To recognize and document the performance of drivers so that areas requiring improvement may be recognized and improved.
5. To provide an ongoing record of the driver's skills and abilities.

### **PROCEDURES**

1. Every regular bus driver will have an evaluation report completed on a regular basis, at the discretion of the Transportation Supervisor, but at least every three years.
2. Evaluations on a more frequent basis will be conducted for bona fide reasons such as advancing age of the driver, complaints received from the public, remedial review of performance problems, etc.
3. The evaluation will include a "Behind the Wheel Evaluation Report" and a "Bus Driver's Evaluation Report".
4. The evaluation, including areas requiring improvement, will be reviewed with the driver who will have an opportunity to respond in writing. The driver will sign the reports as acknowledgement they have been discussed with the employee.
5. The completed evaluation reports, including the driver's comments, if any, will form a permanent part of the confidential personnel file of the driver.
6. Areas requiring remedial improvement will be followed up, as necessary, by the Transportation Supervisor and the driver.
7. Upon recommendation of the Transportation Supervisor, the Division may require a driver to

recertify as a school bus driver as required by the applicable provincial regulation.  
Arrangements for the costs of recertification will be borne by the Division.

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Revised May 21, 2002  
Revised September 15, 2020

**Beautiful Plains School Division**

**Bus Drivers' Evaluation Report**

BUS DRIVER \_\_\_\_\_ DATE \_\_\_\_\_

Length of time employed \_\_\_\_\_

1. Behind the Wheel Evaluation Report (attached)

Comments/Recommendations:

2. Personal Attributes (relationship with superiors, bus drivers, and garage staff; public relations; neat appearance; personality; dependability; co-operation; attitude to and interest in work).

Comments/Recommendations:

3. Performance (responsibility; bus maintenance; punctuality and reliability; receptiveness to supervisor and direction; accuracy and punctuality of forms; communications with garage staff; accuracy of log book; student discipline; absenteeism)

Comments/Recommendations:

4. Knowledge (job related knowledge; school division policies; bus drivers handbook).

Comments/Recommendations:

5. Evaluator's Conclusions:

\_\_\_\_\_

Date

\_\_\_\_\_

Transportation Supervisor

6. Employee's Comments:

\_\_\_\_\_

Date

\_\_\_\_\_

Employee

## **Beautiful Plains School Division – Driver Training Behind-The-Wheel Evaluation Report**

### **Behind the Wheel Training Aid**

This evaluation report can be used as a training aid during the behind-the-wheel portion of the training program. Use it as a check sheet, documenting the completion of each maneuver. **DIRECT THE TRAINEE CLEARLY AND CONCISELY.**

Make each maneuver twice. Direct the driver, do not instruct, or engage the driver in unnecessary conversation, during the evaluation.

When instruction is required, direct the trainee to park on the right side of the roadway, secure the vehicle and activate the four-way flashers. Discuss and illustrate the instructions; have the trainee repeat the maneuver.

### **Current Drivers**

The evaluation report can be used as an evaluation tool. Review the evaluation report, prior to the run, with the driver. Do not engage the driver in unnecessary conversation during the route trip. Discuss the evaluation results with the driver in private.

## Beautiful Plains School Division – Driver Behind-The-Wheel Evaluation Report

Trainee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_

Evaluation the driver's performance of each maneuver.						
KEY:	A – Ahead	B – Behind	R – Right	L – Left	P – Pass	F – Fail
<b>VEHICLE PREPARATION</b>	<b>P</b>	<b>F</b>	<b>RAILWAY CROSSINGS</b>		<b>P</b>	<b>F</b>
Pre-trip inspection			Signals intent to stop			
Driver's seat/seatbelt adjustment			Stops correct distance from rail			
Checks mirror positions			Quietens bus interior			
Clutch disengaged for engine starting (if applicable)			Opens entrance door			
Starter / Choke / Throttle use			Looks L, R, L			
Instrument checks			Listens for train			
Hand brake use			Closes entrance door			
Brake / steering checks			Observes A & B, L, R, L			
Transmission engagement			Proceeds in proper gear (if applicable)			
<b>ENTERING TRAFFIC FLOW</b>	<b>P</b>	<b>F</b>	Shifts gear when clear of rail (if applicable)			
Signals direction intent			<b>PASSING</b>		<b>P</b>	<b>F</b>
Checks L, R, L			Passes only when safe and necessary			
Transmission gear selection			Maintains proper following distance			
Enters traffic smoothly			Checks traffic A & B			
Steers smoothly – push/pull			Checks highway signs and road markers			
Maintains proper following distance			Activates left turn signal			
<b>LEFT TURNS</b>	<b>P</b>	<b>F</b>	Moves smoothly into passing lane			
Observes traffic A & B			Cancels turn signal			
Signals appropriate distance before turn			Passes smoothly at a safe speed			
Reduces speed sufficiently			Activates right turn signal			
Downshifts before turn (if applicable)			Moves back into lane 1½ bus lengths ahead of passed vehicle			
Observes traffic A, B & L, R, L			Cancels right turn signal			
Clears traffic safely			Maintains proper following distance			
Observes regulatory signs			<b>BEING PASSED</b>		<b>P</b>	<b>F</b>
Executes turn smoothly			Checks traffic A & B			
Deactivates signal			Checks lane position			
Observes traffic A & B			Maintains safe speed			
Signals lane change to right			Checks traffic A & B			
Moves to right lane, if clear			Adjusts speed – assisting passing vehicle to pass safely			
Deactivates right signal						
Maintains safe following distance						
<b>RIGHT TURNS</b>	<b>P</b>	<b>F</b>	<b>HILLS A. Stopping &amp; Starting</b>		<b>P</b>	<b>F</b>
Observes traffic A & B			Maintains proper following distance			
Signals appropriate distance before turn			Applies brakes as needed			
Reduces speed sufficiently			Observes traffic A & B			
Downshifts before turn (if applicable)			Stops a safe distance from vehicle at intersection ahead			
Clears traffic safely			Shifts to neutral, holds bus with foot brake			
Observes regulatory signs			Observes traffic conditions A & B, L & R			
Executes turn smoothly			Starts in low gear (if applicable)			
Clears obstacles sufficiently			Operates clutch and accelerator to prevent rolling back (if applicable)			
Observes traffic A & B			<b>HILLS B. Shifting, Accelerating, Decelerating</b>		<b>P</b>	<b>F</b>
Cancels turn signal			Checks brake before descending crest			
Maintains safe following distance			Shifts to suitable gear for descent control (if applicable)			

<b>LANE CHANGE</b>	<b>P</b>	<b>F</b>	Maintains safe vehicle and engine speeds		
Observes traffic A & B			Uses correct brake applications		
Signals lane change			<b>STUDENT PICKUP PROCEDURE ON ROUTE</b>	<b>P</b>	<b>F</b>
Checks traffic A & B, L & R			Signals intent to pull right, 90 metres before stop		
Executes change safely			Activates stop lights, 90 metres before stop		
Cancels signal			Activates amber pre-warn lights, 90 metres before stop		
<b>CURVES</b>	<b>P</b>	<b>F</b>	Downshifts transmission, smoothly (max. 2 gears) (if applicable)		
Maintains proper following distance			Checks traffic, pedestrians, danger zones A & B, L & R		
Checks traffic A & B			Completes stop, slowly and smoothly		
Decelerates before curve, downshifts if required			Releases clutch, just prior to stopping (5 kph) (if applicable)		
Maintains safe speed through curve, accelerates slightly			Positions bus as far to the right as practical, a safe distance from the waiting student (1 metre)		
Maintains correct lane position			Places transmission in neutral, keeps brake pedal firmly applied		
<b>INTERSECTIONS / STRAIGHTAWAYS</b>	<b>P</b>	<b>F</b>	Releases clutch pedal (if applicable)		
Approaches intersection at safe speed			Activates stop arm and red loading lights		
Maintains proper following distance			Checks traffic for movement		
Checks traffic and pedestrians A & B, L & R			Students approach bus upon driver's signal		
Yields to pedestrians			Driver acceptably acknowledges students		
Observes signs, lights and other traffic controls			Closes entrance door, cancelling loading lights and stop arm, after student seated		
Before proceeding from stop, observes traffic and danger zones A & B, L, R L			Allows traffic to clear		
Crosses intersection at safe speed, in proper lane			Signals intent to enter traffic flow		
Does not cross intersection until there is room on other side for the bus			Checks traffic, pedestrians, danger zones A & B, L, R, L		
<b>ROUTE TURNAROUND – A.M. PICKUP</b>	<b>P</b>	<b>F</b>	Enters traffic flow, smoothly		
Picks up student prior to turnaround			Maintains flowing distance		
Cancels loading lights			<b>STUDENT DROPOFF PROCEDURE ON ROUTE</b>	<b>P</b>	<b>F</b>
Checks traffic, pedestrians, danger zones – A & B, L, R, L – prior to backing			Signals intent to pull right, 90 metres before stop		
Using mirrors, backs slowly and smoothly			Activates stop lights, 90 metres before stop		
Positions bus correctly in lane			Activates amber pre-warn lights, 90 metres before stop		
Signals, checks traffic, pedestrians, danger zones A & B, L, R, L			Downshifts transmission, smoothly (max. 2 gears) (if applicable)		
Enters traffic flow smoothly			Checks traffic, pedestrians, danger zones A&B, L&R		
Maintains following distance			Complete stop, slowly and smoothly		
<b>ROUTE TURNAROUND – P.M. DROPOFF</b>	<b>P</b>	<b>F</b>	Releases clutch, just prior to stopping (5 kph) (if applicable)		
Signals intent to pull right and stop			Positions bus as far to the right as practical, allowing sufficient footing and room for students		
Positions bus correctly for backing			Places transmission in neutral, keeps brake pedal firmly applied		
Checks traffic, pedestrians, danger zones A & B, L, R, L			Releases clutch (if applicable)		
Using mirrors, backs slowly and smoothly			Activates stop arm and red unloading lights		
Positions bus correctly in lane			Checks traffic for movement		
Signals, checks traffic, pedestrians, danger zones A & B, L, R, L			Student remains seated until driver indicates to unload		
Enters traffic when a suitable break will allow the traffic to react to unloading warning lights			When crossing road, students proceed under driver's direction, crossing 3 metres in front of the bus		
Operates warning lights and stop arm			Driver supervises and keeps warning systems operative until student reaches safety		
Supervises student crossing, maintains light and stop arm operation until student on lane			Cancels warning systems		
Cancels warning lights and stop arm			Allows traffic to clear		
Allows traffic to clear			Signals intent to enter traffic flow		
Signals intent to enter traffic flow			Checks traffic, pedestrians, danger zones A & B, L, R, L		
Checks traffic, pedestrians, danger zones A & B, L, R, L			Enters traffic flow, smoothly		
Enters traffic flow smoothly			Maintains following distance		
Maintains following distance					



<b>NOTES:</b>	<b>STRAIGHT BACKING - USE CONE MARKERS</b>	<b>P</b>	<b>F</b>
	Stops bus in correct position to back		
	Checks that way to back is clear – mirrors/visual		
	Using mirrors, backs slowly and smoothly		
	Stops at desired location within marker lane		