

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 the Driver and Vehicle Licencing.
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 the Division, but at least as follows:

Age 21 - 44 every five years
Age 45 - 59 every two years
60 and over annually

In years in which a report is required to be filed with Driver and Vehicle Licencing, a copy is to be provided to the Division in compliance with the Policy.

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 drivers 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.

Approved: May 19, 1992
Reviewed: October 18, 1994
Revised: December 19, 1995
Revised: March 5, 1996
Revised May 21, 2002

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 |
| VEHICLE PREPARATION | P | F | RAILWAY CROSSINGS | | P | F |
| 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) | | | |
| ENTERING TRAFFIC FLOW | P | F | Shifts gear when clear of rail (if applicable) | | | |
| Signals direction intent | | | PASSING | | P | F |
| 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 | | | |
| LEFT TURNS | P | F | 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 | | | BEING PASSED | | P | F |
| 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 | | | | | | |
| RIGHT TURNS | P | F | HILLS A. Stopping & Starting | | P | F |
| 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 | | | HILLS B. Shifting, Accelerating, Decelerating | | P | F |
| Cancels turn signal | | | Checks brake before descending crest | | | |
| Maintains safe following distance | | | Shifts to suitable gear for descent control (if applicable) | | | |

| | | | | | |
|--|----------|----------|--|----------|----------|
| LANE CHANGE | P | F | Maintains safe vehicle and engine speeds | | |
| Observes traffic A & B | | | Uses correct brake applications | | |
| Signals lane change | | | STUDENT PICKUP PROCEDURE ON ROUTE | P | F |
| 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 | | |
| CURVES | P | F | 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 | | |
| INTERSECTIONS / STRAIGHTAWAYS | P | F | 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 | | |
| ROUTE TURNAROUND – A.M. PICKUP | P | F | Enters traffic flow, smoothly | | |
| Picks up student prior to turnaround | | | Maintains flowing distance | | |
| Cancels loading lights | | | STUDENT DROPOFF PROCEDURE ON ROUTE | P | F |
| 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 | | |
| ROUTE TURNAROUND – P.M. DROPOFF | P | F | 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 | | | | | |

| NOTES: | STRAIGHT BACKING - USE CONE MARKERS | P | F |
|---------------|---|----------|----------|
| | 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 | | |
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