

**BUS DRIVER TRIP EVALUATION REPORT**

Bus Driver's Name \_\_\_\_\_

Years of Experience \_\_\_\_\_

Date of Evaluation \_\_\_\_\_

Evaluator's Name \_\_\_\_\_

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The Driver's performance of each maneuver will be evaluated.

KEY: A - Ahead; B - Behind; R - Right; L - Left; S - Satisfactory; U - Unsatisfactory

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<b>VEHICLE PREPARATION</b>	<b>S</b>	<b>U</b>
Pre-trip inspection		
Driver's seat/seatbelt adjustment		
Checks mirror positions		
Clutch disengaged for engine starting		
Starter/choke/throttle use		
Instrument checks		
Hand brake use		
Brake/steering checks		
Transmission engagement		
Light check (signals, flashers, brake, high-low beam)		
Tire check		
Horn check		
Wiper check		
Park brake		
Stop arm		
Under hood check (oil & water levels)		
Emergency door and buzzer check		
Log book		
Emergency equipment check		

<b>ENTERING TRAFFIC FLOW</b>	<b>S</b>	<b>U</b>
Signals direction intent		
Checks L, R, L		
Transmission gear selection		
Enters traffic smoothly		
Steers smoothly - push-pull		

<b>LEFT TURNS</b>	<b>S</b>	<b>U</b>
Observes traffic A & B		
Signals appropriate distance before turn		
Reduces speed sufficiently		
Downshifts before turn		
Observes traffic A, B & L, R, L		
Clears traffic safely		
Observes regulatory signs		
Executes turn smoothly		
Observes traffic A & B		
Signals lane change to right		
Moves to right lane, if clear		
Maintains safe following distance		

<b>RIGHT TURNS</b>	<b>S</b>	<b>U</b>
Observes traffic A & B		
Signals appropriate distance before turn		
Reduces speed sufficiently		
Downshifts before turn		
Clears traffic safely		
Observes regulatory signs		
Executes turn smoothly		
Clears obstacles sufficiently		
Observes traffic A & B		
Maintains safe following distance		

<b>DISCIPLINE ON THE SCHOOL BUS</b>	<b>S</b>	<b>U</b>
Keeps a careful watch on students while on the bus		
Cautions students if they get noisy		
Insists on students remaining in their seats while the bus is moving		

<b>RAILWAY CROSSINGS</b>	<b>S</b>	<b>U</b>
Signals intent to stop		
Stops correct distance from rail		
Quiets bus interior		
Opens entrance door		
Looks L, R, L		
Listens for train		
Closes entrance door		
Observes A & B, L, R, L		
Proceeds in proper gear		
Shifts gear when clear of rail		

<b>PASSING</b>	<b>S</b>	<b>U</b>
Passes only when safe and necessary		
Maintains proper following distance		
Checks traffic A & B		
Checks highway signs and road markers		
Activates left turn signal		
Moves smoothly into passing lane		
Passes smoothly at a safe speed		
Activates right turn signal		
Moves back into lane 1-1/2 bus lengths ahead of passed vehicle		
Maintains proper following distance		

<b>BEING PASSED</b>	<b>S</b>	<b>U</b>
Checks traffic A & B		
Checks lane position		
Maintain safe speed		
Checks traffic A & B		
Adjusts speed - assisting passing vehicle to pass safely		

<b>STUDENT PICKUP PROCEDURE ON ROUTE</b>	<b>S</b>	<b>U</b>
Signals intent to pull right, 90 metres before stop		
Activates stop lights, 90 metres before stop		
Activates amber pre-warning loading lights, 90 metres before stop		
Downshifts transmission, smoothly (maximum 2 gears)		
Checks traffic, pedestrians, danger zones A & B, L & R		
Completes stop, slowly and smoothly		
Releases clutch, just prior to stopping (5 km/h)		
Positions the bus as far to the right as practical, a safe distance from the waiting student (1 metre)		
Places transmission in neutral		
Keeps brake pedal firmly applied during pickup		
Releases clutch pedal		
Activates stop arm and red loading lights		
Checks traffic for movement		
Students approach bus upon driver's signal		
Driver acceptably acknowledges students		
Closes entrance door, canceling loading lights and stops arm, after student is seated		
Allows traffic to clear		
Starts in proper gear (max. second gear)		
Upshifts transmission smoothly (max. 2 gears)		
Signals intent to enter traffic flow		
Checks traffic, pedestrians, danger zones A & B, L, R, L		
Enters traffic flow, smoothly		
Maintains proper following distance		
Gives sufficient notice of intent to stop		
Practices good clutch control		
Follows proper RPM pattern in acceleration		

<b>STUDENT DROPOFF PROCEDURE ON ROUTE</b>	<b>S</b>	<b>U</b>
Signals intent to pull right, 90 metres before stop		
Activates stop lights, 90 metres before stop		
Activates amber pre-warn lights, 90 metres before stop		
Downshifts transmission, smoothly (max. 2 gears)		
Checks traffic, pedestrians, danger zones A & B, L & r		
Completes stop, slowly and smoothly		
Releases clutch, just prior to stopping (5 km/h)		
Positions bus as far to the right as practical, allowing sufficient footing and room for students		
Places transmission in neutral		
Keeps brake pedal firmly applied during dropoff		
Releases clutch		
Activates stop arm and red unloading lights		
Checks traffic for movement		
Student remains seated until driver indicates to unload		
When crossing road, students proceed under driver's directions, crossing 3 metres in front of the bus		
Driver supervises and keeps warning systems operative until students reaches safety		
Cancels warning systems		
Allows traffic to clear		
Signals intent to enter traffic flow		
Checks traffic, pedestrians, danger zones A & B, L, R, L		
Enters traffic flow, smoothly		
Maintains following distance		

<b>INTERSECTIONS/STRAIGHTAWAYS</b>	<b>S</b>	<b>U</b>
Speed is carefully regulated to minimize necessity of braking and maximizing fuel economy and safety		
Approaches intersection at safe speed		
Maintains proper following distance		
Checks traffic and pedestrians A & B, L & R		
Yields to pedestrians		
Observes signs, lights and other traffic controls		
Before proceeding from stop, observes traffic and danger zones A & B, L, R, L		
Crosses intersections at safe speed, in proper lane		
Does not cross intersection until there is room on other side for the bus		

<b>ROUTE TURNAROUND - A.M. PICKUP</b>	<b>S</b>	<b>U</b>
Picks up students prior to turnaround		
Cancels loading lights		
Checks traffic, pedestrians, danger zones - A & B, L, R, L - prior to backing		
Using mirrors, backs slowly and smoothly		
Positions bus correctly in lane		
Signals; checks traffic, pedestrians, danger zones A & B, L, R, L		
Enters traffic flow smoothly		
Maintains following distance		

<b>ROUTE TURNAROUND - P.M. DROPOFF</b>	<b>S</b>	<b>U</b>
Signals intent to pull right and stop		
Positions bus correctly for backing		
Checks traffic, pedestrians, danger zones A & B, L, R, L		
Using mirrors, backs slowly and smoothly		
Positions bus correctly in lane		
Signals; checks traffic, pedestrians, danger zones A & B, L, R, L		
Enters traffic when a suitable break will allow the traffic to react to unloading warning lights		
Operates warning lights and stop arm		
Supervises student crossing		
Maintains light and stop arm operation until student on lane		
Cancels warning lights and stop arm		
Allows traffic to clear		
Signals intent to enter traffic flow		
Checks traffic, pedestrians, danger zones A & B, L, R, L		
Enters traffic flow smoothly		
Maintains following distance		

Comments:

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\_\_\_\_\_  
(Signature of Evaluator)

\_\_\_\_\_  
(Signature of Bus Driver indicating that this  
evaluation has been discussed with him/her).

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

Driver's Comments:

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