

BUS DRIVER 1 (40 Hours)

Course No.: 79-90-88

COMPETENCY CHECKLIST

Student Name _____

Teacher Name _____ School Site _____

Start Date _____ Completion Date _____ Certificate Date _____

Teacher Signature _____ Student Signature _____

(Signatures verify completion of course competencies)

A. ORIENTATION AND SAFETY (1 hr)

- _____ 1. Scope and purpose of course
- _____ 2. Course content as part of Linked Learning
- _____ 3. Classroom policies and procedures
- _____ 4. Different occupations in Transportation
- _____ 5. Gender equity and non-trad populations
- _____ 6. EPA impact on transportation industry
- _____ 7. Use of MSDS as it applies to transportation
- _____ 8. State agency responsibilities
- _____ 9. Cal/OSHA purpose and its laws
- _____ 10. First aid and emergency procedures
- _____ 11. Job safety in workplace
- _____ 12. First aid and emergency procedures exam

B. DRIVER'S LICENSE & SPECIAL CERTIFICATE REQUIREMENTS (4 hrs)

- _____ 1. Vehicle Codes and handbooks
- _____ 2. Vehicle does with certificate requirement
- _____ 3. Educational and California codes
- _____ 4. California Codes of Regulation
- _____ 5. 13 CCR 1207 of driver's license
- _____ 6. 13 CCR 1208 of driver's license
- _____ 7. SPAB driver's certification
- _____ 8. Driver certification process
- _____ 9. Pass Driver's License and Special Certificate requirement quiz with 80% or higher

C. BUS OPERATION, BUS USE, BUS LAWS & REGULATIONS (4 hrs)

- _____ 1. Transit bus vs public paratransit vehicle
- _____ 2. Types of school buses
- _____ 3. Vehicle codes pertaining to laws/regulations
- _____ 4. Code of regulation to hours of duty

- _____ 5. Code of regulation placing drivers' out-of-service
- _____ 6. Code of regulation to driver condition
- _____ 7. Code of regulation to vehicle condition
- _____ 8. Code of regulation to transportation of property
- _____ 9. Code of regulation to transportation of passengers
- _____ 10. Code of regulation to fueling restrictions
- _____ 11. Code of regulation additional requirements
- _____ 12. Pass quiz with 80% or higher

D. VEHICLE COMPONENTS-PART 1 (3 hrs)

- _____ 1. Basic principles of bus components
- _____ 2. Engine as the power supply unit
- _____ 3. Components of the power train
- _____ 4. Internal combustion engine used in buses
- _____ 5. Major sections of an engine
- _____ 6. Major moving parts of engine
- _____ 7. Functions of parts of engine
- _____ 8. Intake/compression/firing/exhaust stroke
- _____ 9. Fuel, air, oil and water in operation of engine
- _____ 10. Flywheel, clutch, pressure plate
- _____ 11. Functions of the flywheel
- _____ 12. Function of the clutch
- _____ 13. Feathering or using clutch
- _____ 14. Transmission for maximum use of engine
- _____ 15. Different size gears to increase speed
- _____ 16. Function of the drive shaft
- _____ 17. Use of drive-shaft guards on buses
- _____ 18. Basic function of differential and rear axle
- _____ 19. Steering mechanisms in bus industry
- _____ 20. Source of power for power steering
- _____ 21. Role of force and friction of brakes
- _____ 22. Service/parking brake and emergency stopping system

- _____ 23. Diagram air brake system
- _____ 24. Air Storage systems
- _____ 25. Governor requirements for cut-in pressure
- _____ 26. Audible low-air warning devices
- _____ 27. Visible low-air warning devices
- _____ 28. Override switch on audible warning device
- _____ 29. Emergency stopping system
- _____ 30. Emergency stopping system and application
- _____ 31. Use of the parking brake
- _____ 32. Tire regulations
- _____ 33. Tire care
- _____ 34. New devices and new systems
- _____ 35. Additional equipment within a vehicle
- _____ 36. Brakes
- _____ 37. Warning devices – VC 26506
- _____ 38. Warning devices – CCR 13 1246
- _____ 39. Quiz with score of 80% or higher

E. VEHICLE COMPONENTS-PART 2 (2 hrs)

- _____ 1. Use of dual air system
- _____ 2. Antiskid system components
- _____ 3. DD2, DD3 brake systems
- _____ 4. Front wheel limiting valve
- _____ 5. Operating bus procedures
- _____ 6. Range selector lever
- _____ 7. Function of the converter
- _____ 8. Function of throttle control
- _____ 9. Function of hydraulic retarder
- _____ 10. Two-speed rear axles
- _____ 11. Function of clutch brake
- _____ 12. Function of engine/exhaust brake
- _____ 13. Function of electric drive-shaft retarder
- _____ 14. Locking/unlocking inter-axle or drive differentials
- _____ 15. Public address systems and am/pm radios
- _____ 16. Two-way radio procedures
- _____ 17. Use of wireless telephones
- _____ 18. Pass quiz with score of 80% or higher

F. BASIC DEFENSIVE DRIVING TECHNIQUES (3 hrs)

- _____ 1. Properly adjust driver's seat
- _____ 2. Unobstructed driver's view
- _____ 3. Sensory devices info to brain
- _____ 4. Driver condition
- _____ 5. Condition response as it applies to driving
- _____ 6. Accident-prone driver
- _____ 7. Behavioral methods of relearning habits
- _____ 8. Basic driver requirements
- _____ 9. Basic vehicle requirements
- _____ 10. Example of defensive driving
- _____ 11. Defensive driver trait

- _____ 12. Perception factor
- _____ 13. Safety circle
- _____ 14. Describe I.P.D.E.
- _____ 15. Driver conditions affecting bus safety
- _____ 16. Mechanical condition of bus
- _____ 17. Grade and power of bus
- _____ 18. Proper following distance
- _____ 19. Safe following distance using feet
- _____ 20. Adequate visual lead time
- _____ 21. Adequate visual lead time for speed
- _____ 22. Reaction time and stopping distance
- _____ 23. Computer distance traveled
- _____ 24. Space cushion
- _____ 25. Turning points for buses
- _____ 26. School bus mirror field of vision test
- _____ 27. Correct mirror use prior to turn
- _____ 28. Use of mirrors
- _____ 29. Steering and turning
- _____ 30. Wheel base to turning radius for buses
- _____ 31. Planning a change in course of direction
- _____ 32. Rules in making right turns
- _____ 33. Rules in making left turns
- _____ 34. Rules of the road in intersections
- _____ 35. Official traffic control device
- _____ 36. Defensive driving procedures
- _____ 37. Points of conflict at intersection
- _____ 38. Collision scenarios
- _____ 39. Defensive driving procedures approaching hill
- _____ 40. Railroad grade crossing
- _____ 41. Factors when driving near curves
- _____ 42. Defensive driving near vicinity of cyclists
- _____ 43. Defensive driving near vicinity of animals
- _____ 44. Traffic symbols, signals, signs by shape/color
- _____ 45. Accident reports
- _____ 46. Pass quiz with score of 80% or higher

G. ADVANCED DEFENSIVE DRIVING TECHNIQUES

(2 hrs)

- _____ 1. Adverse/hazardous conditions affect driving
- _____ 2. Adverse/hazardous procedures
- _____ 3. California Vehicle Code policies
- _____ 4. Driving in fog and mist
- _____ 5. Severe ice and snow conditions
- _____ 6. White and black ice
- _____ 7. Use of snow chains on tires
- _____ 8. Driving under light conditions
- _____ 9. Ability to see/drive during darkness
- _____ 10. Night driving procedures
- _____ 11. Interior lighting
- _____ 12. Driving procedures in various occurrences
- _____ 13. Freeway driving procedures

- _____ 14. Aggressive driving
- _____ 15. Pass quiz with score of 80% or higher

H. PASSENGER LOADING & UNLOADING (3 hrs)

- _____ 1. Transportation Safety Plan
- _____ 2. Emergency and passenger safety guidelines
- _____ 3. Getting to School Safely Program
- _____ 4. NHTSA guidelines
- _____ 5. Laws and regulations
- _____ 6. Laws and regulations: required equipment
- _____ 7. Laws and regulations: parking
- _____ 8. Laws and regulations: school bus stops
- _____ 9. Laws and regulations: school bus passing
- _____ 10. Laws and regulations: responsibility
- _____ 11. Pupils not on school property
- _____ 12. Passenger loading/unloading procedures
- _____ 13. Accident scenarios
- _____ 14. Judicial perspective on compliance
- _____ 15. Pass quiz with score of 80% or higher

I. EMERGENCY PROCEDURES (3 hrs)

- _____ 1. Emergency procedures
- _____ 2. Abbreviations
- _____ 3. Laws pertaining to bus driving
- _____ 4. Emergency equipment
- _____ 5. Fire extinguisher ratings
- _____ 6. Fire extinguisher inspection/servicing
- _____ 7. Fire extinguishers in school buses
- _____ 8. Fire extinguisher as first-aid appliance
- _____ 9. Fire triangle components
- _____ 10. Combustion can be suppressed
- _____ 11. Four general classes of fires
- _____ 12. Dry chemical extinguisher
- _____ 13. Dry chemical extinguisher safe operation
- _____ 14. Fire around the vehicle
- _____ 15. First aid procedures
- _____ 16. School bus first-aid kit
- _____ 17. First aid kit per number of passengers
- _____ 18. Use of red emergency reflectors
- _____ 19. Proper placement of reflectors
- _____ 20. Fuse
- _____ 21. Safe use of fuses
- _____ 22. Safe use of fuses demonstration
- _____ 23. Emergency breakdown procedures for bus
- _____ 24. Mechanical breakdown procedures
- _____ 25. Collision responsibilities
- _____ 26. Accident procedures
- _____ 27. Accident scenarios procedures
- _____ 28. Passenger evacuation regulations
- _____ 29. Passenger panic and effective strategies
- _____ 30. Driver panic and effective strategies

- _____ 31. Evacuation regulations/procedures
- _____ 32. Safe riding practices for passengers
- _____ 33. Regulations for emergency exits
- _____ 34. Routes of escape in bus
- _____ 35. Passenger evacuation drills
- _____ 36. Use of passenger assistants
- _____ 37. Passenger assistant's duties
- _____ 38. Hijacking/kidnapping
- _____ 39. Hijacking/kidnapping procedures
- _____ 40. Hazardous materials
- _____ 41. Transportation of hazardous materials
- _____ 42. Hazardous materials accident
- _____ 43. Pass first aid training test with 80% or higher
- _____ 44. Quiz with score of 100% accuracy

J. PASSENGER MANAGEMENT (3 hrs)

- _____ 1. Behavior curve for child passenger behavior
- _____ 2. Common behavior traits/student behavior
- _____ 3. Intermediate/junior high grade groupings
- _____ 4. Behavioral traits – senior high students
- _____ 5. Mutual respect in driver/student
- _____ 6. Group behavior of passengers
- _____ 7. Behavioral traits of troublemakers
- _____ 8. Elements of group behaviors
- _____ 9. Group control strategies/techniques
- _____ 10. Mutual relationship with passengers
- _____ 11. Transportation behavior problems/strategies
- _____ 12. Bus safety rules posted on bus
- _____ 13. Pupil management and discipline
- _____ 14. Appropriate discipline methods
- _____ 15. Pupil management and discipline terms
- _____ 16. Pass quiz with 80% or higher

K. ACTIVITY TRIPS (2 hrs)

- _____ 1. Activity trip
- _____ 2. Causes of serious/fatal accidents
- _____ 3. Laws and regulations to prevent accidents
- _____ 4. Laws and regulations – basic driving
- _____ 5. Activity trip problems
- _____ 6. Proper planning an activity trip
- _____ 7. Preparing for activity trip
- _____ 8. Preparation procedures/guidelines
- _____ 9. Pass quiz with 80% or higher

L. PASSENGERS WITH DISABILITIES (5 hrs)

- _____ 1. Individual with disability
- _____ 2. Special education terminology/functions
- _____ 3. Transportation of individuals with disabilities
- _____ 4. Federal reporting categories
- _____ 5. Terms used to categorize conditions
- _____ 6. Characteristics of individuals with disabilities

- _____ 7. Behavior patterns of passenger
- _____ 8. Adoption of policies/Special Ed Code
- _____ 9. Individuals with disabilities rights
- _____ 10. Suspending/expelling individuals
- _____ 11. Confidentiality of pupil's records
- _____ 12. Guidelines of access of a bus driver
- _____ 13. Parents rights/obligations of LEA
- _____ 14. Driver's responsibilities in transporting child
- _____ 15. Assist driver in handling behavior problems
- _____ 16. Management strategies
- _____ 17. Behavior management strategies
- _____ 18. Spur of the moment discipline
- _____ 19. Parents' responsibilities – bus
- _____ 20. Safe riding practices/emergency evacuation drills
- _____ 21. Emergency evacuation drill procedures
- _____ 22. Wheelchair/mobile seating and special equipment
- _____ 23. Use of lift
- _____ 24. Wheelchair safety
- _____ 25. Safe lifting/carrying techniques
- _____ 26. Safe adaptations lifting/carrying
- _____ 27. Signal, service/guide dogs per Ed Code
- _____ 28. Pass quiz with 80% or higher

- _____ 13. Behaviors of an effective team
- _____ 14. Assume leadership roles
- _____ 15. Working relationships/proper etiquette
- _____ 16. Read, write, and give directions
- _____ 17. Technical reading/writing
- _____ 18. Locate information and evaluate
- _____ 19. Critical/creative thinking for problem solving
- _____ 20. Implement types of communication
- _____ 21. Positive image and body language
- _____ 22. Writing/editing skills
- _____ 23. Technology for communication
- _____ 24. Good safety practices
- _____ 25. Aptitudes related to career options

M. PUBLIC & COMMUNITY RELATIONS (3 hrs)

- _____ 1. Public relations
- _____ 2. Public relations effect/perception
- _____ 3. Driver transportation in public relations
- _____ 4. Personal/interpersonal skills
- _____ 5. Public perception of driver
- _____ 6. Perception of professionalism/behaviors
- _____ 7. Community relations
- _____ 8. Community relation benefits
- _____ 9. Passenger relation skills
- _____ 10. District policy/rules - passengers
- _____ 11. Pass test with 80% or higher

N. EMPLOYABILITY SKILLS (2 hrs)

- _____ 1. Employer requirements
- _____ 2. Job application forms
- _____ 3. Appearance for interview/job
- _____ 4. Upgrading of job skills
- _____ 5. Relationships
- _____ 6. Classroom policies/procedures
- _____ 7. Personal skills in business
- _____ 8. Acceptable business attire
- _____ 9. Self-improvement & education/training
- _____ 10. Prioritize tasks/deadlines
- _____ 11. Initiative and leadership
- _____ 12. Lifelong learning