**SCHOOL BUS DRIVING EVALUATION**

Driver ____________________________ Date ____________________________
School/Agency ____________________ OBI ___________________________
Bus # ____________________ Bus Type ____________________

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<th>LEFT</th>
<th>TURNS</th>
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<tr>
<td>1 2</td>
<td>Approach</td>
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**MARKED ITEMS ARE AREAS MISSED**

To calculate score:
- Each error on page 1 is 1 point,
- each error on pages 2, 3, and 4 is 2 points.
- Total demerits will be subtracted from 100.
- A score of 80 or better is required to pass.

**PRE-DRIVING HABITS**
- Fails to adjust seat ........................................................................
- Fails to adjust mirrors ....................................................................
- Fails to fasten seatbelt .....................................................................

**STARTING THE ENGINE**
- Fails to have brake set, depress clutch, and put gear into neutral to start engine ........................................................................
- Fails to use lights, wipers, etc., for conditions .................................

**STARTING INTO TRAFFIC**
- Traffic check ....................................................................................
- Fails to signal into traffic ..................................................................
- Fails to place into gear then release parking brake, check rear swing .................................................................
- Traffic check ..................................................................................

**PULLING OFF ROADWAY/TO CURB**
- Traffic check ..................................................................................
- Fails to give proper signal ..................................................................
- Check mirrors: Stopping position ....................................................
- Fails to set brake before shifting to neutral ......................................
- Fails to use hazard lights ..................................................................

**NOTES:**

- ........................................................ ..........................................
- ........................................................ ..........................................

**INTERSECTIONS**
- Stopping ..........................................................................................
- Traffic check ..................................................................................
- Deceleration, coast, gap, stop line, full stop (4511.43) .................
- Traffic check ..................................................................................
- Complete Turn ................................................................................
- Traffic check ..................................................................................
- Traffic check ..................................................................................
- Traffic check ..................................................................................

**CURVE**
- Traffic check ..................................................................................
- Speed: Enter, through, stay in lane ..................................................
- Traffic check ..................................................................................

**LANE CHANGES**
- Traffic check, signal, space, smooth change, intersections:  
  - Left ..........................................................................................  
  - Right ......................................................................................

**FREEWAY**
- Merge on:  
  - Traffic check, signal, spacing, no stop, merge, cancel signal ........
- Lane changes:  
  - Traffic check, signal, spacing, smooth change, cancel signal ....
- Exit  
  - Traffic check, signal ..................................................................
  - Smooth merge to exit lane ..................................................
  - Decelerate in exit lane ..........................................................

**EMERGENCY PULLOVER**
- Approach  
  - Traffic check ..........................................................................
  - Signal on ..................................................................................
  - Correct lane, deceleration, not coast .........................................
  - Stop:  
    - Parallel, not blocking, not rolling ........................................
    - Parking brake on ....................................................................
    - In neutral ................................................................................
  - Signal off and hazard lights on ..................................................
- Resume:  
  - Traffic check ..........................................................................
  - Hazards off and signal on .....................................................
  - Place in gear, brake off, not stall engine, not roll .....................
  - Traffic check, accelerate ..........................................................

**DRIVE UP/DOWN GRADE**
- Traffic checks .............................................................................
- Brake check, clutch .....................................................................
- In proper gear, keep right ..........................................................
- Hazard lights, if slow .................................................................
- Safe speed, braking .....................................................................
- Traffic check ............................................................................... 

**GENERAL DRIVING BEHAVIOR**
- Fails to:  
  - Use clutch properly (shifting, double clutched, didn’t ride) ..........  
  - Use gears properly (did not rev/lug engine, clash gears, or coast)...  
  - Use brakes properly (smooth braking, no riding or pumping) ......  
  - Perform regular traffic checks ...................................................
  - Use proper steering (both hands on wheel, no over/under control).
  - Select proper lane .......................................................................  
  - Maintain proper lane usage (not over lines, stop lines, etc.) .........
  - Maintain proper speed for road conditions (fast/slow) ..................  
  - Maintain safe following distance ................................................
  - Slow down or use horn when approaching hazards in the roadway.
  - Recognize weight, height, and signs on limits ...............................

* Note to examiner—cross out this section if not evaluated

**THIS PAGE COMPLETE ............................................................... ☐**

**NUMBER OF ERRORS MARKED _______ X 1 POINT EACH =**

* This evaluation has been reviewed with the driver.

OBI Signature: ____________________________ Driver Signature: ____________________________

Mileage

<table>
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<tr>
<th>TIME</th>
<th>End</th>
<th>Start</th>
<th>Total</th>
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Revised 1/12
MARKED ITEMS ARE AREAS MISSED

_________________________ Left  Number Performed  ___________________________ Right

APPROACH

☐ Traffic checks .................................................................
☐ Actuate warning lights (early, late, not at all) ...........................
☐ Count students on approach or when stopped ...........................
☐ Stop bus at designated area ..............................................
☐ Proper steering (hands at 9 o’clock and 3 o’clock at stop) ...........

LOADING

☐ Set parking brake ............................................................
☐ Shift gearshift into neutral ..............................................

Recommend checking the right side mirror at this point

☐ Open service door ...........................................................
☐ Maintain light pressure on service brake ..............................
☐ Hand up to hold students in designated area ......................
☐ Cover horn with opposite hand ........................................
☐ Check mirrors & traffic before dropping hand ....................
☐ Make eye contact—slowly drop hand straight down ............
☐ Count and greet students boarding the bus ........................
☐ Check overhead mirror to make sure students are seated .......

RESUME

☐ Shift gearshift into gear ....................................................
☐ Check mirrors (count out loud in proper sequence) ..............

Look for late arrivals

☐ Close service door when safe to drive ..............................
☐ Release parking brake .....................................................
☐ Check right and left side mirrors prior to pulling away .........

Driver Name ______________________  Date ________________

OBI SCORING 3 POINTS EACH ______

THIS PAGE COMPLETE ……[ ]  NUMBER OF ERRORS MARKED ______ X 2 POINTS EACH = ______
### Approach

- Traffic checks
- Actuate warning lights (early, late, not at all)
- Stop bus at designated area
- Proper steering (hands at 9 o’clock and 3 o’clock at stop)

### Unloading

- Set parking brake
- Shift gearshift into neutral before opening door
- Open service door
- Maintain light pressure on service brake
- Gather and instruct students with red lights on

**Give Discharging Students Proper Instructions (Place of Safety), etc.**

- “Walk 10 steps or more along the side of the roadway to the front of the bus and wait there for my hand signal”.
- “When I drop my hand, I want you to walk to the center of the road (traffic edge) and stop there to check traffic on your own before crossing”.
- “If it is safe, go directly to your place of safety which is__________”. 
- “I want you to remain there until the bus leaves”.
- “If I blow the horn, that means danger. Re-check traffic, if you see nothing, look back to me for further instructions”.

- Check traffic; check mirrors before students exit
- Count students exiting bus
- Cover horn with opposite hand
- Check traffic before dropping hand
- Make eye contact—slowly drop hand straight down
- Recount students in designated place of safety

### Resume

- Shift gearshift into gear
- Check mirrors (count out loud in proper sequence)
- Close service door when safe to drive
- Release parking brake
- Check right and left side mirrors prior to pulling away

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**OBI Scoring 3 Points each**

- This page complete
- Number of errors marked

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MARKED ITEMS ARE AREAS MISSED

APPROACH
- Traffic checks
- Signal passengers for silence approximately 300 feet
- Turn off noisy equipment (heaters, fans etc.)
- Actuate hazards lights at least 100 feet before stopping
- Open driver side window just prior to stopping
- Proper steering (hands at 9 o'clock and 3 o'clock at stop)
- Stop bus within 50 feet but not less than 15 feet from the nearest rail

AT STOP
- Set parking brake
- Shift gear lever into neutral
- Open service door
- Maintain light pressure on service brake
- Look and listen twice through the door and window for an approaching train, engines or train cars

RESUME
- Shift into the proper gear
- Close service door
- Release parking brake
- Continue to Look and listen while crossing the tracks
- Approximately 50 feet past the crossing cancel hazard lights
- Traffic checks

TURNAROUND

MARKED ITEMS ARE AREAS MISSED

APPROACH
- Traffic checks.
- Actuate hazard lights before the bus reaches the road or lane where the turnaround is being made.

AT STOP
- Stop the bus in the proper position for backing. The bus must be completely past the road or lane and not left of center.
- Bus is clearly visible to other motorist 500 feet in both directions.
- Shift bus into reverse.
- Sound horn before backing or have an audible signal while backing.
- Check traffic front and rear before backing.

BACKING
- Use mirrors properly while backing.
- Check traffic to the left at least twice while backing.
- Back slow and tight into road or drive on the right.
- Finish in proper position. Parallel with the road and behind any stop lines, crosswalks or if none at a point where you can see clearly in all directions.

RESUME
- Shift into the proper gear.
- Cancel hazard lights.
- Actuate proper turn signal before proceeding.
- Check traffic before proceeding.

Driver Name ______________________ Date ________________

RAILROAD

Revised 1/12

THIS PAGE COMPLETE........... ☐  NUMBER OF ERRORS MARKED _______ X 2 POINTS EACH = _______