

SCHOOL BUS DRIVING EVALUATION

Driver _____

Date _____

School/Agency _____

OBI _____

Bus # _____ Bus Type ☐ C ☐ T ☐ MS

Total Demerits _____ Total Score _____

Mileage Time

Start _____

End _____

Total _____

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.

#2 PRE-DRIVING HABITS

Fails to adjust seat. _____ ☐
Fails to adjust mirrors _____ ☐
Fails to adjust seatbelt. _____ ☐

#3 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. _____ ☐

#7 STARTING INTO TRAFFIC

Traffic check _____ ☐
Fails to signal into traffic _____ ☐
Fails to place into gear then release
parking brake, check rear swing _____ ☐
Traffic check _____ ☐

#7 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:

LEFT #9 TURNS RIGHT

1 2 Approach 1 2

☐ ☐ Traffic check. _____ ☐ ☐
☐ ☐ Signal, decel, coast, lane _____ ☐ ☐

If stop

Necessary, smooth, gap, stop
line, full stop, wheels straight

☐ ☐ (4511.43) _____ ☐ ☐

Turning

☐ ☐ Traffic check. _____ ☐ ☐

☐ ☐ Both hands, gears _____ ☐ ☐

☐ ☐ Speed, wide/short. _____ ☐ ☐

Complete Turn

☐ ☐ Traffic check. _____ ☐ ☐

☐ ☐ Correct lane _____ ☐ ☐

☐ ☐ Signal, accelerate _____ ☐ ☐

#8 INTERSECTIONS

Stopping S S

Traffic check _____ ☐ ☐

Deceleration, coast, gap, stop line,

full stop (4511.43). _____ ☐ ☐

Driving through T T

Traffic check _____ ☐ ☐ ☐ ☐

Yield, lane, gear. _____ ☐ ☐ ☐ ☐

Accelerate, traffic check. _____ ☐ ☐ ☐ ☐

#10 CURVE

Traffic check _____ ☐

Speed: Enter, through, stay in lane _____ ☐

Traffic check _____ ☐

#11 LANE CHANGES

Traffic check, signal, space, smooth change,
intersections:

Left _____ ☐

Right. _____ ☐

#13 FREEWAY*

Merge on

Traffic check, signal, spacing, not stop,
merge, cancel signal _____ ☐

Lane Changes

Traffic check, signal, spacing, L R
smooth change, cancel signal _____ ☐ ☐

Exit

Traffic check, signal _____ ☐

Smooth merge to exit lane _____ ☐

Decelerate in exit lane. _____ ☐

Ramp speed, spacing, cancel signal _____ ☐

#14 ROADSIDE STOP/START*

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. ☐

#21 DRIVE UP/DOWN GRADE*

Traffic checks _____ ☐ ☐

Brake check, clutch _____ ☐

In proper gear, keep right _____ ☐ ☐

Hazard lights, if slow. ☐ ☐

Safe speed, braking _____ ☐

Traffic check _____ ☐ ☐

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

AUTOMATIC FAILURES — 21 Demerits each error

Exceeded speed limit by 6 mph or more. _____ ☐
Did not use seat belt properly _____ ☐
Moving traffic violation or disobeyed signs and signals. _____ ☐
Avoidable accident or incident _____ ☐
Dangerous action or unsafe behavior. _____ ☐
Put vehicle over sidewalks or curbs. _____ ☐
Other (see notes) _____ ☐

Notes: _____

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. ☐ ☐

THIS PAGE COMPLETE _____ ☐

NUMBER OF ERRORS MARKED _____ x1 POINT EACH = _____

*This evaluation has been reviewed by the driver.

OBI Signature: _____

Driver Signature: _____

Revised 11/1/2024

Driver Name _____

Date _____

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 and 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 ☐

OBI SCORING 3 POINTS EACH = _____

THIS PAGE COMPLETE ☐

NUMBER OF ERRORS MARKED _____ x2 POINTS EACH = _____

Driver Name _____

Date _____

MARKED ITEMS ARE AREAS MISSED_____ **Left** **Number Performed** **Right** _____**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 the 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 the 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 ☐

THIS PAGE COMPLETE ☐

OBI SCORING 3 POINTS EACH = _____

NUMBER OF ERRORS MARKED _____ x2 POINTS EACH = _____

#16 RAILROAD

Driver Name _____

Date _____

MARKED ITEMS ARE AREAS MISSED

APPROACH Number Performed _____

- ☐ 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.

#18 TURNAROUND

MARKED ITEMS ARE AREAS MISSED

APPROACH Number Performed _____

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

AT STOP

- ☐ Stop the bus in 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 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.

THIS PAGE COMPLETE ☐

NUMBER OF ERRORS MARKED _____ x2 POINTS EACH = _____