

2025 Edition

**OHIO SCHOOL BUS DRIVER
SAFETY ROAD-E-O**



**MASTER HANDBOOK &
EVENTS GUIDE**

Please note: Information contained within this handbook addresses both
the REGIONAL and STATE Road-E-O

Revised 09/2024

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ORGANIZATIONS

The School Bus Driver Safety ROAD-E-O shall be sponsored by and consist of the following members:

OHIO ASSOCIATION OF PUBLIC SCHOOL EMPLOYEES	(OAPSE)	(Three representatives)
OHIO ASSOCIATION FOR PUPIL TRANSPORTATION	(OAPT)	(Three representatives)
OHIO DEPARTMENT OF EDUCATION & WORKFORCE	(DEW)	(Three representatives)
OHIO EDUCATION ASSOCIATION	(OEA)	(Three representatives)
Appointed At Large Members		(Three representatives)

The Ohio Department of Education & Workforce, Pupil Transportation Office, will provide printed materials and staff through the area coordinator offices. All other costs shall be shared equally by OAPSE, OAPT, and OEA.

Each year the Committee will elect a Chairperson, Co-Chairperson, secretary, and treasurer. This annual election will be held during the month of June for the State Committee and September for Regional Committees.

All ROAD-E-O expenses shall be subject to approval by this Committee.

This Committee shall be the governing body with full authority to establish policy and procedure.

PURPOSE

To develop an organizational plan which makes the Ohio School Bus Driver Safety ROAD-E-O available to all school bus drivers for the promotion of safety, professionalism, and recognition through the cooperative effort of school districts, OAPSE, OAPT, ODE, OEA.

OBJECTIVES

1. To develop a ROAD-E-O organizational structure.
2. To develop standardized ROAD-E-O procedures and equipment.
3. To develop a plan of implementation.
4. To develop areas of responsibilities.

OPERATIONAL GUIDELINES

A. ROAD-E-O Dates

The Regional ROAD-E-O will be held on the Saturday in April two weeks before the state ROAD-E-O. With written notification to the State Committee, a Regional ROAD-E-O may be held 1 week earlier.

The State ROAD-E-O will be held the 1st Saturday in May. In the event of a conflict with a holiday, the State Committee may reschedule.

B. ROAD-E-O Site

The Regional ROAD-E-O site shall be chosen by each Regional Committee, and may be held at any school district or parking area that meets the need within the region.

The State ROAD-E-O site shall be chosen by the State Committee, and may be held at any school district in Franklin County, or a bordering county.

All Regional and State sites are NON-SMOKING facilities. Drivers are asked to exercise courtesy to the host sites and comply with this State-wide NON-SMOKING restriction.

C. Entrance Requirements/Eligibility

1. All Drivers must be currently employed as regular or substitute drivers under contract by a public, non-public, or community school, a private contractor, county board of developmentally disabled, or county board of education.
2. All Drivers must have and show a valid Commercial Driver's License with school bus and passenger endorsements, a valid district school bus driver's certificate, and a current Pre-Service certificate or valid copy of the same.
3. All Drivers must meet all the requirements for school bus drivers as listed in the Ohio Operation and Safety Rules.
4. At the State level of competition, drivers must present their valid Commercial Driver's License at registration only.
5. Registration for the Regional ROAD-E-O must be submitted or postmarked seven (7) days prior to the Regional ROAD-E-O event. A registration fee of twenty dollars (\$20.00) must accompany the registration and is nonrefundable. Registrations must be sent to the Pre-Service instructor's office, or as otherwise designated.
6. Only Regional winners and alternates in the current ROAD-E-O year are eligible to participate in the State ROAD-E-O. Alternates are only eligible if a top six driver from their region is absent.
7. Regional ROAD-E-O participants must compete in their "home" region. Drivers may participate in another region if all drivers from that district participate in that region. Special permission of the State Committee must be obtained to allow this exception.

D. TEAM ParticipationRegional Team

1. A Regional team shall be made up of four drivers. Team drivers must be pre-registered as a team.
2. School districts may enter as many teams as desired.
3. A driver shall be a driver of only one team.
4. All team drivers must drive for the same school district.
5. Transit and conventional drivers may form a mixed team.
6. The scores of each team driver shall be added together to arrive at the total team score.
7. The team with the highest score shall be declared the team winner.
8. Tie scores shall be broken by the ROAD-E-O Committee using the composite scores starting with Test #1 through #11 starting with the event order as listed on the tabulation form. This is the same procedure used in breaking a tie in the individual contest.

State Team

1. All drivers from each region shall form the "Region" team. The scores of all drivers from that region shall be added to arrive at the team score.
2. The team (Region) with the highest score shall be declared the team winner.
3. Ties shall be broken as in Regional competition.

E. Bus Size and Restrictions

1. Buses used in the ROAD-E-O must have a current decal and contain no alterations for ROAD-E-O purposes.
2. All buses must have stops on the steering mechanism.
3. All buses used will have a minimum 196" wheelbase and be identical.
4. All buses used shall be equipped with an automatic transmission, unless the State Committee grants permission for standard shift.
5. All buses used shall have the eight (8) light warning systems.
6. No driver in the contest shall drive his or her own district assigned bus.
7. Only one request for a change of bus will be honored per driver. This request must be made prior to the driver starting the driving portion of the competition and before reaching the start line. Each driver will be allowed a

maximum of six (6) minutes to familiarize him/herself with the instrumentation and controls of the bus prior to the operation of the vehicle to be driven in competition. The driver may request assistance from the Support Personnel in the adjustment of the drivers' seat and mirrors.

8. Tires on buses used shall have a minimum of two taped stripes (or other similar markings) on exterior side walls both front and rear to indicate any movement or non-movement of the bus.

F. Amendments to procedures

The State ROAD-E-O Committee reserves the exclusive right to add, delete or otherwise amend its policies, practices and procedures.

G. Professional Meeting Status

The Ohio School Bus Driver Safety ROAD-E-O is a professional meeting and the employee's Board of Education or employee may pay the expenses of the Drivers. (Reference Ohio Revised Code 3313.20 (C))

H. Commercial Activities (Regional and State)

The State Committee has adopted the following policy:

The Committee may approve any commercial, organization activity at the ROAD-E-O event, except authorized food concessions or other activities authorized by the State Committee.

Authorization by the State Committee of commercial vendors does not reflect the views and/or service of their product. The committee is opposed to political activities at the Road- e-o event.

LOGISTICS

A. Driver Responsibilities

1. Submit registration and \$20.00 fee (at least) seven (7) days prior to the Regional Road-E-O event.
2. Regional check-in time is from 7:30 a.m. to 9:00 a.m. Or as otherwise notified.
3. State check-in time is from 7:30 a.m. to 8:00 a.m. Or as otherwise notified.
4. A 15-minute grace period will be allowed in emergency situations for late arrivals at both the Regional and State ROAD-E-O.
5. Drivers are required to show a valid CDL at Regional and State ROAD-E-O.
6. Drivers must sign-in and verify spelling and address.
7. The Driver is to be issued an assigned Driver number.
8. Be prepared to participate when your number is called.
9. Do not share any information with those who have not participated.
10. Complete an evaluation form prior to receiving their completed test packet.

B. TESTING

General Knowledge Test (written at Regional and State)

1. Each year the tests will be revised and will not be available until the day of the event.
2. Test questions will be multiple choice or true/false.
3. The tests should become more difficult at each succeeding level.
4. Completion time is 40 minutes for the written test. Drivers will be dismissed by the test monitor after completion of the written test.
5. Questions for the General Knowledge test will be taken from the following current publication:
Pre-Service School Bus Driver Training Manual - 2022 Edition/2024 Edition
6. The written test and corrected answer sheet will be returned to the Driver at the end of the ROAD-E-O, but only after the Driver has completed and submitted an event evaluation form.

C. Driving Skill Events

1. Driving skills events will be administered at each Regional site and at the State site. Sequences of the skill events may be changed each year and may be rearranged in order to conform to local situations, due to facilities layouts/restrictions. It is strongly recommended that the sequence of driving events follow the order listed in the current Event Guide however. Each individual skill event shall be designed as shown in the diagrams listed in the Events Guide.
2. Scoring items and driver requirements for each event shall be as listed on the event sheets in the Ohio School Bus Driver Safety ROAD-E-O Handbook.
3. The State Committee may add/delete events each year.

D. Judges

1. The ROAD-E-O Committee (Regional and State) may use judges from the following ranks:
 - (a) Law Enforcement
 - (b) Traffic Engineers
 - (c) Current certified On-the-Bus Instructors
 - (d) Traffic Safety Groups (Safety Councils)
 - (e) Other Related Safety Organizations
 - (f) OAPSE
 - (g) OAPT
 - (h) DEW
 - (i) OEA
 - (j) School Mechanics
2. No more than fifty percent of the judges may be from these ranks. Pupil transportation supervisors and bus drivers should comprise fifty percent or more of the judges.
3. Drivers shall not be judged by family members or co-workers from the same school district. He or she shall not be the deciding judge.
4. There shall be a Head Judge for each event. It will be the Head Judge's job to coordinate other judges and volunteers.
5. At the State level all judges shall have judged in the current year's Regional ROAD-E-O or had previous judging experience.
6. All judges will be evenly divided amongst all events and tabulations. No single event or tabulation room shall be made up of judges from entirely one school district, no more than 2 judges from the same school shall be placed together at any event or tabulation room.

E. Scoring

1. Tabulate scores from all events and retain along with all entry blanks until the State ROAD-E-O is completed.
2. Scores for Transit and Conventional drivers will be co-mingled.
3. Identify the top six (6) scores. These drivers shall be finalists.
4. The next three (3) highest scores shall be alternates.
5. Tie scores shall be broken by the ROAD-E-O Committee using the composite scores starting with Test #1 through #10 starting with the event order as listed on the tabulation form.
6. Verify and tabulate scores on the individual forms.
7. Verify the total columns.
8. Each tabulator shall sign in the space provided.
9. Arrange the individual forms in proper order by scores.
 - (a) The highest score earned shall be marked "first place"
 - (b) The next highest score shall be marked "second place", etc., through "ninth place."
 - (c) The balance of the forms shall remain in proper sequence by scores earned.
10. Present results to the ROAD-E-O Committee chairman as soon as possible.
11. Each Driver, at the conclusion of the Road-E-O, shall receive notification of the score received on each test and the total score for all tests. (Tabulation form or computer sheet, written test and answer sheet.)

F. Awards and Recognition

1. Appropriate awards, as determined and provided by the State Committee, are to be presented to the winners
2. Appropriate awards will be presented to each driver and judge.

G. Winners

Winners are determined regardless of the type of bus they compete in.

1. There will be six winners and three alternates from each region. Each will complete the driver data form and submit it to the Regional Chairperson for forwarding to the State Committee.
2. The six winners will be eligible to participate in the State ROAD-E-O.
3. Alternates may replace a driver(s) from their region, only at the State ROAD-E-O.

REGIONAL ROAD-E-O COMMITTEE**A. The Organizational Meeting**

Regional ROAD-E-O Committee meeting shall be held by January 31 – June 1, for each region. At this meeting, the regional Chairperson, Co-Chairperson, and other positions shall be determined.

B. The Regional Planning Committee (Made up of the following members)

1. Pre-Service Instructor
2. Area Coordinator
3. Local OAPSE field representative
4. Local OAPT representative
5. OEA representative
6. School Mechanics
7. School district representative
8. Each county in the region should have a representative.

C. Pre-Service Instructor Responsibilities

1. Set time and place of the first Regional Committee meeting, and act as Chairperson for the first Regional organizational meeting.
2. Contact school district Superintendents and other listed organizations for representatives to serve on the Regional Committee.
3. Contact the OAPSE State office for local OAPSE field representatives.
4. Contact the OEA State office for local OEA field representatives.
5. Pre-Service will distribute tests to the Chairperson.

D. ROAD-E-O Committee Responsibilities

1. Elect a Chairperson, Co-Chairperson, secretary, and other officers as needed. The Co-Chairperson shall serve as Chairperson the following year.
2. The Regional Committee shall notify the secretary of the State Committee of the names and addresses of those officers elected at the organizational meetings as soon as possible following the organizational meeting.
3. OAPSE, OAPT, DEW, and OEA should alert their respective members about ROAD-E-O participation.
4. The Committee will select the site, alternate date, and time for the ROAD-E-O.
5. Arrange for facilities, equipment, material, and supplies.
6. Assist in laying out the course.
7. Act as judges and assist in the recruitment of additional judges.
8. Assist in clean-up, if necessary.
9. Assist in publicity through available channels - OAPSE News, OEA Ohio Schools, OAPT newsletters, State Department correspondence, newspapers, radio, and television.

E. Chairperson's Duties

1. Chairperson shall be in charge of the ROAD-E-O and shall oversee the entire operation. The chairperson may delegate responsibilities to other Committee members.
2. Arrange with the host school for use of facilities and buses.
 - space for skill events
 - classroom for testing
 - two classrooms for Drivers
 - restrooms
 - refreshments and/or lunchroom
 - registration area
 - classroom for scoring tabulation
3. Lay out the course with the assistance of the Committee members.
4. Check with the Pre-Service Instructor concerning necessary equipment and materials:
 - 12 or more clipboards
 - 2 stopwatches (1 as a back-up)
 - 10 standards for diminishing clearance event (if used)
 - traffic cones (must be uniform -- 28 inches or more)
 - at least 5 barriers (3 for turn-around and 2 for the off-set)
 - start line and finish line (tape, paint, or extra cones)
 - mats for pick up and drop off zone
 - railroad sign and tracks
5. Assignment of judges and/or support personnel for each event. (number in parentheses is the suggested number of judges and/or support personnel needed for each activity). orientation of judges, support personnel and drivers
 - written test (2)
 - driving course (28 recommended)
 - starters, seat and mirror adjusters (4)
 - field judge (2)
 - tabulation (3 or 4)
 - runners to pick-up score sheets (6)
6. Appoint members to the Grievance Committee (one from the Regional Committee, one judge working that day, and a driver selected by the drivers).
7. Arrange for adequate buses for driving.
8. Prepare a time schedule.
9. Select individuals to conduct welcoming ceremonies and award presentations.
10. Orientation of judges, support personnel and drivers.
11. Obtain and present awards and certificates.
12. Give driver data form for top 9 Regional drivers to the State Committee Member attending the Regional ROAD-E-O.

13. Give a final report of all scores and final positions to the State Committee Member attending the Regional ROAD-E-O. These scores cannot be changed after the day of the event.
14. News releases before and after the event.
15. Notify the winners and alternates of the next level of competition. Give their original Regional registration forms to the State Committee upon completion of Regional ROAD-E-O.

F. Secretary and Treasurer Duties

1. Receive registrations and entrance fees.
2. Coordinate the registration and mailing information with the area coordinator.
3. Prepare a master list of drivers prior to the scheduled ROAD-E-O.
4. Prepare name tags and numbers.
5. Check in all drivers on the day of the event and have the driver sign opposite his/her name and verify correct spelling and bus type.
6. Give the registration fees and transmittal form to the State Committee Member who attends the Regional ROAD-E-O. Make checks payable to "***State School Bus Driver ROAD-E-O Committee.***"
7. Mail congratulatory letter to the winner and his/her superintendent.

G. Committee's Financial Responsibilities

1. The ROAD-E-O Committee shall submit a request to the State ROAD-E-O Committee on the designated form for **pre-approval** of any expenses they anticipate.
2. Immediately following the ROAD-E-O, the Chairperson shall give the registration fees, donation (identify the donor), and record of the expenses to the State Committee.
3. Regional expenses may not be deducted from driver registration fees. Expenses must be claimed and paid separately.

H. Expenditure Approval Form

1. The form will be distributed by the State ROAD-E-O Committee annually at the Chairperson's meeting.
2. **Before expenses are incurred, the expenditure approval form must be submitted to the Chairperson of the State ROAD-E-O Committee for approval.**
3. Approval may be granted for only those expenses which cannot be avoided. (For example, if a school district insists on charging for the use of the facilities.)
4. Reimbursement requests and receipts must be submitted to the State Committee Treasurer prior to June 30.

Postage, paper, envelopes, duplication, and clerical assistance will not be approved. (Provided by area offices or donating school districts)

STATE COMMITTEE

A. Ohio School Bus Driver Safety ROAD-E-O Committee

Refer to the following information: Organizations, Purpose & Objectives on page 4.

B. Meeting Schedule

The State ROAD-E-O Committee shall convene a meeting of all Pre-Service Instructors and Regional Chairpersons and/or Regional Co-Chairpersons in February or March to update the group, to emphasize consistency in operations, and distribute appropriate materials. Time, place, and date of the meeting are to be determined by the State Committee.

C. STATE ROAD-E-O Committee Responsibilities

1. Elect a Chairperson, Co-Chairperson, secretary-treasurer, and other officers as needed at the state level. The Co-Chairperson shall serve as Chairperson the following year. The host of the State ROAD-E-O for the upcoming year shall be appointed by the State Committee to serve as State ROAD-E-O coordinator for that year.
2. OAPSE, OAPT, DEW, and OEA should alert their respective members about ROAD-E-O participation.
3. The Committee will select the site and time for the ROAD-E-O.
4. Arrange for facilities, equipment, material, and supplies.
5. Assist in laying out the course.
6. Act as judges and assist in the recruitment of additional judges and support personnel.
7. Assist in clean-up, if necessary.
8. Assist in publicity through available channels - OAPSE News, OEA Ohio Schools, OAPT newsletters, State Department correspondence, newspapers, radio, and television.

D. Chairperson's Duties

1. Chairperson shall be in charge of the ROAD-E-O and shall oversee the entire operation. The Chairperson may delegate responsibilities to other Committee members.
2. Arrange with the host school for use of facilities and buses.
 - space for skill events
 - classroom for written tests
 - two classrooms for Drivers
 - restrooms
 - refreshments and/or lunch room
 - registration area
 - classroom for scoring tabulation
3. Lay out the course with the assistance of the Committee members.
4. Arrange for necessary equipment and materials.
 - 12 or more clipboards
 - 2 stopwatches (1 as a backup)
 - 10 standards for diminishing clearance (if used)
 - traffic cones (must be uniform --28 inches or more)
 - at least 5 barriers (3 for turn-around and 2 for the off-set)
 - start line and finish line (tape, paint, or extra cones)
 - mats for pick up and drop off zone
 - railroad sign and tracks
5. Appoint members to the Grievance Committee (one from the Committee, one judge working that day, and a driver selected by the drivers).
6. Arrange for adequate buses for driving.
7. Prepare a time schedule.
8. Orientation of judges support personnel and drivers.
9. Obtain and present awards and certificates.
10. Report the names of the winners and alternates to DEW Committee Member for forwarding to International ROAD-E-O.
11. News releases before and after the event.
12. Notify the winners and alternates of the next level of competition. Send information concerning the INTERNATIONAL ROAD-E-O.
13. Select individuals to conduct welcoming ceremonies and award presentations.
14. Mail congratulatory letter to the winner and his/her superintendent.
15. Select, order, and distribute awards, plaques, etc.

E. Secretary's Duties

1. Coordinate the registration and mailing information.
2. Prepare a master list of drivers prior to the ROAD-E-O.
3. Prepare name tags and numbers.
4. Check in all drivers on the day of the event and have the driver sign opposite his/her name and verify correct spelling.
5. Perform other tasks as assigned by the Committee.

F. Treasurer's Duties

1. Receive registrations and entrance fees.
2. Pay bills as approved.
3. Prepare periodic financial reports for the Committee.
4. Prepare financial records for audit.
5. Maintain orderly financial records.
6. Receive and present all Regional expenditure requests to the State Committee for approval.
7. Maintain all final results scores from State ROAD-E-O's.

G. Selection and Assignment of Judges for the State ROAD-E-O

1. The judges for the State ROAD-E-O shall be selected from the judges who worked in the Regional ROAD-E-O's in the same year's Regional ROAD-E-O and have their names sent to the State Committee by the Regional ROAD-E-O officials.
2. The Regional Chairperson and the Regional Pre-Service instructor shall select six (6) people to be judges for the State ROAD-E-O. One judge per event shall be selected. The selection and confirmation of their attendance at the State ROAD-E-O shall be completed the day of the Regional ROAD-E-O.
3. The name and address of each driver chosen to be a judge for the State ROAD-E-O shall be submitted to the Chairperson of the State ROAD-E-O Committee immediately following the Regional ROAD-E-O. See application for State Judge in Chapter 4. The State Committee will notify confirmation of accepted State Judge assignments. Special assignments will be made Friday prior to State ROAD-E-O.
4. The State ROAD-E-O Committee shall be responsible for assigning judges for each event. Pre-Service Instructors will be Head Judges for the events and rotation of Head Judges will be encouraged annually.
5. Judges will be selected for course events only; other activities are the responsibility of the Support Personnel.
6. The Pre-Service Instructors also shall have the responsibility for:
 - Advising and assisting the judges, selected from each area, in the events that make up the contest.
 - Checking the score sheets for each Driver before they are collected for tabulation and scoring.

H. The State Committee's Responsibilities

1. Provide funds for expenses (supplies, certificates, and awards).
2. Publicize in OAPSE News, OAPT Newsletter, OEA Ohio Schools, DEW newsletter, etc.
3. Publicize in school publications.
4. Provide personnel for Committee and ROAD-E-O duties.
5. Urge School Districts to provide drivers with time and equipment to practice and participate.
6. Design and provide the appropriate awards.
7. Conduct informational meetings with Pre-Service Instructors, Regional Chairperson and/or Regional Co- Chairperson prior to the Regional ROAD-E-O. Such a meeting should be held in February/March, if possible.
8. Provide all Regional and State results to the DEW Pupil Transportation office.

2024 - 2025 STATE COMMITTEE MEMBERS**Ohio Department Of Education & Workforce (DEW)**

Evette Moody West Region Pre-Service Instructor Madison-Champaign County ESC 2200 S US Hwy 68 Urbana, Ohio 43078 937-484-1557 evette.moody@mccesc.org	Lori Fanger Northeast Region Pre-Service Instructor Ashtabula County ESC 2630 West 13th Street Suite A Ashtabula, Ohio 44004 440-576-9023 lori.fanger@ashtabulaesc.org	Heather Free Pupil Transportation Program Admin. Ohio Department Of Education 25 S Front Street Ground Floor Columbus, Ohio 43215 614-981-9044 heather.free@education.ohio.gov
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Ohio Association Of Pupil Transportation (OAPT)

Jason Leeth General Manager (Transportation) Petermann Pickerington Schools 12475 Achievement Way Pickerington, Ohio 43147 614-837-8525 jleeth@petermannbus.com	Mike Puhalla Transportation Supervisor Urbana City Schools 711 Wood St Urbana, Ohio 43078 937-653-1411 mike.puhalla@urbanacityschools.org	Vacant Seat
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Ohio Education Association (OEA)

Cyndi Holloway Bus Driver & OBI Brunswick City Schools 7915 Congress Rd Lodi, Ohio 44254 440-554-2751 cmhfarms51@yahoo.com	Paula McCabe Bus Driver & OBI Streetsboro City Schools 1891 Annalane Dr Streetsboro, Ohio 44241 330-760-9266 pmccabe@scsrockets.org	Vacant Seat
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OAPSE/AFSCME

Lucas Schang Bus Driver & OBI Bowling Green City Schools 13230 Bishop Rd Bowling Green, Ohio 43402 lschang@bgcs.k12.oh.us	Lisa Risby Bus Driver & OBI Canton City Schools 2030 Cleveland Ave SW Canton, Ohio 44707 lmbutti3@gmail.com	Vacant Seat
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Appointed At Large Members

Ken Stevenson Substitute Bus Driver & OBI Madeira City Schools 8115 Camarg Rd. Cincinnati, Ohio 45243 kstevenson4@yahoo.com	Robert Ball Transportation Supervisor Ridgemont Local Schools 560 W Taylor St Mt. Victory, Ohio 43340 robert.ball@ridgemont.k12.oh.us	Bruce Berry Transportation Supervisor Highland Local Schools (Medina Co) 3880 Ridge Rd. Medina, Ohio 44256 bberry@highlandschools.org
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Treasurer Advisor To State Committee: Doug Neading

OHIO SCHOOL BUS DRIVER PRE-SERVICE REGIONAL OFFICES

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<p>East Region Rob Higgenbotham, Instructor East Central Ohio ESC 834 East High Ave New Philadelphia, Ohio 44663 (330) 308-9939 rob.higgenbotham@ecoesc.org</p>	<p>Southwest Region Brandon Anness, Instructor Warren County ESC 1879 Deerfield Rd Lebanon, Ohio 45036 (513) 695-2927 brandon.anness@warrencountyesc.com</p>



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Tabulations Form	Pg. 52

REGIONAL & STATE ROAD-E-O GRIEVANCE FORM

Drivers who feel that an interference or problem affected their event(s) **must verbally notify the Head Judge at the completion of their final event while still on the bus.**

The final event head judge will give the driver a grievance form with time received. **Drivers filing a grievance must do a written grievance form within 10 minutes of notifying the Head Starter upon parking the bus.** The grievance form must be turned into the Head Judge.

If the grievance is upheld, the driver will be permitted to repeat the grieved event(s), and the new score(s) will be entered on the tabulation page if the interference or problem is confirmed, the ROAD-E-O Committee will escort the driver to the specific event(s), and allow them to repeat the event(s). The new score(s) will be used.

Notifications of interference or problems on the course not provided to the Head Judge at the final event will not be accepted.

Head Judge final Event: _____ **Time:** _____

DRIVER'S NAME _____

DRIVER'S NUMBER _____

SCHOOL DISTRICT _____

NUMBER OF YEARS PARTICIPATED IN THE ROAD-E-O _____

TIME GRIEVANCE SUBMITTED: _____ **(within 10 minutes of driver's last event)**

RULE IN QUESTION: Site the complete rule word for word from the handbook. Include Chapter and page number.

QUESTION BEING RAISED ABOUT THE RULE:

SIGNATURE: _____

For Committee Use Only:

Remedy Explanation:

Disposition: Approved _____

Disapproved _____

ROAD-E-O TIME SCHEDULE

EACH REGION MAY SET OWN TIMES CHECK YOUR REGION FOR TIMES

7:00 - 7:30 am	Registration for Judges
7:30 - 8:10 am	Judges Meeting
7:30 - 8:00 am	Registration (Sign in for Drivers) Physical Review of Vehicles to be used on course
8:15 - 8:30 am	Welcome, Announcements, Instructions
8:30 - 8:50 am	Drivers “Walk-about” on course
8:50 - 9:00 am	Questions/Answers from “Walk-about”
9:00 - 9:40 am	Written General Knowledge (Regional and State)
10:00 am	Driving Events
After completion of driving events	Completion of ROAD-E-O Release Driver Tabulation Forms Presentation of Awards and Photographs (All winners are encouraged to remain for individual and/or group photos)

**REGIONAL & STATE
ROAD-E-O EVALUATION FORM
TO BE COMPLETED BY PARTICIPANTS AND JUDGES**

Instructions: Circle a number (5 the highest/1 the lowest) for each question or item, additional comments welcomed. All evaluations will be reviewed by the State ROAD-E-O Committee after regionals and state events.

- 1) Planning and Organization: How well was the ROAD-E-O planned and organized? 1 2 3 4 5
Comments:
- 2) Did you receive proper and adequate information regarding accommodations, locations and expectations for the regional or state ROAD-E-O? 1 2 3 4 5
Comments:
- 3) Course Design: How well was the ROAD-E-O course designed? 1 2 3 4 5
Comments:
- 4) Orientation: How well were the participants/judges briefed and oriented before the ROAD-E-O began? 1 2 3 4 5
Comments:
- 5) Written Test: How challenging was the written test pertaining to knowledge of vehicle, laws and regulations? 1 2 3 4 5
Comments:
- 6) Adherence To Schedule: How well was the ROAD-E-O run and kept on schedule as listed in the program? 1 2 3 4 5
Comments:
- 7) The ROAD-E-O Events: How effective are each of the following events?
- | | |
|------------------------------------|-----------|
| General Knowledge Written Test | 1 2 3 4 5 |
| Pre-Trip Event | 1 2 3 4 5 |
| Offset Street Event | 1 2 3 4 5 |
| Diminishing Clearance Event | 1 2 3 4 5 |
| Forward Stop Line Event | 1 2 3 4 5 |
| Right/Left Turn Event | 1 2 3 4 5 |
| Forward & Reverse Serpentine Event | 1 2 3 4 5 |
| Railroad Crossing Event | 1 2 3 4 5 |
| Turn Around Event | 1 2 3 4 5 |
| Student Pick Up & Drop Off Events | 1 2 3 4 5 |
| Post Trip Event | 1 2 3 4 5 |

- 8) Additional Comments:

STATE CHAMPIONSHIP
OHIO SCHOOL BUS DRIVER SAFETY ROAD-E-O DRIVER
BIOGRAPHICAL INFORMATION / STATE APPLICATION

Name _____ CDL # _____

Road-E-O Region competed in _____ Region Final Position _____

Home Address _____

City _____ ZIP _____

Email _____

Home Phone _____ Work Phone _____

School District: _____

(Contractor _____) County _____

Number of years with current employer _____ Total years as a driver _____

Type of bus driven this year: Conventional _____ Transit _____ Grade levels transported _____

Description of your bus: Make/Model _____ Capacity _____ Year _____

How many ROAD-E-O's have you competed in _____ Best finishing position in previous ROAD-E-O's _____

Personal interests and hobbies:

Why do you like being a Professional School Bus Driver?

Goals when you retire:

I grant permission for this information to be used by the State ROAD-E-O Committee in today's ROAD-E-O, in press releases, and in promotion of the ROAD-E-O. (Age used with discretion).

Name _____ Date _____

LIST OF AWARDS FOR ROAD-E-O'S (subject to change)

Regional ROAD-E-O

All:	Participation Certificate 1 Yearly Chevron
New Driver:	1 Basic ROAD-E-O Patch
Individual Winner:	Medallion for 1st - 6th place winners Plaque for 1st – 3rd place winners
Team Winner:	Plaque for 1st place winning team Certificate for each member of the 1st – 3rd place winning teams
Judges:	1 Patch
Chairperson:	1 Plaque

State ROAD-E-O

All:	Participation Certificate 1 Yearly Chevron
Individual Winner:	Plaque for 1st – 6th place winners Medallion for 1st - 6th place winners
State Winners	Grand Champion - highest score Trophy for the Grand Champion to keep Top Placing Transit Driver Top Placing Conventional Driver
Team:	Certificate for each member of the 1st, 2nd and 3rd place winning teams Plaque for 1st place team
Judges:	1 Patch
Chairperson:	1 Plaque

Internationals

1st Transit:	Reimbursement of expenses for lodging, travel, and meals (not to exceed \$1000.00) for competing at the International ROAD-E-O event (DRIVER MUST COMPLETE INTERNATIONAL EVALUATION INCLUDING PLACEMENT AND SUBMIT WITH EXPENSE REPORT FOR REIMBURSEMENT)
1st Conventional:	Reimbursement of expenses for lodging, travel, and meals (not to exceed \$1000.00) for competing at the International ROAD-E-O event (DRIVER MUST COMPLETE INTERNATIONAL EVALUATION INCLUDING PLACEMENT AND SUBMIT WITH EXPENSE REPORT FOR REIMBURSEMENT) Reimbursement of International ROAD-E-O registration fee

Other awards at the discretion of the State ROAD-E-O Committee

REQUEST FOR REIMBURSEMENT FOR INTERNATIONAL ROAD-E-O

(Only applicable for drivers sponsored by State Committee)

This form must be returned and fully completed prior to any reimbursement can be processed. All receipts must be attached to this form.

Driver's Name: _____

Lodging Expense: _____

Address: _____

Travel Expense: _____

City/State/Zip: _____

Meals Expense: _____

Email: _____

Total Expenses: _____

EVALUATION OF INTERNATIONAL ROAD-E-O

<u>Lodging</u>	1 Poor	2 Disappointed	3 Average	4 Good	5 Excellent
<u>Meals At Road-E-O</u> (if provided at location)	1 Poor	2 Disappointed	3 Average	4 Good	5 Excellent
<u>Driver's Briefing</u>	1 Poor	2 Disappointed	3 Average	4 Good	5 Excellent
<u>Explanation Of Events</u>	1 Poor	2 Disappointed	3 Average	4 Good	5 Excellent
<u>Difficulty Of Events</u>	1 Poor	2 Disappointed	3 Average	4 Good	5 Excellent
<u>Assistance From</u> <u>On-Site Staff</u>	1 Poor	2 Disappointed	3 Average	4 Good	5 Excellent
<u>Quality Of Staff</u> <u>At Events</u>	1 Poor	2 Disappointed	3 Average	4 Good	5 Excellent
<u>Value You Received</u> <u>From The Events</u>	1 Poor	2 Disappointed	3 Average	4 Good	5 Excellent
<u>Overall Rating Of</u> <u>Your Experience</u>	1 Poor	2 Disappointed	3 Average	4 Good	5 Excellent

List the thing(s) you liked the least: _____

List the thing(s) you liked the best: _____

Comments & Recommendations: _____

EVENTS EXPLANATION GUIDE

Driving Course Number Of Judges/Support Persons

Driving skills events will be administered at each regional site and at the state site. Sequences of the skill events may be changed each year and may be rearranged in order to conform to local situations, due to facilities layouts/restrictions. Each individual skill event shall be designed as shown in the diagrams in this Ohio ROAD- E-O Handbook and Events Guide.

1. Scoring items and driver requirements for each event shall be as listed on the event sheets in the Ohio ROAD-E- O Handbook and Events Guide.
2. The State Committee may add/delete events each year. One of the individual events will have a time limit. Drivers who do not complete this event within the time limit will be motioned on to the next event.
3. Each event shall have a maximum score.
4. Seat belts must be worn at all times when driving the school bus.
5. Headlights on the vehicle must be on at all times

Proposed number of Judges and Support Personnel for Regional and State ROAD-E-O

Events	Number of Judges
General Knowledge (Written for both Region and State)	2
Pre-Trip Inspection Event	4
Right/Left Turn	3
Railroad Crossing	3
Student Right Side Pick-up & Drop-off	5
Student Left Side Pick-up & Drop-off	5
Offset Street	5
Diminishing Clearance	2
Forward Stop Line	2
Forward/Reverse Serpentine	3
Turnaround	4
Starting Line/Post Trip	4
Support Areas	Number of Support Personnel
Tabulation Room	6
Runners	4
Bus Delivery Drivers	12
Course Set-up	8
Mirror/Seat Adjusters	2
Starters (inside, outside, at line)	3

General Instructions for Drivers

This ROAD-E-O is held to provide an opportunity for professional school bus drivers to demonstrate their skills and knowledge specific to school transportation operations. All drivers must read and comply with all of the instructions and guidelines offered herein.

1. Drivers must pre-register for the ROAD-E-O no less than 7 days prior to the scheduled date.
2. Drivers must have a valid CDL with S and P endorsements.
3. Drivers must be listed as ACTIVE with the Ohio Department of Education and Workforce as a school bus driver, and must be current with all state requirements for school bus drivers.
4. All drivers must report to the registration desk prior to the posted time in order to be allowed to compete in the Road-E-O.

Regulations for Drivers

1. Drivers are required to remain in the driver preparation area until called to begin the ROAD-E-O. Drivers are not allowed on the course or adjacent to any of the events.
2. Drivers must report to events they are called for within 5 minutes of the announcement. If a driver is not available to participate when called they may be disqualified.
3. Driver must conduct him/herself accordingly as if there were students on the bus. In all events the doors must remain closed unless the rules of an event require the door to be opened.
4. Each driver will be allowed a maximum of six (6) minutes to familiarize him/herself with the instrumentation and controls of the bus prior to the operation of the vehicle to be driven in the ROAD-E-O. The driver may request assistance from support personnel in the adjustment of mirrors and seats within the manufactured specifications.
5. Drivers who feel that an interference or problem affected their ROAD-E-O event(s) may notify the Head Starter upon exiting the bus at the end of the course. If the interference or problem is confirmed, the Road-e-o committee will escort the driver to the specific event(s), and allow them to repeat that event(s). The new score will be used. **Notifications of interference or problems on the course not provided to the Head Starter upon exiting the bus at the end of the course or it will not be accepted.**
6. Drivers must exercise continuous forward motion on the course, unless they are directed to stop by a judge, another vehicle impedes forward progress, or it is necessary to stop to prevent harm or injury

Disqualifications for Drivers

Any of the following will result in disqualification:

1. Any misconduct on the part of a driver, spectator or volunteer such as the following:
 - a. Unprofessional behavior
 - b. Speeding and/or unsafe driving on the course
 - c. Use of drugs and/or alcohol during or immediately prior to the competition
 - d. Intentional damaging of Road-E-O equipment
2. Any driver who knowingly accepts signals from anyone will be automatically disqualified. For this reason, all spectators will be required to stay a minimum of 50 feet from the perimeter of each event.
3. Failure to maintain proper driving position, (i.e. firmly in the driver's seat, hands on the wheel)
4. A driver is not allowed to place his/her head out of the window. Modifications of the driver's seat in any way other than the manufacturer's standards, that could help the driver, will disqualify the driver and may

disqualify any other driver prior to the discovery. Drivers may use a driving cushion. No attachments to the brake or gas pedal will be allowed.

5. Any bus used for the ROAD-E-O shall have mirrors that are normally used during the normal daily route. Mirrors can be adjusted to provide the driver vision that would normally be required for the safe operation of the vehicle. Mirrors shall not be adjusted after leaving the starting line while out on the road course.
6. No smoking, eating or drinking beverages will be allowed during the driving events.
7. Drivers who fail to operate the vehicle with headlights on during the driving events will receive demerits.
8. Drivers may not use cell phones or other personal electronic devices during the ROAD-E-O.
9. Drivers are not permitted to use any type measuring device at any time during the competition or during the viewing of the buses. Such actions will result in immediate disqualification from the competition.



General Knowledge Test

Maximum Score 50

25 questions, 2 points each and a 40 minutes' time limit.

PURPOSE OF TEST: To be a professional school bus driver, the driver must know state vehicle laws and Ohio Department of Education & Workforce Rules and Regulations which control the use and operation of Ohio school buses. A driver must be conscious of these laws and regulations and be alert to any changes. A professional driver must know and abide by all vehicle and traffic regulations.

SAMPLE QUESTIONS:

THESE QUESTIONS ARE TRUE OR FALSE.

On the answer sheet, Circle "a" if the statement is true and "b" if the statement is false.

1. If a school bus driver has a current CDL, that driver is not required to have an annual medical examination.
 - a. True
 - b. False

THESE QUESTIONS ARE MULTIPLE CHOICE.

Choose the correct answer and circle the corresponding letter: a, b, c or d.

2. School bus drivers are responsible to perform an inspection of the school bus:
 - a. Twice a week
 - b. Weekly
 - c. Daily
 - d. None of the above

WRITTEN QUESTIONS WILL BE TAKEN FROM:

1. Pre-Service School Bus Driver Training Manual – Source 2022/2024 Pre-Service Manual

Hands-On Pre-Trip Inspection

SPECIFICATIONS SHEET

Purpose of Test: A school bus driver is required by law to perform and document a daily inspection of the bus before transporting students. A school bus found to be unsafe shall not be used for the transportation of pupils until such defects are corrected. A physical inspection should be conducted in a systematic manner to assure that the bus is safe. All participants must perform a pre-trip inspection of a bus. Participants will have a transit or conventional bus provided for the test. **It will not be necessary to start the engine of the bus to perform the inspection. Nor do you need to physically check fluids.** The defects designated will be taken from:

1. Ohio Pupil Transportation Operation and Safety Rules
2. Pre-Service School Bus Driver Training Manual
3. CDL Section 11 (2023 edition - HSY7605 10/23)

Scoring: Each bus will have five (5) designated defective items. The participant must list the items on the score sheet provided. Proper spelling is not required, but writing must be legible. **Contestants can write as many defects as they find but note that only five have been designated as the actual defects for scoring for this event.**

Each defect is valued at 15 points, for a total of 75 points possible. Drivers must use a systematic method to complete their pre- trip. Each time a contestant steps on and off the bus will be counted, with **10 demerits being charged for each occurrence of getting off the bus or on the bus over 3 times.**

This event will have a strict (12 minutes at Regional) and (8 minutes at State) time limit. Each bus will have a judge. The judge will alert the participant at 1 minute time remaining and at the expiration of the time limit. The judge will only answer questions about the score sheet and timing. The judge will not answer questions about the defects. The participant must give the score sheet to the judge immediately upon expiration of the time limit. Failure to do so will result in a penalty of 75 demerits.

Any photo, text, or verbal communication of this event among Road-E-O participants before all have completed the event will result in a penalty of 75 demerits.

The key may be moved to the accessory position during the inspection in order to check lights and accessories. It will **NOT** be necessary to start the engine of the bus to perform the inspection. The Gauge Check, Air Brake Check, Hydraulic Brake Check, and Operation Inspection of Steering, Parking Brakes, Service Brakes, Engine Noise, Transmission, and Clutch are not included in this event as they require the engine to be running. Nor do you need to physically check fluids.



Hands-On Pre-Trip Inspection

SCORE SHEET

Participant Number: _____

Bus # Inspected: _____

Maximum Score: 75 Points

Pre-trip Defect Scoring Form

	Defect Found & Location	Points Earned (15 POINTS EACH)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
	Time to be completed by judge: _____ Actual Time: _____	
	Sequence to be completed by judge: _____ Times on Bus: _____ Times off bus: _____	

(10 demerits for each time on and off the bus over 3 times)

75 - Total Possible Points
 (subtract from 75) — _____ - Points Earned

 _____ - Total Demerits

Head Judge's Signature: _____

RIGHT or LEFT TURN

SPECIFICATIONS AND SCORE SHEET

Participant Number: _____

Bus Driven: _____

Transit Conventional

Maximum Score: 50

PURPOSE OF TEST: This test is designed to determine the driver's ability to properly position the bus and to prepare for and execute the right/left hand turn in a continuous motion without touching the curb/line, excessively encroaching on the adjacent traffic lanes or stopping.

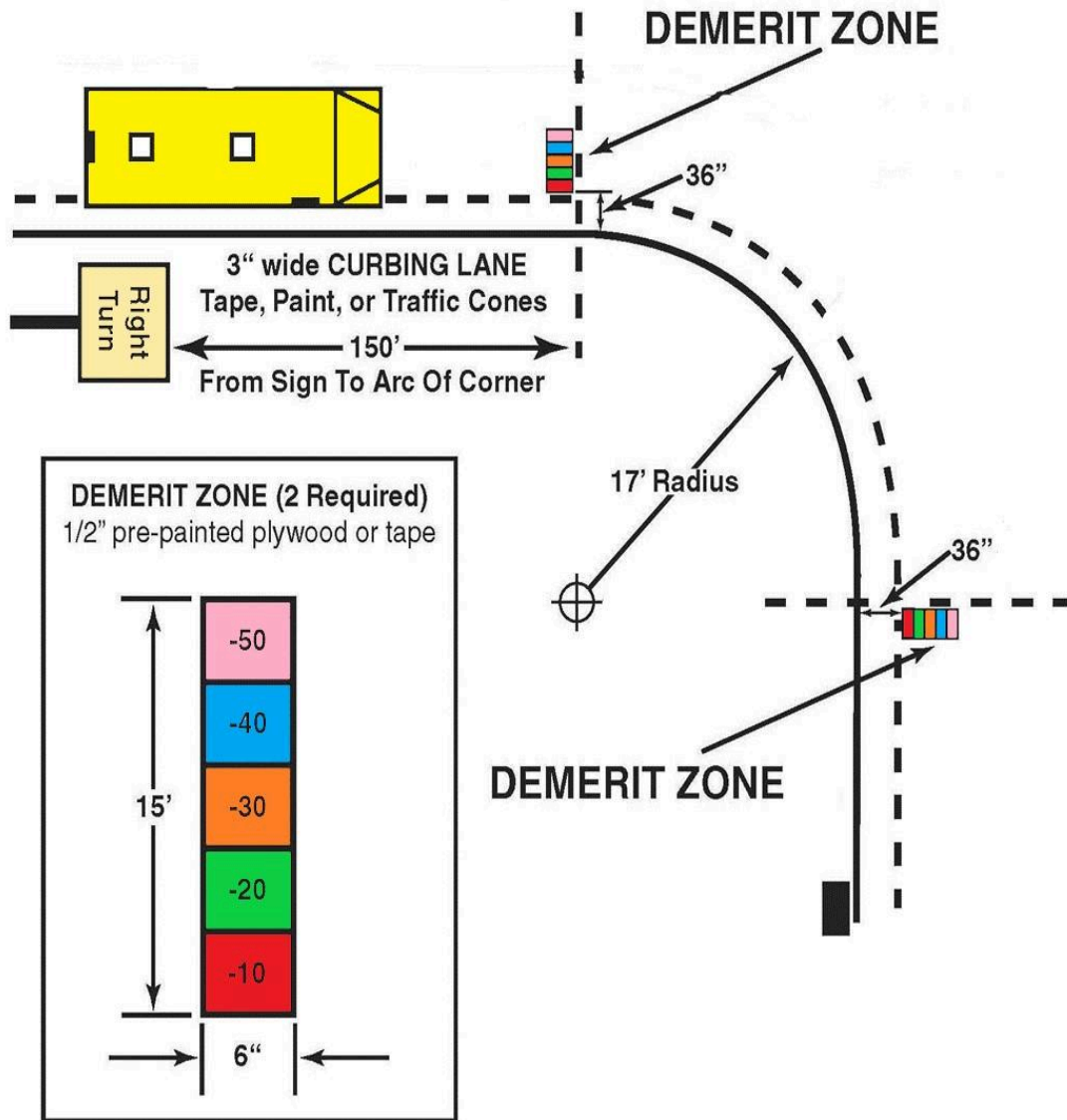
SCORING: Scoring will be based on the method in which the driver enters and recovers from the turn. The right/left outside rear tire must touch the space between the curb/line and the demerit zone for no demerits to be assessed. Only the portion of the tire tread that actually is in contact with the ground will be judged. No more than 50 demerits shall be deducted.

<u>Judge's Description</u>	<u>Demerit Value</u>	<u>Demerits Taken</u>
Failure to activate right/left directional signal on approach	15	
Raising self-off seat OR driver sticks head out window (each worth 10 demerits - <u>circle the violation</u>)	Max 20	
Any part of tire touches curb	50	
Demerit Zone 1 0" - 3" = 10 Demerits 3" - 6" = 20 Demerits 6" - 9" = 30 Demerits 9" - 12" = 40 Demerits 12" - 15" = 50 Demerits	Max 50	
Demerit Zone 2 0" - 3" = 10 Demerits 3" - 6" = 20 Demerits 6" - 9" = 30 Demerits 9" - 12" = 40 Demerits 12" - 15" = 50 Demerits	Max 50	
Bus comes to complete stop - Number of Times _____ X 10 demerits <u>**This is a continuous motion event**</u>	50	
Bus needed to reverse during event	50	
Failure to take part in and or complete the event	50	
Driver fails to wear seatbelt correctly, uses improper hands on steering wheel, abuses any equipment, goes off course, shows unsportsmanlike qualities	50	
Driver adjusts mirrors prior to or during the event	50	

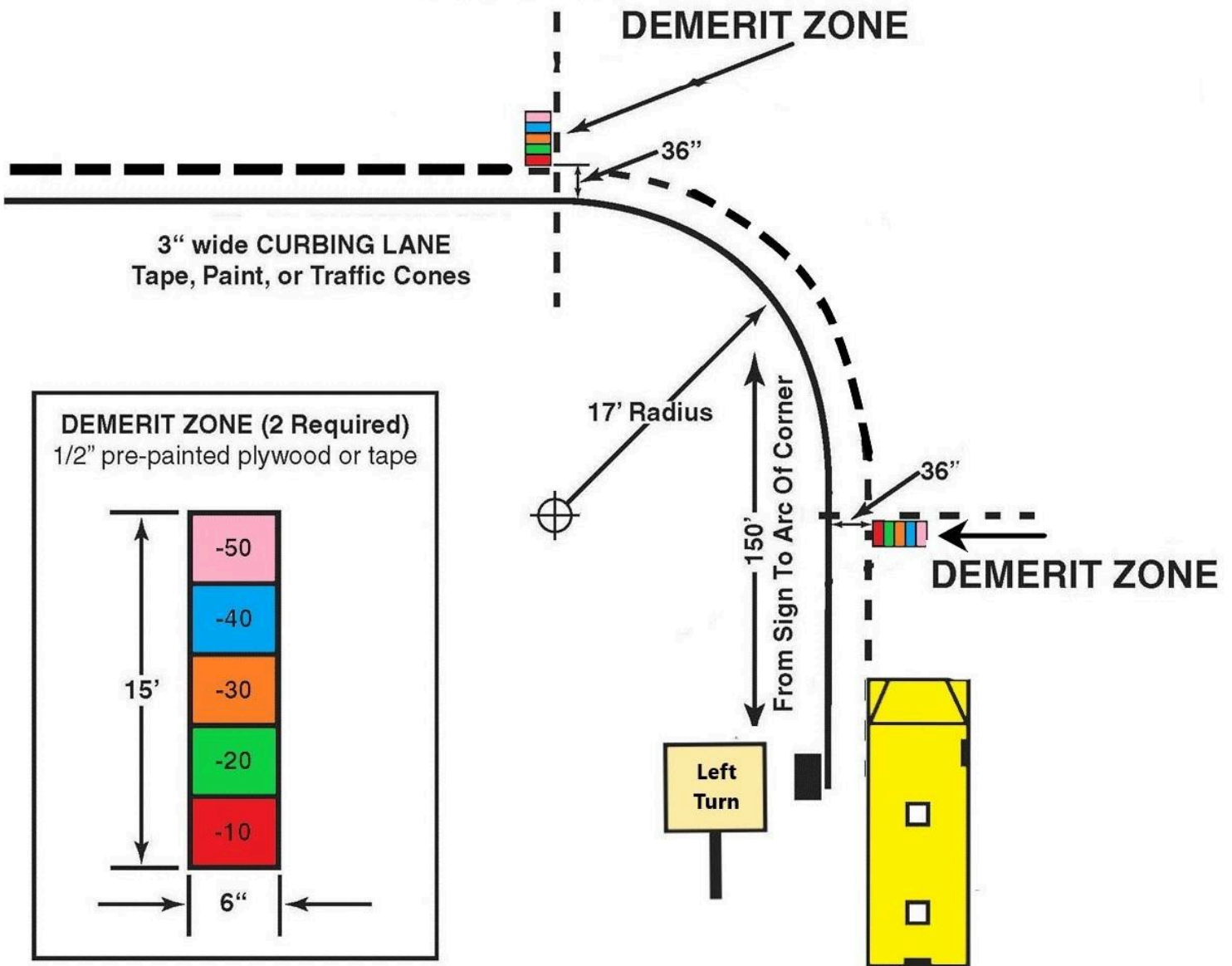
Head Judge's Signature: _____

Total Demerits: _____

RIGHT TURN EVENT



LEFT TURN EVENT



OFFSET STREET EVENT

SPECIFICATIONS AND SCORE SHEET

Participant Number: _____

Bus Driven: _____

Transit Conventional

Maximum Score: 75

PURPOSE OF TEST: To test the driver's ability to maneuver the vehicle through tight places that are not in a straight line set-up. This problem simulates conditions that might be encountered when driving in heavy traffic on narrow streets or through construction zones that might be encountered on a route. **The offset may be set up to the right or to the left of the entry alley.**

SCORING: The violations for which demerits will be given and the number of demerits charged are set forth below.

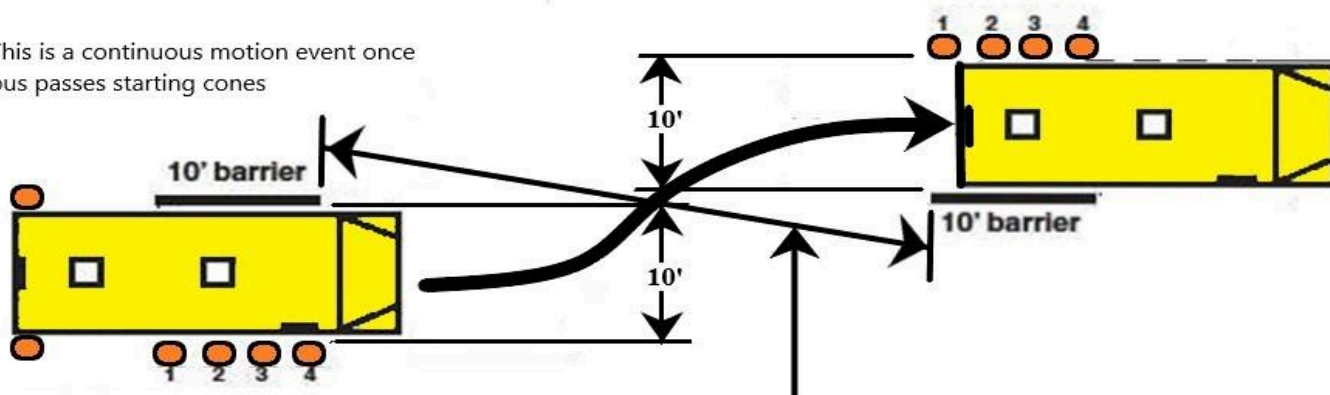
<u>Judge's Description</u>	<u>Demerit Value</u>	<u>Demerits Taken</u>
Charge 10 demerits for each cone touched (circle number of cones touched) 1 2 3 4 5 6 7 8	Max 75	
Charge 25 demerits for each barrier touched (circle number of barriers touch) 1 2	Max 50	
Charge 10 demerits for each time bus stops forward motion (circle number of times bus stopped) 1 2 3 4 5 6 7 8 <u>**This is a continuous motion event**</u>	Max 75	
Charge 50 demerits for bus reversing after entering the approach lane (passes starting cones)	50	
Raising self-off seat/Driver sticks head out window (each worth 10 demerit - circle violation)	Max 20	
Failure to take part in and or complete the event	75	
Driver fails to wear seatbelt correctly, uses improper hands on steering wheel, abuses any equipment, goes off course, shows unsportsmanlike qualities	75	
Driver adjusts mirrors prior to or during the event	75	

Head Judge's Signature: _____

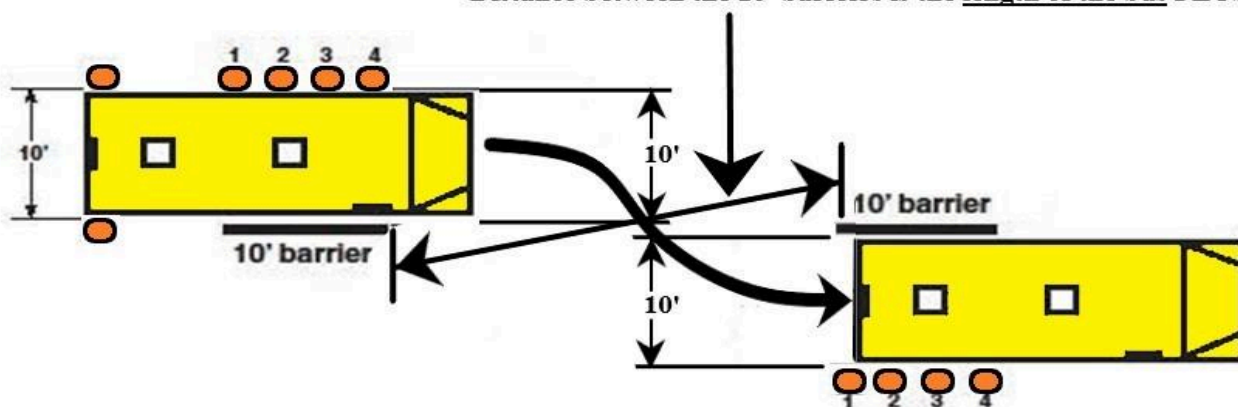
Total Demerits: _____

OFFSET STREET EVENT

This is a continuous motion event once bus passes starting cones



Distance between the 10' barriers is the length of the bus PLUS an additional 4'



Two Cones 10' apart indicating start of event.
No set distance from barrier.

Note: All cones to be uniform, 45" or higher.

Pieces of PVC, wood, etc., must be inserted in to the middle of the cone to reach the 45" height requirement if not using 45" cones.



RIGHT SIDE STUDENT PICK-UP AND DROP-OFF EVENT

SPECIFICATIONS & SCORE SHEET

Participant Number: _____

Bus Driven: _____

Transit Conventional

Maximum Score: 125

PURPOSE OF TEST: The purpose of this test is to evaluate the driver's alertness and proper procedures, such as door use, official hand signal, and verbally counting mirrors while in the process of loading and unloading pupils. **Pick-up will be from right side Designated Place of Safety and Drop-off will be to the right side Designated Place of Safety.**

SCORING: 1 Student & 1 Judge to enter the bus at the Pick-up point. Student will depart the bus at the Drop-off point. Judge will score the event and will remain on the bus to score the Left Side event. The violations for which demerits will be given and the demerits charged for each violation are set forth below.

RIGHT SIDE STUDENT PICK-UP

<u>Judge's Description</u> <i>**Circle specific violation missed while judging**</i>	<u>Demerit Value</u>	<u>Demerits Taken</u>
Driver fails to pick up inside judge prior to starting event	60	
Driver fails to do in order (1) Check Traffic approaching stop, (2) Actuate warning lights early, (3) Count number of students on approach or when stopped prior to opening door	15	
Driver fails to have proper steering before reaching for parking brake	20	
Driver stops with entire entrance door before the mat - 10 demerits Driver stops with entire entrance door past the mat - 20 demerits	Max 20	
Driver fails to do in order (1) setting parking brake, (2) shifting bus into neutral, (3) opening service door, (4) maintaining pressure on brake pedal and (5) holding hand up towards students	60	
Driver fails to do in order (1) cover horn with opposite hand, (2) check mirrors and traffic before dropping hand, (3) makes eye contact with student(s) before slowly dropping hand straight down	25	
Driver fails to do in order (1) count and greet students boarding and (2) checking overhead mirror to make sure students are seated	25	
Driver fails to do in order (1) shifting bus into gear, (2) proper verbal (and pointing to) mirror count looking for late arrivals, (3) closing service door, (4) releasing parking brake and (5) checking right and left mirrors prior to pulling away from stop	60	
Failure to take part in and or complete the event	125	
Driver fails to wear seatbelt correctly, uses improper hands on steering wheel, abuses any equipment, goes off course, shows unsportsmanlike qualities	125	

Right Side Student Drop Off

Judge's Description <i>**Circle specific violation missed while judging**</i>	Demerit Value	Demerits Taken
Driver Fails to do in order (1) check traffic approaching stop and (2) actuate warning lights early	15	
Driver fails to have proper steering before reaching for parking brake	20	
Driver stops with entire entrance door before the mat - 10 demerits Driver stops with entire entrance door past the mat - 20 demerits	Max 20	
Driver fails to do in order (1) setting parking brake, (2) shifting bus into neutral, (3) opening service door, (4) maintaining pressure on brake pedal and (5) gathering students for instructions with red warning lights on	60	
Driver fails to instruct students of the following (<i>must state bold keywords</i>): If it is safe, go directly to your designated place of safety which is " the cone " and (remain/stay/wait) there until the bus leaves .	25	
<u>If I blow my horn that means danger. Recheck traffic</u> – if you see nothing, look back at me for further instructions.”	25	
Driver fails to do in order (1) check traffic/mirrors before student(s) exit, (2) count number of students exiting, (3) has horn covered with opposite hand and (4) recounting number of students at designated place of safety	60	
Driver fails to do in order (1) shifting bus into gear, (2) proper verbal (and pointing to) mirror count, (3) closing service door, (4) releasing parking brake and (5) checking right and left mirrors prior to pulling away from stop	60	
Failure to take part in and or complete the event	125	
Driver fails to wear seatbelt correctly, uses improper hands on steering wheel, abuses any equipment, goes off course, shows unsportsmanlike qualities	125	

NOTE: **BOLD** words must be scored with exact wording!

Head Judge's Signature: _____

Scoring Judge's Signature: _____

Total Demerits for Right Side Pick Up & Drop Off: _____

LEFT SIDE STUDENT PICK-UP AND DROP-OFF EVENT

SPECIFICATION & SCORE SHEET

Participant Number: _____

Bus Driven: _____

Transit Conventional

Max Score: 125

PURPOSE OF TEST: The purpose of this test is to evaluate the driver's alertness and proper procedures, such as door use, official hand signal, and verbally counting mirrors while in the process of loading and unloading pupils. **Pick-up will be from the left side Designated Place of Safety and Drop-off will be to the left side Designated Place of Safety.**

SCORING: 1 Student to enter the bus at the Pick-up point. 1 Judge will have remained on the bus from the Right Side event & will score the event. Student & Judge will depart the bus at the Drop-off point. The violations for which demerits will be given and the demerits charged for each violation are set forth below. **No more than 125 demerits may be deducted.**

LEFT SIDE STUDENT PICK-UP

<u>Judge's Description</u> <i>**Circle specific violation missed while judging**</i>	<u>Demerit Value</u>	<u>Demerits Taken</u>
Driver fails to pick up inside judge prior to starting event	60	
Driver fails to do in order (1) Check Traffic approaching stop, (2) Actuate warning lights early, (3) Count number of students on approach or when stopped prior to opening door	15	
Driver fails to have proper steering before reaching for parking brake	20	
Driver stops farther than 15' behind the P.O.S. - 10 demerits Driver stops closer than 10' behind the P.O.S. - 20 demerits	Max 20	
Driver fails to do in order (1) setting parking brake, (2) shifting bus into neutral, (3) opening service door, (4) maintaining pressure on brake pedal and (5) holding hand up towards students	60	
Driver fails to do in order (1) cover horn with opposite hand, (2) check mirrors and traffic before dropping hand, (3) makes eye contact with student(s) before slowly dropping hand straight down	25	
Driver fails to do in order (1) count and greet students boarding and (2) checking overhead mirror to make sure students are seated	25	
Driver fails to do in order (1) shifting bus into gear, (2) proper verbal (and pointing to) mirror count looking for late arrivals, (3) closing service door, (4) releasing parking brake and (5) checking right and left mirrors prior to pulling away from stop	60	
Failure to take part in and or complete the event	125	
Driver fails to wear seatbelt correctly, uses improper hands on steering wheel, abuses any equipment, goes off course, shows unsportsmanlike qualities	125	

LEFT SIDE STUDENT DROP-OFF

<u>Judge's Description</u> <i>**Circle specific violation missed while judging**</i>	<u>Demerit Value</u>	<u>Demerits Taken</u>
Driver Fails to do in order (1) check traffic approaching stop and (2) actuate warning lights early	15	
Driver fails to have proper steering before reaching for parking brake	20	
Driver stops farther than 15' behind the P.O.S. - 10 demerits Driver stops closer than 10' behind the P.O.S. - 20 demerits	Max 20	
Driver fails to do in order (1) setting parking brake, (2) shifting bus into neutral, (3) opening service door, (4) maintaining pressure on brake pedal and (5) gathering students for instructions with red warning lights on	60	
Driver fails to instruct students of the following (<i>must state bold keywords</i>): “ Walk 10 steps (or more) along the side of the roadway to the front of the bus & wait for my hand signal . When I drop my hand, walk to the center of the road & stop there to check traffic on your own before crossing.	25	
If it is safe, go directly to your designated place of safety which is “ the cone ” and (remain/stay/wait) there until the bus leaves .	25	
If I blow my horn that means danger. Recheck traffic – if you see nothing, look back at me for further instructions.”	25	
Driver fails to do in order (1) check traffic/mirrors before student(s) exit, (2) count number of students exiting, (3) has horn covered with opposite hand and (4) recounting number of students at designated place of safety	60	
Driver fails to do in order (1) shifting bus into gear, (2) proper verbal (and pointing to) mirror count, (3) closing service door, (4) releasing parking brake and (5) checking right and left mirrors prior to pulling away from stop	60	
Failure to take part in and or complete the event	125	
Driver fails to wear seatbelt correctly, uses improper hands on steering wheel, abuses any equipment, goes off course, shows unsportsmanlike qualities	125	

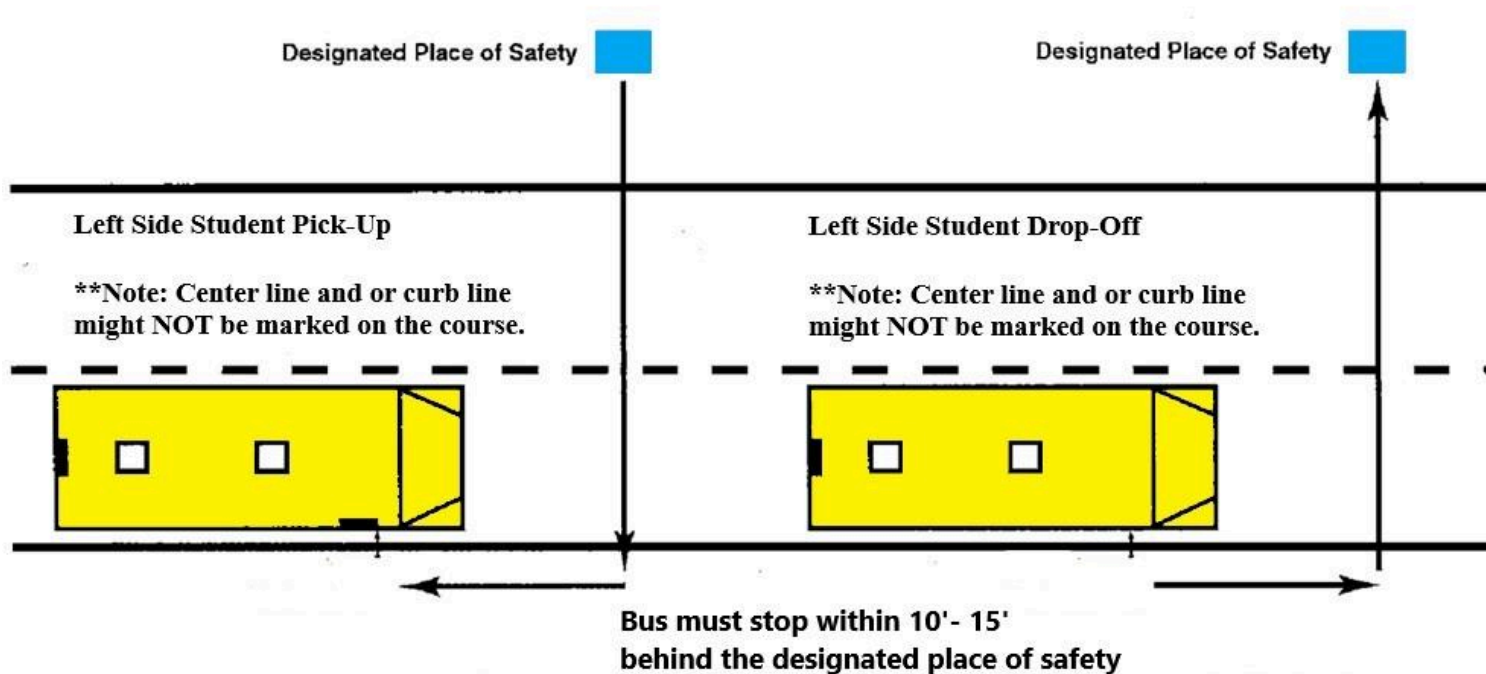
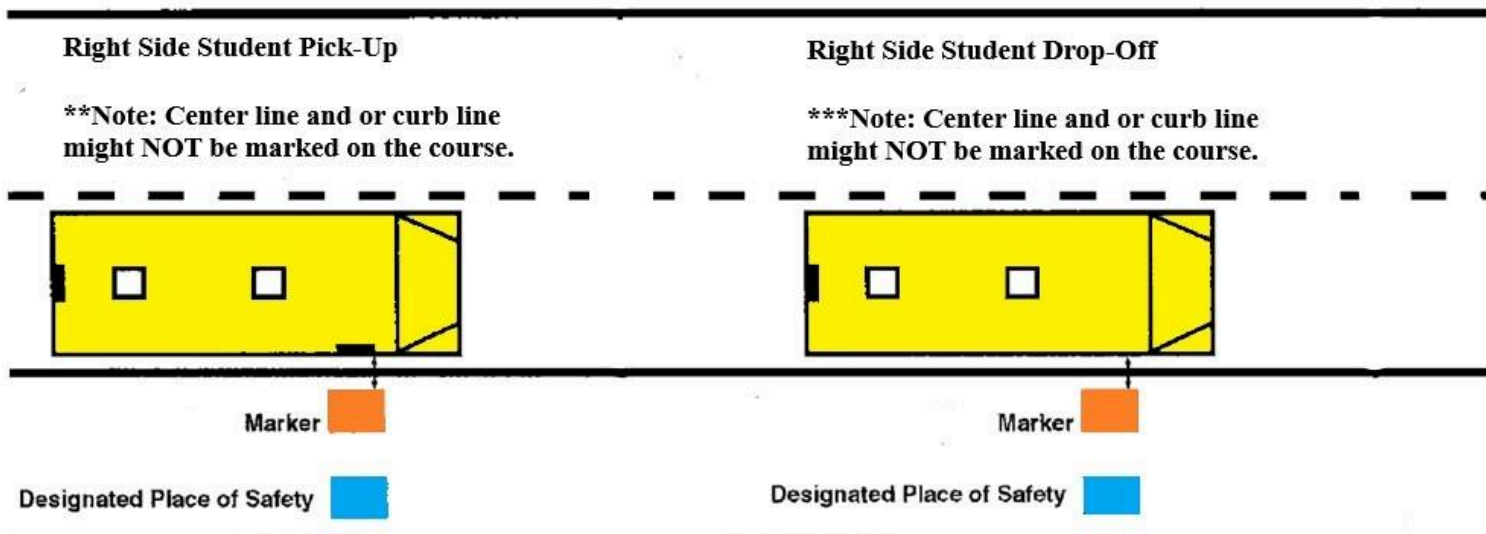
Note: **BOLD** words must be scored with exact wording!

Head Judge's Signature: _____

Scoring Judge's Signature: _____

Total Demerits For Both Left Side Pick Up & Drop Off: _____

STUDENT DROP OFF & PICKUP EVENT



RAILROAD CROSSING EVENT

SPECIFICATIONS AND SCORE SHEET

Participant Number: _____

Bus Driven: _____

Transit Conventional

Max Score: 50

PURPOSE OF TEST: The railroad crossing represents one of the greatest hazards in so far as mass injuries and fatalities are concerned. The test is to evaluate the driver's degree of care and knowledge of laws, rules and regulations, when required to operate a school bus across railroad tracks, and to evaluate the driver's skills during such crossing. The driver is to stop the bus between 15-20 feet from the closest rail, while using all appropriate railroad crossing procedures

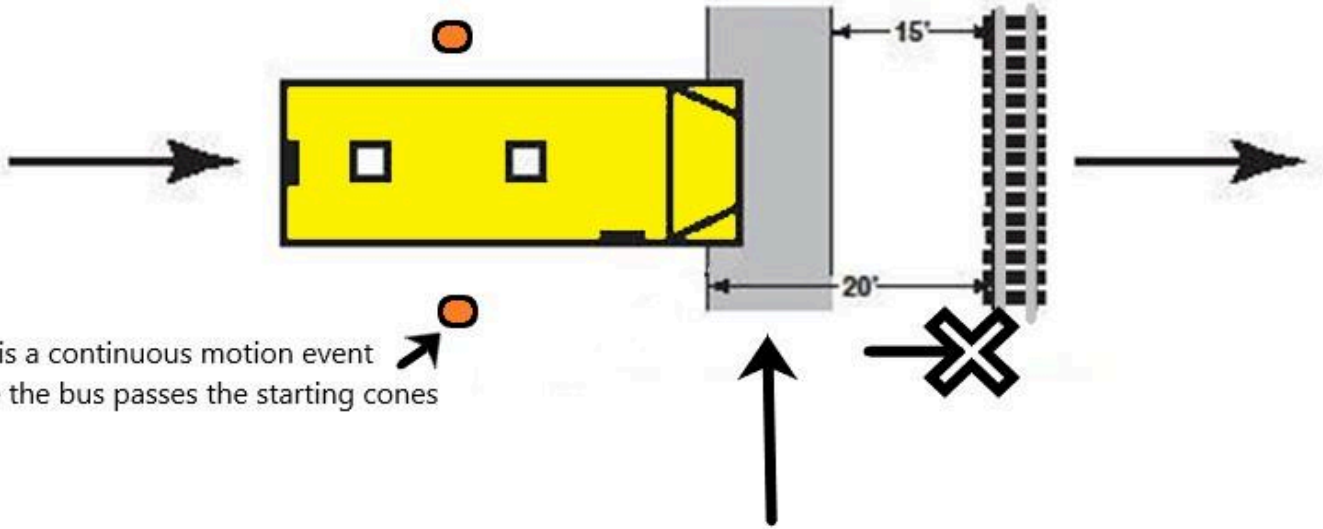
SCORING: The violations for which demerits will be given and the demerits charged for each violation are set forth below.

<u>Judge's Description</u>	<u>Demerit Value</u>	<u>Demerits Taken</u>
Failure to activate hazard lights prior to stopping at railroad crossing	10	
Failure to open drivers window prior to stopping at railroad crossing	10	
Failure to do in order (1) set parking brake, (2) shift to neutral and (3) open entrance door	50	
Failure to look left and right twice both ways	10	
Crossover mirrors of bus are closer than 15' from nearest rail	30	
Bus is stopped more than 20' away from nearest rail	15	
Student warning lights activated at the crossing	25	
Failure to do in order (1) shift into gear, (2) close entrance door and (3) release parking brake	50	
Failure to cancel hazard lights after crossing railroad tracks	15	
Charge 10 demerits for each time bus stops forward motion (circle number of times bus stopped) 1 2 3 4 5 <u>**This is a continuous motion event**</u>	Max 50	
Charge 50 demerits for bus reversing after entering the approach lane (passes starting cones)	50	
Raising self-off seat/Driver sticks head out window (each worth 10 demerit - circle violation)	Max 20	
Failure to take part in and or complete the event	50	
Driver fails to wear seatbelt correctly, uses improper hands on steering wheel, abuses any equipment, goes off course, shows unsportsmanlike qualities	50	

Head Judge's Signature: _____

Total Demerits: _____

RAILROAD CROSSING EVENT



This is a continuous motion event once the bus passes the starting cones

Gray highlighted area indicates the 5' measuring zone
Distance marks are **NOT** marked on the course prior to event starting



REGIONAL LEVEL

FORWARD STOP LINE EVENT

SPECIFICATIONS AND SCORE SHEET

Participant Number: _____

Bus Driven: _____

Transit Conventional

Maximum Score 50

PURPOSE OF TEST: This test is designed to determine the driver's depth perception and ability to control their vehicle in close proximity of crosswalks and intersection markers.

SCORING: The violations for which demerits will be given and the demerits for each violation are set forth below.

<u>Judge's Description</u>	<u>Demerit Value</u>	<u>Demerits Taken</u>
Wheels are not between approach cones	50	
If any portion of the bumper extends over the stop line. **DOES NOT INCLUDING ANY CROSSING ARMS** <u>All measurements must be made from the center of the bumper.</u>	50	
Driver fails to do in order (1) set parking brake and (2) shift into neutral in order for judges to measure	50	
Driver fails to sound horn to start measurement from judges	50	
Measurement from the stop line: 0" - 4" = 0 Demerits 4" - 6" = 4 Demerits 6" - 8" = 8 Demerits 8" - 10" = 12 Demerits 10" - 12" = 16 Demerits 12" - 14" = 20 Demerits 14" - 16" = 24 Demerits 16" - 18" = 28 Demerits 18" or more = 50 Demerits	Max 50	
Charge 10 demerits for each time bus stops forward motion (circle number of times bus stopped) 1 2 3 4 5 <u>**This is a continuous motion event**</u>	50	
Raising self-off seat/Driver sticks head out window (each worth 10 demerit - circle violation)	Max 20	
Failure to take part in and or complete the event	50	
Driver fails to wear seatbelt correctly, uses improper hands on steering wheel, abuses any equipment, goes off course, shows unsportsmanlike qualities	50	

Head Judge's Signature: _____

Total Demerits: _____

STATE LEVEL

FORWARD STOP LINE EVENT

SPECIFICATIONS AND SCORE SHEET

Participant Number: _____

Bus Driven: _____

Transit Conventional

Maximum Score 50

PURPOSE OF TEST: This test is designed to determine the driver's depth perception and ability to control their vehicle in close proximity of crosswalks and intersection markers.

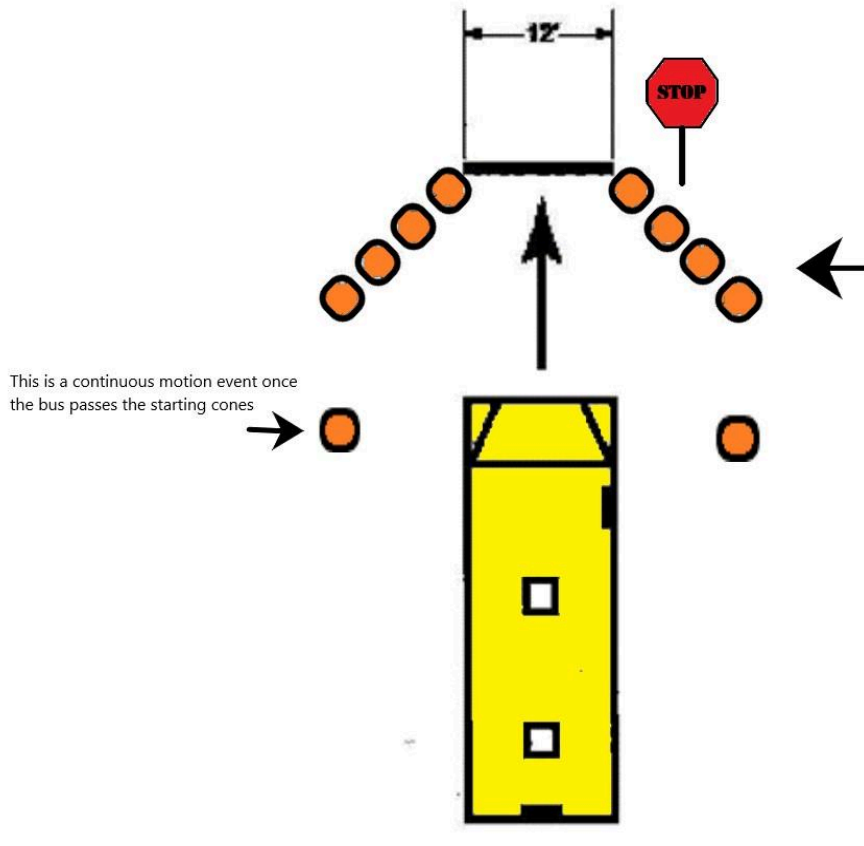
SCORING: The violations for which demerits will be given and the demerits for each violation are set forth below.

<u>Judge's Description</u>	<u>Demerit Value</u>	<u>Demerits Taken</u>
Wheels are not between approach cones	50	
If any portion of the bumper extends over the stop line. **DOES NOT INCLUDING ANY CROSSING ARMS** <u>All measurements must be made from the center of the bumper.</u>	50	
Driver fails to do in order (1) set parking brake and (2) shift into neutral in order for judges to measure	50	
Driver fails to sound horn to start measurement from judges	50	
Measurement from the stop line: 0" - 2" = 0 Demerits 2" - 4" = 4 Demerits 4" - 6" = 8 Demerits 6" - 8" = 12 Demerits 8" - 10" = 16 Demerits 10" - 12" = 20 Demerits 12" - 14" = 24 Demerits 14" - 16" = 28 Demerits 16" - 18" = 32 Demerits 18" or more = 50 Demerits	Max 50	
Charge 10 demerits for each time bus stops forward motion (circle number of times bus stopped) 1 2 3 4 5 <u>**This is a continuous motion event**</u>	50	
Raising self-off seat/Driver sticks head out window (each worth 10 demerit - circle violation)	Max 20	
Failure to take part in and or complete the event	50	
Driver fails to wear seatbelt correctly, uses improper hands on steering wheel, abuses any equipment, goes off course, shows unsportsmanlike qualities	50	

Head Judge's Signature: _____

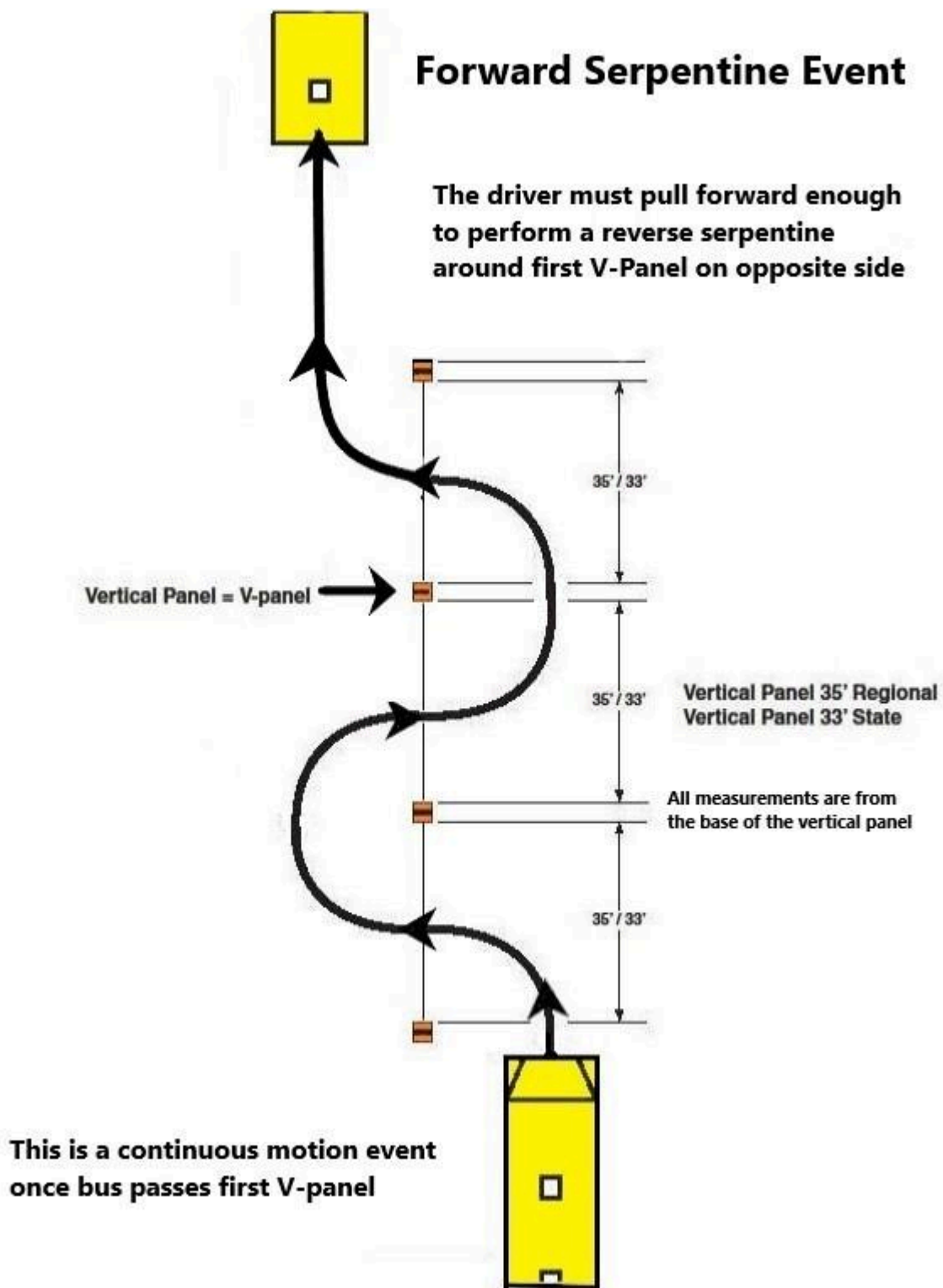
Total Demerits: _____

STOP LINE EVENT



There is no set distance between the cones and the stop line. All measurements are taken from the bumper to the front edge of the stop line. Student crossing arms are not part of the measurement.

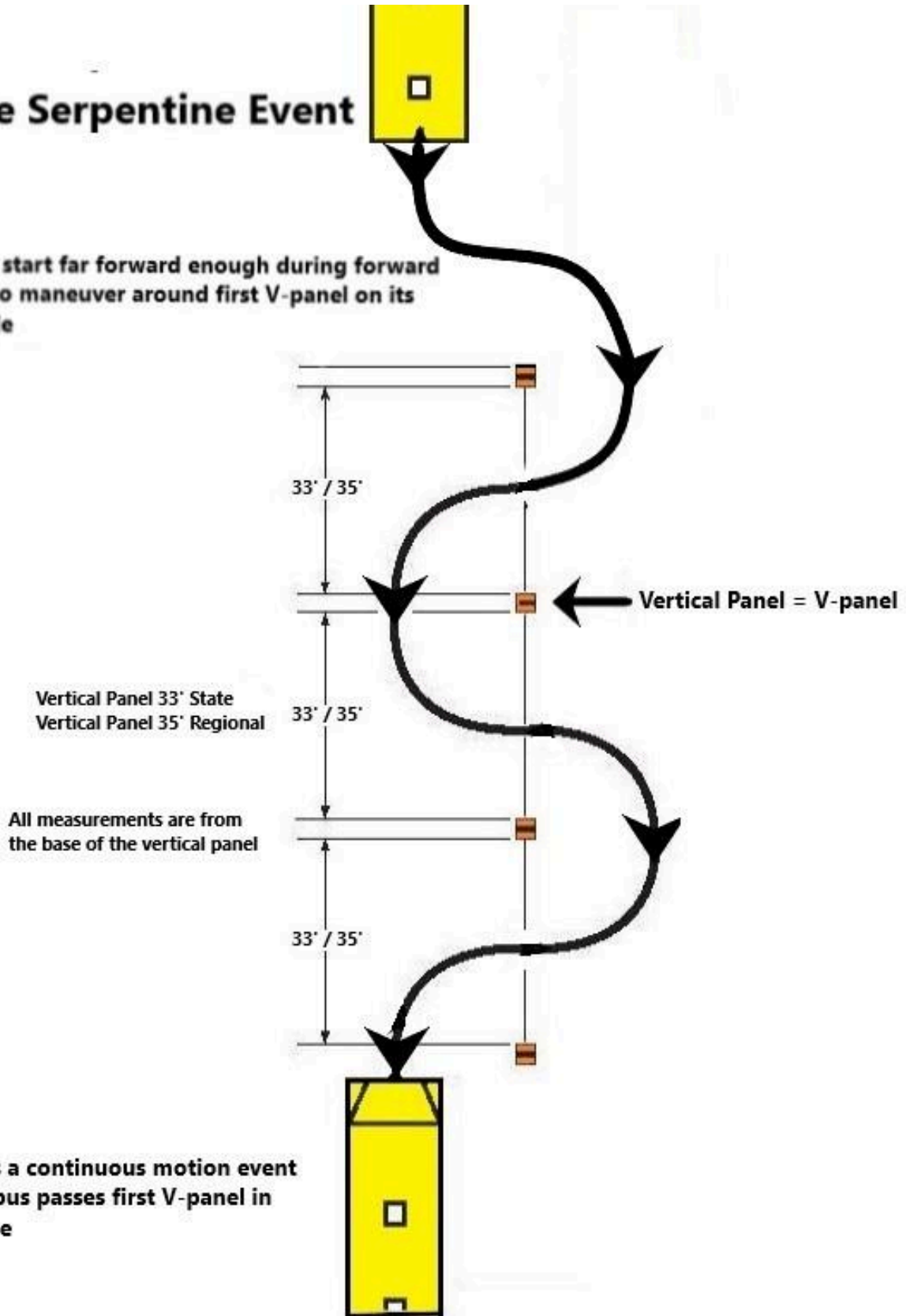




Drivers may start to the left OR right of the V-panels. Driver must end the event on the opposite side of the V-panel they started from.

Reverse Serpentine Event

Driver must start far forward enough during forward serpentine to maneuver around first V-panel on its opposite side



TURNAROUND EVENT

SPECIFICATIONS AND SCORE SHEET

Participant Number: _____

Bus Driven: _____

Transit Conventional

Maximum Score 50

PURPOSE OF TEST: To test the driver's ability to maneuver his/her vehicle backward through a narrow space and to judge the distance to the rear of the vehicle. This problem simulates conditions that are encountered in turnarounds.

SCORING: The violation for which demerits will be given and the demerits charged for each violation are set forth below. Before backing, the bus shall be parallel between the right curb and the left curb (front line).

<u>Judges Description</u>	<u>Demerit Value</u>	<u>Demerits Taken</u>
Driver fails to activate hazard lights prior to passing first barrier when starting event	15	
Bus is not near parallel between left and right curbs	10	
Driver is entitled to one free adjustment before demerits are charged. Afterwards, each additional adjustment must be charged 10 demerits (forward or backward motion) Adjustments: FREE 1 2 3 4 5 (Circle all that apply)	Max 50	
Failure to sound horn before backing each time bus is put into reverse Number of times: 1 2 3 4 5 (Circle number of times horn not sounded - 10 demerits each)	Max 50	
<u>Any portion of the bus</u> crosses over the front line while backing in OR pulling out	25	
Makes contact with any of the 10' barriers Number of times barrier struck: 1 2 (Circle number of times - 25 demerits each)	Max 50	
Driver fails to (1) set parking brake, (2) puts transmission in neutral, (3) sound horn for measurement of closest part of the bus to back barrier and (4) cancel hazard lights	50	
Demerits shall be charged for each 6" increment over 18" from the closest point of the bus to the rear barrier, demerits are the following: 18" or Less = No Demerits 18" - 24" = 10 Demerits 24" - 30" = 20 Demerits 30" - 36" = 30 Demerits 36" - 42" = 40 Demerits 42" - 48" = 50 Demerits	Max 50	
Driver fails to activate turn signal prior to pulling out of turn around stall	15	
Raising self-off seat/Driver sticks head out window (each worth 10 demerit - circle violation)	Max 20	
Failure to take part in and or complete the event	50	
Driver fails to wear seatbelt correctly, uses improper hands on steering wheel, abuses any equipment, goes off course, shows unsportsmanlike qualities	50	
Driver adjusts mirrors prior to or during the event	50	

Head Judge's Signature: _____

Total Demerits: _____

DIMINISHING CLEARANCE EVENT

SPECIFICATIONS AND SCORE SHEET

Participant Number: _____

Bus Driven: _____

Transit Conventional**Maximum Score 50**

Purpose of the test: In this test, the contestant is required to maneuver the bus in a straight line through a set of side barriers established with diminishing clearances, while maintaining a smooth and continuous manner of operation of the vehicle.

Instructions: Five pairs of parallel cone stanchions are set up. Each pair of cone stanchions is parallel to the next. The distance between each pair of standards is 25 feet. The width of each pair varies as follows:

First pair	Width of the bus (96") plus 10 inches
Second pair	Width of the bus (96") plus 8 inches
Third pair	Width of the bus (96") plus 6 inches
Fourth pair	Width of the bus (96") plus 4 inches
Fifth pair	Width of the bus (96") plus 2 inches

SCORING: The violations for which demerits will be given and the demerits charged for each violation are set forth below.

Judge's Description	Demerit Value	Demerits Taken
Charge 5 demerits for each time forward motion of bus stops Number of times stop: 1 2 3 4 5 <u>**This is continuous motion event**</u>	Max 25	
Charge 10 demerits for each instance of touching the cone/base of cone Number of times: 1 2 3 4 5	Max 50	
Charge 50 demerits for bus reversing during event	50	
Raising self-off seat/Driver sticks head out window (each worth 10 demerit - circle violation)	Max 20	
Failure to take part in and or complete the event	50	
Driver fails to wear seatbelt correctly, uses improper hands on steering wheel, abuses any equipment, goes off course, shows unsportsmanlike qualities	50	
Driver adjusts mirrors prior to or during the event	50	

Head Judge's Signature: _____

Total Demerits: _____

DIMINISHING CLEARANCE EVENT

This event measures 100' from the 1st set of cones to the 5th set of cones at intervals of 25' between each set of cones

The measurement used to space the distance between each set of cones is 96 inches plus the following:

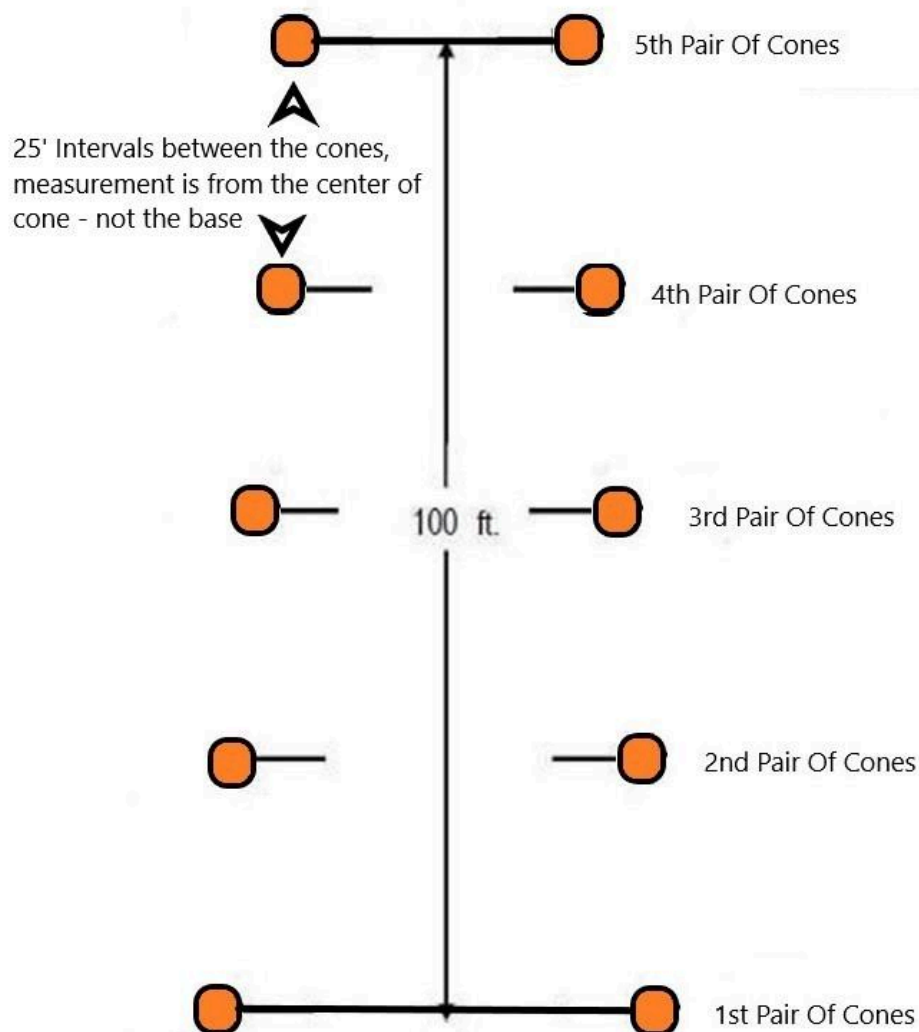
1st Set = 10 inches + 96 inches = 106 inches

2nd Set = 8 inches + 96 inches = 104 inches

3rd Set = 6 inches + 96 inches = 102 inches

4th Set = 4 inches + 96 inches = 100 inches

5th Set = 2 inches + 96 inches = 98 inches



This is a continuous motion event once the bus passes the first set of cones

STARTING LINE**SCORE SHEET****Participant Number:** _____**Bus Driven:** _____**Transit Conventional****Max Score: 700**

PURPOSE OF TEST: To observe the driver's ability to operate the bus properly before entering the course and complete a proper post trip inspection once done driving.

SCORING: The violations for which demerits will be given and the demerits for each violation are set forth below.

Pre-Driving Scoring Sheet

Judge must ask the driver “are you ready to start” before releasing them onto the course

Judges Description	Demerit Value	Demerits Taken
Driver has failed to put on seatbelt prior to entering the course	700	
Driver fails to close service door while bus is in motion	350	
Driver fails to active headlights while entering the course	175	
Driver adjusts mirrors after releasing the parking brake while entering the course	350	

Head Judge's Signature: _____**Total Demerits:** _____

POST TRIP EVENT**SCORE SHEET****Participant Number:** _____**Bus Driven:** _____**Transit Conventional****Max Score: 750**

PURPOSE OF TEST: To observe the driver's ability to operate the bus properly before entering the course and complete a proper post trip inspection once done driving.

SCORING: The violations for which demerits will be given and the demerits for each violation are set forth below.

Post Trip Scoring Sheet

Judges Description	Demerit Value	Demerits Taken
Driver is not wearing seat belt properly or at all while bus is in motion	700	
Driver fails to do in order (1) setting the parking brake and (2) putting the bus in neutral once back from road-course	150	
Driver fails to shut drivers window before exiting the bus	50	
Driver fails to shut off headlights before exiting (driver does not need to turn off bus)	50	
Driver fails to do a walk-back post trip inspection of bus (driver must be seen physically looking into every seat and behind last seats for left behind students during walk back of bus)	700	
Driver fails to notify Judge - "My post trip inspection is complete"	325	
Driver exhibits unsportsmanlike conduct either on the bus or exiting the bus	325	
Complete disqualification for being disrespectful to a judge, committee member or other driver/bystander which may include but not limited to cursing, violent actions, intentional destruction of property and deliberately starting problems with individuals.	750	

Head Judge's Signature: _____**Total Demerits:** _____

TABULATION FORM

REGIONAL and STATE

Driver # _____ **Bus Number #** _____ **Bus Type: Conventional Transit**
Name _____ **Final Position** _____
School District _____
Region _____

<u>Name of Event:</u>	<u>Demerits Earned</u>
General Knowledge Test	_____
Pre-Trip Inspection	_____
Right/Left Turn	_____
Offset Street	_____
Student Right Pick-up and Drop-off	_____
Student Left Pick-up and Drop-off	_____
Railroad Crossing	_____
Forward Stop Line	_____
Forward & Reverse Serpentine	_____
Turnaround	_____
Diminishing Clearance	_____
Starting Line	_____
Post Trip	_____

Total Possible Earned Points: 750
 (Subtract) —
Total Of Demerit's Earned: _____

Final Earned Score: _____

Attested By Official Scoring Judge: _____

Date Of Event: _____

Score of 600 or greater for Regional or State Road-E-O will satisfy the driving recertification requirement as detailed in Ohio Administrative Code 3301-83-10 (F) 6 if applied within 24 months of the date of participation in the Road-E-O.