

Oregon Department of Education--Evaluation Instructions

Evaluation Course:

An evaluation course, taking from 20-25 minutes to complete, should be laid out in each locality where drivers are to be evaluated. Every effort should be made to include as many opportunities as possible for the driver to demonstrate the mastery of school bus driving skills. If an actual railroad crossing cannot be worked into the evaluation course, a simulated crossing must be used.

Introduction:

If you are not acquainted with the driver, take a few minutes to get acquainted and help the driver relax. Explain the course to be driven. Explain that you will direct the driver as you go along so that all maneuvers can be made safely. Explain that you will ask the driver to do nothing illegal or unsafe. Explain scoring methods that results will be discussed after the evaluation.

Administering the Evaluation:

Allow time for the driver to conduct a through pre-trip inspection. It is of particular importance that a definite routine be followed.

Direct the driver around the pre-selected course. Try to keep the driver from becoming nervous by speaking quietly but clearly. Give directions in such a manner that the driver will understand your instructions and have sufficient time to comply safely.

Scoring the Evaluation:

This evaluation is scored on a demerit system. A perfect evaluation would be blank when completed. In case of driver error, enter a "1" in a space following the description of the error if the error is not of an immediately hazardous nature. Enter a "2" in the appropriate space if it is an immediately hazardous error. Enter a "3" in the space if the error is extremely hazardous or results in accident.

A driver fails the evaluation if he/she has three or more demerit points in any one category, has two or more errors of two demerits each, or has a total of 10 or more demerit points for the entire evaluation.

In addition, a driver is to be failed for:

1. Failure to stop for a railroad crossing.
2. Failure to obey a traffic control device.
3. Failure to conduct a methodical pre-trip inspection.
4. Failure to use the driver seat belt.
5. Failure to properly operate the warning light system.

It is important that descriptive notes be made in the "comments" column to further document the errors. This is of particular importance when a driver is failed.

Reevaluating: Evaluation may not be retaken the same day of a failure.

Driver Evaluation

Name _____ License Number _____ Date _____

Passenger capacity of bus _____

Transmission Manual Automatic

Expiration Dates of:

License _____

School Bus Certificate _____

First Aid Card _____

This is a record of:

Evaluation (on route)

Training Progress

Performance was:

Acceptable

Not Acceptable

(Driver Signature)

(Evaluator Signature)

Items

Demerits

Comments

1. BRAKE USE

Brakes in Time					
Smoothness					
Hand or Spring Brake					

2. BACKING

Mirror Use					
Control					
Speed					

3. GENERAL OPERATION

Gauge Use					
Over Rev					
Lugging					
Clutch Use					
Riding Clutch					
Slipping Clutch					
Smoothness					
Choice of Gears					
Shifting Up					
Shifting Down					
Throttle Use					

4. HILL UP/DOWN

Stopping					
Parking					
Starting					
Speed					
Engine Control					
Use of Gears					
Brake Use					
Mirror Use					
Lane Usage					

5. INTERSECTIONS

Obeys Traffic Control					
Speed					
Right of Way					
Use of Gears					
Use of Signals					

Position After Stop				
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Timing				
Mirror Use				
Right Turn				
Left Turn				
Lane Use				

6. GENERAL DRIVING

Lane Use				
Lane Position				
Signal Use				
Mirror Use				
Following Distance				
Cooperates with Passer				
Speed				
Steering				

7. R X R CROSSING

Signal Use				
Mirror Use				
Lane Use				
Position After Stop				
Door and Window Use				
Look and Listen				
Crossing Tracks				

8. STUDENT LOADING AND UNLOADING

Directional Signal				
Bus Safety Lights				
Approach to Stop				
Position After Stop				
Mirror Use				
Transmission				
Brake				
Traffic Clear				

9. PARKING

Parking Maneuvers				
Mirror Use				
Parking Brake				
Transmission				
Ignition Key				
Electrical Equipment				

10. OTHER TEST FACTORS

Pretrip				
Seat Belt				
Obeys Traffic Laws				
Caution				
Concentration				
Courtesy				
Observation Habits				

11. EVALUATIONS FACTORS

Pupil Management				
Students Seated				
On Roadway Stops				

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