

# **South Carolina Association for Pupil Transportation**



## **2016 Special Needs Road-e-o Study Guide**

Killian Elementary  
2621 Killian Rd.  
Columbia, SC 29016

School Year 2016-2017  
October 15, 2016



## ***SCAPT Special Needs Road-E-O***

*Our goal this year is to have a successful Road-E-O with everyone enjoying themselves and learning something that will help them with their daily job. While the Road-E-O competition ultimately produces “winners”, there are no losers in Transportation. The focus on this event is learning, not competition. The event is designed to give each contestant with the opportunity to learn new or reinforce existing safety procedures. Hopefully, it will help them to become more familiar with new safety equipment and materials.*

### ***Road-E-O Agenda***

*Each team will be asked to perform a written exam, which will consist of 50 multiple choice or true/false questions. They will also be required to participate in a Road Skills Course, Pre-Trip Inspection, an Emergency Evacuation Drill, Managing Challenging Behavior, Wheelchair Loading and Wheelchair Securement.*

*Once everyone has registered, all teams will be broken down into groups and will have a group leader assigned that will take them through the events. The group leader will ensure that all contestants receive lunch. Each team will stay with the group that they are assigned to. Each group will be given a time to complete each event before moving on to the next. All monetary awards will be given out on the day of the even and plaques will be given out at a later date.*

# Regulations

1. **Competitors must possess a valid CDL with the proper endorsements or restrictions necessary to legally operate a school bus in South Carolina.**
2. **Contestants will drive in the order of the contestant number drawn on the morning of the competition. If a contestant is not available at the time they are scheduled to drive, they may be disqualified.**
3. **The following may result in disqualification of the contestant:**
  - a) **Any misconduct on the part of the participant such as:**
    - 1) **Unprofessional behavior**
    - 2) **Speeding and/or unsafe driving**
    - 3) **Use of any drugs**
    - 4) **Use of any alcohol during or immediately prior to competition**
  - b) **Any contestant who knowingly accepts signals from anyone may be automatically disqualified.**
  - c) **Any special markings of any kind found on the bus, the ground or anywhere else that could be used to aid a contestant in any event will disqualify the driver and any other contestant using that bus prior to discovery of the markings.**
  - d) **Failure to maintain proper driving position, sitting firmly in the driver's seat, hands on wheel, seat belt properly secured, will be disqualified.**
  - e) **A contestant will not be allowed to put his/her head out the window.**
  - f) **Mirrors can only be adjusted to provide the driver vision that would be normally required for safely operating the vehicle and getting maximum field of vision. NO MIRROR ADJUSTMENT WILL BE MADE TO SEE THE GROUND ONLY!**
  - g) **No smoking, eating or drinking will be allowed while driving in competition.**

# General Information

**Buses** – C2 Bus only will be used for the Road Course. 1995 Transits will be used for the pre-trip.

**Course Time** – The course will not be timed, however, events such as the written exam, pre-trip inspection will be timed. Each of these events will have a maximum time limit.

**Preparation to Drive** – The contestant will be given adequate time (three minutes) to adjust the seat and mirrors prior to beginning the course. Personal will be on hand to assist with this. No contestant will be allowed to adjust the seat or mirrors in a manner other than that consistent with every day operating procedures.

**Course Changes** - No changes will be made to the course after competition starts. The Competition Director may determine to disqualify any event during the competition and apply the point value equally to all contestants. The Competition Director reserves the right to use bright colored rope, tape, cones, or other devices to mark the course. The course will be setup for each type of bus being used.

**Interference** – Contestants may contact a representative of the competition at the finish line if they feel that an interference or problem affected their competition. If interference is identified and confirmed and the competitor's score in the event mentioned was affected, a determination will be made as to whether a re-run for that event will be allowed. If a re-run is granted, a Rodeo official shall immediately score the event and their score will be deemed final.

**Announcement of Winners** – Scores and winners will be announced as quickly as possible after the completion of competition.

**Score Sheets** – Individual or team scores will be posted on SCAPT's web site, SCAPT.org after each competition. Copies of written tests and score sheets will not be available.

**Order of Competition** – The order of competition and Competitor sequence will be announced the day of the competition.

**Tied Scores** – Should a tie occur in the top three places, the tie will be broken by the times acquired. Ties occurring in places below third will not be broken. Should a tie still occur, the competitors will be required to redo an event or events to break the tie. Events will be determined for any ties by the Road-e-o Director on the day of the event.

# Information Drivers Should Know

South Carolina School Bus Driver's Handbook

South Carolina Commercial Driver's License Manual

South Carolina School Bus Transportation Laws and Regulations

Driver Responsibility, Laws and Regulations

Basic Operations

The Air Brake System

School Bus Driving Procedures

Accidents and Other Emergencies

The People Factor

Universal Precautions

First Aid

**Danger Zone** – 12 feet around the bus

**Loading/Unloading** – The most dangerous time for drivers and students

**Eight Light Warning System (Amber Lights)** – Always used when loading/unloading students on a route.

**Duties of a Bus Driver** – Instruct students about safety rules.

**Evacuations** – Students are required to participate in evacuation drills to the extent they are able. School Districts are required to develop guidelines to deal with students in the event of a true emergency.

**Seating Chart** – All drivers should have and use a seating chart.

**Bullying – What is considered bullying, its effects and how to handle bullying**

- Sexual harassment is a form of bullying.
- Encourage children to report anything that makes them feel unsafe.
- Bullying may have tragic consequence for children.

**On the bus** - Students should remain seated facing the front of the bus, keep arms and head inside, stay silent and not throw items out windows.

**Occupant protection on the bus – What protects our students**

- Compartmentalization
- High-backed seats
- Closely spaced seat rows
- Padded seat backs

**Hazards on the route**

- Driving or road hazards
- Loading zone hazards
- Bus stop hazards

# Information Special Needs Drivers & Monitors Should Know

## SPECIAL NEEDS ROAD-E-O STUDY GUIDE

**BIP** – Behavioral Intervention Plan – Required for some students who have serious problems with their behavior. It tells those who deal with the student what to do when the student misbehaves. The driver keeps a copy of the BIP.

**Danger Zone** – 12 feet around the bus

**Loading/Unloading** – The most dangerous time for drivers and students

**Eight Light Warning System (Amber Lights)** – Always used when loading/unloading students on a route.

### **Duties of a Special Needs Bus Driver –**

Evaluate loading/unloading area – Make sure it is safe

Maintain confidentiality by discussing a student or his/her needs conditions and behaviors only with the child's parents and those school officials who are entitled to have such information.

Monitor first aid and body fluid cleanup kit supplies.

Help students board and depart when needed.

Instruct students about safety rules.

Monitor students during ride.

**Evacuations** – Students with disabilities are required to participate in evacuation drills to the extent they are able. School Districts are required to develop guidelines to deal with SN's students in the event of a true emergency.

All students with disabilities have a need for special education or related services.

Federal and state laws require that students with a disability be educated with nondisabled students whenever possible.

Special needs students should be treated the same way you treat other students.

Drivers should have a seating chart and emergency information on the bus at all times.

### **Bullying**

Sexual harassment is a form of bullying.

Encourage children to report anything that makes them feel unsafe.

Bullying may have tragic consequence for children.

### **On the bus**

Students should remain seated facing the front of the bus, keep arms and head inside, stay silent and not throw items out windows.

**Off the bus-** Stay with an adult. Never run away.

### **Wheelchairs**

Most wheelchairs are crash tested.

A transit wheelchair has four sacrament points to which tie down straps can be easily attached.

A hard tray on a wheelchair must be removed and secured elsewhere during transport.

A soft foam tray may be left on the wheelchair during transport.

Wheelchairs ALWAYS face AWAY from the bus while on the lift platform during loading/unloading.

No one is to stand to ride a lift. Drivers/attendants do not ride on the lift.

**Child Safety Restraints**

Unsecured passengers should not ride in the seat behind a child in a car seat.

Car seats should not be placed next to emergency doors or windows.

Infants less than 20 pounds should ride in rear-facing car seats.

**Safety Vests**

The vest should be secured to the student's seat.

The entire seat directly behind the child in the seat-mounted vest must be unoccupied or have restrained occupants there.

**Occupant protection on the bus**

Compartmentalization

High-backed seats

Closely spaced seat rows

Padded seat backs

**Hazards on the route**

Driving or road hazards

Loading zone hazards

Bus stop hazards



# Written Examination

Total Possible Team Score            100 Points

Purpose of Test: A school bus driver and monitor/aid/attendant must become familiar with and faithfully observe many laws, rules and regulations. These laws, rules and regulations were established as a result of years of study and experience. Contestants in the state competition are encouraged to study the state rules, regulations and laws for school bus drivers.

Contestants should use the SC CDL Manual (published September 2014), School Bus Driver's Handbook (published June 10, 2015), and the *South Carolina School Bus Transportation Laws and Regulations* as references for their study for the information found on this examination. They should also study the *Driver's Handbook* for state traffic regulations.

Test questions will be based on the publications mentioned above and common driver knowledge. Contestants should read the questions carefully and select the best answer.

For the regular Bus Road-e-o Individuals are required to take the written test by themselves. For the Special Needs Road-e-o, both the Driver and the Monitor will be required to take the written examination individually, and their scores will be added together for a total team score.

# Pre-Trip Event

**Drivers must ALWAYS perform a pre-trip to make sure the bus is safe before they begin their route.**

All items being checked must be verbalized as well as touched or pointed to.

Items to be checked:

- Lights and signals – Proper function and cleanliness
- Tires and wheels – Tread wear, cuts, inflation, bulges. Seals not leaking. Lug nuts not loose.
- Engine leaks – Engine pressure leaks must be checked with engine running.
- Driver seat belt – Check before seated and must check while seated
- Switches – Wipers/washers
- Steering – Excessive play
- Horn
- Gauges – Identify and check for proper status with engine running
- Emergency exits – All must be inspected and opened.
- Seats – All seats are secured to floor. Check seat cushions for securement.
- Emergency equipment – First aid kit(open), body fluid, fire extinguisher (proper charge and rated with pin inserted, warning triangles), seat belt cutter and emergency evacuation blanket
- Lift door – Handle, hinges, latch, securement device
- Lift operation – Safety lips on front and rear. Must be lowered manually. Wheelchair straps and any seat restraints

This does not include all items to be checked. (See Appendix A in the South Carolina School Bus Driver's Handbook

## PRE-TRIP

### Front of Bus

- 1. Check light lenses (broken, missing, clean)
- 2. Check the windshield (broken, missing, clean, no obstructions, no clutter in dashboard area)
- 3. Check mirrors (broken, missing, clean)
- 4. Check crossing gate and cable (cable secure not frayed)
- 5. Check ground underneath for excessive leaks (under steering box, driver's side)
- 6. Check Windshield Wiper Blades (both fit snug to windshield, not frayed, and not missing)

### Driver's Side of the Bus

- 1. Check stop arm (front and back – clean, not broken, cable, diaphragm)
- 2. Close all four air valves (horizontal)
- 3. Check front tire (lug nuts, hub seal, ICD – inflation condition, tread depth, rim)
- 4. Check light lenses and reflectors (broken, missing, clean)
- 5. Check side emergency door (operates properly, open and close freely)
- 6. Check side of bus for damage
- 7. Check rear tires (lug nuts, axle seal, ICD – inflation condition, tread depth, rim)
- 8. Check battery box door (closed securely)

### Rear of the Bus

- 1. Check strobe light (not broken or missing, is in hanger)
- 2. Check light lenses and reflectors (broken, missing, clean)
- 3. Check back glass for cleanliness (broken, missing, clean)
- 4. Check ground for excessive leaks
- 5. Check engine compartment door (ensure door is closed and locked)

### Passenger Side of the Bus

- 1. Check rear tires (lug nuts, axle seal, ICD – inflation condition, tread depth, rim)
- 2. Check light lenses and reflectors (broken, missing, clean)
- 3. Check side of bus for damage
- 4. Check refuel point (excessive leakage)
- 5. Check front tire (lug nuts, hub seal, ICD – inflation condition, tread depth, rim)
- 6. Check service door (glass clean, not cracked or broken, seals intact not worn and no illegal stickers)
- 7. Check lift door (operates properly, open and close freely)
- 8. Check the remote control
- 9. Check for hydraulic fluids leaking on the floor or ground
- 10. Check fluid levels
- 11. Check for loose wires
- 12. Check for damaged equipment, missing pins
- 13. Check all lift switches

### Inside the Bus

- 1. Check step well (not excessive wear, no bumps or lumps)
- 2. Check step well light (clear in color, clean, not cracked or broken, will illuminate later)
- 3. Check handrails (properly mounted and secured, not loose)
- 4. Check center aisle way floor (no excessive wear, no bumps or lumps)
- 5. Walk from front to rear checking (people, animals, new damage, vandalism)
- 6. Open all emergency exits (except rear emergency window) (buzzer sound, handles working condition)
- 7. Check fire extinguisher (pin inserted, properly charged and rated)
- 8. Check reflective triangles, (is present)
- 9. Spare electrical fuses (if bus equipped with them)
- 10. Check first aid kit (present)
- 11. Check body fluid kit (present)
- 12. Put key in ignition, turn to left one notch – turn on interior lights

- 13. Check for emergency evacuation blanket
- 14. Check wheelchair tie downs
- 15. Check for seat belt cutter

### GETTING READY TO DRIVE

- 1. Check driver's seat (ensure seat is properly mounted and secured to floor)
- 2. Check under service brake and accelerator pedal (check for obstruction or debris)
- 3. Adjust seat and steering wheel (if possible)
- 4. Adjust mirrors (as necessary)
- 5. Fasten and adjust seat belt
- 6. Check parking brake (on)
- 7. Check gear selector (neutral)
- 8. Start the engine (glow plug or wait light)
- 9. Check gauges (oil, fuel, water temp., transmission temp., battery)
- 10. Check Pall monitor light (green is good, red prepare maintenance report)
- 11. Check air pressure (building to 100-125 psi)
- 12. Check fuel gauge
- 13. Check all indicator lights (which ones you are checking)
- 14. Check eight-light warning system (on and off)(stop sign, crossing gate, lights) (open / close door)
- 15. Activate over-ride system (stop sign, crossing gate, lights operates)
- 16. Put bus in motion (drive, release brake, check all mirrors and say check cross over)
- 17. If you had a helper he/she will check all exterior lights (which lights they would check)

### DURING TRIP INSPECTION

**INSIDE BUS** While driving always listen, look, feel and smell for problems

- 1. Listen (engine sounds, buzzers)
- 2. Look (lights, electrical, gauges)
- 3. Feel (vibration, shimmy, steering)
- 4. Smell (odors fuel, rubber, oil, exhaust)

**BETWEEN ROUTES – UNLOADED** (students) check bus.

- 1. Students check - sleeping students
- 2. Items left on bus
- 3. Vandalism / New damage

### POST-TRIP INSPECTION

**INSIDE BUS**

- 1. Secure bus (Brake, neutral)
- 2. Keep foot on brake while engine is running
- 3. Idle (2 minutes – turn off switches, check gauges)
- 4. Turn off ignition (Remove key)
- 5. Check bus interior (Check for students & damage, cleanliness, empty trash & remove broom)
- 6. Sweep bus
- 7. Empty trash
- 8. Remove broom

**OUTSIDE BUS**

- 1. Open air valve (vertical position) (drain air tanks)
- 2. Check for new damage
- 3. Check for leaks
- 4. Prepare maintenance report (if required)
- 5. Sweep rear windows, lights and reflectors

NAME: \_\_\_\_\_

PRE-TRIP DATE: \_\_\_\_\_

## PRE-TRIP

### Front of Bus:

#### USE AUTOMATED PRE-TRIP

- 1. Check light lenses (broken, missing, clean)
- 2. Check the windshield (broken, missing, clean, no obstructions, no clutter in dashboard area)
- 3. Check mirrors (broken, missing, clean)
- 4. Check crossing gate and cable (cable secure not frayed)
- 5. Check ground underneath for excessive leaks (under steering box, driver's side)
- 6. Check Windshield Wiper Blades (both fit snug to windshield, not frayed, and not missing)

### DRIVER'S SIDE OF THE BUS

- 1. Check battery box door (closed securely)
- 3. Check front tire (lug nuts, hub seal, ICD – inflation condition, tread depth, rim)
- 4. Check light lenses and reflectors (broken, missing, clean)
- 5. Check side emergency door (operates properly, open and close freely)
- 6. Check side of bus for damage
- 7. Check rear tires (lug nuts, axle seal, ICD – inflation condition, tread depth, rim)
- 8. Check stop arm (front and back – clean, not broken, cable, diaphragm)

### REAR OF THE BUS

- 1. Check strobe light (not broken or missing, is in hanger)
- 2. Check light lenses and reflectors (broken, missing, clean)
- 3. Check back glass for cleanliness (broken, missing, clean)
- 4. Check Rear emergency exit door (operates properly, open and close freely)

### PASSENGER SIDE OF THE BUS

- 1. Check rear tires (lug nuts, axle seal, ICD – inflation condition, tread depth, rim)
- 2. Check side emergency door (operates properly, open and close freely)
- 3. Check light lenses and reflectors (broken, missing, clean)
- 4. Check side of bus for damage
- 5. Check refuel point (excessive leakage)
- 6. Check front tire (lug nuts, hub seal, ICD – inflation condition, tread depth, rim)
- 7. Check service door (glass clean, not cracked or broken, seals intact not worn and no illegal stickers)

### INSIDE THE BUS

- 1. Check step well (not excessive wear, no bumps or lumps)
- 2. Check step well light (clear in color, clean, not cracked or broken, will illuminate later)
- 3. Check handrails (properly mounted and secured, not loose)
- 4. Check center aisle way floor (no excessive wear, no bumps or lumps)
- 5. Walk from front to rear checking (people, animals, new damage, vandalism)
- 6. Open all emergency exits (buzzer sound, handles working condition)
- 7. Check fire extinguisher (pin inserted, properly charged and rated)
- 8. Check reflective triangles, (is present)
- 9. Spare electrical fuses (if bus equipped with them)
- 10. Check first aide kit (present)
- 11. Check body fluid kit (present)
- 12. Put key in ignition, turn to left one notch – turn on interior lights

## **GETTING READY TO DRIVE**

- 1. Check driver's seat (ensure seat is properly mounted and secured to floor)
- 2. Check under service brake and accelerator pedal (check for obstruction or debris)
- 3. Adjust seat and steering wheel (if possible)
- 4. Adjust mirrors (as necessary)
- 5. Fasten and adjust seat belt
- 6. Check parking brake (on)
- 7. Check gear selector (neutral)
- 8. Start the engine (glow plug or wait light)
- 9. Check gauges (oil, fuel, water temp., transmission temp., battery)
- 10. Check air pressure (building to 100-125 psi)
- 11. Check fuel gauge
- 12. Check all indicator lights (which ones you are checking)
- 13. Check eight-light warning system (on and off) (stop sign, crossing gate, lights) (open / close door)
- 14. Active over-ride system (stop sign, crossing gate, lights operates)
- 15. Put bus in motion (drive, release brake, check all mirrors and say check cross over)
- 16. If you had a helper he/she will check all exterior lights (which lights they would check)

## **DURING TRIP INSPECTION**

### **INSIDE BUS**

While driving always listen, look, feel and smell for problems

- 1. Listen (engine sounds, buzzers)
- 2. Look (lights, electrical, gauges)
- 3. Feel (vibration, shimmy, steering)
- 4. Smell (odors fuel, rubber, oil, exhaust)

**BETWEEN ROUTES – UNLOADED** (students) check bus.

- 1. Students check - sleeping students
- 2. Items left on bus
- 3. Vandalism / New damage

### **POST-TRIP INSPECTION**

#### **INSIDE BUS**

- 1. Secure bus (brake, neutral)
- 2. Keep foot on brake while engine is running
- 3. Idle (2 minutes – turn off switches, check gauges)
- 4. Turn off ignition (remove key)
- 5. Check bus interior (students, check for damage, cleanliness, empty trash and remove broom)
- 6. Sweep bus
- 7. Empty trash
- 8. Remove broom

#### **OUTSIDE BUS**

- 1. Check for new damage
- 2. Check for leaks
- 3. Prepare maintenance report (if required)
- 4. Sweep rear windows, lights and reflectors

**Time:** \_\_\_\_\_

**Total Points:** \_\_\_\_\_

# Stop Line Event

## Maximum Score: 25 Points

**Purpose of Test:** To determine contestant's depth perception, ability to use cross view mirrors and ability to bring the bus to a smooth, complete stop.

**Instructions:** The contestant will be expected to bring his/her bus to a complete stop as close to the stop line as possible with the face of the front bumper breaking the plane of the leading edge of the 2" wide stop line. The part of the front bumper can be over or on the 2" wide stop line. Only one stop can be made. Contestant will set parking brake and sound horn when ready for measurement. The measurement will be made from the center of the front bumper.

**Scoring:** The contestant has a perfect score if he/she stops within 2" of the leading edge of the 2" wide stop line.

- 0" – 2"	No point deduction
- Over 2" to 4"	3 point deduction
- Over 4" to 6"	6 point deduction
- Over 6" to 8"	9 point deduction
- Over 8" to 10"	12 point deduction
- Over 10" to 12"	15 point deduction
- Over 12" to 14"	18 point deduction
- Over 14" to 16"	21 point deduction
- Over 16"	25 point deduction
Stops with bumper before the stop line	25 point deduction
Failure to complete event	25 point deduction
Backing up during the event	25 point deduction
Failure to wear a seatbelt	25 point deduction
Failure to keep the door closed	25 point deduction

**TOTAL DEDUCTIONS FOR THIS EVENT WILL NOT EXCEED 25 POINTS**



# DIMINISHING CLEARANCE EVENT

**Maximum Score: 50 points**

**Purpose of Test:** To determine driver's ability to maneuver bus in straight line in a diminishing width.

**Instructions:** The bus should proceed through this lane in a smooth and continuous manner without touching any of the cones. For the purpose of conducting this event, five pairs of parallel cones are set up. Each pair of cones, however, is parallel to the next. The distance between each pair of cones is 25 feet. The width of each pair varies as follows:

The width of the bus plus 10 inches.

The width of the bus plus 8 inches.

The width of the bus plus 6 inches.

The width of the bus plus 4 inches.

The width of the bus plus 2 inches.

## **Scoring:**

Each instance of jerky or uneven movement of the bus (2) (2) (2) (2) (2)  
maximum of 10 point deduction.

Deduct 2 points

Each instance of stopping forward motion of bus (4) (4) (4) (4) (4)  
maximum of 20 point deduction.

Deduct 4 points

Each instance of bus touching the flag tip (10) (10) (10) (10) (10)  
maximum of 50 point deduction

Deduct 10 points

Bus strikes flag standard

Deduct 50 points

Backing up bus during event

Deduct 50 points

## **Failure to:**

Complete the event

Deduct 50 points

Wear the seat belt

Deduct 50 points

Keep the door closed during the event

Deduct 50 points



# Straight Line Event

**Maximum Score: 50 Points**

**Purpose of Test: To determine driver's ability to maneuver bus in straight line of a given width.**

**Instructions: Bus is to pass through lane without touching any tennis balls with right front or right rear tires. Distance between markers is the width of the duals plus 3".**

**Scoring:**

Each instance of jerky or uneven movement of bus (2) (2) (2) (2) (2) (maximum of 20 pt. deduction)	2 point deduction each time
Each instance of stopping forward motion (4) (4) (4) (4) (4) (maximum of 20 pt. deduction)	4 point deduction each time
Each instance where the bus touches or knocks the marker off (5) (5) (5) (5) (5) (maximum of 50 pt. deduction)	5 point deduction each time
Drives to either side of pair of markers (10) (10) (10) (10) (10) (maximum of 50 pt. deduction)	10 point deduction each time

**Failure to:**

Complete the event	50 point deduction
Wear a seat belt	50 point deduction
Keep door closed during the event	50 point deduction
Back up during the event	50 point deduction

**TOTAL DEDUCTIONS FOR THIS EVENT WILL NOT EXCEED 50 POINTS.**

	25'	25'	25'	25'	25'
Right Wheels	25'	25'	25'	25'	25'

# Right Turn Event

## Maximum Score: 50 Points

**Purpose of Test:** This test is designed to determine a driver's ability to properly execute a right turn.

**Instructions:** A lane will be provided in which the driver will make the approach to the corner. The lane is marked on the right with a curb line 50 feet long. The driver will approach the corner giving the correct directional signal at least 100 feet from the turn as required by law. The contestant shall continue to steer the bus in a straight line until ready to execute the right turn. The bus may not be stopped during the event. The event must be completed without touching the curb line. The arc of the turn will be determined on the day of the competition with a minimum of 19 feet.

**Scoring:** Scoring will be based on the method in which the driver enters and recovers from the turn. The tire tread will be used.

Failure to activate the right directional signal at least 100 feet. 25 point deduction

Each instance of stopping during the event (10) (10) (10) (10) (10)  
maximum of 50 points 10 point deduction

Failure to cancel right directional signal 5 point deduction

Tire touches the curb line anytime 50 point deduction

Entering the turn:

Tire travels over scoring template: (Not to exceed 25 points per template)

0" - 6"	No points deducted
6" - 9"	10 point deduction
9" - 12"	20 point deduction
more than 12"	25 point deduction
Tire Does Not pass through the entire template	25 point deduction

Completing the right turn:

Tire travels over scoring template: (Not to exceed 25 points per template)

0" - 6"	No points deducted
6" - 9"	10 point deduction
9" - 12"	20 point deduction
more than 12"	25 point deduction
Tire Does Not pass through the entire template	25 point deduction

**Failure to:**

Complete the event 50 point deduction

Wear the seat belt 50 point deduction

Door closed during the event 50 point deduction

Complete event within the time limit  
(20 seconds after dual wheel enters plate until start of second plate) 50 point deduction

Backing up the bus during the event 50 point deduction

# Parallel Parking Event

## Maximum Score – 50 Points

### Purpose of Test:

The event is designed to evaluate the contestant's ability to park the bus parallel to the curb without touching barriers placed at both ends of the parking area without touching the curb and within 18 inches of the curb. It is also designed to judge the ability to drive the bus out of the parking area without touching the barriers or the curb.

### Instructions:

The course simulates a limited curb length between parked cars. Two barriers will be set at right angles to the curb line, extending out eight feet from the curb. The distance between the two barriers will be:

- a) For all transits, the length of the bus plus **six feet**
- b) For all conventional and small buses, the length of the bus plus **seven feet**  
(A measurement will be made from the furthestmost wheel sidewall to determine how close the bus is parked to the curb.)
- b) *Park the bus and sound the horn within 3 minute time limit*

### Backing In and Pulling Out:

The contestant will be permitted to back up twice before points are charged.

Check each instance of backing the bus and charge a 5 point deduction for each instance over two backs.

(0) (0) (5) (10) (15) (20) (25) not to exceed a 25 point deduction.	5 point deduction
Bus touches any barrier	50 point deduction
Tire touches the curb line	50 point deduction

### Parking Zone:

Bus parked 0" - 3"	No point deduction
Bus parked 3" - 6"	3 point deduction
Bus parked 6" - 9"	6 point deduction
Bus parked 9" - 12"	9 point deduction
Bus parked 12" - 15"	12 point deduction
Bus parked 15" - 18"	15 point deduction
Bus parked over 18"	50 point deduction

### Exiting the Parking Zone:

Check each instance of backing up the bus and charge a 5 point deduction for each instance over two backs. (0) (0) (5) (10) (15) (20) (25) no to exceed a 25 point deduction .

Bus touches any barrier or Tire touches the curb line	50 point deduction
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### Failure to:

Park the bus and sound horn within 3 minute time limit	50 point deduction
Wear the seatbelt	50 point deduction
Keep the door closed during the event	50 point deduction
Activate the directional signal (entering/exiting)	50 point deduction



# Railroad Crossing Event

## Maximum Score: 75 Points

**Purpose of Test:** The railroad crossing represents one of the greatest hazards in so far as mass casualties or fatalities are concerned. This test evaluates the driver's degree of care and knowledge of laws, rules and regulations when required to operate a school bus across railroad tracks.

**Instructions:** Safely stop and then cross a railroad track.

## **Scoring:**

Failure to check left outside mirror	5 point deduction
Failure to check right outside mirror	5 point deduction
Failure to check inside rearview mirror	5 point deduction
Stops closer than 15 feet from tracks	75 point deduction
Stops further than 50 feet from tracks	75 point deduction
Quiets students	10 point deduction
Failure to open door at crossing	10 point deduction
Failure to open window, shut off noisy equipment	10 point deduction
Failure to check up and down the tracks	25 point deduction
Improper use of 8 light school bus flashers	25 point deduction
Failure to keep bus in same gear while crossing the tracks	10 point deduction
Failure to completely close the door before crossing the tracks	5 point deduction
Failure to check left outside mirror before crossing	5 point deduction
Failure to check right outside mirror before crossing	5 point deduction
Failure to check inside rearview mirror before crossing	5 point deduction
Failure to complete the event	75 point deduction
Failure to wear seat belt	75 point deduction
Failure to clear tracks (min 15 / max 50)	25 point deduction
Backs up during the event	25 point deduction
Stopping on the track	75 point deduction
Failure to operate hazard lights 100 to 300 feet before tracks	75 point deduction
Failure to deactivate 8-way light warning system	75 point deduction

**TOTAL DEDUCTIONS FOR THIS EVENT WILL NOT EXCEED 75 POINTS.**

# Student Pick-Up Event

## Maximum Score : 75 Points

**Purpose of Test:** Loading students can be one of the most life threatening maneuvers a school bus driver performs. This test is designed to evaluate the driver's alertness to the loading of students and to determine their ability to remember and perform several other important functions incidental to such loading. Such items include proper use of directional signals, yellow warning lights, mirrors, red crossover lights and the stop arm.

**Instructions:** A rope to represent the edge of roadway or curb will mark the loading area. For loading passengers, the contestant will pull into the loading area. The contestant will utilize the yellow warning lights (100 feet) prior to entering the loading zone. The contestant will then use the red crossover lights and stop arm when stopped to load students. During the maneuver, the contestant will be judged on mirror use before and after the stop, proper use of lights, smooth stopping, lane position while stopped, transmission in neutral with parking brake set before door is opened. The contestant must stop at least **12 feet back** from the student, but not more than 15 feet, and out at least 6 ft. to the left from student.

## Scoring:

Failure to perform proper mirror checks (5-point mirror checks)	25 point deduction
Failure to activate yellow warning lights	75 point deduction
Failure to wear seat belt	75 point deduction
Failure to complete event	75 point deduction
Backing up the bus during the event	75 point deduction
Keep the door closed while the bus is in motion	25 point deduction
Jerky or sudden stops	10 point deduction
Bus stopped closer than <b>12</b> feet from student (back from student)	10 point deduction
Failure to stop more than 15 feet from student (back from student)	10 point deduction
Failure to place transmission in neutral and set parking brake before opening door	75 point deduction
Failure to perform proper mirror check before moving after stop (5-point mirror check)	25 point deduction
Failure to deactivate red crossover lights and stop arm if not automatically cancelled by closing the door.	75 point deduction

# Off Set Alley

## Max Score: 70 Points

**Purpose of Test:** This event is designed to evaluate a driver's ability to handle the bus under actual and simulated driving conditions. An offset alley is set up to determine the contestant's ability to driver his/her bus through the offset lanes with a minimum of hesitation and without touching the barriers or flag tips. The offset may be a right or left offset as determined by the competition director. This is a timed event; you will have three (3) minutes to complete the event. Time starts once the front bumper enters the first set of barricades and ends once the rear bumper exits the last set of barricades.

### Instructions for all transit and conventional buses over 29 feet in length.

Two sets of parallel barriers, **10 feet long** are set up with tips the width of the bus to the nearest foot **plus two (2) feet** apart. The right barrier flag tips of the first are placed in a direct line with the left flag tips of the second set (the offset barriers). The distance between the two sets of barriers (from the end of the first set to the beginning of the second set) will be the length of the bus **plus three (3) feet for buses over 29 feet long**.

### Instructions for all buses under 29 feet in length.

Two sets of parallel barriers, **10 feet long** are set up at the width of the bus to the nearest foot **plus two (2) feet apart**. The right barrier flag tips of the first set are placed in a direct line with the left barrier flag tips to the second set. The distance between the two sets of barriers (from the end of the first set to the beginning of the second) will be the length of the **bus plus two (2) feet. (29 feet or under)**

Each instance of stopping forward motion of the bus (8) (16)  
maximum of 16 point deductions

8 point deduction

For each instance the pvc pipe touches (7) (21) (42) (50)  
not to exceed 50 points

7 point deduction

Backing during the event

50 point deduction

Touching a barrier

50 point deduction

### Failure to:

Complete the event

50 point deduction

Wear seatbelt properly

50 point deduction

Keep the door closed during the event

50 point deduction

Complete event in the time limit

50 point deduction

# BACK-UP STALL

## Max Score: 50 points

**PURPOSE:** This test is designed to evaluate the driver's ability to back the bus into a stall. A stall the width of the bus plus three (3) feet is provided into which the driver must back their bus into without touching the upright standards and without crossing over the stall limit marker lines. Depth perception is tested by penalizing the driver for backing up too close to the rear barrier, or parking the bus too far from the rear barrier, or not having the bus centered in the stall.

**INSTRUCTIONS:** Two parallel colored ropes on the ground the width of the bus plus three (3) feet identify each stall. Each front corner of the stall will be marked by upright standards that will not interfere with the backing of the bus. In order to limit the driver's maneuvering room, a front wheel limitation line will be placed on the ground perpendicular to the stall parallel marker lines. The distance from the front stall standards to the wheel limitation line will be as follows:

Transit	Length of bus plus 1'
Conventional	Length of bus plus 4'
Van-type bus	Length of bus plus 4'

The approach to the back-up stall will be made from the right side only. A three (3) minute time limit starts when the front bumper passes the first upright standard. The bus must be parked in the stall, *with the parking brake set*, and the horn sounded, within the two-minute time limit. Each contestant will be permitted one back-up before points are charged for excessive backing.

Upon completion of this event, the bus should be parked as near to the center of the stall as possible. Centering of the bus in the stall will be determined by the relationship of the center of the front and rear bumpers the center of the stall, but with only the farthest distance off center (front or back) being used to compute points.

There will be a one-foot free zone four to five feet in front of the rear barriers in the center of the stall and points will be charged if the bus is parked ahead or behind the free zone. After the bus is measured, the contestant will exit the stall between the upright standards.

## Scoring

Tire tread touches the wheel limitation line	50 point deduction
Bus touches the front upright standards	50 point deduction
Tire touches the stall sideline	50 point deduction
Bus extends into or over rear barrier	50 point deduction
Failure to pull out between the front upright standards	50 point deduction
Failure to park bus and sound horn within three (3) minute time limit (Time starts when front bumper passes upright standard)	50 point deduction
Each instance of forward motion after the first back up (0) (6) (12) (18) (24) (30) (36) (42) maximum of 42 point deductions	6 point deduction
Bus parked more than 1" off center line each inch or fraction thereof (greatest only) (2) (4) (6) (8) (10) (12) (14) maximum of 14 point deduction	2 points deduction
Forward of the one-foot free zone - 5 point deduction for each 6" or fraction thereof (5) (10) (15) (20) (25) (30) (35) (40) (45) (50) maximum of 50 point deduction	5 points deduction
Bus parked behind one-foot free zone - 10 point deduction for each 6" or fraction thereof (10) (20) (30) (40) (50)	10 point deduction

## Failure to:

Complete the event	50 point deduction
Wear seatbelt	50 point deduction
Keep door closed during event	50 point deduction

# Serpentine

**Max Score: 70 Points**

## PURPOSE OF TEST:

To evaluate the driver's ability to smoothly guide the bus around fixed objects.

## PROCEDURE:

Drivers will approach to the right of the cones and smoothly turn to the left between the first and second cones. The driver will proceed by turning right between the second and third cones, and finish by turning left after the last cones. When properly executed, the bus will not touch any of the cones. The bus may not be stopped during this event.

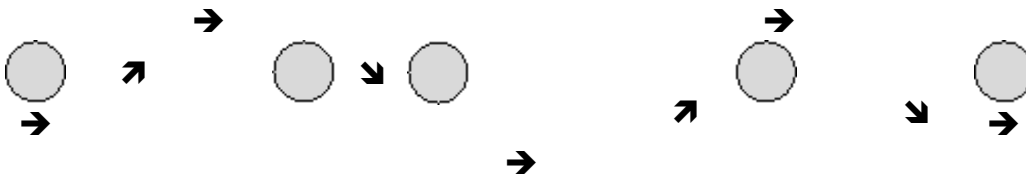
## SCORING:

Drivers are scored on how smoothly they execute these maneuvers. Points will be given each time a center cones is touched. Failure to enter from the right and maneuver in the prescribed sequence will result in disqualification from this event. Backing the bus during this event will result in points. THE BUS MAY NOT BE STOPPED DURING THIS EVENT.

## LAYOUT INSTRUCTIONS:

Three or five cones are set up at the prescribed distance of length of bus minus one foot inside to inside of cones. Cones or markers used must be standard cones.

## LAYOUT DIAGRAM



### **Cones Passes:**

Driver does not begin event on the right hand side of the cones	50 point deduction
Driver does not completely clear the 1 <sup>st</sup> cones (no contact)	50 point deduction
Driver does not completely clear the 2 <sup>nd</sup> cones (no contact)	50 point deduction
Driver does not completely clear the 3 <sup>rd</sup> cones (no contact)	50 point deduction
Driver does not completely clear the 4 <sup>th</sup> cones (no contact)	50 point deduction

### **Curb Lines:**

Crossed the curb lines	70 point deduction
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### **Backing Maneuver:**

Backed up the bus	70 point deduction
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# CURB LINE PARK

## Maximum Score: 50 Points

### PURPOSE OF TEST

To test the skills of the driver to make a loading or unloading maneuver that requires pulling into a curb parking zone that has a limited distance.

### INSTRUCTIONS

The event will be set up to simulate a limited curb length between other parked vehicles. The loading area will be marked by barriers which will be spaced two and one half (2 ½) or three (3) times the length of the bus that is 29 ft. or longer. For buses under 29 ft. in length three (3) times the length of the bus. The contestant must pull into the curb and pull out without backing up. This is a timed event. The contestant will have two (2) minutes from the time the front bumper of bus passes the rear barrier until the bus is properly parked and the horn is sounded.

The contestant will be judged on use of right turn signal when pulling in and the left turn signal when pulling out. Proper use of mirrors will also be judged. The 5-point mirror check should be made. The contestant will be scored if the tire hits the curb line. A measurement will be made at the loading area to determine how close the bus is parked to the curb line. The contestant must place the bus in neutral, apply the park brake and sound the horn.

### SCORING

The contestant will be scored on the following items:

Failure to wear seat belt	50 points
Failure to complete event	50 points
Failure to keep door closed during event	50 points
Failure to drive with headlights on	50 points
Failure to place bus in neutral, apply park brake and	50 points
Sound horn within 2 minutes	
Hits either back or front barrier	50 points
Hitting the curb with tire	50 points
Furthest bus measurement from the curb	
0" to 12"	0 points
12" to 18"	25 points
18" and over	50 points
Backing up during event	50 points
Failure to use right turn signal	20 points
Failure to cancel right turn signal	20 points
Failure to use left turn signal	20 points
Failure to cancel left turn signal	20 points

## **WHEELCHAIR LOADING EVENT**

<b>ITEM</b>	<b>WHAT TO LOOK FOR</b>
Timing	Timing begins when the yellow lights are activated and end when the chair is in position to be secured and the lift door is closed and secured.
Activate flashing lamps	Driver must activate alternating flashing lamps in anticipation of loading a student, and then red flashers. This action must be verbalized.
Setting emergency brake	Driver must check that emergency brake is set – check must be verbalized - before opening door of bus to load student. Bus must continuously have brake set during this event – judge must double-check.
Mirrors	Driver should verbalize checking the roadway for approaching traffic while pulling up and stopping.
WC transport-worthiness	Check WC for obvious defects such as no passenger positioning belt, defective brakes, broken spokes, missing footrests, etc. Must be verbalized.
Lift zone	Before the lift is lowered, one team member must inspect the lift zone for adequate clearance, hazards, etc. Check must be verbalized.
Open and secure lift door	One team member must open and secure the lift door with chain or latch. Either driver or attendant may be outside bus – decision is up to the team.
Check safety lip on lift platform	Safety lips on lift platform should function automatically when lift is lowered.
Greeting	Driver or aide should quickly go to and warmly greet the waiting student.
Place passenger on lift	Team member must place passenger, centered on platform of the lift, facing outward.
Set wheelchair brake	Team member must set wheelchair brake, checking to insure brake holds the WC in place, and must not ride the lift with student.
Hands on lap	Before the lift is raised, one team member must sensitively remind the student to keep hands in their lap, and the team member should monitor this until the passenger is off the lift and inside the bus.
Maintain hold on wheelchair at all times	One member must maintain a physical hold on the WC and supervise student at all times during operation of lift and loading. A single momentary lapse results in points off. WC must be “handed off” from the team member outside the bus to the team member inside the bus.
Check head clearance	Team member must demonstrate (i.e., hold hand over head) and verbalize checking head clearance to avoid bumping student’s head on door opening.
Sensitivity toward student	Team must communicate and exhibit sensitivity toward student at all times by respecting their space, and treating them as a person. Student must be informed of what is happening during the loading process.
Move chair into bus, close and secure lift door	WC should be moved from the lift to the position inside the bus where the chair will be secured. WC brakes should be set. After lift is stowed, lift door should be shut and secured.

On the score sheet items for this exercise ~ check for "verbal" and/or "performance". These are the points that the contestant receives for verbalizing what is being performed and why (if appropriate, e.g. why specific locations on wheelchair are chosen to attach tie-down hooks) and for the actual performance. For items needing both verbal and performance actions, if contestants do not verbalize what they are doing, they do not receive the verbal point value. If they verbalize it, but they do not perform it, they do not receive the performance point value.

# WHEELCHAIR SECUREMENT EVENT

ITEM	WHAT TO LOOK FOR
Timing	Judges should confirm that the team is ready to begin securement before starting to time the event. Timing starts with WC in position after the loading event, and ends when team states they are done.
Communication	Team should be warmly interacting with passenger throughout the event.
Station choice	If more than one securement station is available, wheelchair is NOT placed in rearmost station. If a position between front and rear axle is available, it should be utilized.
Position in station	WC should be positioned in the center of the WC station.
Floor attachments	Four tie-down straps should be used. Attachment points should be selected that allow for adequate tightening and minimize strap contact with wheelchair components. Floor attachment points should be laterally symmetrical.
Wheelchair securement points	Team must attach tie-down straps at or near a welded joint as near as possible to the bottom of the seat on the main frame, or approved attachment point on the WC. Straps cannot be attached to a removable or folding component or the WC wheels. Straps can't be twisted or crossed and shouldn't hit any WC component between the floor and the securement point. (Note: Team may bring their own commercially available, removable, certified attachment "loops" to assist in attaching tie-downs, if they wish.)
Release brake	Team must release the brake on the WC prior to final tightening tie-downs, to avoid an undetected securement problem.
Tighten tie-down straps	Each strap must be tight enough to prohibit movement of the WC by no more than one inch, on the floor of the bus, with the brakes released.
Occupant restraints	Occupant restraints must be properly connected and adjusted as per the manufacturer's instructions. Shoulder belt should cross the student's collarbone, not the neck.. Lap belt should be across the student's pelvic bone, not the stomach, and cannot be outside the WC armrests. Both belts must be snug but not too tight.
"Shake" test	Team must perform a "shake" test by grasping the secured WC and trying to move it on the floor prior to setting the wheelchair brake. Student should be alerted of the test beforehand
Re-set brake	WC Brake must be reset when the securement is complete

On the score sheet, items for this exercise check for "verbal" and/or "performance". These are the points that the contestant receives for verbalizing what is being performed and why (if appropriate, e.g. why specific locations on wheelchair are chosen to attach tie-down hooks) and for the actual performance. For items needing both verbal and performance actions, if contestants do not verbalize what they are doing, they do not receive the verbal point value. If they verbalize it, but they do not perform it, they do not receive the performance point value.

# MANAGING CHALLENGING STUDENT BEHAVIOR EVENT

The “students” on the bus judge this event. After the team has finished the event, the “students” discuss how they did and complete the score sheet, as another pair of “students” takes the next assigned bus.

ITEM	WHAT TO LOOK FOR
Scoring	Filling out the score sheet should be done by “students” on the bus immediately after the driving course has been completed.
Alt. flashing lamp system	The alternating flashing lamp system should be used appropriately for loading and unloading students.
Greet students	The initial interaction with students can set the tone for the bus ride. Smiling, showing interest in the student, friendliness and patience are important when students first board the bus.
Bus rules	Team must explain to students in a cogent but calm and friendly manner what the expectations are for riding the bus. (Read bus rules)
Separate students	Team should attempt to separate misbehaving students by changing seats or switching seat companions.
Keep students from the rear & front seats	Team should try to keep students from the rear and front seats (if possible) of the bus by diverting their attention (i.e., engaging in conversation, giving them a job to help with etc.), repeating safety rules, or other non-physical methods.
Enforce rules	Team members should try to enforce the rules by stating achievable, realistic consequences that would normally be within the authority of a driver or attendant.
Use positive language	Positive language may improve communication with the students. Negative phrases, sarcasm, belittling terms, scare tactics, etc. should be avoided.
Unsafe action	Team members should quickly intervene if students engage in any unsafe action.
Selective ignoring	Team members must try to avoid getting caught in a “conflict spiral” with emotionally disturbed students who may enjoy provoking adult anger.
Maintain self-control	Both team members must maintain self-control at all times, verbally as well as physically, avoiding expressions of anger, dislike, unrealistic threats, or physical confrontations.
Communication & support	Team members should maintain communication with each other during the bus ride. Driver should try to be aware of what the bus attendant is involved in, but cannot become distracted from driving. If a serious incident is developing and the attendant needs the driver’s help, the driver should stop the bus in a safe location.
Timing	Timing begins when the bus proceeds to the pick-up point. Students must be loading within 6 minutes. Judges note time it takes to load the students in the space at bottom of score sheet

On the score sheet items for this exercise check for "verbal" and/or "performance". These are the points that the contestant receives for verbalizing what is being performed and why (if appropriate, e.g. why specific locations on wheelchair are chosen to attach tie-down hooks) and for the actual performance. For items needing both verbal and performance actions, if contestants do not verbalize what they are doing, they do not receive the verbal point value. If they verbalize it, but they do not perform it, they do not receive the performance point value.

# EMERGENCY EVACUATION EVENT

ITEM	WHAT TO LOOK FOR
Radios in to Dispatch for assistance	Contestants to give dispatch as much information as possible. This will reduce the time it takes for help to respond to the scene. Judges determine which level of information was given and choose only one of the 3 scores available. If information OTHER than that on the score sheet is given it receives no additional score. Contestants receive points for only the information identified on score sheet.
Driver and/or Attendant instruct Nicky to evacuate the bus without assistance	Nicky has a disability is hearing but he is capable of getting off of the bus if you look at him and give directions. Contestants should recognize that fact and allow Nicky to do what he can to get off the bus. This will save them time, because Nicky can be exiting the bus an/or assisting other students while they are attending to the children who need a fair amount of communication and assistance to evacuate.
Driver and/or Attendant provide direction to Maddy on exiting the bus and staying with a buddy	The student profile identifies that Maddy as able to move freely but does not pay attention to and is easily distracted. We looking for the team to provide direction and have someone with Maddy to keep her from leaving the scene if something gets her attention.
<ul style="list-style-type: none"> <li>• Consoles Kiona and MENTIONS her sensitivity to the siren and lights</li> <li>• Get close to Kiona and speaks directly to her</li> <li>• Uses gestures when talking to Kiona</li> <li>• Attempts to calm distract Kiona with her favorite subject (food)</li> <li>• Assists Kiona with evacuation and never leaves her alone</li> </ul>	Student profile states that Kiona has sensitivity to sound and light, so judges must listen for the contestants to actually mention to each other, or just say aloud the fact that the siren and flashing lights of the ambulance may be bothering her, in the course of consoling and evacuating her. Kiona has difficulty focusing on the voice speaking to her when faced with confusion and sensory overload, we are looking for the contestants to get close and speak directly to her as they communicate instructions.. If left unchecked, Kiona’s anxiety within this emergency situation is going to slowly escalate. The judges must look for attempts to calm her down by using the information provide (food) Never leave Kiona alone during the evacuation or outside of the bus.
Evacuating Chance’s Wheelchair	Student profile states that the student is large and cannot move out of the chair without assistance, therefore we are looking for a team that can evaluate the time it would take to get him out of the chair and off the bus verses the time to put the chair on the lift. In an emergency scenario the lift can be lowered by only one person while the other person is evacuating the other students. Sensitivity
Reassure students	We are looking for the contestants to calm and reassure the students verbally and physically where appropriate. We want the contestants to continue their reassurance throughout the evacuation.
The Driver and/or Attendant move all children minimally 100 feet to a safe place once evacuated from the bus	We are looking for the contestants to know that all students must be at least 100 feet from the evacuated bus. This can be physically accomplished or if the testing location doesn’t provide adequate space, it can be verbally stated
The Driver and/or Attendant) stays Calm	Judge must evaluate if the driver and aide remained calm during the evacuation
Driver & Attendant work as a team	Working as a team is reflected through consistent communication, and coordination of effort. Contestants will discuss issues, assist each other, remind each other, etc. The communication challenges of the students must be considered as well

# **Surprise Event**

**Do you know what to do?**

**This will be worth 100 Points!!!!**

