

# NEW DRIVER TRAINING COMPLETION

NAME \_\_\_\_\_

Completed Training \_\_\_\_\_ thru \_\_\_\_\_

**Note: V-video L- lecture**

**Note:** There will be **NO EXCUSED ABSENCES** allowed during the training period.

**Note:** It is the responsibility of the driver trainee to turn this form in at the end of the training session. Without this form, you cannot be hired. A duplicate is authorized if the original is lost/misplaced.

**Interview**

		<b>TRAINER</b>	<b>TRAINEE</b>
● Job description	L		
● Background investigation--MVR/Fingerprinting	L		
● Work Priority	L		
● Absence	L		

**Orientation**

		<b>TRAINER</b>	<b>TRAINEE</b>
● School Board policy on drug and alcohol	L		
● Drug and alcohol screening	L		
● Alcohol & Drug Testing/Driver Awareness Training	V/L		
● Liability and responsibilities	L		
● Who is liable?	V/L		

**Safety:**

		<b>TRAINER</b>	<b>TRAINEE</b>
● Sexual Harassment	L		
● Air brakes leakage and emergency brake test	V/L		
● Intervention strategies for School Bus Drivers	V/L		
● Local and state laws, rules and regulations that drivers must comply with	L		
● State requirements for school bus drivers	L		
● Violence Prevention on School Bus/Hijacking	V/L		
● Evacuating a School Bus	L		
● Railroad Crossing "Decide Smart Arrive Safe"	V/L		

● Mirror Usage	V/L	_____	_____
● Accident bus driver at fault	L	_____	_____
● Accident/incident reporting procedures	L	_____	_____
● Accident with student injury	L	_____	_____
● Two-way radio use and procedures	L	_____	_____
● Emergency stops and appropriate action to take	L	_____	_____
● Defensive Driving Class: 4 Hour Certification	V/L	_____	_____
● Introduction to Office Staff/Fuel Master/Shop Rules	H/O	_____	_____

**Student Management:**

**TRAINER**

**TRAINEE**

● DCS	L	_____	_____
● Policies for students riding on the school bus. Transportation Safety & Discipline Brochure	L	_____	_____
● Handling Parent Contact	V/L	_____	_____
● How to Control Extreme Behavior	V/L	_____	_____
● Procedure on preparing student conduct report	L	_____	_____
● Picking-up discharging students along cold weather /rain routes	L	_____	_____
● How to Control Bullying on a School Bus	V/L	_____	_____
● Five steps to Better Communication	V/L	_____	_____

**First Aid:**

**TRAINER**

**TRAINEE**

● CPR and First Aid for children and adults. (Card issued and certification date _____)	L	_____	_____
● Bloodborne Pathogens.	V/L	_____	_____
● Safety precautions for staff	V/L	_____	_____

**Video/Lectures:**

**TRAINER**

**TRAINEE**

- Seating Elementary, Middle/High Students
- How to follow a parking/strip map

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**Driving Course:**

**TRAINER**

**TRAINEE**

1. Pre-trip inspection
2. Serpentine course
3. Alley docking
4. Straight line backing
5. Parallel parking
6. Mirror reference points
7. Railroad crossing
8. Turn around
9. Demonstrate discharging and picking up children at assigned stops
10. Demonstrate emergency stops
11. Demonstrate lane changes
12. Demonstrate Loading/Unloading the Special Need Bus
13. Demonstrate emergency evacuation.  
Trainee must exit and re-enter by emergency exit
14. Demonstrate procedure in case of accident
15. Demonstrate procedure in case of breakdown
16. Demonstrate crossing Red River Bridge
17. Demonstrate left and right turns onto a 2, 4, 5, and 7 lane highways
18. Wheel chair loading/lockdown

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19. Demonstrate proper following distance	H/O	_____	_____
20. Demonstrate driving on Interstate	H/O	_____	_____
21. Demonstrate over head clearance	H/O	_____	_____
22. Demonstrate city and rural driving skills	H/O	_____	_____
23. Demonstrate fueling your bus	H/O	_____	_____
24. Demonstrate backing on sight side and blind side	H/O	_____	_____
25. Demonstrate proper radio procedure	H/O	_____	_____
26. Demonstrate parking at complex	H/O	_____	_____
27. Safety procedures for fueling your school bus	H/O	_____	_____
28. Procedures to report vehicle mechanical problems	H/O	_____	_____
29. Procedures for reporting interior/exterior vehicle damage	H/O	_____	_____

**Material Used:**

- |                                |                   |              |
|--------------------------------|-------------------|--------------|
| ● TN CDL Driver License Manual | ● Video Tapes     | ● VCR        |
| ● CMCSS Driver Training Manual | ● Traffic Markers | ● Television |

**Note: All trainees will be trained to operate all Clarksville-Montgomery County School Buses in a safe and professional manner.**

Verification of completed training: \_\_\_\_\_  
 Fleet Safety & Driver Trainer