

Minnesota School Bus Driver

Model School Bus Driver Training Program



**Minnesota Department of Public Safety
Office of Pupil Transportation Safety**

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Appendix Section follows Unit VI and has its own table of contents which includes the following items:

On Street Evaluation, Sample DOT Medical Forms, Current Department of Public Safety Rules, Copies of State Inspection Stickers, Pre-trip Form, List of Additional Resources, Pre-employment Background Check, School Bus Driver Applicant Affidavit

FOREWORD

The purpose of this curriculum is:

To provide School Bus Drivers with information to enable them to operate a school bus in a safe and efficient manner within the State of Minnesota.

To provide materials and information to currently employed drivers so they may better perform their school bus driving task.

To provide assistance with driver assessment and evaluation.

To offer suggested teaching methods, resources and subject matter to instructors conducting in-service training programs for School Bus Drivers.

The curriculum was a joint effort on the part of the Pupil Transportation Section, the Department of Children, Families and Learning, the Department of Public Safety, The Minnesota Association for Pupil Transportation, the Minnesota School Bus Operators Association, the Minnesota School Bus Safety Committee and the Special Education Committee.

INSTRUCTIONAL OBJECTIVES

- To improve the quality and safety awareness of School Bus Drivers in Minnesota.
- To improve and promote pupil transportation safety procedures within local school districts.
- To reduce school bus fleet maintenance costs through proper pre-trip inspections and use of emergency equipment.
- To cause Bus Drivers to realize the scope of their responsibilities to the pupils, school administration and the community.
- To provide a model driver training program for School Bus Drivers in Minnesota.
- To secure maximum safety for children entering, riding and leaving the bus through improved driver competence and awareness.
- To maintain a safe, healthful, moral/physical environment on the bus.
- To help the driver function as a responsible adult while in charge of school children.
- To bring into proper perspective the value of emergency preparedness in pupil transportation programs.
- To encourage cooperation between local school officials, drivers, parents and others involved in the school transportation program.

THE BUS DRIVER'S COMMANDMENTS OF SAFETY

- A School Bus Driver's paramount responsibility is the safety of their transported students.
- Know and obey the Minnesota motor vehicle laws.
- Utilize correct and safe procedures when crossing railroad tracks.
- Be positive the vehicle is mechanically safe before going onto a route.
- Drive defensively and always expect other drivers and pedestrians to do the unexpected.
- Know where all emergency equipment is located and how to use said equipment.
- Never take undue risks.
- Know and obey the pupil transportation rules and regulations set forth by the Minnesota Department of Public Safety and your local school district.

TEACHING RECOMMENDATIONS

The Model School Bus Driver Training Program is a resource manual to aid in the training of Minnesota School Bus Drivers/Supervisors. It is not meant to be a teaching tool by itself nor is it designed to be a textbook. This manual provides information for every Minnesota School Bus Driver/Supervisor.

The manual has been divided into six major subdivisions with selected appendices following. Each subject area was carefully chosen because of its critical nature.

Each major chapter might well be used for a training session by itself. Various sections within the chapters might be used as a focus for a short training session or individual group discussions. Care should be taken in selecting areas from the various sections so as to relate the experience of the drivers and previous training sessions.

The following specific recommendations are offered to Trainers of School Bus Drivers/Supervisors:

1. Become thoroughly familiar with the information presented in the manual.
2. Take advantage of the space for notes.
3. Establish priorities for subjects as related to basic and advanced drivers.
4. Determine which units can be adequately covered by local sources and those, which need outside resource assistance.
5. It is better to cover a lesser number of topics thoroughly than to try to cover many subjects in a haphazard way.
6. Small group discussions are found to be most effective for School Bus Driver Training.
7. Organization of small groups should be handled with great care. The number should be no more than 20 per group.
8. Small groups must have a common interest in the subject to be covered.
9. Meetings should be kept within a strict time schedule.
10. If the meeting is to last for a period longer than 90 minutes, a break should be planned.
11. Speakers should be used to supplement material in the manual, not to replace it.
12. It is recommended that small groups be utilized to cover specific areas. Key points for discussion purposes should be provided to the discussion leader.
13. Although the time of the session must be closely maintained, the discussion should be free and open within the time schedule.
14. Every attempt should be made to utilize personnel within the local organization. The material in the manual will provide valuable assistance to any such person chosen.

15. Pay particular attention to the various materials in the appendices. This information should answer many questions concerning local operations.
16. Materials from the manual may be duplicated for group discussion and driver information.
17. Such information should be provided before the training session and used for group discussion.
18. A combination main speaker – small group discussion can be very successful with this material.
19. Some information in the manual may be contrary to practices within a local organization. This material may, therefore, be used to stimulate group discussion.
20. The use of a planning committee to choose topics of interest for future training sessions should be considered.
21. Topics chosen by group process are often of greater interest and greater learning generally takes place.
22. For additional resources, many ESCU's have visual aids available, or you can refer to Appendix E for a list of some additional resources.
23. Records should be maintained for drivers in attendance and subject areas covered at previous meetings. Duplication should be avoided if at all possible.
24. It is highly recommended that safety training sessions and company business not be combined.