SCHOOL BUS DRIVING EVALUATION

Driver _____

School/Agency _____

Bus # _____ Bus Type _____

Date_____

OBI_____

Total Demerits_____ Total Score_____

Mileage	Time
——— End ———	
——— Start ———	
———Total———	

MARKED ITEMS ARE AREAS MISSED
To calculate score:
Each error on page 1 is 1 point,
each error on pages 2, 3, and 4 is 2 points.
Total demerits will be subtracted from 100.
A score of 80 or better is required to pass.

PRE-DRIVING HABITS
Fails to adjust seat .... ☐
Fails to adjust mirrors .... ☐
Fails to fasten seatbelt .... ☐

STARTING THE ENGINE
Fails to have brake set, depress clutch, and
put gear into neutral to start engine .... ☐
Fails to use lights, wipers, etc., for
conditions .... ☐

STARTING INTO TRAFFIC
Traffic check .... ☐
Fails to signal into traffic .... ☐
Fails to place into gear then release parking
brake, check rear swing .... ☐
Traffic check .... ☐

PULLING OFF ROADWAY/TO CURB
Traffic check .... ☐
Fails to give proper signal .... ☐
Check mirrors: Stopping position .... ☐
Fails to set brake before shifting to
neutral .... ☐
Fails to use hazard lights .... ☐

NOTES:
_____
_____
_____
_____
_____

TURNS

LEFT 1 2		RIGHT 1 2
☐ ☐	Approach — Traffic check	☐ ☐
☐ ☐	Signal, decel, coast, lane...........	☐ ☐
	If stop — Necessary, smooth, gap, stop line, full stop, wheels straight	
☐ ☐	(4511.43)	☐ ☐
	Turning	
☐ ☐	Traffic check	☐ ☐
☐ ☐	Both hands, gears	☐ ☐
☐ ☐	Speed, wide/short	☐ ☐
	Complete Turn	
☐ ☐	Traffic check	☐ ☐
☐ ☐	Correct lane	☐ ☐
☐ ☐	Signal, accelerate	☐ ☐

INTERSECTIONS

Stopping	S S
Traffic check………………………	☐ ☐
Deceleration, coast, gap, stop line, full stop (4511.43)…………….	☐ ☐

Driving through	T T
Traffic check …………….……	☐ ☐ ☐ ☐
Yield, lane, gear ……………..……	☐ ☐ ☐ ☐
Accelerate, traffic check ………..	☐ ☐ ☐ ☐

CURVE
Traffic check ………………………………. ☐
Speed: Enter, through, stay in lane ……….. ☐
Traffic check ………………………………. ☐

LANE CHANGES
Traffic check, signal, space, smooth change,
intersections:
Left …………………………………….... ☐
Right …………………………………….. ☐

FREEWAY*
Merge on:
Traffic check, signal, spacing, no stop,
merge, cancel signal .... ☐
Lane changes: L R
Traffic check, signal, spacing,
smooth change, cancel signal ..... ☐ ☐
Exit
Traffic check, signal .... ☐
Smooth merge to exit lane .... ☐
Decelerate in exit lane .... ☐
Ramp speed, spacing, cancel signal .. ☐

EMERGENCY PULLOVER*
Approach
Traffic check .... ☐
Signal on .... ☐
Correct lane, deceleration, not coast . ☐
Stop:
Parallel, not blocking, not rolling ...... ☐
Parking brake on .... ☐
In neutral .... ☐
Signal off and hazard lights on .... ☐
Resume:
Traffic check .... ☐
Hazards off and signal on .... ☐
Place in gear, brake off, not stall engine,
not roll .... ☐
Traffic check, accelerate .... ☐

DRIVE UP/DOWN GRADE*   U D
Traffic checks .... ☐ ☐
Brake check, clutch .... ☐
In proper gear, keep right .... ☐ ☐
Hazard lights, if slow .... ☐ ☐
Safe speed, braking .... ☐
Traffic check .... ☐ ☐

*** Note to examiner—cross out this section if not evaluated.**

AUTOMATIC FAILURES — 21 Demerits each error
Speed 11 mph plus-6 mph in school zone……...………. ☐
Did not use seat belt properly…………………………... ☐
Moving traffic violation or disobeyed signs and signals.. ☐
Avoidable accident or incident…………………………. ☐
Dangerous action or unsafe behavior…………………... ☐
Put vehicle over sidewalks or curbs …………………… ☐
Other (see notes) …………………………………… ☐

Notes: _____
_____
_____

GENERAL DRIVING BEHAVIOR
Fails to: Use clutch properly (shifting, double clutched, didn't ride)………. ☐ ☐
Use gears properly (did not rev/lug engine, clash gears, or coast)... ☐ ☐
Use brakes properly (smooth braking, no riding or pumping)…….. ☐ ☐
Perform regular traffic checks……………………………………. ☐ ☐
Use proper steering (both hands on wheel, no over/under control).. ☐ ☐
Select proper lane…………………………………………………. ☐ ☐
Maintain proper lane usage (not over lines, stop lines, etc.)………. ☐ ☐
Maintain proper speed for road conditions (fast/slow)……………. ☐ ☐
Maintain safe following distance…………………………………. ☐ ☐
Slow down or use horn when approaching hazards in the roadway.. ☐ ☐
Recognize weight, height, and signs on limits…………………….. ☐ ☐

THIS PAGE COMPLETE………………………….. ☐   **NUMBER OF ERRORS MARKED** _____ **X 1 POINT EACH =**

* This evaluation has been reviewed with the driver.

OBI Signature: _____

Driver Signature: _____

MARKED ITEMS ARE AREAS MISSED

_____Left   Number Performed   Right_____

APPROACH

❑ Traffic checks..❑
❑ Actuate warning lights (early, late, not at all)................................❑
❑ Count students on approach or when stopped ....❑
❑ Stop bus at designated area ....❑
❑ Proper steering (hands at 9 o'clock and 3 o'clock at stop) ....❑

LOADING

❑ Set parking brake (crossover, grade, extended stop) ....❑
❑ Shift gearshift into neutral ....❑
Recommend checking the right side mirror at this point
❑ Open service door..❑
❑ Maintain light pressure on service brake ....❑
❑ Hand up to hold students in designated area ....❑
❑ Cover horn with opposite hand ....❑
❑ Check mirrors & traffic before dropping hand ....❑
❑ Make eye contact—slowly drop hand straight down.......................❑
❑ Count and greet students boarding the bus ....❑
❑ Check overhead mirror to make sure students are seated...............❑

RESUME

❑ Shift gearshift into gear...❑
❑ Check mirrors (count out loud in proper sequence)........................❑
Look for late arrivals
❑ Close service door when safe to drive ....❑
❑ Release parking brake..❑
❑ Check right and left side mirrors prior to pulling away ....❑

THIS PAGE COMPLETE………☐   NUMBER OF ERRORS MARKED _____   OBI SCORING 3 POINTS EACH _____
x 2 POINTS EACH = _____

Driver Name _____ **DISCHARGE** Date _____

MARKED ITEMS ARE AREAS MISSED

_____Left   Number Performed   Right_____

APPROACH

❑ Traffic checks ....❑
❑ Actuate warning lights (early, late, not at all) ....❑
❑ Stop bus at designated area..❑
❑ Proper steering (hands at 9 o'clock and 3 o'clock at stop) ....❑

UNLOADING

❑ Set parking brake (crossover, grade, extended stop)........................❑
❑ Shift gearshift into neutral before opening door ....❑
❑ Open service door ....❑
❑ Maintain light pressure on service brake...❑
❑ Gather and instruct students with red lights on.................................❑

GIVE DISCHARGING STUDENTS PROPER INSTRUCTIONS (PLACE OF SAFETY), ETC

❑ "Walk 10 steps or more along the side of the roadway to the front of the bus and wait there for my hand signal".
❑ "When I drop my hand, I want you to walk to the center of the road (traffic edge) and stop there to check traffic on your own before crossing".
❑ "If it is safe, go directly to your place of safety which is_____".   ❑
   "I want you to remain there until the bus leaves".
❑ "If I blow the horn, that means danger. Re-check traffic, if you see nothing,   ❑
   look back to me for further instructions".

❑ Check traffic; check mirrors before students exit ....❑
❑ Count students exiting bus..❑
❑ Cover horn with opposite hand ....❑
❑ Check traffic before dropping hand ....
❑ Make eye contact—slowly drop hand straight down ....
❑ Recount students in designated place of safety ....❑

RESUME

❑ Shift gearshift into gear ....❑
❑ Check mirrors (count out loud in proper sequence)...........................❑
❑ Close service door when safe to drive ....❑
❑ Release parking brake..❑
❑ Check right and left side mirrors prior to pulling away.......................❑

THIS PAGE COMPLETE……….❑	OBI SCORING 3 POINTS EACH _____ NUMBER OF ERRORS MARKED _____ X 2 POINTS EACH = _____

Driver Name _____ Date _____

MARKED ITEMS ARE AREAS MISSED

APPROACH

❑ Traffic checks
❑ Signal passengers for silence approximately 300 feet
❑ Turn off noisy equipment (heaters, fans etc.)
❑ Actuate hazards lights at least 100 feet before stopping
❑ Open driver side window just prior to stopping
❑ Proper steering (hands at 9 o'clock and 3 o'clock at stop)
❑ Stop bus within 50 feet but not less than 15 feet from the nearest rail

AT STOP

❑ Set parking brake
❑ Shift gear lever into neutral
❑ Open service door
❑ Maintain light pressure on service brake
❑ Look and listen twice through the door and window for an approaching train, engines or train cars

RESUME

❑ Shift into the proper gear
❑ Close service door
❑ Release parking brake
❑ Continue to Look and listen while crossing the tracks
❑ Approximately 50 feet past the crossing cancel hazard lights
❑ Traffic checks

TURNAROUND

MARKED ITEMS ARE AREAS MISSED

APPROACH

❑ Traffic checks.
❑ Actuate hazard lights before the bus reaches the road or lane where the turnaround is being made.

AT STOP

❑ Stop the bus in the proper position for backing. The bus must be completely past the road or lane and not left of center.
❑ Bus is clearly visible to other motorist 500 feet in both directions.
❑ Shift bus into reverse.
❑ Sound horn before backing or have an audible signal while backing.
❑ Check traffic front and rear before backing.

BACKING

❑ Use mirrors properly while backing.
❑ Check traffic to the left at least twice while backing.
❑ Back slow and tight into road or drive on the right.
❑ Finish in proper position. Parallel with the road and behind any stop lines, crosswalks or if none at a point where you can see clearly in all directions.

RESUME

❑ Shift into the proper gear.
❑ Cancel hazard lights.
❑ Actuate proper turn signal before proceeding.
❑ Check traffic before proceeding.

THIS PAGE COMPLETE.......... ❑   NUMBER OF ERRORS MARKED _____ X 2 POINTS EACH = _____