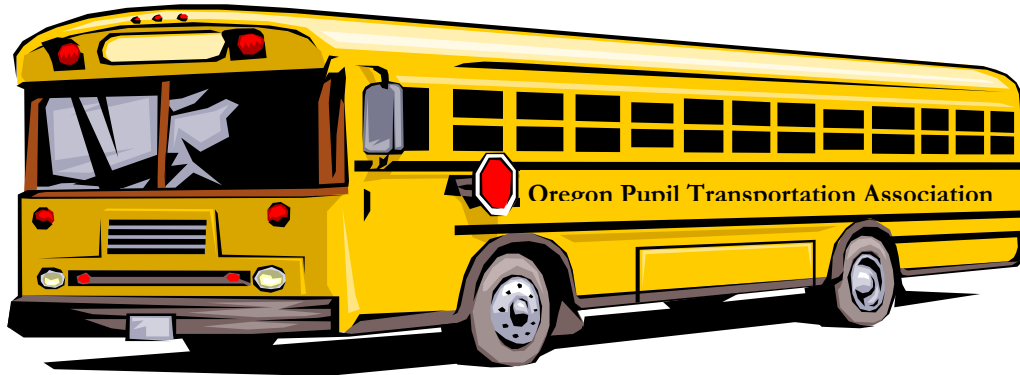


# OPTA

## OREGON PUPIL TRANSPORTATION ASSOCIATION SCHOOL BUS SAFETY EXERCISE MANUAL



### Regional AND State Safety Exercises 2024

<u>EVENT</u>	<u>DATE</u>	<u>LOCATION</u>
46 <sup>th</sup> Annual Don Allison State Safety Exercise	June 1, 2024	Salem-Keizer Transportation Facility 5260 Gaffin Rd SE Salem, OR 97317

***\*NOTE: For 2024, Fleet Entry  
Limits (page 6) have been waived***

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**OREGON PUPIL TRANSPORTATION ASSOCIATION**

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## INTRODUCTION

The Oregon School Bus Safety Exercises are effective instructional tools to improve driving skills. The Oregon Safety Exercises emphasize the following objectives:

1. To encourage learning and the implementation of good practices necessary to be an exemplary school bus driver.
2. To provide an opportunity to demonstrate the required skills in the demanding job of the school bus driver.
3. To develop public awareness of the skills and responsibilities involved in the job of a school bus driver.
4. To encourage communication between school bus drivers and to share information and experiences.

# REGULATIONS

## 1. SPONSOR

The Oregon Pupil Transportation Association conducts the School Bus Safety Exercises.

## 2. WHO MAY COMPETE

- a. Eligible contestants shall be limited to one of the following:
  - 1) Regular drivers whose primary function is to operate a school bus or pupil transporting vehicle on a daily scheduled basis.
  - 2) Substitute drivers whose primary function is to operate a school bus or pupil transporting vehicle on a daily scheduled basis.
  - 3) Bus Attendants whose primary function is to support the driver of a school bus or pupil transporting vehicle on a daily scheduled basis.
  - 4) Support Staff (e.g. Technicians, Routers, Dispatchers, etc.) whose secondary function is to substitute for a pupil transporting driver or attendant as outlined above.
- b. Ineligible persons are:
  - 1) Transportation managers, supervisors or administrators,
  - 2) Any person who is currently certified, or was certified within the last five (5) years as a Behind-the-Wheel and/or CORE/Advanced Oregon School Bus Driver Trainer,
  - 3) Any person who is currently a Behind-the-Wheel "Assistant Trainer," as outlined in OAR 581-053-0006(1)(f), or worked in that capacity within the past two (2) years,
  - 4) Any person who competes in any other regional exercise in the current year. (This applies for eligibility only in the regional safety exercises.)
- c. Fleet entry limits:
  - 1) For the State Safety Exercise: Fleets may enter up to six (6) contestants.
  - 2) A fleet may enter a maximum of two (2) teams of three (3) persons each. Individual applications will also be accepted that have no team designation. Each team member must be listed on the entry application. It is recommended that each location provide one judge per team.
  - 3) For the Regional Safety Exercise: The chapter will establish the maximum number of contestants and teams and those numbers will be announced at the chapter meeting immediately before the exercise.
- d. Alternates must be pre-registered as an alternate in the proper category and the alternate box checked on the application.
- e. Drivers may only compete for the location that they regularly drive for.
- f. Contractors who operate school buses for more than one school district may enter contestants from each district's fleet, provided that the fleet is operational as a separate entity for the individual districts, and the contestants are regularly assigned to that district's fleet.
- g. It is suggested, though not required, that contestants be selected by competing in local competitions prior to the state exercise.

### **3. CATEGORIES AND CLASSES OF COMPETITION**

- a. Size of buses
  - 1) Transit bus (approximately 35-40 feet in length, 65 passengers or larger). Not less than 200" wheelbase, with a minimum GVWR of 26,001 lbs. and air brakes.
  - 2) Conventional bus (approximately 35-40 feet in length, 65 passengers or larger), with a minimum GVWR of 26,001 lbs. and air brakes.
  - 3) Mini-bus with a maximum GVWR of 26,000 lbs. and without air brakes.
- b. Categories (Contestants may compete in only one category/style bus. There are five (5) categories of competition).
  - 1) General Conventional – Open to contestants with experience driving a conventional style bus.
  - 2) Novice Conventional – Open to contestants with one year or less experience, from date of original license or permit, driving a conventional style bus,
  - 3) General Transit – Open to contestants with experience driving a transit style bus,
  - 4) Novice Transit – Open to contestants with one year or less experience, from date of original license or permit, driving a transit style bus,
  - 5) Mini Bus – Open to contestants with experience driving a mini bus. Contestants may choose to compete in separate SPED Team Events.
- c. Team Competition – a team may consist of a combination of all categories and classes as noted on the application. It is mandatory that contestants specify who their team members are. If a district, or contractor, does not have enough for a team, they may still compete for other individual trophies/awards.

### **4. AWARDS**

- a. The Sweepstakes Winner will be the contestant with the overall high score regardless of category or class (with the exception of SPED Team Events), and will receive a Sweepstakes Trophy.
- b. First through Fifth place in each category will receive a trophy/award.
- c. First through Fourth place in the SPED Team Events will receive a trophy/award.
  - 1) SPED Team Event scores will not be added to category or team scores.
- d. Team trophies will be presented to the top five (5) teams in addition to a Traveling Trophy for the First Place team.
- e. The supervisor of the Sweepstakes Winner will be awarded with a plaque.

### **5. INTERNATIONAL SAFETY COMPETITION AND NATIONAL SPECIAL NEEDS TEAM SAFETY ROADEO QUALIFICATIONS**

- a. Contestants will qualify for International Safety Competition and National Special Needs Team Safety Rodeo from the annual OPTA State Safety Exercise.
- b. International Safety Competition:
  - 1) Oregon is allowed two contestants in each school bus class (conventional, transit, mini bus) for a total of six (6). The highest score in each school bus class for a public sector (district) and the highest score in each school bus class for a private sector (contractor) are eligible to compete.

- 2) Any driver with a chargeable (preventable) accident (as defined by the National Safety Council) within the current school year may not qualify for International Competition.
  - 3) In the event that the contestant with the highest score in each class (public and private) cannot participate or has had a preventable accident within the current school year, the second highest contestant score in the respective class may compete.
- c. National Special Needs Team Safety Rodeo:
- 1) The top four (4) teams will be eligible for competition.
  - 2) In the event that a qualifying team cannot participate or has had a preventable accident within the current school year, the next highest team score may compete.

## 6. JUDGES AND JUDGING

- a. The Exercise Committee or Designate Representative shall select Judges.
- b. Judges shall use approved score sheets, included in this document, to judge contestants in each event.
- c. The rules of this competition shall conform to Oregon Administrative Rules governing school buses. All events are designed to test the driver's knowledge of these regulations and skill in handling the bus.
- d. Tiebreaker – there will only be a drive-off for the First Place, and Sweepstakes winners, using events selected by the Grievance Committee on the day of the exercise. The highest score on the written test will determine the outcome of all other ties.

## 7. DISPUTES AND GRIEVANCES

- a. The only areas where a driver may file a grievance are:
  - 1) Mechanical functions of the vehicle, and
  - 2) Improper course setup.
- b. Grievance Procedure – Contestants will be allowed **five (5) minutes** after completing the course to file a grievance. Contestants must file a grievance in writing. The grievance shall be submitted, on the provided form, to the Start-Line Judge, who will submit it to the Grievance Committee. No grievance will be considered after the announcement of the winners.
- c. The Grievance Committee shall base their decision, as applicable, on the Exercise Regulations. All decisions of the Grievance Committee are final.
- d. The Grievance Committee consists of the Exercise Chairperson, the President of the Oregon Pupil Transportation Association, the exercise Head Judge, and the State Director of Pupil Transportation, or their designated representatives.

## 8. CONTESTANT REGULATIONS

- a. Driver's application must be certified for eligibility by their supervisor.
- b. Drivers must present a valid Commercial Driver's License and a School Bus Driver's Certificate, or Permit, at registration on the day of the exercise. Failure to provide a valid School Bus Driver's Certificate, or Permit, upon request, **may** be grounds for disqualification.



- c. All entries must be emailed, mailed or faxed. All applications must reach the appropriate Registrar by the deadline dates.
- d. No on-site entries will be accepted without prior approval of Grievance Committee.
- e. Contestants failing to report personally to registration prior to 7:45 a.m. on the day of the exercise may not be allowed to compete.
- f. Any official of the Safety Exercise will automatically disqualify any driver who knowingly accepts signals from spectators. For this reason, all spectators and drivers will be required to stay a minimum of 50 feet from the perimeter of each event.
- g. Consumption of prohibited substances: No consumption, use or possession of alcoholic beverages or controlled substances shall be permitted on the premises where the exercise is being held. Contestants and spectators shall abstain from engaging in such practice immediately before, during, or after the exercise.
- h. The use of any tobacco products will be regulated according to the policy of the site where the Safety Exercise is being held. Contestants shall not smoke or use tobacco products in or around the buses.
- i. Any Safety Exercise rule infraction may result in disqualification of the driver and/or the district/fleet of which the individual is a member.
- j. In all events, the bus doors must be kept closed unless rules or regulations of the event require that they be opened. It shall be assumed that the driver has pupil passengers on-board from the start of the contest. Drivers must conduct themselves accordingly.
- k. Each contestant will be required to maintain proper driving position at all times, except when the rules and regulations require the contestant to leave the seat of the vehicle. Proper driving position is considered to be seated firmly in the seat with feet firmly on the floor or on the controls. Contestants will not be permitted to put their heads out of the bus window. Seat and shoulder belts must be properly worn during the competition. There will be complete disqualification in the event any infraction of the above occurs. DMV waivers must be presented at time of registration.
- l. Contest rules shall apply and conform as closely as possible to current Oregon Administrative Rules governing school buses. All cases of dispute not specifically covered by these rules shall be covered by the applicable Oregon Administrative Rule.
- m. Due to the fact that contestants will be in one group during the exercise, they are placed on their honor not to assist another contestant in any way.
- n. No electronic communication devices will be allowed to be operated and/or in the vehicle while the contestant is driving on the course. (This includes, but is not limited to AM/FM, Disc Player, iPods, CB's, 2-way radios, cell phones, Bluetooth type devices or headphones, etc.)
- o. A marker will be placed at each corner of the bus for reference point purposes at the Starting Line (no additional markers of any kind will be allowed). Contestants will be permitted to exit the bus one (1) time for examination of reference points, and may walk around the bus one (1) time. Contestants will be given a maximum of six (6) minutes in which to familiarize themselves with instrumentation, controls, mirror and seat adjustment of the bus prior to the operation of the vehicle to be driven in the contest.
- p. All exterior adjustments to the equipment, including the markers/cones, will be made by the Starting Line Crew.
- q. Unreasonable operation and/or speeding will result in disqualification of the contestant.
- r. Winners will be announced as soon as possible after completion of the events.

- s. If a contestant is not available at the time they are scheduled to drive, they may be disqualified if they do not report to the Starting Line within **five (5) minutes** of the announcement.

## 9. CHECK-IN PROCEDURES

- a. Check-in at the site will be from 7:00 a.m. to 7:45 a.m. Contestants failing to report personally to registration prior to 7:45 a.m. on the day of the exercise will not be allowed to compete. Once registration is completed, the following schedule will be in effect: (times are subject to change)

➤ Orientation for Contestants & Judges	7:45 – 8:00 a.m.
➤ Written, Pre-Trip, and Surprise Test	8:00 – 9:00 a.m.
➤ Judges' Meeting	8:00 – 9:00 a.m.
➤ Tour of the Course	Completion of Tests
➤ Estimated Start Time	9:30 a.m.
➤ SPED Events	9:30 a.m.

- b. Each contestant will be assigned a number and given a nametag bearing that number. This nametag will be worn by the contestant from the time of registration through 100% completion of all events.

## 10. SCORES AND SCORING

- a. Judges will record individual scores in each event on the official score sheet for that event. Individual event judges will use the competition and equipment number for that contestant.
- b. Score sheets shall be collected and tallied by scorekeepers and results entered on the official score sheet.
- c. No contestant or unauthorized person is allowed in the scoring area or the safety exercise area.
- d. Results will be announced at the end of competition. Copies of tally sheets will be available for downloading from the OPTA website ([www.optaschoolbus.org](http://www.optaschoolbus.org)) at the earliest date following the competition. Score sheets will not be distributed to contestants or their employers.

(Definition: Tally sheets are the sheets listing all contestants and their score for each event. Score sheets are the sheets the Judges use to score each contestant in each event.)

## 11. COMPETITION EVENTS

- a. Listed below are the events in which each contestant must compete. Following these rules are the description, purpose, instruction and scoring values for each event. Contestants should study each one of the events carefully to ensure full understanding of what will be required to complete the event satisfactorily. Contestants will be given the opportunity to inspect and have each event explained prior to competition. The sequence of events in this publication is not necessarily the sequence of events in the actual competition; nor will all the events necessarily be included.
- b. The Exercise Committee reserves the right to change events as needed due to space limitations and judges availability. Contestants are encouraged to be ready for any/all of the listed events.
- c. Course layout will determine where right or left events will be used.
- d. Events (not necessarily in order of competition):

	REGULAR EVENTS	POINTS		SPED TEAM EVENTS	POINTS
1)	Offset Alley Event (right or left)	50	1)	SPED Team Written Test	100
2)	Railroad Grade and Right Turn Event	75	2)	SPED Pre-Trip Inspection	100
3)	Left Turn Event	50	3)	SPED Emergency Evacuation Event	100
4)	Straight Line Event	50	4)	SPED Wheelchair Loading Event	150
5)	Diminishing Clearance Event	50	5)	SPED Wheelchair Securement Event	100
6)	Back-Up Alley Event (right or left)	50	6)	Car Seat & Child Securement Event	120
7)	Parallel Parking Event	50	7)	Managing Challenging Behavior Event	100
8)	Elementary Student Loading Event	75		<b>TOTAL POSSIBLE POINTS</b>	<b>770</b>
9)	Curb Line Event	50			
10)	Stop Line Event	25			
11)	Written Knowledge Test	100			
12)	Pre-Trip Test (written or hands-on)	75			
13)	Surprise Test	25			
	<b>TOTAL POSSIBLE POINTS</b>	<b>725</b>			

# **OFFSET ALLEY EVENT**

Maximum Score: 50 Points

**PURPOSE OF EVENT:** 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 drive his/her bus through the offset lanes with a minimum of hesitation and without touching the barriers or tips.

**This is a timed event:** The contestant will be allowed two (2) minutes to complete the event. Time starts when the front bumper enters the first set of barricades and ends when the rear bumper exits the last set of barricades.

**INSTRUCTIONS FOR ALL BUSES OVER 29 FEET:** Two sets of parallel barriers, 10 feet long, are set up with tips 10 feet apart. The right barrier tips of the first set are placed in a direct line with the left barrier tips of the second set (the offset barriers), or vice-versa. 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 feet for buses over 29 feet long.

**INSTRUCTIONS FOR ALL BUSES 29 FEET OR UNDER:** Two sets of parallel barriers, 10 feet long, are set up with tips 10 feet apart. The right barrier tips of the first set are placed in a direct line with the left barrier tips of the second set (the offset barriers), or vice-versa. 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 two feet for buses 29 feet long or under.

The direction of the offset (left or right) will be determined by the safety exercise set-up crew.

## **SCORING:**

The following demerits will be charged for touching a barrier tip:

1 tip:	7 demerits
2 tips:	21 demerits
3 tips:	42 demerits
4 tips:	50 demerits

For each instance of stopping the forward motion of the bus, eight (8) demerits will be charged (not to exceed 16 demerits):

1 instance:	8 demerits
2 instances:	16 demerits

Backing the bus during the event:	50 demerits
Touching a barrier:	50 demerits

### **Failure to:**

Wear seatbelt:	50 demerits
Keep door closed during event:	50 demerits
Complete event within the time limit:	50 demerits

# OFFSET ALLEY EVENT SCORE SHEET

Fleet Number: \_\_\_\_\_

Contestant Number: \_\_\_\_\_

Event Judge: \_\_\_\_\_

Maximum Score: 50 Points

Demerits: \_\_\_\_\_

Score Earned:

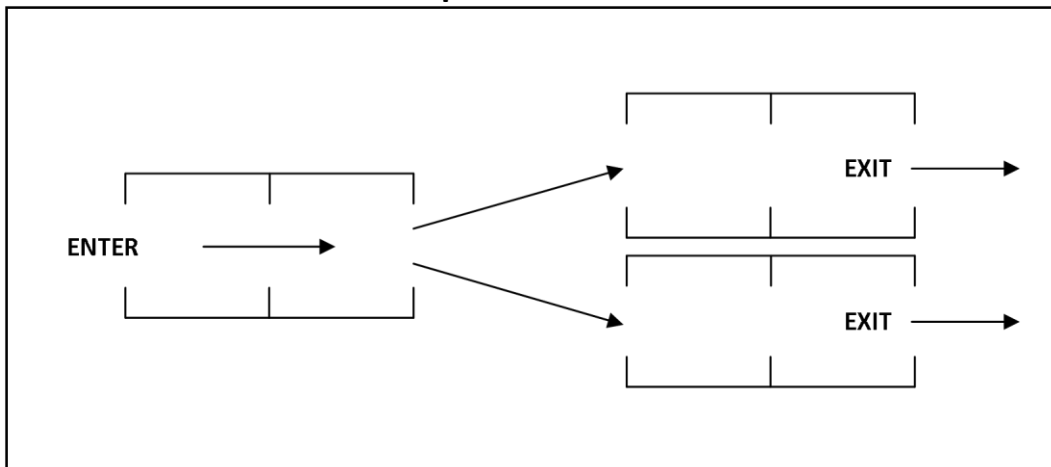
**FAILURE TO:**

**DEMERITS**

Complete event in the 2-minute time limit	(50 demerits)	_____
Wear seat belt	(50 demerits)	_____
Keep door closed during event	(50 demerits)	_____
Each instance of stopping forward motion (8) (16)	Max. of (16 demerits)	_____
Each tip touched (1=7) (2=21) (3=42) (4=50)	Max. of (50 demerits)	_____
Backing during event	(50 demerits)	_____
Vehicle touches a barrier (excluding base)	(50 demerits)	_____

Actual Time: \_\_\_\_\_ Min. \_\_\_\_\_ Sec.

**Indicate which tip or barrier has been touched**

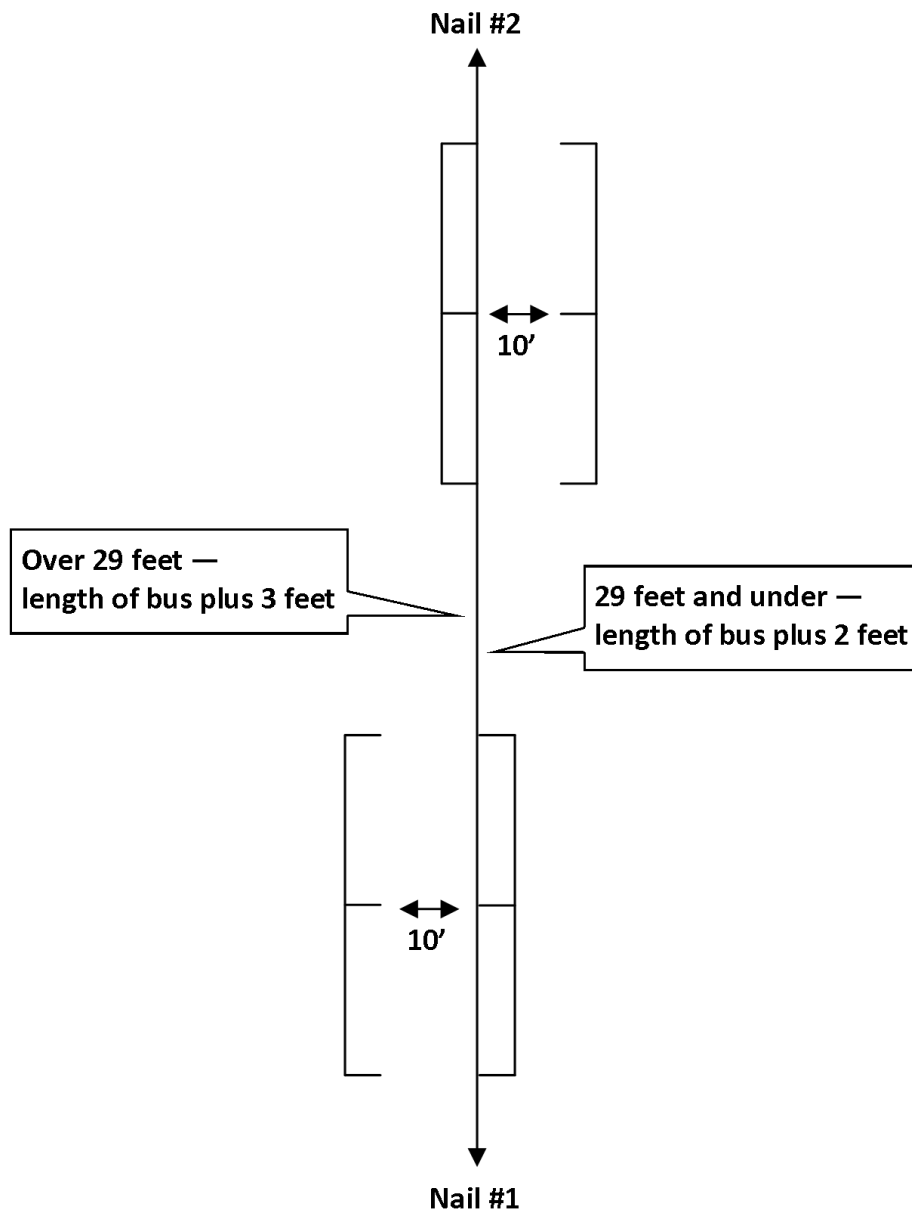


# **OFFSET ALLEY EVENT LAYOUT and DIRECTIONS**

## **Setup Tools for Offset Alley:**

- Heavy-duty claw hammer
- Masonry nails
- Two 25 ft. tape measures
- One 100 ft. tape measure
- One 1000 ft. roll of nylon string
- One box of yellow marker crayons/chalk
- Carpenter's Square
- Four 10' barriers with tips

**Nail #1: Starting point**  
**Nail #2: Stretch string 120' from nail #1 and tie off**



# ***RAILROAD GRADE CROSSING and RIGHT TURN EVENT***

Maximum Score: 75 Points

**PURPOSE OF EVENT:** Making a right turn at a railroad crossing represents one of the greatest hazards insofar as mass casualties or fatalities are concerned. This test evaluates the driver's common sense, degree of care and knowledge of the laws, rules and regulations when required to maneuver a school bus across railroad tracks at an intersection. The test also evaluates the driver's ability to make a right turn and determine the clearance of the tracks with the vehicle.

**This is a timed event:** The contestant will be allowed 15 seconds to complete the right turn. Time starts when the right rear tire enters the entry scoring template and will stop when the right rear tire exits the recovery scoring template.

**INSTRUCTIONS:** A simulated railroad crossing is laid out as follows:

- A two lane roadway crossing one set of railroad tracks located approximately 50 feet from an intersection.
- Railroad grade crossing signs will be properly positioned to the right side of the roadway in which the driver will make the approach to the intersection.
- The driver will approach the railroad grade crossing giving the correct directional signal and stop as required by law.
- Upon checking the tracks in both directions, the driver will proceed across the tracks and stop when the back of the bus has cleared by at least 15 feet from the nearest rail. The driver will then activate the correct turn signal and steer the bus in a straight line until ready to execute the right turn. The point at which the turn begins is determined by the driver's ability to judge a predetermined relationship with the corner (turning point).

The turning radius will be determined by the safety exercise set-up crew.

## **SCORING – Railroad Grade Crossing:**

Drivers are judged from the time they approach the crossing until they complete the right hand turn. They will be scored on use of directional signals and mirrors, stopping the bus, opening the door and window, checking the tracks in both directions, driving across the railroad tracks, etc.

### **APPROACH THE RXR GRADE CROSSING AND RIGHT TURN:**



The following demerits will be charged for RXR Grade Crossing:

**Failure to:**

Complete the event:	75 demerits
Wear seatbelt:	75 demerits
Properly use turn signals during the event	25 demerits
Stop between 15 and 50 feet from nearest rail:	75 demerits
Stop, open door and window at RXR grade crossing:	75 demerits
Check tracks in both directions and ensure that it's safe to cross:	75 demerits
Check left outside mirror(s) before crossing tracks:	10 demerits
Check right outside mirror(s) before crossing tracks:	10 demerits
Check inside rearview mirror before crossing tracks:	10 demerits
Close entrance door before crossing tracks:	25 demerits
Clear back of bus by at least 15 feet from nearest rail after crossing tracks	75 demerits
Bus stops on tracks:	75 demerits
Improper use of School Bus Safety Lights (8-ways):	25 demerits
Backing up during the event:	75 demerits

**SCORING – Right Turn:**

Scoring will be based on the method in which the driver enters and recovers from the turn. For scoring purposes, **the outer edge of the tire's tread will be used.** The right outside tire must pass through the entire scoring template at the beginning and completion of the turn.

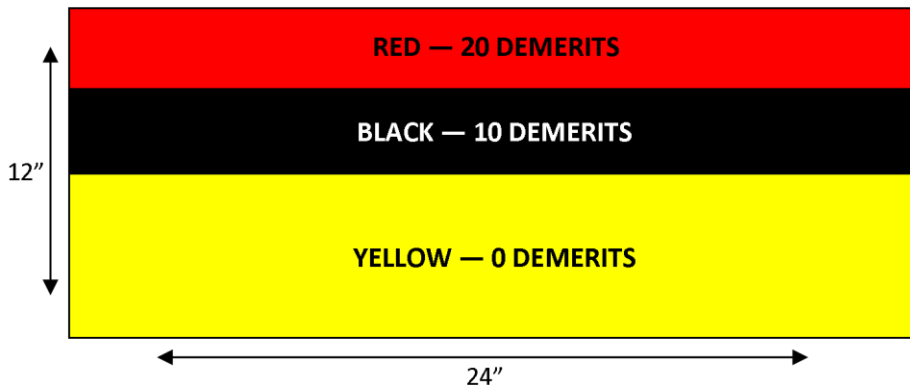
The following demerits will be charged for the Right Turn (measured from the curbside of each template):

Tire enters and exits the scoring template in the yellow zone:	0 demerits
Tire enters and/or exits the scoring template in the black zone:	10 demerits
Tire enters and/or exits the scoring template in the red zone:	20 demerits
Tire misses the front edge of the scoring template:	25 demerits

The highest value of demerits will be given based on the tire's travel through the templates

<b>Red</b>	9" to 12"	<b>20 demerits</b>
<b>Black</b>	6" to 9"	<b>10 demerits</b>
<b>Yellow</b>	0' to 6"	<b>0 demerits</b>

**The tire does not pass through the entire template 25 demerits**





# RXR GRADE CROSSING and RIGHT TURN EVENT SCORE SHEET

Fleet Number: \_\_\_\_\_

Contestant Number: \_\_\_\_\_

Event Judge: \_\_\_\_\_

Maximum Score: 75 Points

Demerits: \_\_\_\_\_

Score Earned:

## APPROACHING THE RXR GRADE CROSSING:

### FAILURE TO:

### DEMERITS

Complete the event	(75 demerits)	
Wear seat belt	(75 demerits)	
Properly use signals during the event	(25 demerits)	
Stop between 15 and 50 feet from nearest rail	(75 demerits)	
Stop, open door & window at RXR grade	(75 demerits)	
Check tracks in both directions	(75 demerits)	
Check left outside mirror(s) before crossing	(10 demerits)	
Check right outside mirror(s) before crossing	(10 demerits)	
Check rearview mirror before crossing	(10 demerits)	
Close entrance door	(25 demerits)	
Clear back of bus by at least 15 feet after crossing	(75 demerits)	
Bus stops on tracks	(75 demerits)	
Improper use of Bus Safety Lights (8-ways)	(25 demerits)	
Backing up during event	(75 demerits)	

**TOTAL DEMERITS FROM OTHER SIDE:** \_\_\_\_\_


**OVER FOR RIGHT TURN SCORE SHEET -->**

**ENTERING TURN:**

**THIS WILL BE A TIMED EVENT. The contestant shall be allowed 15 seconds to complete the turn.** The time will start when the right rear dual enters the entry score template and will end when the right rear tire exits the recovery scoring template.

Scoring will be based on the method in which the driver enters and recovers from the turn. For scoring purposes, **the outer edge of the tire's tread will be used.** The right rear outside tire must pass through the entire scoring template at the beginning and completion of the turn.

Direction of Travel Tire travel through entire scoring template




<b>Off of Template</b>		(25 demerits)	_____
<b>Red</b>	9" to 12"	(20 demerits)	_____
<b>Black</b>	6" to 9"	(10 demerits)	_____
<b>Yellow</b>	0" to 6"	(0 demerits)	_____

**RECOVERING FROM TURN:**

For scoring purposes, **the outer edge of the tire's tread will be used.** The right rear outside tire must pass through the entire scoring template at the beginning and completion of the turn.

Direction of Travel Tire travel through entire scoring template



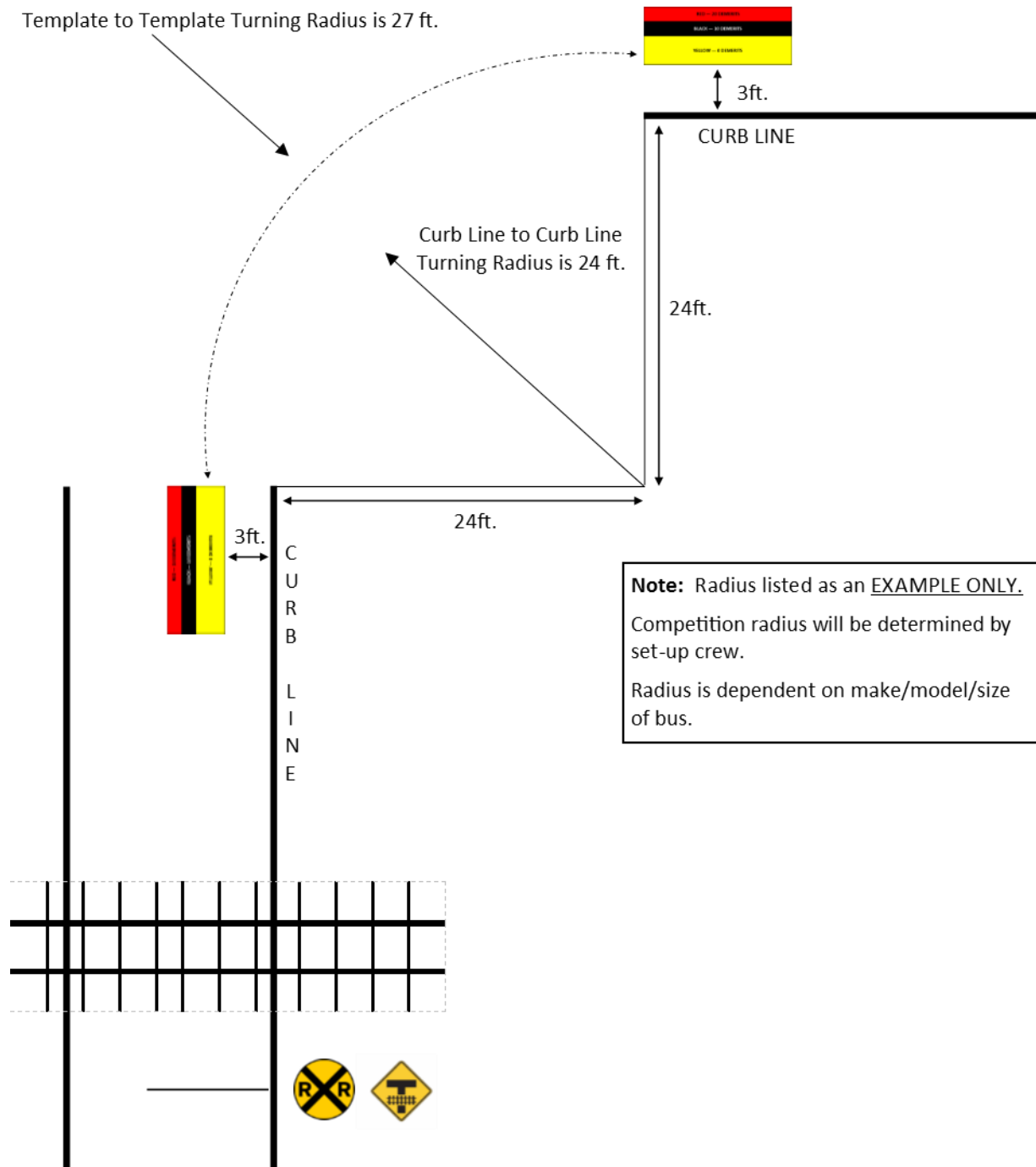
<b>Off of Template</b>		(25 demerits)	_____
<b>Red</b>	9" to 12"	(20 demerits)	_____
<b>Black</b>	6" to 9"	(10 demerits)	_____
<b>Yellow</b>	0" to 6"	(0 demerits)	_____
Failure to use turn signal		(25 demerits)	_____
Stopping while in turn		(25 demerits)	_____
Failure to complete event in 15-second time limit		(25 demerits)	_____

Actual Time: \_\_\_\_\_ Min. \_\_\_\_\_ Sec.

# RXR GRADE CROSSING & RIGHT TURN LAYOUT and DIRECTIONS

## Setup Tools for RXR/Right Turn:

- Heavy-duty claw hammer
- Masonry nails
- One 30 ft. tape measure
- One 100 ft. tape measure
- One 1000 ft. roll of nylon string
- One box of yellow marker crayons/chalk
- Carpenter's Square
- Three 100' lengths of 5/8" curb line yellow rope
- Two rolls of duct tape (silver or white)
- RXR sign marker and limit line
- Two turning scoring templates 12" x 24"



# LEFT TURN EVENT

Maximum Score: 50 Points

**PURPOSE OF EVENT:** This event is designed to determine the driver’s ability to properly prepare for, and execute a left turn.

**This is a timed event:** The contestant will be allowed 15 seconds to complete the left turn. Time starts when the left rear tire enters the entry scoring template and will stop when the left rear tire exits the recovery scoring template.

**INSTRUCTIONS:** A sign indicating “Left Turn” will be placed approximately 150 feet from the beginning of the turn. A lane will be provided in which the driver will make the approach to the corner. The lane is marked on the left 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. Each contestant shall continue to steer the bus in a straight line until ready to execute the turn. The point at which the turn begins is determined by the driver’s ability to judge a predetermined relationship with the corner (turning point). When this point is reached, the bus should be steered left. The bus may not be stopped during the event.

The turning radius will be determined by the safety exercise set-up crew.

## SCORING – Left Turn:

Scoring will be based on the method in which the driver enters and recovers from the turn. For scoring purposes, **the outer edge of the tire’s tread will be used.** The left outside tire must pass through the entire scoring template at the beginning and completion of the turn.

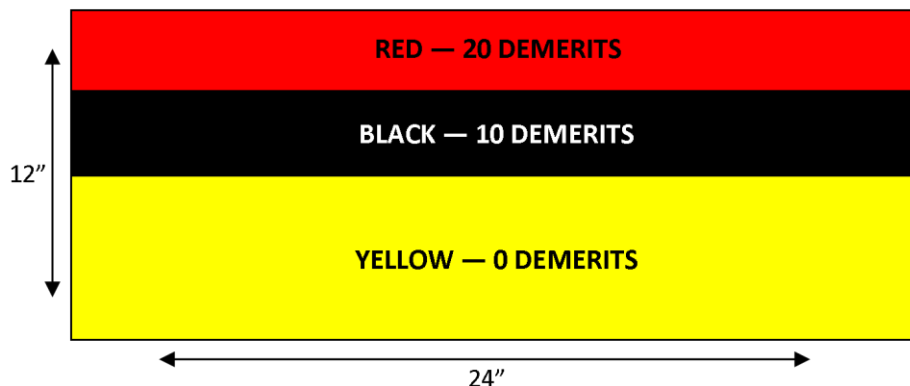
The following demerits will be charged for the Left Turn (measured from the curbside of each template):

Tire enters and exits the scoring template in the yellow zone:	0 demerits
Tire enters and/or exits the scoring template in the black zone:	10 demerits
Tire enters and/or exits the scoring template in the red zone:	20 demerits
Tire misses the front edge of the scoring template:	25 demerits

The highest value of demerits will be given based on the tire’s travel through the templates

Red	9” to 12”	20 demerits
Black	6” to 9”	10 demerits
Yellow	0’ to 6”	0 demerits

The tire does not pass through the entire template 25 demerits



# LEFT TURN EVENT SCORE SHEET

Fleet Number: \_\_\_\_\_

Contestant Number: \_\_\_\_\_

Event Judge: \_\_\_\_\_

Maximum Score: **50 Points**

Demerits: \_\_\_\_\_

Score Earned:

## DEMERITS

### ENTERING TURN:

Off Template	(25 demerits)	_____
Red 9" to 12"	(20 demerits)	_____
Black 6" to 9"	(10 demerits)	_____

### RECOVERING FROM TURN:

Off Template	(25 demerits)	_____
Red 9" to 12"	(20 demerits)	_____
Black 6" to 9"	(10 demerits)	_____

Failure to use left turn signal	(25 demerits)	_____
Stopping while in turn	(25 demerits)	_____
Failure to wear seat belt	(50 demerits)	_____
Failure to complete event in 15 seconds	(50 demerits)	_____

Actual Time: \_\_\_\_\_ Min. \_\_\_\_\_ Sec.

**OVER FOR LEFT TURN SCORE WORKSHEET -->**

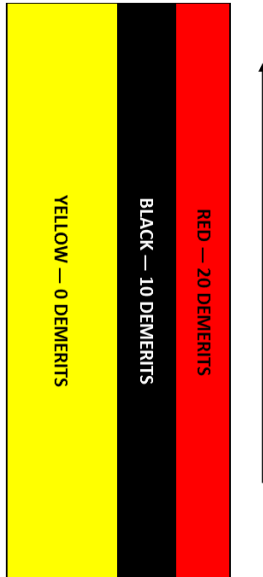
**ENTERING TURN:**

**THIS WILL BE A TIMED EVENT. The contestant shall be allowed 15 seconds to complete the turn.** The time will start when the left rear dual enters the entry score template and will end when the left rear tire exits the recovery scoring template.

Scoring will be based on the method in which the driver enters and recovers from the turn. For scoring purposes, **the outer edge of the tire's tread will be used.** The left rear outside tire must pass through the entire scoring template at the beginning and completion of the turn.

Direction of Travel

Tire travel through entire scoring template



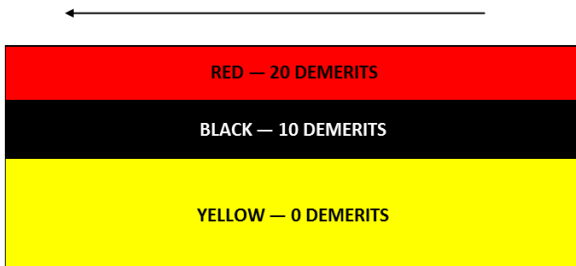
<b>Off of Template</b>		(25 demerits)	_____
<b>Red</b>	9" to 12"	(20 demerits)	_____
<b>Black</b>	6" to 9"	(10 demerits)	_____
<b>Yellow</b>	0" to 6"	(0 demerits)	_____

**RECOVERING FROM TURN:**

For scoring purposes, **the outer edge of the tire's tread will be used.** The left rear outside tire must pass through the entire scoring template at the beginning and completion of the turn.

Direction of Travel

Tire travel through entire scoring template



<b>Off of Template</b>		(25 demerits)	_____
<b>Red</b>	9" to 12"	(20 demerits)	_____
<b>Black</b>	6" to 9"	(10 demerits)	_____
<b>Yellow</b>	0" to 6"	(0 demerits)	_____

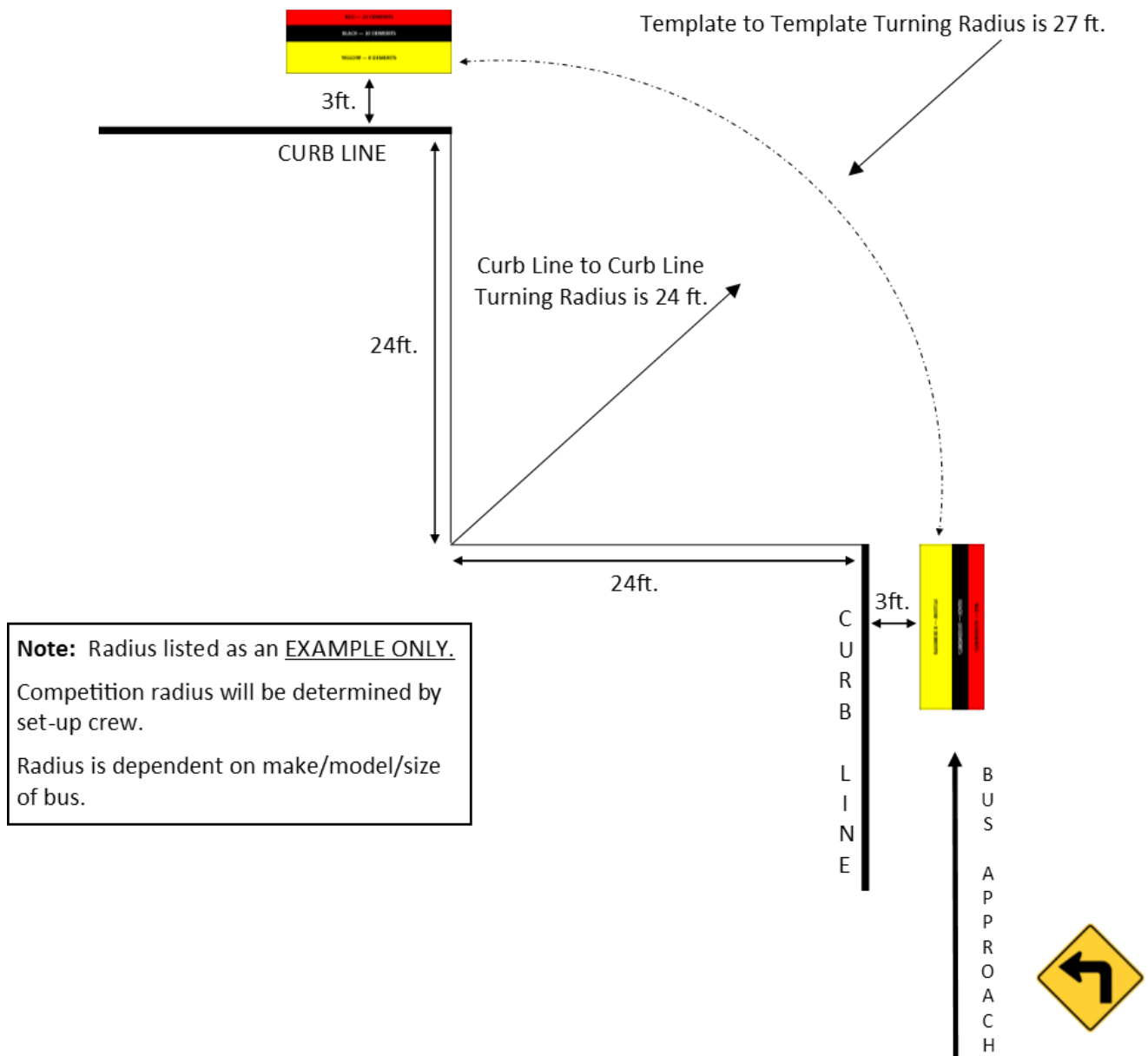
Failure to use turn signal	(25 demerits)	_____
Stopping while in turn	(25 demerits)	_____
Failure to complete event in 15-second time limit	(50 demerits)	_____

Actual Time: \_\_\_\_\_ Min. \_\_\_\_\_ Sec.

# LEFT TURN LAYOUT and DIRECTIONS

## Setup Tools for Left Turn:

- Heavy-duty claw hammer
- Masonry nails
- One 30 ft. tape measure
- One 100 ft. tape measure
- One 1000 ft. roll of nylon string
- One box of yellow marker crayons/chalk
- Carpenter's Square
- Three 100' lengths of 5/8" curb line yellow rope
- Two rolls of duct tape (silver or white)
- Two turning scoring templates 12" x 24"



# ***STRAIGHT LINE EVENT***

Maximum Score: 50 Points

**PURPOSE OF EVENT:** To determine the driver's ability to maneuver the right (or left) wheels of a school bus through and over a straight path of a given width.

**INSTRUCTIONS:** The right (or left) wheels of the bus must travel the designated path without striking or moving the markers with any wheel. The markers will be designated with tennis balls set atop radiator hose. The distance between the tennis balls is the width of the rear duals plus three (3) inches, measured from bulge to bulge. All right (or left) side dual widths must be measured. The distance between each set of tennis balls is 25 feet with 5 sets of balls.

The designated wheels (right or left) will be determined by the safety exercise set-up crew.

## **SCORING:**

The following demerits will be charged:

For each instance of jerky or uneven movement of the bus (maximum of 20 demerits):	2 demerits
For each instance of stopping forward motion of the bus (maximum of 20 demerits):	4 demerits
Each instance where wheel/tire touches or knocks tennis ball off (maximum of 50 demerits):	5 demerits
Drives on either side of pair of tennis ball markers (maximum of 50 demerits):	10 demerits
Failure to complete the event:	50 demerits
Failure to wear seatbelt:	50 demerits
Failure to have door closed during event:	50 demerits
Backing the bus during the event:	50 demerits



# STRAIGHT LINE EVENT SCORE SHEET

Fleet Number: \_\_\_\_\_

Contestant Number: \_\_\_\_\_

Event Judge: \_\_\_\_\_

Maximum Score: 50 Points

Demerits: \_\_\_\_\_

Score Earned:

## DEMERITS

Each instance of jerky or uneven movement  
(2) (4) (6) (8) (10) (12) (14) (16) (18) (20)

Max. of (20 demerits) \_\_\_\_\_

Each instance of stopping forward motion  
(4) (8) (12) (16) (20)

Max. of (20 demerits) \_\_\_\_\_

Each instance where **tire touches or knocks** ball off  
(5) (10) (15) (20) (25) (30) (35) (40) (45) (50)

Max. of (50 demerits) \_\_\_\_\_

Drives to either side of pair of tennis ball markers  
(10) (20) (30) (40) (50)

Max. of (50 demerits) \_\_\_\_\_

**FAILURE TO:**

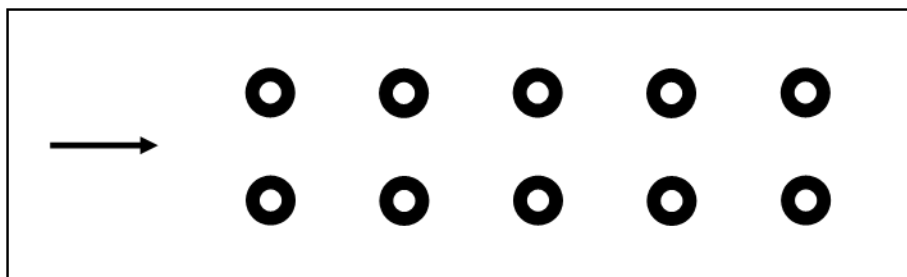
Complete the event (50 demerits) \_\_\_\_\_

Wear seat belt (50 demerits) \_\_\_\_\_

Keep door closed during event (50 demerits) \_\_\_\_\_

Backing bus up during event (50 demerits) \_\_\_\_\_

**Indicate which tennis ball has been touched**



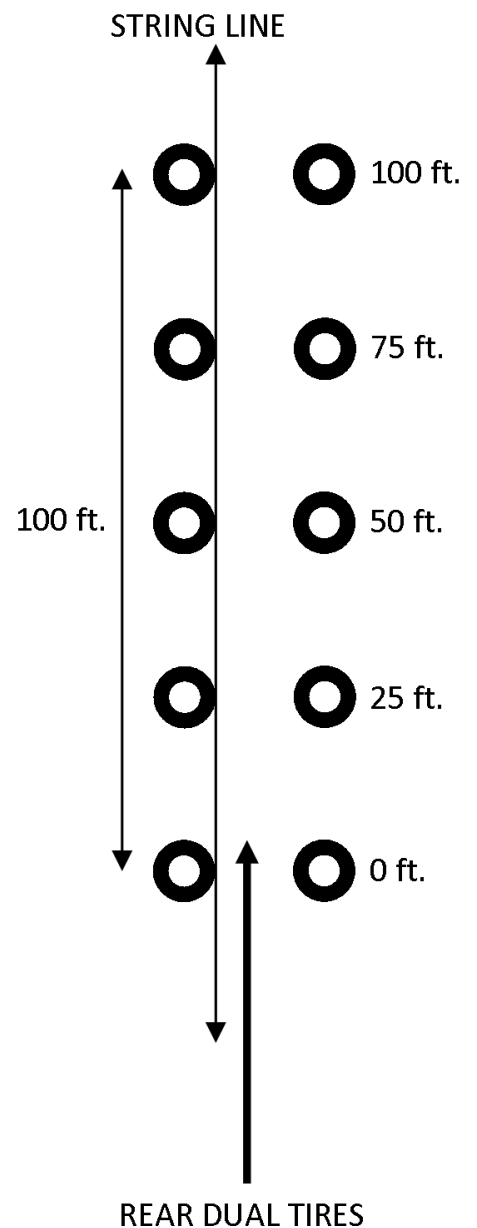
# **STRAIGHT LINE EVENT LAYOUT and DIRECTIONS**

## **Setup Tools for Straight Line:**

- Heavy-duty claw hammer
  - Masonry nails
  - One 12 ft. tape measure
  - One 100 ft. tape measure
  - One 1000 ft. roll of nylon string
  - One box of yellow marker crayons/chalk
  - Carpenter's Square
  - Ten tennis balls with ball holders (radiator hose)
- 

## **DIRECTIONS:**

1. Measure a 100 ft. straight line and string.
2. Mark the line in intervals of 25 ft. with crayon or chalk.
3. Place a set of tennis balls on holders every 25 ft. Set the base of the ball holder on the outside edge of the string.
4. Secure the measurement of the right rear duals of all vehicles used in competition. The measurement shall be from bulge to bulge. Tire sizes must be the same type if more than one vehicle type is used.
5. Use the measurement of the duals plus 3" to determine distance between balls.
6. Measure the alignment of the tennis balls from the inside edge of the tennis ball to the inside edge of the other tennis ball.
7. Make a visual check to be sure there is a perfect straight line with the five sets of tennis balls.
8. Mark the location of the tennis ball holders with crayon or chalk.



## ***DIMINISHING CLEARANCE EVENT***

Maximum Score: 50 Points

**PURPOSE OF EVENT:** The contestant is required to drive the bus in a straight line with diminishing clearances while driving in a smooth and continuous manner.

**INSTRUCTIONS:** For the purpose of conducting this test, five (5) pairs of parallel standards with tips are set up. Each pair of standards, however, is parallel to the next. The distance between each pair of standards is 25 feet. The width of each pair varies as follows:

First pair of standards:	Width of the bus plus 10 inches
Second pair of standards:	Width of the bus plus 8 inches
Third pair of standards:	Width of the bus plus 6 inches
Fourth pair of standards:	Width of the bus plus 4 inches
Fifth pair of standards:	Width of the bus plus 2 inches

**NOTE:** The measurement is from standard tip to standard tip. The alley is set up to allow for the course to diminish equally on both sides.

### **SCORING:**

The following demerits will be charged:

For each instance of jerky or uneven movement of the bus (maximum of 10 demerits):	2 demerits
For each instance of stopping forward motion of the bus (maximum of 20 demerits):	4 demerits
Each instance of bus touching standard tips (maximum of 50 demerits):	10 demerits
Striking standard with bus:	50 demerits
Failure to complete the event:	50 demerits
Failure to wear seatbelt:	50 demerits
Failure to have door closed during event:	50 demerits
Backing the bus during the event:	50 demerits

# DIMINISHING CLEARANCE EVENT SCORE SHEET

Fleet Number: \_\_\_\_\_

Contestant Number: \_\_\_\_\_

Event Judge: \_\_\_\_\_

Maximum Score: 50 Points

Demerits: \_\_\_\_\_

Score Earned:

## DEMERITS

Each instance of jerky or uneven movement  
(2) (4) (6) (8) (10)

Max. of (10 demerits) \_\_\_\_\_

Each instance of stopping forward motion  
(4) (8) (12) (16) (20)

Max. of (20 demerits) \_\_\_\_\_

Each instance of bus touching tip  
(10) (20) (30) (40) (50)

Max. of (50 demerits) \_\_\_\_\_

Bus strikes standard

(50 demerits) \_\_\_\_\_

**FAILURE TO:**

Complete the event

(50 demerits) \_\_\_\_\_

Wear seat belt

(50 demerits) \_\_\_\_\_

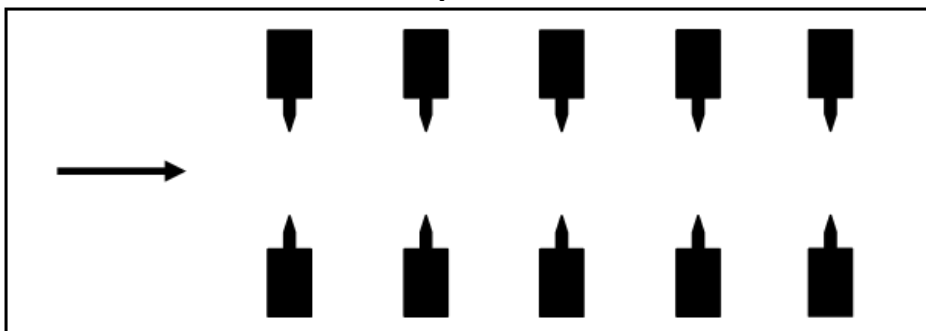
Keep door closed during event

(50 demerits) \_\_\_\_\_

Backing bus up during event

(50 demerits) \_\_\_\_\_

**Indicate which tip has been touched**



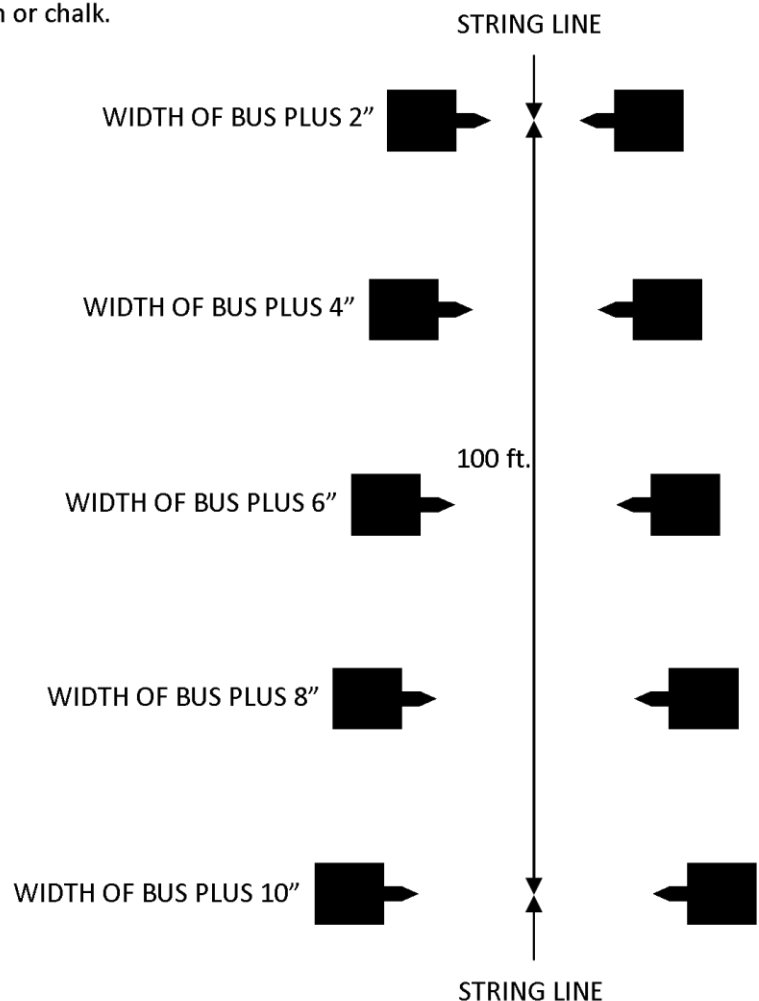
# **DIMINISHING CLEARANCE EVENT LAYOUT and DIRECTIONS**

## **Setup Tools for Diminishing Clearance:**

- Heavy-duty claw hammer
  - Masonry nails
  - One 50 ft. tape measure
  - One 100 ft. tape measure
  - One 1000 ft. roll of nylon string
  - One box of yellow marker crayons/chalk
  - Plumb bob
  - Ten diminishing clearance standards with tips (36" high minimum)
- 

## **DIRECTIONS:**

1. Measure a distance of 100 feet.
2. Mark the measurement at 25' intervals.
3. Place a straight line down with string. Stretch tight.
4. Secure width of buses to be used in competition. Consider rub rails, rubber around tire wells or any other object that will hit the standards such as mirror brackets, etc.
5. Determine the measurement to be used at each diminishing clearance standard.
6. Measure from the center line out to the end of the tip or standard on each side to equal the total measurement. To make sure the measurement is correct, use plumb bob from tip of standard to ground where measurement was made.
7. Do a visual check to make sure you have a diminishing alley from the perspective of the contestant entering the event.
8. Mark bases of the standards with crayon or chalk.



# **BACK-UP ALLEY EVENT**

Maximum Score: 50 Points

**PURPOSE OF EVENT:** 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 two (2) feet is provided, 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, parking the bus too far from the rear barrier, or not having the bus centered in the stall.

**INSTRUCTIONS:** Two parallel lines on the ground (rope, fire hose, etc.) the width of the bus plus two (2) feet identify each stall. Each front corner of the stall will be marked by an upright standard 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'

Mini-Bus: Length of bus plus 4'

**This is a timed event:** The contestant will be allowed three (3) minutes to complete the event. Time 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 three-minute time limit.

The approach to the back-up stall will be made from the right or left side. Each contestant will be permitted one back-up before demerits 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** to the center of the stall, but with only the farthest distance off center (**front or back**) being used to compute demerits.

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 demerits will be charged if the bus is parked ahead of or behind the free zone. After the bus is measured, the contestant will exit the stall between the upright standards.

## **SCORING:**

The following demerits will be charged:

Tire tread touches the wheel limitation line:	50 demerits
Bus touches the front upright standards:	50 demerits
Tire touches stall sidelines:	50 demerits
Bus touches the rear barrier:	50 demerits
Failure to complete event within the 3 minute time limit:	50 demerits
Failure to pull out between the front upright standards:	50 demerits
Failure to complete the event:	50 demerits
Failure to wear seatbelt:	50 demerits
Failure to have door closed during event:	50 demerits

Each instance of forward motion after the first back-up: (not to exceed 42 demerits)	6 demerits
Each 1-inch increment parked off the center line: (front or rear – greatest only)	2 demerits
Each 6-inch increment or fraction thereof parked forward of 1' free zone (not to exceed 50 demerits)	5 demerits
Each 6-inch increment or fraction thereof parked behind of 1' free zone (not to exceed 50 demerits)	10 demerits

# BACK-UP ALLEY EVENT SCORE SHEET

Fleet Number: \_\_\_\_\_

Contestant Number: \_\_\_\_\_

Event Judge: \_\_\_\_\_

Maximum Score: **50 Points**

Demerits: \_\_\_\_\_

Score Earned:

## DEMERITS

Tire tread touches wheel limitation line (50 demerits) \_\_\_\_\_

Bus touches front upright standard(s) (50 demerits) \_\_\_\_\_

Tire touches stall sideline (50 demerits) \_\_\_\_\_

Bus extends into or over rear barrier (50 demerits) \_\_\_\_\_

Each instance of forward motion after first back-up  
(6) (12) (18) (24) (30) (36) (42) Max. of (42 demerits) \_\_\_\_\_

Each 1-inch increment parked off the center line  
(2) (4) (6) (8) (10) (12) (14) (greatest only) Max. of (14 demerits) \_\_\_\_\_

Each 6-inch increment forward of 1-foot free zone  
(5) (10) (15) (20) (25) (30) (35) (40) (45) (50) Max. of (50 demerits) \_\_\_\_\_

Each 6-inch increment behind 1-foot free zone  
(10) (20) (30) (40) (50) Max. of (50 demerits) \_\_\_\_\_

**FAILURE TO:**

Complete event in the 3-minute time limit (50 demerits) \_\_\_\_\_

Pull out between front upright standards (50 demerits) \_\_\_\_\_

Wear seat belt (50 demerits) \_\_\_\_\_

Keep door closed during event (50 demerits) \_\_\_\_\_

Complete the event (50 demerits) \_\_\_\_\_

Actual Time: \_\_\_\_\_ Min. \_\_\_\_\_ Sec.

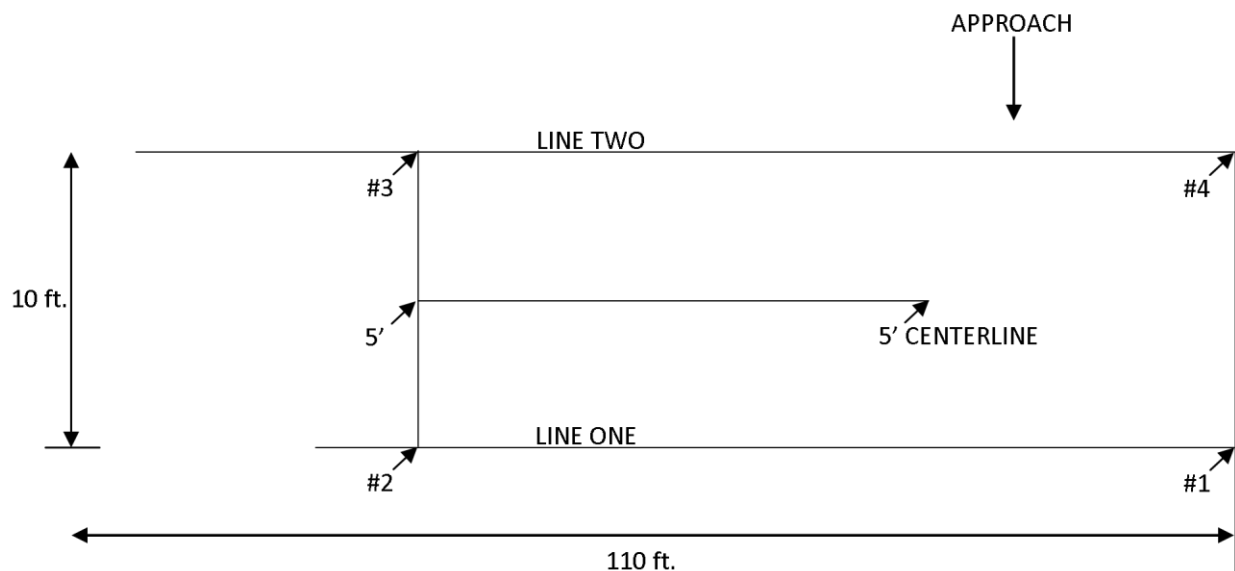


# **BACK-UP ALLEY EVENT LAYOUT and DIRECTIONS**

## **Setup Tools for Back-Up Alley:**

- Heavy-duty claw hammer
  - Masonry nails
  - One 30 ft. tape measure
  - One 100 ft. tape measure
  - Two 1000 ft. roll of nylon string
  - One box of yellow marker crayons/chalk
  - One roll of duct tape (silver or white)
  - Carpenter's Square
  - Four 100' lengths of 5/8" curb line yellow rope
  - Two 25' lengths of 5/8" limit line yellow rope
  - Two rear of stall barriers
  - Two front of stall standards
- 

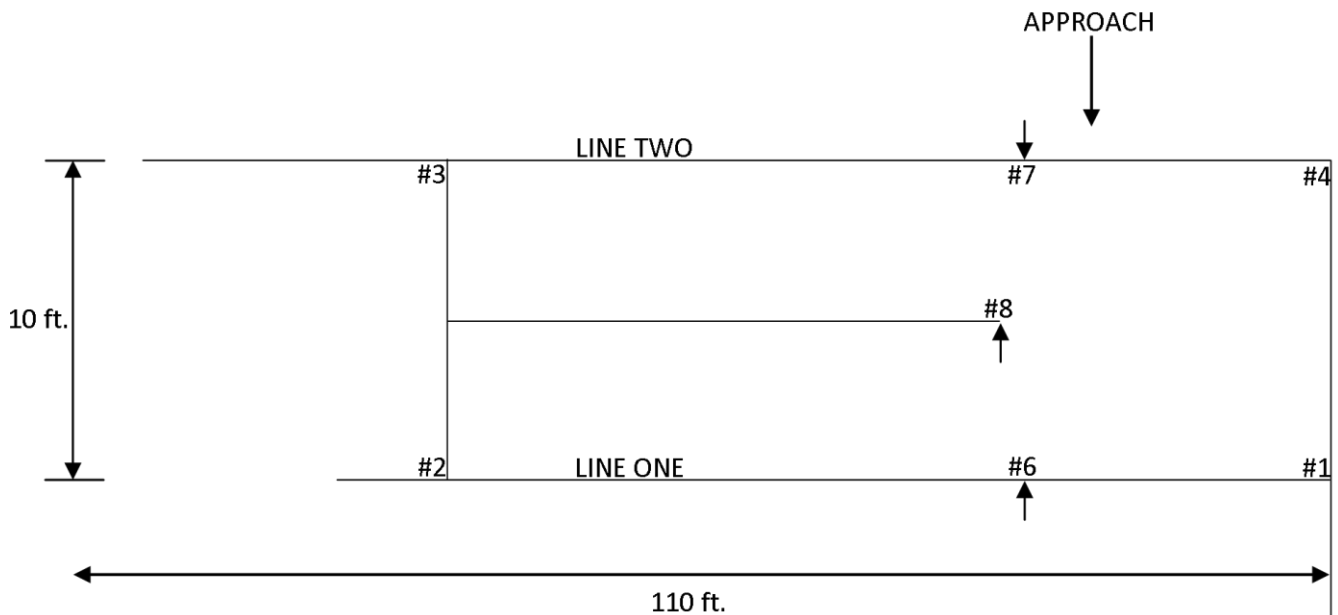
**NOTE:** All diagrams represent a 10-foot wide Back-Up Stall, right side of bus approach



**NOTE:** String the stall by numbers

### **DIRECTIONS:**

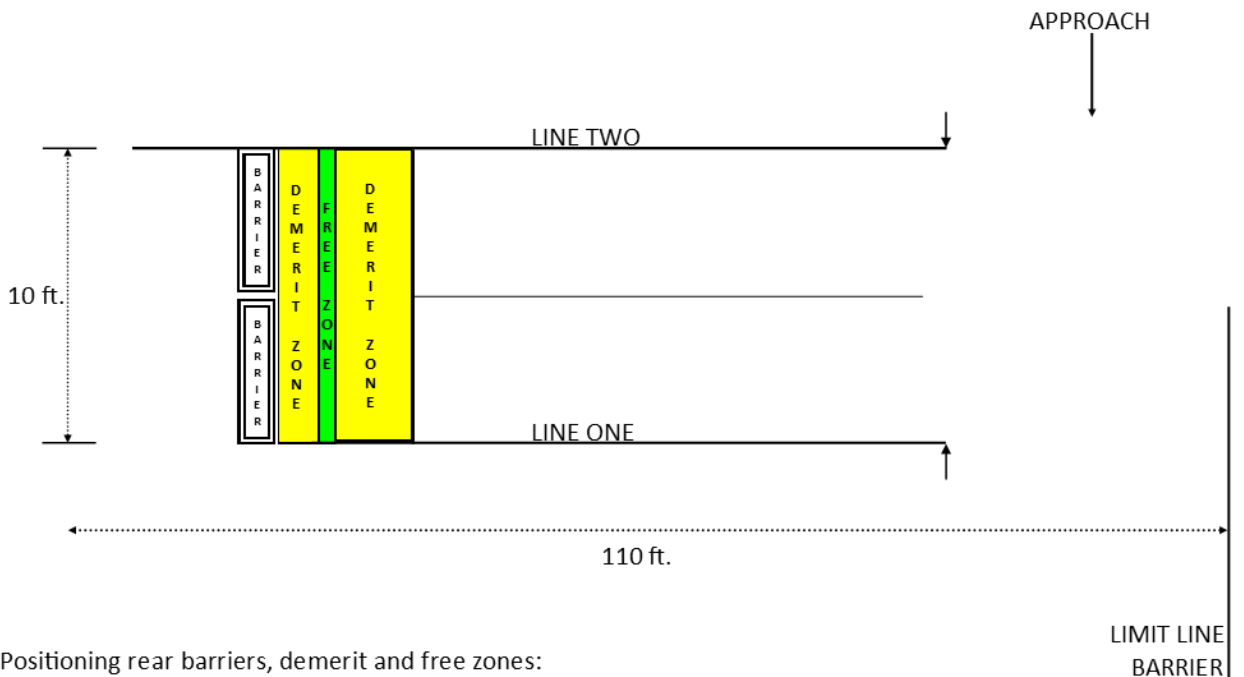
1. Nail #1 — Stall layout starting point
2. Nail #2 — Stretch the string 100' and nail #2
3. Nail #3 — Measure 10' across, using carpenter's square—square the stall using the string and tape measure between #2 and #3. When squared, nail #3. Measure 5' and place nail in center of stall.
4. Nail #4 — Stretch the string 100', square the stall using the string between #1 and #2. Measure 10' from #1. Nail #4.
5. Nail #5 — Stretch the string 35' from #4, aligning with the outside edge of #1, nail and tie off #5. This is the limit line barrier.



**NOTE:** Positioning front upright standards from front wheel limit line:

**DIRECTIONS:**

1. Mark #6 — Measure from #1 using the length of the longest bus plus 1' or 4', depending on the bus type and place #6.
2. Mark #7 — Measure from #4 using the length of the longest bus plus 1' or 4', depending on the bus type and place #7.
3. Nail #8 — Measure from the outside edge of #6 to the outside edge of #7. Nail #8 at 5', the center of the stall.
4. To establish multiple limit lines for other bus types, measure from #6 & #7 towards #1 & #4 limit line and add the length of bus plus 1' or 4'.



**NOTE:** Positioning rear barriers, demerit and free zones:

**DIRECTIONS:**

1. Place 2 rear barriers at any location in the rear of the stall.
2. Measure & mark a 4-foot deep demerit zone and place forward of the rear barriers.
3. Measure & mark a 1-foot deep free zone and place forward of the 4' demerit zone.
4. Measure & mark a 5-foot deep demerit zone and place forward of the 1' free zone.

# **PARALLEL PARKING EVENT**

Maximum Score: 50 Points

**PURPOSE OF EVENT:** To evaluate the contestant's ability to park the bus parallel to a 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 contestant's ability to drive the bus out of the parking area without touching the barriers or the curb.

**INSTRUCTIONS:** A section of rope or fire hose will represent the curb, unless a natural curb is available. Two barriers will be set at right angles to the curb line, extending out eight (8) feet from the curb. The distance between the two barriers will be:

Transit bus:	Length of the bus plus six (6) feet.
Conventional bus:	Length of the bus plus seven (7) feet.
Mini-Bus:	Length of the bus plus seven (7) feet.

A measurement will be made at the mid-point area of the bus to determine how close the bus is parked to the curb line, and for determining the number of demerits to be charged.

**This is a timed event:** The contestant will be allowed three (3) minutes to complete the event. Time starts when the front bumper first passes the rear barrier of approach. The bus must be parked, *with the parking brake set*, and the horn sounded, within the three-minute time limit.

Backing in:	The contestant will be permitted to back up twice before demerits are charged.
Pulling out:	The contestant will be permitted to back up twice before demerits are charged.

## **SCORING:**

The following demerits will be charged:

Failure to park the bus, set parking brake and sound horn in the 3-minute time limit:	50 demerits
Bus touches front or rear barrier at any time:	50 demerits
Failure to complete the event:	50 demerits
Failure to wear seatbelt:	50 demerits
Failure to have door closed during event:	50 demerits

## **SCORING FOR BACKING IN:**

Failure to use right turn signal before entering:	50 demerits
First instance of touching curb with tire:	50 demerits
Each instance of backing more than twice (not to exceed 25 demerits):	5 demerits

## **SCORING FOR ZONES PARALLEL TO CURB:**

Zone 1	0" to 3" from curb	0 demerits
Zone 2	3" to 6" from curb	3 demerits
Zone 3	6" to 9" from curb	6 demerits

Zone 4	9" to 12" from curb	9 demerits
Zone 5	12" to 15" from curb	12 demerits
Zone 6	15" to 18" from curb	15 demerits
	Over 18" from curb	50 demerits

**SCORING FOR PULLING OUT:**

Failure to use left turn signal:	50 demerits
Each instance of backing more than twice (not to exceed 25 demerits):	5 demerits
First instance of touching curb with tire:	50 demerits
Failure to cancel directional signal:	10 demerits

# PARALLEL PARKING EVENT SCORE SHEET

Fleet Number: \_\_\_\_\_

Contestant Number: \_\_\_\_\_

Event Judge: \_\_\_\_\_

Maximum Score: **50 Points**

Demerits: \_\_\_\_\_

Score Earned:

**ENTERING THE PARKING ZONE:**

**DEMERITS**

Failure to use right turn signal (50 demerits) \_\_\_\_\_

Each instance of backing after two back-ups  
(0) (0) (5) (10) (15) (20) (25) Max. of (25 demerits) \_\_\_\_\_

Bus touches any barrier (50 demerits) \_\_\_\_\_

Tire touches curb line (50 demerits) \_\_\_\_\_

**PARKING ZONE SCORING PARALLEL TO CURB:**

Zone 1 Bus parked 0" to 3" (0 demerits) \_\_\_\_\_

Zone 2 Bus parked 3" to 6" (3 demerits) \_\_\_\_\_

Zone 3 Bus parked 6" to 9" (6 demerits) \_\_\_\_\_

Zone 4 Bus parked 9" to 12" (9 demerits) \_\_\_\_\_

Zone 5 Bus parked 12" to 15" (12 demerits) \_\_\_\_\_

Zone 6 Bus parked 15" to 18" (15 demerits) \_\_\_\_\_

Bus parked over 18" (50 demerits) \_\_\_\_\_

**EXITING THE PARKING ZONE:**

Failure to use left turn signal (50 demerits) \_\_\_\_\_

Each instance of backing after two back-ups  
(0) (0) (5) (10) (15) (20) (25) Max. of (25 demerits) \_\_\_\_\_

Bus touches any barrier (50 demerits) \_\_\_\_\_

Tire touches curb line (50 demerits) \_\_\_\_\_

**FAILURE TO:**

Park bus, set parking brake and sound horn in 3-minute  
time limit (50 demerits) \_\_\_\_\_

Wear seat belt (50 demerits) \_\_\_\_\_

Keep door closed during event (50 demerits) \_\_\_\_\_

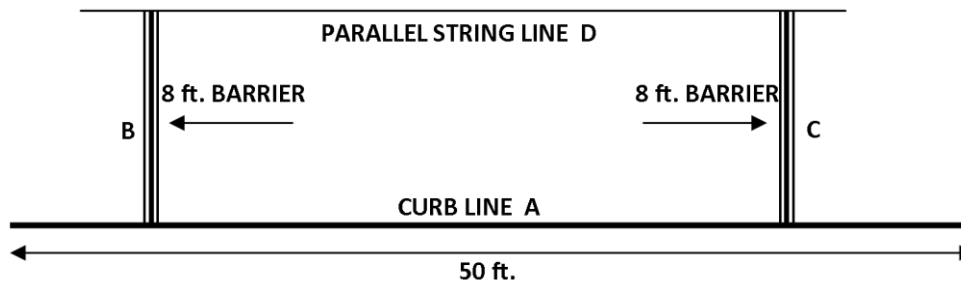
Cancel directional signal (10 demerits) \_\_\_\_\_

Actual Time: \_\_\_\_\_ Min. \_\_\_\_\_ Sec.

# **PARALLEL PARK EVENT LAYOUT and DIRECTIONS**

## **Setup Tools for Parallel Park:**

- Heavy-duty claw hammer
  - Masonry nails
  - One 12 ft. tape measure
  - One 50 ft. tape measure
  - One 1000 ft. roll of nylon string
  - One box of yellow marker crayons/chalk
  - Carpenter's Square
  - 50' length of 5/8" curb line yellow rope
  - One front and rear stall barriers
- 



## **DIRECTIONS:**

1. Layout the 50' rope curb line "A".
2. Align the outside edge of the 8' barriers "B" and "C" on curb line "A" at a 90 degree angle.
3. Layout a parallel string line "D" 8' from curb line "A" at a 90 degree angle to barrier "B" and "C".
4. Measure and mark along curb line "A" and parallel line "D" the appropriate stall lengths.

### **SETTINGS FOR BUS STALL LENGTHS:**

Transit Bus:	Length of bus plus 6'
Conventional Bus:	Length of bus plus 7'
Mini-Bus:	Length of bus plus 7'

5. Move barrier "B" as necessary for appropriate bus length.

# **ELEMENTARY STUDENT LOADING EVENT**

Maximum Score: 75 Points

**PURPOSE OF EVENT:** Loading of elementary 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 elementary passengers 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, amber bus safety lights, mirrors, red bus safety lights and the stop arm.

**INSTRUCTIONS:** A section of rope or fire hose will represent the edge of the roadway or curb, unless a natural curb is available for the loading area. For loading passengers, the contestant will pull into the loading area. The contestant will utilize the amber bus safety lights (100 feet) prior to entering the loading zone. The contestant will then use the red bus safety lights and stop arm when stopped to load the students.

During the maneuver, the contestant will be judged for mirror use before and after the stop, proper use of lights, smooth stopping, lane position while stopped, and transmission in neutral with parking brake set before door is opened. The contestant must stop at least 10 feet back from the student, but not more than 15 feet, and at least 6 feet out and away from the student.

## **SCORING:**

The following demerits will be charged:

Failure to activate amber bus safety lights:	75 demerits
Failure to activate red bus safety lights:	75 demerits
Failure to place bus in neutral and set parking brake before door is opened:	75 demerits
Failure to complete the event:	75 demerits
Failure to wear seatbelt:	75 demerits
Backing up the bus during the event:	75 demerits
Failure to perform proper mirror checks before stopping (5 demerits for each mirror):	25 demerits
Failure to keep door closed while in motion:	25 demerits
Failure to perform proper mirror checks before moving (5 demerits for each mirror):	25 demerits
Bus stopped closer than 10 feet from student (back from student):	10 demerits
Bus stopped more than 15 feet from student (back from student):	10 demerits

# ELEMENTARY STUDENT LOADING EVENT SCORE SHEET

Fleet Number: \_\_\_\_\_

Contestant Number: \_\_\_\_\_

Event Judge: \_\_\_\_\_

Maximum Score: 75 Points

Demerits: \_\_\_\_\_

Score Earned:

## DEMERITS

Failure to activate amber bus safety lights	(75 demerits)	_____
Failure to perform proper mirror checks before stopping (5-points each mirror) (5) (10) (15) (20) (25)	(25 demerits)	_____
Jerky or sudden stops	(10 demerits)	_____
Failure to keep door closed while in motion	(25 demerits)	_____
Backing up the bus during event	(75 demerits)	_____
Bus stopped closer than 10 feet from student	(10 demerits)	_____
Bus stopped more than 15 feet from student	(10 demerits)	_____
Failure to activate red bus safety lights	(75 demerits)	_____
Failure to place bus in neutral and parking brake set	(75 demerits)	_____
Failure to perform proper mirror checks before moving (5-points each mirror) (5) (10) (15) (20) (25)	(25 demerits)	_____
Failure to complete the event	(75 demerits)	_____
Failure to wear seat belt	(75 demerits)	_____



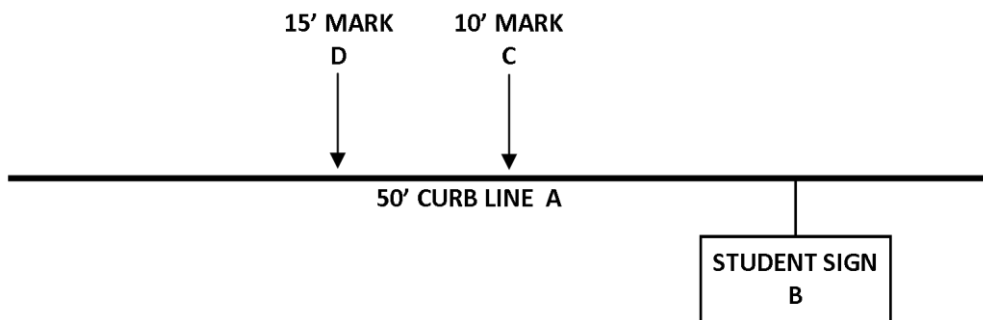
# **ELEMENTARY STUDENT LOADING EVENT LAYOUT and DIRECTIONS**

## **Setup Tools for Student Load:**

- Heavy-duty claw hammer
  - Masonry nails
  - One 100 ft. tape measure
  - One box of yellow marker crayons/chalk
  - 50' length of 5/8" curb line yellow rope
  - Student Sign
- 

## **DIRECTIONS:**

1. Layout a 50' ft. curb line "A". This will represent the right side of the roadway.
2. Place the Student Sign "B" near the end of and behind the curb line or edge of roadway.
3. Mark where the Student Sign is to be located with crayon or chalk.
4. Make a small crayon or chalk mark "C" 10 feet from the Student Sign. This will represent the closest the bus can stop from the student.
5. Make a small crayon or chalk mark "D" 15 feet from the Student Sign. This will represent the furthest the bus can stop from the student.



# **CURB LINE PARK EVENT**

Maximum Score: 50 Points

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

**INSTRUCTIONS:** The event will be set up to simulate a limited curb length between other parked vehicles. A section of rope or fire hose will represent the curb, unless a natural curb is available. Two barriers will be set at right angles to the curb line, extending out eight (8) feet from the curb. The distance between the two barriers will be three (3) times the length of the bus.

**This is a timed event:** The contestant will be allowed two (2) minutes to complete the event. Time starts when the front bumper first passes the rear barrier of approach. The bus must be parked, *with the parking brake set*, and the horn sounded, within the two-minute time limit.

The contestant will be judged on use of the 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 mid-point area of the bus to determine how close the bus is parked to the curb line. The contestant must place the bus in neutral, apply the parking brake and sound the horn.

## **SCORING:**

The following demerits will be charged:

Failure to park the bus, set parking brake and sound horn in the 2-minute time limit:	50 demerits
Bus touches front or rear barrier at any time:	50 demerits
Backing up in the event:	50 demerits
Failure to complete the event:	50 demerits
Failure to wear seatbelt:	50 demerits
Failure to have door closed during event:	50 demerits
Failure to perform 5-point mirror check before entry:	25 demerits
Failure to use right turn signal before entering:	10 demerits
Failure to cancel right turn signal:	10 demerits
First instance of touching curb with tire:	50 demerits
Failure to perform 5-point mirror check before exiting:	25 demerits
Failure to use left turn signal before exiting:	10 demerits
Failure to cancel left turn signal:	10 demerits

## **SCORING FOR FURTHEST MEASUREMENT FROM CURB:**

0" to 12" from curb	0 demerits
12" to 18" from curb	20 demerits
18" and over from curb	50 demerits

# **CURB LINE PARK EVENT SCORE SHEET**

Fleet Number: \_\_\_\_\_

Contestant Number: \_\_\_\_\_

Event Judge: \_\_\_\_\_

Maximum Score: 50 Points

Demerits: \_\_\_\_\_

Score Earned:

## **DEMERITS**

- Failure to use right turn signal (10 demerits) \_\_\_\_\_
- Failure to perform 5-point mirror check before entering (25 demerits) \_\_\_\_\_
- Bus touches rear barrier (50 demerits) \_\_\_\_\_
- Tire touches curb line (50 demerits) \_\_\_\_\_
- Failure to cancel right turn signal (10 demerits) \_\_\_\_\_
- Failure to park bus, set parking brake and sound horn in 2-minute time limit (50 demerits) \_\_\_\_\_

### **FURTHEST MEASUREMENT FROM CURB:**

- Bus parked 0" to 12" (0 demerits) \_\_\_\_\_
- Bus parked 12" to 18" (20 demerits) \_\_\_\_\_
- Bus parked over 18" (50 demerits) \_\_\_\_\_

- Failure to use left turn signal when exiting (10 demerits) \_\_\_\_\_
- Failure to perform 5-point mirror check before exiting (25 demerits) \_\_\_\_\_
- Bus touches front barrier (50 demerits) \_\_\_\_\_
- Failure to cancel left turn signal (10 demerits) \_\_\_\_\_

### **FAILURE TO:**

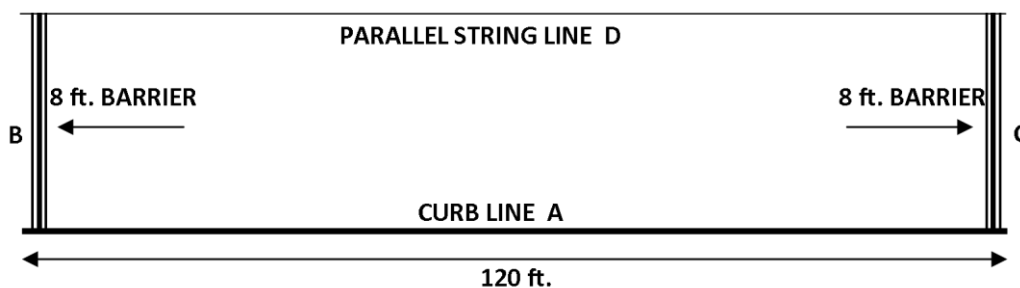
- Wear seat belt (50 demerits) \_\_\_\_\_
- Keep door closed during event (50 demerits) \_\_\_\_\_
- Complete event (50 demerits) \_\_\_\_\_

Actual Time: \_\_\_\_\_ Min. \_\_\_\_\_ Sec.

# **CURB LINE PARK EVENT LAYOUT and DIRECTIONS**

## **Setup Tools for Curb Line:**

- Heavy-duty claw hammer
  - Masonry nails
  - One 12 ft. tape measure
  - One 100 ft. tape measure
  - One 1000 ft. roll of nylon string
  - One box of yellow marker crayons/chalk
  - Carpenter's Square
  - 120' length of 5/8" curb line yellow rope
  - One front and rear stall barriers
- 



## **DIRECTIONS:**

1. Layout the 120' rope curb line "A".
2. Align the outside edge of the 8' barriers "B" and "C" on curb line "A" at a 90 degree angle.
3. Layout a parallel string line "D" 8' from curb line "A" at a 90 degree angle to barrier "B" and "C".
4. Measure and mark along curb line "A" and parallel line "D" the appropriate stall lengths.

### **SETTINGS FOR BUS STALL LENGTHS:**

Transit Bus:	3 times the length of bus
Conventional Bus:	3 times the length of bus
Mini-Bus:	3 times the length of bus

5. Move barrier "B" as necessary for appropriate bus length.

# **STOP LINE EVENT**

Maximum Score: 25 Points

**PURPOSE OF EVENT:** To evaluate the contestant's depth perception, ability to use crossover mirrors and ability to bring the bus to a smooth complete stop.

**INSTRUCTIONS:** A section of rope or fire hose will represent the stop line, unless a natural stop line is available. The contestant should bring the bus to a complete stop as close to the stop limit line as possible without going over. Only one stop will be allowed. The stop limit line may be in sequence with another event, such as the railroad grade crossing and right turn. The contestant will sound the horn after the stop is made and the vehicle has been placed in neutral and the parking brake set.

Measurement for scoring the stop line will be taken from the front surface of the bumper to the edge of the line closest to the bus. Measurement will be taken any place on the bumper that is the closest to the line – not to include a crossing arm (if equipped). The bus must stop two (2) inches or less from the stop line to avoid demerits being given.

## **SCORING:**

The following demerits will be charged:

Stops with bumper beyond line:	25 demerits
Failure to place bus in neutral, set parking brake and honk horn:	25 demerits
Failure to complete the event:	25 demerits
Failure to wear seatbelt:	25 demerits
Failure to have door closed during event:	25 demerits
Failure to perform mirror check when entering event:	25 demerits
Failure to perform mirror check when exiting event:	25 demerits

## **SCORING FOR FURTHEST MEASUREMENT FROM LINE:**

0" to 2" from line	0 demerits
Over 2" to 4" from line	3 demerits
Over 4" to 6" from line	6 demerits
Over 6" to 8" from line	9 demerits
Over 8" to 10" from line	12 demerits
Over 10" to 12" from line	15 demerits
Over 12" to 14" from line	18 demerits
Over 14" to 16" from line	21 demerits
Over 16"	25 demerits

# STOP LINE EVENT SCORE SHEET

Fleet Number: \_\_\_\_\_

Contestant Number: \_\_\_\_\_

Event Judge: \_\_\_\_\_

Maximum Score: **25 Points**

Demerits: \_\_\_\_\_

Score Earned:

## DEMERITS

### FURTHEST MEASUREMENT FROM LINE:

0" to 2" from line	(0 demerits)	
Over 2" to 4" from line	(3 demerits)	
Over 4" to 6" from line	(6 demerits)	
Over 6" to 8" from line	(9 demerits)	
Over 8" to 10" from line	(12 demerits)	
Over 10" to 12" from line	(15 demerits)	
Over 12" to 14" from line	(18 demerits)	
Over 14" to 16" from line	(21 demerits)	
Over 16" from line	(25 demerits)	

Stops with bumper over stop line (25 demerits) \_\_\_\_\_

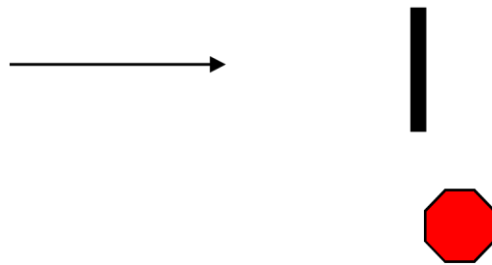
### FAILURE TO:

Place bus in neutral, set parking brake and honk horn	(25 demerits)	
Perform mirror check when entering	(25 demerits)	
Perform mirror check when exiting	(25 demerits)	
Wear seat belt	(25 demerits)	
Keep door closed during event	(25 demerits)	
Complete event	(25 demerits)	

# **STOP LINE EVENT LAYOUT and DIRECTIONS**

## **Setup Tools for Stop Line:**

- Heavy-duty claw hammer
  - Masonry nails
  - One 12 ft. tape measure
  - One box of yellow marker crayons/chalk
  - Carpenter's Square
  - 6' length of 5/8" curb line yellow rope
  - One stop sign and stand
- 



## **DIRECTIONS:**

1. Determine location of stop line. Make sure it does not line up with any ground reference that could be used as a marker.
2. Place a 6 foot stop line rope on the location determined for the stop line.
3. Place stop sign on a standard to the right of the line, but not in a location that can be used as a marker or ground reference.

# **WRITTEN KNOWLEDGE TEST**

Maximum Score: 100 Points

**PURPOSE OF TEST:** These tests are designed to determine the driver's knowledge and understanding of statutes, rules, and procedures for safe school bus operations. They are also designed to measure the driver's judgment of actual situations with accident or problem potential.

**INSTRUCTIONS:** The contestant will answer a series of questions that may include:

- True/False questions
- Multiple choice questions
- Visual aid enhancements
- On-sight visual determination

**NOTE:** Questions will be drawn from all applicable State reference material.

List of Resource Material:

1. Oregon Pupil Transportation Manual (current edition).
2. Oregon Driver's Manual (current edition).
3. Oregon Commercial Motor Vehicle Operator's Manual (current edition), Sections, 1, 2, 4, 5, 10, 11, 12 & 13.
4. Oregon School Bus Driver's Training program for CORE, I, II, III, IV and Advanced A, B, C, D, E, F (current edition).
5. Oregon Minimum Standards for School Buses (current edition).
6. American Red Cross Standard First Aid and CPR.
7. National Safety Council DDC 4 and 8 hour Program Course Guide or Instructional Material.



# **PRE-TRIP INSPECTION EVENT TEST**

Maximum Score: 75 Points

**NOTE:** This event may be administered as a written test or “hands-on” demonstration test.

**PURPOSE OF EVENT:** This exercise is designed to assess the driver’s ability to conduct a pre-trip inspection on a school bus. The inspection test is based upon the standards and sequence established in the latest Oregon Department of Education Behind-the-Wheel Training Instructor’s Guide, Oregon Department of Education CORE/Advanced Training materials, Oregon Department of Education Minimum Standards for School Buses, Oregon Commercial Motor Vehicle Operator’s Manual (current edition), Sections, 2, 5, 10, & 11, and must be completed within specified time constraints. Time limits are designed to simulate those limitations usually provided in day-to-day operations.

**INSTRUCTIONS (WRITTEN TEST):** This test will consist of questions referring to the standard school bus pre-trip inspection. The test will be administered in conjunction with the written knowledge and surprise event tests.

This test may include:

- True/False questions
- Multiple choice questions
- Visual aid enhancements
- On-sight visual determination

## **SCORING:**

Each question missed or answered incorrectly will result in a 5 demerit deduction. Maximum demerits for this event shall be 75 demerits.

**INSTRUCTIONS (HANDS-ON TEST):** The driver will conduct a complete inspection of a school bus, or specific sections of the vehicle identified by the event judge at the time the test is administered. All items and checks must be verbalized as well as touched or pointed to. The test may include items to be inspected, or items to be identified as deficient.

**This is a timed event:** The contestant will be allowed ten (10) minutes to complete the event. Time starts when the event judge completes the administration of instructions to the contestant. Time ends when the contestant has finished the pre-trip inspection, or when time has expired – whichever occurs first.

School buses may include those equipped with gasoline, diesel, or alternative fueled engines, hydraulic brake systems, manual or automatic transmissions, and manual or power-assisted service doors.

**SCORING:** The contestant will be scored based on information given to, and actions observed by the event judge. Judges should clearly verbalize to the contestant “If I didn’t hear you say it, you didn’t check it” or “Conduct a pre-trip inspection, identifying any deficiencies that are present”.

Items to be checked and inspected include:

- Engine compartment components,
- Undercarriage components,
- Interior vehicle components,
- Exterior vehicle components.

# **\*SAMPLE\* PRE-TRIP INSPECTION EVENT SCORE SHEET**

Fleet Number: \_\_\_\_\_

Contestant Number: \_\_\_\_\_

Event Judge: \_\_\_\_\_

Maximum Score: 75 Points

Score Earned:

**JUDGE: PLEASE INSTRUCT THE CONTESTANT: "IF I DIDN'T HEAR YOU SAY IT, YOU DIDN'T CHECK IT".**

Instructions: Please mark each item as the driver checks it. Add the points for marked items and enter final score

Amber bus safety lights (front) (back)	+2		Driver seat belt	+2	
Red bus safety lights (front) (back)	+2				
Stop sign & lights	+2		Emergency exit buzzers	+2	
Cluster, clearance lights	+2		All emergency exits open, <b>NO</b> roof hatches	+2	
Turn signals (left) (right)	+2				
Four-way flashers/hazards	+2		Student mirror	+2	
High beams	+2		Left/Right mirrors	+2	
Low beams	+2		Crossover mirrors	+2	
Tail lights	+2				
Brake lights	+2		Emergency reflectors	+2	
Back-up lights	+2		First Aid kit	+2	
			Fire extinguisher	+2	
All reflectors	+2		Body Fluid Kit	+2	
Exhaust pipe/muffler	+2		Seat belt cutter	+2	
Fuel cap secure	+2				
No fuel leaks	+2		Seats secure	+2	
No Coolant/Oil leaks (ground)	+2				
Wheels	+2				
Tires	+2				
Lug nuts	+2				
			Handrail secure	+1	
Gauges (check and name)	+2				
Heaters/defrosters	+2				
Wipers and washers	+2				
Horn	+1		Complete in 10 minutes or less	+5	

Actual Time: \_\_\_\_\_ Min. \_\_\_\_\_ Sec.

**\*SAMPLE\* PRE-TRIP INSPECTION EVENT SCORE SHEET**

Fleet Number: \_\_\_\_\_

Contestant Number: \_\_\_\_\_

Event Judge: \_\_\_\_\_

Maximum Score: 75 Points

Score Earned:

**JUDGE: PLEASE INSTRUCT THE CONTESTANT:**

**"CONDUCT A PRE-TRIP INSPECTION, IDENTIFYING ANY DEFICIENCIES THAT ARE PRESENT".**

Instructions: Please mark each item as the driver checks it. Add the points for marked items and enter final score

Cluster, clearance light out	+5	
Turn signals (left front out)	+5	
Tail light out	+5	
Reflector missing (right rear)	+5	
Fuel cap missing	+5	
Inside left dual flat	+5	
Missing lug nut (right rear wheel)	+5	
Right wiper blade missing	+5	
Student mirror missing	+5	
First Aid kit ½ full	+5	
NO Fire extinguisher	+5	
Seats bottoms loose	+5	
NO P.A. mic	+5	
Complete in 10 minutes or less	+10	

Actual Time: \_\_\_\_\_ Min. \_\_\_\_\_ Sec.

## ***SPECIAL SURPRISE EVENT TEST***

Maximum Score: 25 Points

**PURPOSE OF EVENT:** The surprise event will test the ability of the contestant to react to a surprise situation.

**INSTRUCTIONS:** The Oregon Department of Education and the Safety Exercise Committee will determine the event and it will be announced the morning of the competition.

**SCORING:**

Scoring for the event will be provided at the time the event is announced.

# ***SPED TEAM EVENTS***

## State Safety Exercise Only

### **1. SPED Team Events Regulations**

- a. All SPED Team Events will be conducted separately from the regular driving events.
- b. Contestants compete as a team – Driver and Attendant (with the exception of pre-trip).
- c. Contestants may only compete for the location they are employed.
- d. Bus Attendants are limited to SPED Team Events only and are not to ride along with the driver during regular driving events.

### **2. SPED Team Events**

- a. SPED Team Written Knowledge Test
- b. SPED Pre-Trip Inspection Test
- c. SPED Team Emergency Evacuation Event
- d. SPED Team Wheelchair Loading Event
- e. SPED Team Wheelchair Securement Event
- f. SPED Team Car Seat and Child Securement Event
- g. SPED Team Managing Challenging Student Behavior Event

## ***SPED TEAM WRITTEN KNOWLEDGE TEST***

Maximum Score: 100 points

**PURPOSE OF TEST:** These tests are designed to determine the driver's knowledge and understanding of statutes, rules, and procedures for safe special needs school bus operations. They are also designed to measure the driver's judgment of actual situations with accident or problem potential.

**INSTRUCTIONS:** Driver and Attendant may complete the test together.

This test may include:

- True/False questions
- Multiple choice questions
- Visual aid enhancements
- On-sight visual determination

**NOTE:** Questions will be drawn from all applicable State and Federal reference material.

List of Resource Material:

1. Oregon Pupil Transportation Manual (current edition)
2. Oregon School Bus Driver's Training program for Transporting Students with Special Needs (current edition)
3. Oregon School Bus Driver's Training program for CORE, I, II, III, IV and Advanced A, B, C, D, E, F (current edition)
4. Oregon Minimum Standards for School Buses (current edition)
5. National School Transportation Specifications and Procedures (May 2015)

## ***SPED TEAM EMERGENCY EVACUATION EVENT***

Maximum Score: 100 points

**PURPOSE OF TEST:** This exercise is designed to assess the driver and attendant's ability to demonstrate good judgment, thoughtfulness and professionalism when it relates to an emergency evacuation scenario on the special needs school bus.

**INSTRUCTIONS:** Driver and Attendant may complete the test together. The team will be given a scenario which will result in an emergency. The driver and attendant must respond accordingly to the scenario in order to obtain full points.

**SCORING:** Teams will be scored based on information given to, and actions observed by the event judge.

Information and actions could include:

- Relaying emergency information to dispatch,
- Driver and Attendant working and communicating as a team,
- Providing appropriate physical assistance to students,
- Providing appropriate verbal assistance to students,
- Prioritizing the evacuation order of students,
- Reassuring and being mindful of students' disabilities,
- Reassuring and being mindful of students' sensitivities,
- Providing appropriate egress of students from the bus,
- Selecting appropriate location to evacuate students to.

# ***SPED PRE-TRIP INSPECTION EVENT***

Maximum Score: 100 points

**PURPOSE OF TEST:** This exercise is designed to assess the driver’s ability to conduct a pre-trip inspection on a special needs school bus. The inspection test is based upon the standards and sequence established in the latest Oregon Department of Education Behind-the-Wheel Training Instructor’s Guide, Oregon Department of Education CORE/Advanced Training materials, Oregon Department of Education Minimum Standards for School Buses, Oregon Commercial Motor Vehicle Operator’s Manual (current edition), Sections, 2, 5, 10, & 11, and must be completed within specified time constraints. Time limits are designed to simulate those limitations usually provided in day-to-day operations.

**INSTRUCTIONS:** Only the driver will complete the vehicle pre-trip inspection. The driver will conduct a complete inspection of a special needs bus ***not to include the engine compartment or air/hydraulic brake test***. All items and checks must be verbalized as well as touched or pointed to.

**This is a timed event:** The contestant will be allowed twelve (12) minutes to complete the event. Time starts when the event judge completes the administration of instructions to the contestant. Time ends when the contestant has finished the pre-trip inspection, or when time has expired – whichever occurs first.

Special needs school buses may include those equipped with gasoline, diesel, or alternative fueled engines, hydraulic brake systems, manual or automatic transmissions, and manual or power-assisted service doors.

**SCORING:** The contestant will be scored based on information given to, and actions observed by the event judge. Judges should clearly verbalize to the contestant “If I didn’t hear you say it, you didn’t check it”.

Items to be checked and inspected include:

- Undercarriage components,
- Interior vehicle components,
- Exterior vehicle components,
- Wheelchair lift and securements.

# SPED PRE-TRIP INSPECTION EVENT SCORE SHEET

Fleet Number: \_\_\_\_\_

Contestant Number: \_\_\_\_\_

Event Judge: \_\_\_\_\_

Maximum Score: 100 Points

Score Earned:

**JUDGE: PLEASE INSTRUCT THE CONTESTANT: "IF I DIDN'T HEAR YOU SAY IT, YOU DIDN'T CHECK IT".**

Instructions: Please mark each item as the driver checks it. Add the points for marked items and enter final score

Amber bus safety lights (front) (back)	+4		Driver seat belt	+4	
Red bus safety lights (front) (back)	+4				
Stop sign & lights	+2		Emergency exit buzzers	+2	
Cluster, clearance lights	+2		All emergency exits open, <b>NO</b> roof hatches	+4	
Turn signals (left) (right)	+2				
Four-way flashers/hazards	+2		Student mirror	+2	
High beams	+2		Left/Right mirrors	+2	
Low beams	+2		Crossover mirrors	+2	
Tail lights	+2				
Brake lights	+2		Emergency reflectors	+2	
Back-up lights	+2		First Aid kit	+2	
			Fire extinguisher	+2	
All reflectors	+2		Body Fluid Kit	+2	
Exhaust pipe/muffler	+2		Seat belt cutter	+2	
Fuel cap secure	+2				
No fuel leaks	+2		Seats secure	+2	
No Coolant/Oil leaks (ground)	+2		Student seatbelts	+2	
			W/C securement straps	+2	
Wheels	+2		Lift door securement	+2	
Tires	+2		Lower lift	+2	
Lug nuts	+2		Raise lift	+2	
			Handrail secure	+2	
Gauges (check and name)	+2				
Heaters/defrosters	+2				
Wipers and washers	+2				
Horn	+2		Complete in 12 minutes or less	+10	

Actual Time: \_\_\_\_\_ Min. \_\_\_\_\_ Sec.



## ***SPED TEAM WHEELCHAIR LOADING EVENT***

Maximum Score: 150 points

**PURPOSE OF TEST:** This event is designed to evaluate the Driver and/or Attendant's familiarity with the bus and its surroundings. This will test the Driver and/or Attendant's ability to load a wheelchair into a school bus in a location where the lift can be operated safely.

**INSTRUCTIONS:** Driver and Attendant may complete the test together. The Driver and/or Attendant shall verbalize the steps to be taken prior to loading the wheelchair into the school bus (preparation), show sensitivity and awareness to the passenger, hands-on operation of the lift and other school bus equipment, and properly load the wheelchair into the school bus.

**This is a timed event:** The team will be allowed five (5) minutes to complete the event. Time starts when the amber bus safety lights are activated and ends when the chair is positioned into the securement area and the lift door is closed and secured.

**NOTE:** The Driver and/or Attendant may not ride the lift with the wheelchair passenger.

**SCORING:** This is a performance and verbalization event. Teams will receive points for verbalizing what is being performed and why with certain tasks associated with successfully loading a wheelchair into the bus (e.g. why specific items on the wheelchair are deficient). Teams will also be scored for the actual performance.

# SPED TEAM WHEELCHAIR LOADING EVENT SCORE SHEET

Fleet Number: \_\_\_\_\_

Contestant Number: \_\_\_\_\_

Event Judge: \_\_\_\_\_

Maximum Score: 150 Points

Score Earned:

**JUDGES: Mark through Performance (P) and Verbalize (V) as items are checked**  
**Each box is worth 4 points**

**PREPARATION:**

- |                          |                          |  |            |  |
|--------------------------|--------------------------|--|------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Turns on bus safety lights (amber, red)                                | (4 points) |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Check mirrors to ensure traffic is stopping                            | (4 points) |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Sets emergency/parking brake   | (4 points) |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Prior to activation of lift, check for adequate clearance in lift zone | (4 points) |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Open and secure lift door  | (4 points) |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Check roll stops after deploying and lowering lift                     | (8 points) |  |

**SENSITIVITY AND AWARENESS:**

- |                          |                          |   |            |  |
|--------------------------|--------------------------|---|------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Greets and introduces self to passenger promptly and in positive manner | (4 points) |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Checks passenger postural belt and check WC for transport-worthiness    | (8 points) |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Checks hand grips on WC   | (8 points) |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Reminds passenger to keep hands in lap                                  | (4 points) |  |

**LOADING ONTO PLATFORM:**

- |                          |                          |   |            |  |
|--------------------------|--------------------------|---|------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Checks rear safety plate  | (8 points) |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Place passenger on lift facing outward from bus, in proper position on lift | (8 points) |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Set WC brakes promptly after placing WC on lift                             | (8 points) |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Secure lift safety strap (if equipped)                                      | (8 points) |  |

**RAISING LIFT:**

- |                          |                          |  |            |  |
|--------------------------|--------------------------|--|------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Driver and/or Attendant moves off lift before raising passenger    | (8 points) |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Driver and/or Attendant grasp WC at <b>all</b> times while on lift | (8 points) |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Informs passenger before raising lift                              | (4 points) |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Raises lift and checks front safety plate after it clears surface  | (8 points) |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Secures lift control onto door                                     | (8 points) |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Checks head clearance into bus                                     | (4 points) |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Passenger is attended at all times for full duration WC is on lift | (4 points) |  |

**LOADING INTO BUS:**

- |                          |                          |  |            |  |
|--------------------------|--------------------------|--|------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | WC backed into bus, moved to securement area promptly, & WC brakes set | (8 points) |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Lift placed in stowed position, lift door closed and secured           | (4 points) |  |

**COMPLETES EVENT IN 5:00 MINUTES OR LESS: ACTUAL TIME** \_\_\_\_min. \_\_\_\_sec. (10 points) \_\_\_\_\_

# SPED TEAM WHEELCHAIR LOADING EVENT

## Judges Guide

ITEM	WHAT TO LOOK FOR
Timing	Timing begins when the amber bus safety lights are activated and ends when the chair is in position to be secured and the lift door is closed and secured.
Activate amber lights	Driver must activate amber bus safety lights in anticipation of loading a student, and then red bus safety lights. <b>This action must be verbalized.</b>
Setting emergency brake	Driver must check that emergency brake is set – <b>check must be verbalized</b> – before opening door of bus to load student. Bus must continuously have brake set during this event. <b>Judge must double-check.</b>
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. <b>Must be verbalized.</b>
Lift Zone	Before the lift is lowered, one team member must inspect the lift zone for adequate clearance, hazards, etc. <b>Check must be verbalized.</b>
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 the bus – decision is up to the team.
Check safety lip on platform	Safety lips on platform should function automatically when lift is lowered.
Greeting	Driver or Attendant 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 brakes	Team member must set wheelchair brakes, checking to ensure brakes hold 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 WC at all times	One member must maintain a physical hold on the WC and supervise student at all times during the operation of lift and loading. A single momentary lapse results in points demerited. 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 towards 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 make a mark through “P” (performance) and/or “V” (verbal). 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 deficient) and for the actual performance.

For items needing both verbal and performance actions, if contestants do not verbalize what they are going to do before they do it, 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.

# ***SPED TEAM WHEELCHAIR SECUREMENT EVENT***

Maximum Score: 100 points

**PURPOSE OF TEST:** This event is designed to evaluate the Driver and/or Attendant's ability to properly and safely secure a wheelchair and passenger for transportation in a special needs bus.

**INSTRUCTIONS:** Driver and Attendant may complete the test together. The Driver and/or Attendant shall properly load and secure the wheelchair using the provided tie-down straps and lap/shoulder belt. The Driver and/or Attendant should be warmly interacting with the passenger throughout the event.

**This is a timed event:** The team will be allowed five (5) minutes to complete the event. Time starts when the Event Judge confirms the contestants are ready to begin and ends when the contestants indicate they have completed the securement process.

**WHEELCHAIR RESTRAINTS:** The wheelchair and occupant should be positioned in the center of the wheelchair station. Four tie-down straps shall be used. Attachment points shall be selected to allow for adequate tightening and minimize strap contact with wheelchair components. Floor attachment points should be laterally symmetrical. Tie-down straps must attach 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 wheelchair. Straps cannot be attached to a removable, folding component, or to the wheelchair wheels. Straps cannot be twisted or crossed and shouldn't touch any wheelchair component between the floor and the securement point. Wheelchair brakes should be released prior to tightening tie-downs, to avoid an undetected securement problem. Each strap must be tight enough to prohibit movement of the wheelchair 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 occupant's collarbone, not the neck. Lap belt should cross the occupant's pelvic bone, not the stomach and cannot be outside the wheelchair armrests. Both belts must be snug, but not too tight.

**SHAKE TEST:** The Driver and/or Attendant must perform a "shake" test by grasping the secured wheelchair and trying to move it on the floor prior to setting the wheelchair brakes. Occupant should be alerted of the test beforehand. Wheelchair brakes must be reset when securement is complete.

**SCORING:** This is a performance and verbalization event. Teams will receive points for verbalizing what is being performed and why with certain tasks associated with successfully securing a wheelchair in the bus (e.g. why specific locations on the wheelchair are chosen to attach tie-down hooks). Teams will also be scored for the actual performance.

## **Failure to:**

Use all four tie-downs and/or lap/shoulder belts: 100 demerits

# SPED TEAM WHEELCHAIR SECUREMENT EVENT SCORE SHEET

Fleet Number: \_\_\_\_\_

Contestant Number: \_\_\_\_\_

Event Judge: \_\_\_\_\_

Maximum Score: 100 Points

Score Earned:

**JUDGES: Mark through Performance (P) and Verbalize (V) as items are checked  
Each box is worth 4 points**

**GENERAL PROCEDURE:**

	<b>V</b>	Provides continuous communication and shows sensitivity toward passenger	(4 points)	_____
<b>P</b>	<b>V</b>	Wheelchair not placed in rearmost position if other position available	(8 points)	_____
<b>P</b>	<b>V</b>	Centers wheelchair in securement station	(8 points)	_____
<b>P</b>	<b>V</b>	Attaches tie-down straps to 4 appropriate floor pockets/mounts	(8 points)	_____

**WHEELCHAIR TIE-DOWN:**

**TIE-DOWN STRAPS ATTACHED TO 4 SUITABLE LOCATIONS ON THE WC**

<b>P</b>	<b>V</b>	Left rear tie down	(8 points)	_____
<b>P</b>	<b>V</b>	Right rear tie-down	(8 points)	_____
<b>P</b>	<b>V</b>	Left front tie down	(8 points)	_____
<b>P</b>	<b>V</b>	Right front tie-down	(8 points)	_____
<b>P</b>	<b>V</b>	WC brakes released prior to tightening tie-downs	(8 points)	_____
<b>P</b>		All four (4) tie-down straps tightened adequately	(4 points)	_____

**PASSENGER SECUREMENT:**

<b>P</b>	<b>V</b>	Occupant lap and shoulder restraints properly routed, attached, and secured	(8 points)	_____
	<b>V</b>	Passenger informed prior to "shake" test	(4 points)	_____
<b>P</b>		Stability "shake" test conducted prior to re-setting WC brakes	(4 points)	_____
<b>P</b>	<b>V</b>	WC brakes re-set when securement completed	(8 points)	_____

**COMPLETES EVENT IN 5:00 MINUTES OR LESS: ACTUAL TIME \_\_\_\_min. \_\_\_\_sec. (4 points)** \_\_\_\_\_

# SPED TEAM WHEELCHAIR SECUREMENT EVENT

## Judges Guide

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, WC is <b>NOT</b> 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 WC 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. <b>(NOTE: Team may bring their own commercially available, removable, certified attachment "loops" to assist in attaching tie-downs).</b>
Release Brakes	Team must release the brakes on the WC prior to 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 WC brakes. Student should be alerted of the test beforehand.
Re-set brakes	WC brakes must be reset when the securement is complete.

On the score sheet items for this exercise make a mark through "P" (performance) and/or "V" (verbal). 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 going to do before they do it, 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.

## ***SPED TEAM CAR SEAT and CHILD SECUREMENT EVENT***

Maximum Score: 120 points

**PURPOSE OF TEST:** This event is designed to evaluate the Driver and/or Attendant's ability to properly and safely secure a car seat and passenger for transportation in a special needs bus.

**INSTRUCTIONS:** Driver and Attendant may complete the test together. The Driver and/or Attendant shall properly secure the provided car seat and passenger into a school bus seat of their choice. The Driver and/or Attendant should be warmly interacting with the passenger throughout the event.

**This is a timed event:** **The team will be allowed ten (10) minutes to complete the event.** Time starts when the Event Judge confirms the contestants are ready to begin and ends when the contestants indicate they have completed the securement process.

**SCORING:** Team will be scored on positioning of the car seat, proper securement of seat, and securement and comfort of the passenger.

# SPED TEAM CAR SEAT & CHILD SECUREMENT EVENT SCORE SHEET

Fleet Number: \_\_\_\_\_

Contestant Number: \_\_\_\_\_

Event Judge: \_\_\_\_\_

Maximum Score: **120 Points**

Demerits: \_\_\_\_\_

Score Earned:

**CAR SEAT INSTALLATION:**

**DEMERITS**

**FAILURE TO:**

- Check and identify label to ensure car seat is in compliance with FMVSS (10 demerits) \_\_\_\_\_
- Choose appropriate position/location for car seat (10 demerits) \_\_\_\_\_
- Check that car seat fits fully on the bus seat (10 demerits) \_\_\_\_\_
- Route bus lap belt properly through car seat (10 demerits) \_\_\_\_\_
- Team does not check tightness of installation at belt path (10 demerits) \_\_\_\_\_
- Check that car seat does not move more than 1" forward, backward, or side to side (10 demerits) \_\_\_\_\_
- Ensure seatbelt buckle is forward of the belt path (10 demerits) \_\_\_\_\_

**CHILD SECUREMENT:**

**FAILURE TO:**

- Ensure harnesses are buckled and used correctly (10 demerits) \_\_\_\_\_
- Ensure harness does not allow any slack on the child's body (10 demerits) \_\_\_\_\_
- Thread harnesses through the correct harness slot (10 demerits) \_\_\_\_\_
- Connect harness retainer clip and place at armpit level (10 demerits) \_\_\_\_\_

**COMPLETE EVENT IN 10:00 MINUTES OR LESS:**

**ACTUAL TIME** \_\_\_\_min. \_\_\_\_sec. (10 demerits) \_\_\_\_\_



# **SPED TEAM CAR SEAT and CHILD SECUREMENT EVENT**

## Judges Guide

<b>ITEM</b>	<b>WHAT TO LOOK FOR</b>
Positioning car seat	Contestant must check car seat labels to ensure compliance with FMVSS. Car seat must be in upright position. Car seat must fit fully on seat, and must be forward-facing. Car seat must not be placed in a seat with an emergency exit window, and must not be placed in the aisle position with an ambulatory child in the window position of the same seat.
Safety seat	Bus lap belt must be properly routed through the car seat as per the manufacturer's instructions. The car seat must be very tight against the bus seat. Contestant must check the tightness of the installation at the belt path. The car seat is tight when the contestant cannot move the seat forward or backward more than one inch or side to side more than one inch. The seat buckle must be forward of the belt path.
Secures child in car seat	Harness must be buckled and used correctly. Harness must be threaded through the correct harness slot. Harnesses must be snug, and should not allow slack on the child's body. Contestants should test the snugness of the harness by trying to "pinch" the webbing together near the shoulder. The harness retainer clip must be connected and placed at armpit level.

# ***SPED TEAM MANAGING CHALLENGING STUDENT BEHAVIOR EVENT***

Maximum Score: 100 points

**PURPOSE OF TEST:** This event is designed to evaluate the Driver and Attendant's ability to properly and safely manage behavior-challenged students during active transportation in a special needs bus.

**INSTRUCTIONS:** Driver and Attendant may complete the test together. The Driver and Attendant shall load the students, properly address challenging student behavior, and unload students. The Driver and Attendant should explain behavior expectations (bus rules), explain consequences, use positive language and maintain self control throughout the event.

**SCORING:** Team will be scored on the proper student loading process, management of in-bus behavior, and the proper student unloading process. The "students" on the bus will judge this event. After the team has completed the event, the "students" will discuss how they did and complete the score sheet.

# SPED TEAM CHALLENGING BEHAVIOR EVENT SCORE SHEET

Fleet Number: \_\_\_\_\_

Contestant Number: \_\_\_\_\_

Event Judge: \_\_\_\_\_

Maximum Score: 100 Points

Demerits: \_\_\_\_\_

Score Earned:

**LOADING:**

**DEMERITS**

**FAILURE TO:**

- Use bus safety lights properly when loading students (5 demerits) \_\_\_\_\_
- Set parking brake when loading students (5 demerits) \_\_\_\_\_
- Have Attendant disembark to supervise students approaching bus (5 demerits) \_\_\_\_\_
- Greet students in a positive manner to establish rapport (5 demerits) \_\_\_\_\_
- Explain bus rules to students in a friendly but firm manner (5 demerits) \_\_\_\_\_

**IN-BUS BEHAVIOR:**

**FAILURE TO:**

- Attempt to keep misbehaving students apart (5 demerits) \_\_\_\_\_
- Attempt to keep students out of rear seats (5 demerits) \_\_\_\_\_
- Attempt to reasonably enforce stated rules (5 demerits) \_\_\_\_\_
- Have Attendant attempt to sit behind students (5 demerits) \_\_\_\_\_
- Attempt to ignore and extinguish minor irritating behaviors (5 demerits) \_\_\_\_\_
- Attempt to engage students in distracting discussions and/or activities (5 demerits) \_\_\_\_\_
- Use positive language to establish communication with students (5 demerits) \_\_\_\_\_
- Intervene appropriately to stop unsafe student actions (5 demerits) \_\_\_\_\_
- Maintain verbal self control at all times (Team) (5 demerits) \_\_\_\_\_
- Maintain verbal communication and mutual support throughout bus ride (5 demerits) \_\_\_\_\_

**UNLOADING:**

**FAILURE TO:**

- Use bus safety lights properly when unloading students (5 demerits) \_\_\_\_\_
- Set parking brake when unloading students (5 demerits) \_\_\_\_\_
- Instruct students in proper unloading behaviors before releasing them (5 demerits) \_\_\_\_\_
- Have Attendant disembark to supervise students as they get off bus (5 demerits) \_\_\_\_\_
- Have Driver and Attendant say goodbye to students in a positive fashion regardless of what has transpired (5 demerits) \_\_\_\_\_

# SPED TEAM MANAGING CHALLENGING STUDENT BEHAVIOR EVENT

## Judges Guide

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 Team has dropped the “students” off.
Bus safety lights	The bus safety light 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 firm, 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 and front seats	Team should try to keep students from the rear and front seats of the bus (if possible) 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 confrontation.
Communication & support	Team members should maintain communication with each other during the bus ride. Driver should try to be aware of what the 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.

