

**PRE-SERVICE EVALUATION FORM**  
**“Behind the Wheel” Evaluation**

The “Behind the Wheel” training and evaluation is a required part of the Level 1 Pupil Transportation Driver Training Program. The driver candidate must be evaluated by a driver holding a current pupil transportation vehicle operator’s permit. It can be completed at the local school district. (Title 92, NAC, Chapter 91, 003.03B1.)

This evaluation will provide the Level 1 Instructor and/or employer with valuable information as to the candidates’ skill deficiencies that may need to be addressed.

The attached evaluation form lists the individual criteria that must be successfully completed by each driver candidate. Three columns are provided for checking each criteria in the event that more than one attempt is necessary for successful performance.

Verification of the completion of the Level 1 Training Course can only be Issued upon providing documentation of the successful completion of this pre-service evaluation.

***Please note: If you are submitting this documentation after you have completed the Level 1 Course, please also provide the following and fax to 308-865-8257. Form must be submitted within six months of completion of the Level 1 Course.***

***Level 1 Instructor:*** \_\_\_\_\_

***Level Class Location:*** \_\_\_\_\_

***Level Class Ending Date:*** \_\_\_\_\_

**SCHOOL TRANSPORTATION MANEUVERS/ROAD TEST  
EXAMINER’S SUMMARY**

School/Contractor Providing Transportation \_\_\_\_\_

Examiner’s Name (print) \_\_\_\_\_ School Bus Permit # \_\_\_\_\_

Driver’s Name: \_\_\_\_\_ NE Driver’s License # \_\_\_\_\_

Passenger Capacity of Vehicle in Test Drive: \_\_\_\_\_

Circle type of vehicle driven: (BUS) (SMALL VEHICLE)

As driving examiner, I have observed this driver to be competent in the skills required to drive a student / passenger vehicle as a requirement of the Level 1 Instructional Course.

EXAMINER’S SIGNATURE: \_\_\_\_\_ Date of Observation: \_\_\_\_\_

*Submit the completed Examiner’s Summary to the Level 1 Instructor or to the Nebraska Safety Center Updated 6/16/11*

When complete, this Pre-Service Checklist is to be kept by the driving examiner or the employer of the driver.

This first page of the form should be submitted to the Level Instructor or NE Safety Center as a completion record and a requirement of Level 1 Certification.

**CHECKLIST FOR IN-BUS DRIVING MANEUVERS/ROAD TEST**

**School District:** \_\_\_\_\_

**Examiner's Name:** \_\_\_\_\_ **School Bus Permit #** \_\_\_\_\_

**Driver's Name:** \_\_\_\_\_

**Capacity of Vehicle Used in Test:** \_\_\_\_\_ **Bus** \_\_\_\_\_

**NOTE: Evaluator should use pre-determined course to administer this evaluation sheet.**

**INSTRUCTIONS:**

Evaluate the performance of the driver for each item within all categories to be tested. Using the following codes, indicate the driver's performance in the appropriate column:

- P = PASS
- N/I = NEEDS IMPROVEMENT
- F = FAIL

Evaluate the items as many times as are indicated whenever possible. The PASS, NEEDS IMPROVEMENT or FAILS spaces should be left blank only if the task described does not occur during the road test.

**NOTE: A = Ahead; B = Behind; R = Right; L = Left**

| INITIAL START  | TIME 1 |     | TIME 2 |     | TIME 3 |   |
|--|--------|-----|--------|-----|--------|---|
|  | P      | N/I | P      | N/I | P      | F |
| Pre-trip inspection  |        |     |        |     |        |   |
| Positions or checks seat and mirrors, fastens lap belt                   |        |     |        |     |        |   |
| Checks gear position, puts in neutral or park                            |        |     |        |     |        |   |
| Disengages clutch  |        |     |        |     |        |   |
| Starts engine – pushes button or turns key, releases button, uses clutch |        |     |        |     |        |   |
| Warms up engine without racing   |        |     |        |     |        |   |
| Checks instruments   |        |     |        |     |        |   |
| Observes conditions – traffic  |        |     |        |     |        |   |
| Releases holding brake   |        |     |        |     |        |   |
| Signals intent to pull out   |        |     |        |     |        |   |
| Waits if necessary   |        |     |        |     |        |   |
| Engages starting gear  |        |     |        |     |        |   |
| Drives about 50' – stops to check brakes                                 |        |     |        |     |        |   |
| Accelerates smoothly into traffic lane                                   |        |     |        |     |        |   |
| Moves to proper following distance                                       |        |     |        |     |        |   |

| BACKING / STRAIGHT   | TIME 1 |     | TIME 2 |     | TIME 3 |   |
|--|--------|-----|--------|-----|--------|---|
|  | P      | N/I | P      | N/I | P      | F |
| Stops bus in correct position to back                      |        |     |        |     |        |   |
| Using mirrors, checks that way is clear to back            |        |     |        |     |        |   |
| Puts transmission in reverse                               |        |     |        |     |        |   |
| Using mirrors, back slowly and smoothly in a straight line |        |     |        |     |        |   |
| Stops at desired point without hitting markers             |        |     |        |     |        |   |

| <b>LEFT TURN</b>   | <b>TIME 1</b> |            | <b>TIME 2</b> |            | <b>TIME 3</b> |          |
|--|---------------|------------|---------------|------------|---------------|----------|
|  | <b>P</b>      | <b>N/I</b> | <b>P</b>      | <b>N/I</b> | <b>P</b>      | <b>F</b> |
| Observes conditions – A, B, traffic and pedestrians  |               |            |               |            |               |          |
| Activates left signal, moves to left turn lane at safe distance from turn                                |               |            |               |            |               |          |
| Re-activates left turn signal at not less than 100' from turn  |               |            |               |            |               |          |
| Reduces speed to safe level  |               |            |               |            |               |          |
| Observes conditions – A, B, L-R-L, traffic pedestrians; stops if necessary                               |               |            |               |            |               |          |
| Obeys traffic signs/signals/officers   |               |            |               |            |               |          |
| Turns when there is clearance in lane he/she will enter  |               |            |               |            |               |          |
| Turns smoothly, at safe speed, into correct lane of side street clearing center line and other obstacles |               |            |               |            |               |          |
| Deactivates left turn signal   |               |            |               |            |               |          |
| Observes conditions – A, B, traffic  |               |            |               |            |               |          |
| Activates right turn signal  |               |            |               |            |               |          |
| Moves to furthest right traffic lane   |               |            |               |            |               |          |
| Deactivates right turn signal  |               |            |               |            |               |          |
| Maintains proper following distance  |               |            |               |            |               |          |

| <b>RIGHT TURN</b>  | <b>TIME 1</b> |            | <b>TIME 2</b> |            | <b>TIME 3</b> |          |
|--|---------------|------------|---------------|------------|---------------|----------|
|  | <b>P</b>      | <b>N/I</b> | <b>P</b>      | <b>N/I</b> | <b>P</b>      | <b>F</b> |
| Observes conditions – A, B, traffic and pedestrians  |               |            |               |            |               |          |
| Activates right turn signal at not less and 100' before turn                                 |               |            |               |            |               |          |
| Reduces speed to safe level  |               |            |               |            |               |          |
| Observes conditions- A, B, L-R-L, traffic pedestrians; stops if necessary                    |               |            |               |            |               |          |
| Obeys traffic signs, signals and officers  |               |            |               |            |               |          |
| Turns when there is clearance in lane he/she will enter                                      |               |            |               |            |               |          |
| Turns smoothly, at safe speed, as far to left of side street as necessary to clear obstacles |               |            |               |            |               |          |
| Returns to right traffic lane immediately  |               |            |               |            |               |          |
| Deactivates right turn signal  |               |            |               |            |               |          |
| Maintains proper following distance  |               |            |               |            |               |          |

| RAILROAD CROSSING  | TIME 1 |     | TIME 2 |     | TIME 3 |   |
|--|--------|-----|--------|-----|--------|---|
|  | P      | N/I | P      | N/I | P      | F |
| Stops the bus approximately 15 feet from the crossing<br><ul style="list-style-type: none"> <li>Place transmission in "Park" – or if there is no "Park" shift point, place in "Neutral" &amp; press down on the service brake or set the parking brake.</li> </ul>                                 |        |     |        |     |        |   |
| Turns off noisy motors and fans  |        |     |        |     |        |   |
| Opens bus door and window.<br><ul style="list-style-type: none"> <li>Open the service door and driver's window while the transmission is in "Park" or "Neutral."</li> </ul>  |        |     |        |     |        |   |
| Looks L-R-L, listens for at least 5 seconds<br><ul style="list-style-type: none"> <li>Listen &amp; look both directions along the track for any approaching trains.</li> </ul>   |        |     |        |     |        |   |
| Closes bus door<br><ul style="list-style-type: none"> <li>If no train is approaching, place in a gear low enough to permit crossing the tracks without having to shift gears if driving a vehicle with manual transmission. Vehicles with automatic transmissions should be in "Drive".</li> </ul> |        |     |        |     |        |   |
| Observes conditions – A, B, L-R-L, for clearance on other side of tracks, train and traffic  |        |     |        |     |        |   |
| When safe, proceed across tracks without stopping  |        |     |        |     |        |   |
| Double track, train passing on near side; driver waits for 15 seconds before crossing tracks   |        |     |        |     |        |   |
| Deactivate hazard warning flasher lights after crossing last rail.<br><ul style="list-style-type: none"> <li>The entrance door must be closed by the time the bus is clear of the final track.</li> </ul>  |        |     |        |     |        |   |

| CURVES  | TIME 1 |     | TIME 2 |     | TIME 3 |   |
|---|--------|-----|--------|-----|--------|---|
|   | P      | N/I | P      | N/I | P      | F |
| Maintains proper following distance                       |        |     |        |     |        |   |
| Observes conditions – A, B, traffic roadway               |        |     |        |     |        |   |
| Decelerates before curve, down shifts if necessary        |        |     |        |     |        |   |
| Maintains safe speed through curve, accelerating slightly |        |     |        |     |        |   |
| Maintains correct position in lane                        |        |     |        |     |        |   |

| <b>INTERSECTIONS/STRAIGHTAWAY</b>   | <b>TIME 1</b> |            | <b>TIME 2</b> |            | <b>TIME 3</b> |          |
|---|---------------|------------|---------------|------------|---------------|----------|
|   | <b>P</b>      | <b>N/I</b> | <b>P</b>      | <b>N/I</b> | <b>P</b>      | <b>F</b> |
| Approaches intersection at safe speed                                     |               |            |               |            |               |          |
| Maintains proper following distance                                       |               |            |               |            |               |          |
| Observes conditions – A, B, L-R-L, traffic and pedestrians                |               |            |               |            |               |          |
| Yields right-of-way to pedestrians  |               |            |               |            |               |          |
| Obeys traffic signs, signals, officers                                    |               |            |               |            |               |          |
| Stops completely at rural and blind intersections                         |               |            |               |            |               |          |
| Before starting from stop, observes conditions – A, B, L-R-L              |               |            |               |            |               |          |
| Crosses intersections at safe speed, staying in lane                      |               |            |               |            |               |          |
| Does not cross until there is clearance on other side of the intersection |               |            |               |            |               |          |

| <b>HILLS</b>   | <b>TIME 1</b> |            | <b>TIME 2</b> |            | <b>TIME 3</b> |            |
|--|---------------|------------|---------------|------------|---------------|------------|
|  | <b>P</b>      | <b>N/I</b> | <b>P</b>      | <b>N/I</b> | <b>P</b>      | <b>N/I</b> |
| Stopping and Starting  |               |            |               |            |               |            |
| Maintains proper following distance                                    |               |            |               |            |               |            |
| Applies brakes as needed   |               |            |               |            |               |            |
| Observes conditions – A, B, traffic                                    |               |            |               |            |               |            |
| Comes to full stop at safe distance from vehicle or intersection ahead |               |            |               |            |               |            |
| Shifts to N, holding bus with foot on brake only                       |               |            |               |            |               |            |
| Observes conditions; A, B, L-R-L                                       |               |            |               |            |               |            |
| Shifts to low gear   |               |            |               |            |               |            |
| Releases clutch to engage engine and accelerates                       |               |            |               |            |               |            |
| Releases foot brake and slowly accelerates                             |               |            |               |            |               |            |
| Maintains proper following distance                                    |               |            |               |            |               |            |
| A. Shifting, Accelerating, Decelerating                                |               |            |               |            |               |            |
| Checks brakes before beginning ascent or descent                       |               |            |               |            |               |            |
| Shifts to a low gear   |               |            |               |            |               |            |
| Maintains safe speed   |               |            |               |            |               |            |
| Uses brakes as needed  |               |            |               |            |               |            |
| Does not shift while on hill   |               |            |               |            |               |            |

| LOADING AND UNLOADING   | TIME 1 |     | TIME 2 |     | TIME 3 |   |
|---|--------|-----|--------|-----|--------|---|
|   | P      | N/I | P      | N/I | P      | F |
| Activates amber warning lights not less than 500' or more than 1,000' in a rural area   |        |     |        |     |        |   |
| Activates amber warning lights not less than 300' in urban areas  |        |     |        |     |        |   |
| Stops vehicle in the lane nearest the right <i>side</i> of the roadway at bus stop  |        |     |        |     |        |   |
| Deactivates amber flashing warning lamps  |        |     |        |     |        |   |
| Activates red flashing warning lamps; extends stop arm; put into "park". If no park shift point, places transmission in neutral & set parking brake; keeps foot on brake during loading and unloading procedure |        |     |        |     |        |   |
| Deactivates warning lamps on leaving bus stop; retracts stop arm  |        |     |        |     |        |   |
| Loads or unloads pupils with at least 400' of clear vision in each direction  |        |     |        |     |        |   |

| SECURING THE BUS                     | TIME 1 |     | TIME 2 |     | TIME 3 |   |
|--------------------------------------|--------|-----|--------|-----|--------|---|
|                                      | P      | N/I | P      | N/I | P      | F |
| Set parking brake                    |        |     |        |     |        |   |
| Shift to a low gear                  |        |     |        |     |        |   |
| Check instruments                    |        |     |        |     |        |   |
| Turn off all accessories             |        |     |        |     |        |   |
| Turn off all ignition and remove key |        |     |        |     |        |   |
| Does post-trip inspection            |        |     |        |     |        |   |
| Upon leaving bus, secure door        |        |     |        |     |        |   |

Comments: