

PRE-SERVICE EVALUATION FORM
“Behind the Wheel” Evaluation

The “Behind the Wheel” training and pre-service evaluation is a required part of the Level I Pupil Transportation Driver Training Program. The school bus driver candidate must be evaluated by a qualified Pupil Transportation Driver. This evaluation can be conducted at the local school. (Title 92, NAC, Chapter 91, 003.02C1).

This evaluation will provide the Level I Instructor and/or employer with valuable information as to the candidate’s 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 criterion in the event that more than one attempt is necessary for successful performance.

Examiner’s Summary:

***Verification of the completion of the Level I Instructional Course can only be issued upon providing documentation of the successful completion of this per-service evaluation.

Level I Instructor:	
Level I Class Location:	
Level I Class Ending Date:	

School/Contractor Providing Transportation: _____

Evaluator’s Name (Print): _____

Driver’s Name: _____ Driver’s License #: _____

Capacity of bus/vehicle used in test: _____

Type of Vehicle driven: Bus Small vehicle

As the 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 I Instructional Course.

Examiner’s Signature: _____ *Date of Observation:* _____

Upload the completed Examiner’s Summary (Page 1)
to the Nebraska safety Center database: <https://nepupiltransportation.com/>

Comments: _____

- ◆ When complete, this Pre-Service Checklist is to be kept by the driving examiner or the employer of the driver.
- ◆ The first page of the form should be submitted to the Level Instructor or to the Nebraska Safety Center as a completion record and a requirement of Level I Certification.

INSTRUCTIONS:

Evaluate the performance of the driver candidate 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

<u>INITIAL START</u>	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 (if applicable)						
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						

<u>BACKING / STRAIGHT</u>	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						

<u>LEFT TURN</u>	TIME 1		TIME 2		TIME 3	
	P	N/I	P	N/I	P	F
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						

<u>RIGHT TURN</u>	TIME 1		TIME 2		TIME 3	
	P	N/I	P	N/I	P	F
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						

<u>RAILROAD CROSSING</u>	TIME 1		TIME 2		TIME 3	
	P	N/I	P	N/I	P	F
Stops the bus approximately 15 feet from the crossing						
Turns off noisy motors and fans						
Opens bus door						
Looks L-R-L, listens for at least 5 seconds						
Closes bus door, shifts to low gear						
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						

<u>CURVES</u>	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						

<u>INTERSECTIONS/STRAIGHTAWAY</u>	TIME 1		TIME 2		TIME 3	
	P	N/I	P	N/I	P	F
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						

<u>HILLS</u>	TIME 1		TIME 2		TIME 3	
	P	N/I	P	N/I	P	N/I
A. 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						
B. 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 side of the roadway at bus stop						
Deactivates amber flashing warning lamps						
Activates red flashing warning lamps; extends stop arm; places transmission in neutral; 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: _____
