**PRE-SERVICE TRAINING DOCUMENTATION**

**Non-CDL OPERATOR**

**Operator Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Hours** | **Topic** | **Driver** | **Trainer** |
|  |  | **Tour Facility/Introductions to Staff** |  |  |
|  |  | **Distribute Copy of District Handbook** |  |  |
|  |  |  **District Policies** |  |  |
|  |  |  **District Forms** |  |  |
|  |  |  **CDE Rules** |  |  |
|  |  |  **CDE Guide** |  |  |
|  |  |  **CDE Forms** |  |  |
|  |  |  **MVR Request Form** |  |  |
|  |  |  **Copy of License** |  |  |
|  |  |  **STU-17 Medical**  |  |  |
|  |  | **Discuss Training Process** |  |  |
|  |  | **Pre-Trip/Post-Trip Inspection** |  |  |
|  |  |  **Demonstration** |  |  |
|  |  |  **Different vehicles in fleet** |  |  |
|  |  |  **Documenting Defects** |  |  |
|  |  |  **Student Check** |  |  |
|  |  |  **Secure Bus** |  |  |
|  |  |  **Paperwork (STU-8)** |  |  |
|  |  | **Bus Stops – If Applicable** |  |  |
|  |  |  **Approaching Stop** |  |  |
|  |  |  **Vehicle Placement on Roadway** |  |  |
|  |  |  **Visibility Requirements** |  |  |
|  |  |  **Loading/Unloading**  |  |  |
|  |  |  **Light Use** |  |  |
|  |  |  **Counting Students** |  |  |
|  |  |  **Danger Zone** |  |  |
|  |  |  **Legal or not Legal?** |  |  |
|  |  |  **At the Bus Stop** |  |  |
|  |  |  **Leaving Bus Stop – Clear Traffic** |  |  |
|  |  |  **Hazard Identification** |  |  |
|  |  |  **Importance of Time Schedule** |  |  |
|  |  | **Emergency Evacuations** |  |  |
|  |  |  **Front Door** |  |  |
|  |  |  **Rear Door**  |  |  |
|  |  |  **Split Front/Rear/Side** |  |  |
|  |  |  **Windows/Hatch** |  |  |
|  |  | **Mountain Training**  |  |  |
|  |  |  **Retarder Use** |  |  |
|  |  |  **Gears** |  |  |
|  |  | **Adverse Weather** |  |  |
|  |  | **Railroad Crossings** |  |  |
|  |  | **Defensive Driving** |  |  |
|  |  |  **Distractions** |  |  |
|  |  |  **Observations** |  |  |
|  |  |  **Space Management** |  |  |
|  |  |  **Driving Fundamentals** |  |  |
|  |  | **Road Driving** |  |  |
|  |  |  **Town Driving** |  |  |
|  |  |  **Freeway Driving** |  |  |
|  |  |  **Country Driving** |  |  |
|  |  |  **Student Stops** |  |  |
|  |  |  **Railroad Crossing** |  |  |
|  |  | **Activity Trips** |  |  |
|  |  |  **Route Planning** |  |  |
|  |  |  **Parking** |  |  |
|  |  |  **Pick-Up/Drop Off** |  |  |
|  |  |  **Rest Stops** |  |  |
|  |  |  **Chaperone Responsibilities** |  |  |
|  |  |  **Prior to Departure**  |  |  |
|  |  |  **Hours of Service** |  |  |
|  |  | **Confidentiality** |  |  |
|  |  | **First Aid/CPR/Universal Precautions** |  |  |
|  |  |  **Safe School Plan**  |  |  |
|  |  |  **Bullying** |  |  |
|  |  |  **Victim** |  |  |
|  |  | **Student Management** |  |  |
|  |  |  **Discipline Policy** |  |  |
|  |  |  **Harassment** |  |  |
|  |  |  **Young vs. Older Students**  |  |  |
|  |  | **Special Education** |  |  |
|  |  |  **IEP’s** |  |  |
|  |  |  **Disabilities** |  |  |
|  |  |  **Lift Operations** |  |  |
|  |  |  **Wheelchair Securement**  |  |  |
|  |  |  **Child Restraint Systems** |  |  |
|  |  |  **Medication** |  |  |
|  |  |  **Allergies** |  |  |
|  |  |  **Bus Evacuations** |  |  |
|  |  | **Shop Orientation** |  |  |
|  |  |  **Department Tour** |  |  |
|  |  |  **Fluid Refills** |  |  |
|  |  |  **Repair Reporting Process** |  |  |
|  |  |  **Bus Washing** |  |  |
|  |  |  **Paperwork Distribution** |  |  |
|  |  | **CDE Written Test** |  |  |
|  |  | **Route Training** |  |  |
|  |  |  **Route #** |  |  |
|  |  |  **Route #** |  |  |
|  |  |  **Route #** |  |  |
|  |  | **Performance Evaluation** |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Date Training Started \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Trainer Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Trainer Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**My signature confirms that I have received all of the training in the above listed subjects.**

**Operator Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**