

INDEPENDENT SCHOOL DISTRICT 196
Rosemount, Minnesota
Educating our students to reach their full potential

Series Number 403.3.1.1.3.3P Adopted November 1980 Revised March 2005

Title Training Checklist

Trainee's Name _____

Date _____

REQUIREMENT FOR CDL PERMIT

- _____ General knowledge test
- _____ Air brake test
- _____ Passenger test
- _____ School bus test
- _____ Criminal background check - BCA form received

OFFICE TOUR

- _____ Time clock and yellow sheet
- _____ Number and key board
- _____ Charter board - packets
- _____ Blue sheet
- _____ Bulletin boards
- _____ Repair orders
- _____ Route folder
- _____ Bus parking
- _____ Personal vehicle parking
- _____ Sign-in sheets
- _____ Meet the staff
- _____ Dress code, footwear
- _____ Shuttle information
- _____ File folders

GARAGE TOUR - DOE and DOA

- _____ Bus washing
- _____ Fueling procedures, fuel cards and fire extinguisher
- _____ Keys
- _____ Oil, antifreeze, cloths and garbage

PRE-TRIP INSPECTION FORM

- _____ Differences in each body style
- _____ Accident packet
- _____ Heater valves

VEHICLE OPERATION/PROCEDURES

- _____ Automatic transmission
- _____ Right turns
- _____ Left turns
- _____ Braking - air and hydraulic
- _____ Foot brake
- _____ Parking brake and adjustment knob
- _____ Backing straight
- _____ Backing into alley
- _____ Speed - parking lot, road and residential streets
- _____ Start and stop on hill
- _____ Radio use - repeater system and courtesy
- _____ Defensive driving

- _____ Bus clean-up - keep windshield and dash clean
- _____ School locations - public and nonpublic (map book)
- _____ District map
- _____ Loading and unloading students - check for sleeping children
and lost articles upon completion of each trip
- _____ Simulate student pick-up, drop off and flagging (shoulder/turn lane stops)
- _____ Mirror use tail swing and reference points
- _____ Lane use
- _____ Signal use
- _____ Railroad crossings
- _____ Accident procedures
- _____ Post trip and child reminder system
- _____ Mirror adjustment on bid bus
- _____ Personal items in bus
- _____ Employee handbook forms/procedures
- _____ Daycare stop procedures

BUS EVACUATIONS

_____ Emergency exits open fully

Date _____
Total Hours _____
BTW Hours _____

Date _____
Total Hours _____
BTW Hours _____

Date _____
Total Hours _____
BTW Hours _____

Date _____
Total Hours _____
BTW Hours _____

Date _____
Total Hours _____
BTW Hours _____

Date _____
Total Hours _____
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Date _____
Total Hours _____
BTW Hours _____

Date _____
Total Hours _____
BTW Hours _____

Total Training Hours _____
Total BTW Hours _____

Remarks:

Date _____

Trainee Signature _____

Date _____

Trainer Signature _____