



Morgan County School District Re-3

Transportation Department

1301 East Riverview Avenue
Fort Morgan, Colorado 80701

SMALL VEHICLE DRIVER CERTIFICATION – WHAT DO I NEED?

- Required annually
- Certification takes approximately two hours
- The driving portion will be done in a microbus, regardless of what you will be driving

Please Bring with You

- Your valid driver license
- Your current FA/CPR/AED certification
- If your certification has expired, it must be renewed within 90 days and provided to Transportation

What to Expect

- The Transportation Department will make copies of your driver license and FA/CPR/AED certifications
- Be prepared to complete all required paperwork
- The Transportation Department will obtain a copy of your current Department of Motor Vehicle Record
- Complete a driving test with Transportation
- Complete a written test with Transportation
- Watch/Complete a presentation on Confidentiality
- Complete a Small Vehicle Driver Checklist

THE DRIVING TEST

Vehicle Inspection

- Vehicle pre-inspection
- Filling out the inspection

Getting Familiar with the Vehicle

- Seat, steering wheel, and mirror adjustments
- Location of the lights, blinkers, 4-way hazards, and heater switches
- Operation of the service door and student lights
- Using mirrors when backing
- Getting a feel for braking, steering, and remembering that a bus is wider than a vehicle and or Suburban

Discussion

- | | |
|---|----------------------------------|
| • Railroad Crossings | • Trip sheets – tracking mileage |
| • Use of the 4-way hazard lights | • Fuel or gas |
| • Use of the student amber and red lights | • Cleaning the Bus/Vehicle |
| • Use of the 2-way radio | • Gas Kill Switch |
| • Location of safety equipment | |

Driving Test - What is Expected of the Driver During the Road Test

- | | |
|--------------------------------------|--|
| • Acceleration, braking and stopping | • Speed |
| • Checking mirrors | • Hand placement on steering wheeling / turning |
| • Backing | • Lane position and lane changes |
| • Merging and passing | • Identification of traffic signals and reading the road ahead |
| • Railroad Crossings | • Courtesy to other drivers and proper following distance |
| • Signaling | • Anticipates traffic light changes objects of danger, and the actions of others |
| • Mock Student Pick Up and Drop Off | |