



NEW DRIVER TRAINING COMPLETION (Lesson Plan)

NAME _____

Completed Training _____ thru _____

Note: V-Video L-Lecture F-Form

Note: It is the responsibility of the driver trainee to turn this form in at the end of the training session. Without this form, you cannot be hired. A duplicate is authorized if the original is lost/misplaced.

Interview		TRAINER	TRAINEE
Job description	L	_____	_____
Background investigation--MVR/Fingerprinting	L	_____	_____
Absence/Safety Office Information	L	_____	_____
State Requirements for School Bus Drivers	L	_____	_____

Orientation		TRAINER	TRAINEE
B1.5.9 Drug and Alcohol Video	V/L	_____	_____
CMCSS Policy Drug & Alcohol SAF-A001	L	_____	_____
B1.5.10 - DOT Physical Information OSM-F053	F/L	_____	_____
Drug Screening	L	_____	_____
Dress Code	L	_____	_____

Day 1 Classroom - Basic Operation		TRAINER	TRAINEE
B1.1.1 Orientation	V/L	_____	_____
B1.1.2 Control Systems/Dashboard/B1.1.3-Pre-Trip	V/L	_____	_____
B1.1.4 Basic Control	V/L	_____	_____
Local and state laws, rules and regulations that drivers must comply with.	L	_____	_____
- Student Accountability	F/L	_____	_____
- Unauthorized Passengers	L	_____	_____
- Cell Phone Usage TRN-F059	L	_____	_____
B1.1.5 - Shifting / Transmission (Neutral to start w/ Brake)	L	_____	_____
Field Trips	L	_____	_____
B1.5.5 - Post-Crash procedures	L	_____	_____
Accident/incident reporting procedures TRN-F040	V/L	_____	_____
B1.5.6 - External Communications (law enforcement)	V/L	_____	_____
B1.5.7 - Whistleblower/Coersion (report safety issues)	L	_____	_____
C1.1 - Post Crash procedures	V/L	_____	_____
Accident with student injury SAF-F001	L	_____	_____
C1.8 - Passenger Safety Awareness Briefing	F/L	_____	_____
C1.10 - ADA requirements	L	_____	_____
C1.12 - Safety Belt Safety	L	_____	_____
Memo: Speeding	L	_____	_____
Layover Parking	L	_____	_____
Routing Procuderes TRN-F035	L	_____	_____
Right Hand Turns on Red	L	_____	_____
Gift Giving Guidelines	L	_____	_____
Tree Trim Requests TRN-F023	F/L	_____	_____
Motorist Violation Report	F/L	_____	_____
C1.11 Hours of Service Requirements	L	_____	_____
C1.15 - Weigh Stations	L	_____	_____
C1.16 - Security and Crime	L	_____	_____
C1.17 - Roadside Inspections	L	_____	_____
C1.18 - Penalties & Fines	L	_____	_____
D1.4 - Post Crash Procedures	L	_____	_____

Picking-up discharging students along:	L		
D1.11 - Daily Route	L		
Inclement Weather (Instructions from dispatch)	L		
DCS Referral HUM-F050	F/L		
Hard Braking	L		
Day 2 Classroom			
C1.9 - Passenger Management	V/L/Test		
Bullying	V/L		
D1.7 - Student Management	L		
D1.2 - Loading & Unloading	V/L		
Seating Charts & Stop Sheets TRN-F020 (PDF versions)	L		
Procedure on preparing Student Conduct Report TRN-F004, TRN-F020, TRN-F054	L		
Day 3 Classroom - Defensive Driving			
	V/L/Test		
B1.1.6 - Backing and Docking	V		
B1.2.1 - Visual Search - aware of surroundings	V		
B1.2.2 - Communication - turn signals, hazard lights &	V		
B1.2.3 - Distracted driving	V		
B1.2.4 - Speed Management - road, traffic conditions	V		
B1.2.5 - Space Management / cushion of safety	V		
B1.2.6 - Night Operation	V		
B1.2.7 - Extreme Driving Conditions	V		
B1.3.1 - Hazard Perception	V		
B1.3.2 - Skid Control/Recovery - emergency braking	V		
B1.3.3 - Railroad - Highway grade crossing	V		
B1.4.1 - Identification & Diagnosis of Malfunctions	V		
B1.4.2 - Roadside Inspections - brakedowns/Out of Service	L		
B1.4.3 - Maintenance - service requirements	L		
B1.5.1 - Handling Cargo - Passenger seating and equipment	V		
B1.5.2 - Environmental Compliance (fuel/coolant spills etc)	L		
B1.5.3 - Hours of Service (200 mile field trip Info)	L		
B1.5.4 - Fatigue and Wellness - health vs safety	V		
B1.5.8 - Trip Planning (Routes/Field trip planning)	V/L		
C1.3 - Vehicle Orientation	V		
C1.4 - Pre-trip, enroute, post trip	V		
C1.5 - Fueling (diesel, propane)	V		
C1.6 - Idling	V		
C1.7 - Baggage/Cargo	V		
C1.13 - Distracted Driving	V		
C1.14 - Railroad & Drawbridges	V		
D1.1 - Danger Zones & Mirror Use	V		
D1.3 - Vehicle Orientation	V/L		
D1.5 - Emergency Exit/Evacuation Training	L		
D1.6 - Railroad - Highway Crossing (student responsibilities)	L		
D1.8 - Special Safety Considerations	V/L		
D1.9 - Pre-trip / post-trip Inspections (DBI)	F/L		

First Aid:		TRAINER	TRAINEE
CPR and First Aid for Adults, Children, and Infants (Card issued and certification date _____)	V/L	_____	_____
C1.2 - Other Emergency Procedures (emergency flip chart)	L	_____	_____
D1.10 - School Bus Security (flip chart)	L	_____	_____
Bus Driver Training/Hands-On		TRAINER	TRAINEE
B2.1 - Vehicle Pre-Trip Inspection	H/O	_____	_____
C2.2 - En-route, and Post-Trip Inspection	H/O	_____	_____
Air Break Leakage	H/O	_____	_____
D2.5 - Pre / Post trip Inspection (student equipment)	H/O	_____	_____
C2.3 - Cargo/Management / Loading Zones	H/O	_____	_____
C2.1 - Vehicle Orientation - Serpentine Course	H/O	_____	_____
B2.3 - Alley Docking (45/90 degree)	H/O	_____	_____
B2.2 - Straight Line Backing Sight & Blind Side	H/O	_____	_____
B2.4 - Off Set Backing (Left & Right)	H/O	_____	_____
B2.5 & B2.6 - Parallel Parking (Sight & Blind side)	H/O	_____	_____
B3.4 - Visual Search (Mirror Reference Points/Mirror Grid)	H/O	_____	_____
D2.1 - Danger Zones and Mirrors Usage	H/O	_____	_____
B3.9 - Railroad - Highway Grade Crossings (CDL)	H/O	_____	_____
C2.6 - Railroad - Highway Grade Crossings (PSG)	H/O	_____	_____
D2.6 - Railroad - Highway Grade Crossings (School Bus)	H/O	_____	_____
B3.10 - Night Operation	H/O	_____	_____
B3.11 - Extreme Driving Conditions	H/O	_____	_____
B3.12 - Skid recovery, driving emergencies	H/O	_____	_____
D2.4 - Special Considerations (turnarounds, tailswing, backing)	H/O	_____	_____
Demonstrate Emergency/Roadside Stops	H/O	_____	_____
B3.1 - Demonstrate left and right turns onto a 2, 4, 5, and 7 lane highway (Vehicle Control)	H/O	_____	_____
Lane Changes and Proper Lane Usage	H/O	_____	_____
B3.2 - Shifting Transmission (neutral after brake)	H/O	_____	_____
B3.3 - Communication/Signaling	H/O	_____	_____
B3.6 - Safe Driver Behavior	H/O	_____	_____
B3.7 Hours of Service (HOS) requirements	H/O	_____	_____
B3.8 - Hazard Perception	H/O	_____	_____
C2.5 - Passenger Management	H/O	_____	_____
D2.2 - Demonstrate discharging and picking up children	H/O	_____	_____
Demonstrate Loading/Unloading the Special Need bus, Wheelchair Loading/Wheelchair Lockdown	H/O	_____	_____
Demonstrate Manual Wheelchair Lift in case of malfunction	H/O	_____	_____
D2.3 - Emergency Exit / Evacuation (Document & Sign)	H/O	_____	_____
Trainee must physically exit rear door		_____	_____

HANDS ON - CONTINUED:		TRAINER	TRAINEE
C2.4 - Passenger Safety Awareness Briefing	H/O	_____	_____
CMCSS Safety Briefing (Document & Sign)	H/O	_____	_____
Demonstrate procedure in case of accident and Student Incident	H/O	_____	_____
Demonstrate radio usage/Guidelines/Codes	H/O	_____	_____
Demonstrate procedure in case of breakdown (warning triangles)	H/O	_____	_____
B3.5 - Speed & Space Management (following distance)	H/O	_____	_____
Demonstrate driving on the Interstate	H/O	_____	_____
Demonstrate overhead clearance/weight limits	H/O	_____	_____
Demonstrate city and rural driving skills	H/O	_____	_____
Demonstrate safely fueling your bus/safety procedure	H/O	_____	_____
Demonstrate parking at each complex	H/O	_____	_____
Procedure to report vehicle mechanical problems	H/O	_____	_____
Procedure for reporting interior/exterior vehicle damage	H/O	_____	_____
Demonstrate Start/Stop procedures and fueling the Propane Bus (Document and Sign)	H/O	_____	_____
Material Used:			
● TN CDL Driver License Manual		● DVD	● Overhead Projector
● CMCSS Driver Training Manual		● Traffic Markers	
● School Bus		● Websites: crisCDL.com & Layover.com	
Note: All trainees will be trained to operate all Clarksville-Montgomery County School Buses in a safe and professional manner.			
Verification of completed training:		_____	
		<i>Driver Safety Supervisor</i>	
Verification of hands on training:		_____	
		<i>Trainer</i>	