



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

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	_____	_____
C1.12 - Safety Belt Safety	L	_____	_____
Memo: Speeding	L	_____	_____
Layover Parking	L	_____	_____
Routing Procuderer 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	_____	_____

Day 2 Classroom

	TRAINER	TRAINEE
C1.9 - Passenger Management	V/L/Test	
Bullying	V/L	
C1.8 - Passenger Safety Awareness Briefing	F/L	
C1.10 - ADA requirements	L	
D1.5 - Emergency Exit/Evacuation Training	L	
D1.6 - Railroad - Highway Crossing (student responsibilities)	L	
D1.7 - Student Management	L	
D1.1 - Danger Zones & Mirror Use	V	
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	
Picking-up discharging students along:	L	
D1.11 - Daily Route		
Inclement Weather (Instructions from dispatch)	L	
DCS Referral HUM-F050	F/L	
Hard Braking	L	

Day 3 Classroom - Defensive Driving

	TRAINER	TRAINEE
B1.1.6 - Backing and Docking	V/L/Test	
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 - brakelights/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	
D1.3 - Vehicle Orientation	V/L	
D1.8 - Special Safety Considerations	V/L	
D1.9 - Pre-trip / post-trip Inspections (DBI)	F/L	

First Aid:

- CPR and First Aid for Adults, Children, and Infants
 (Card issued and certification date _____)
- C1.2 - Other Emergency Procedures (emergency flip chart)
- D1.10 - School Bus Security (flip chart)

V/L	_____	_____
L	_____	_____
L	_____	_____

Bus Driver Training/Hands-On

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

	TRAINER	TRAINEE
H/O	_____	_____
H/O	_____	_____
H/O	_____	_____
H/O	_____	_____
H/	_____	_____
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H/O	_____	_____
H/O	_____	_____



HANDS ON - CONTINUED:

C2.4 - Passenger Safety Awareness Briefing	H/O	_____	_____
CMCSS Safety Briefing (Document & Sign)			
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:

Driver Safety Supervisor

Verification of hands on training:

Trainer