

Certified Driver Trainer

Entry Level Driver Trainee

District/Charter

In Section I the Entry Level Driver Trainee (ELDT) will observe the Certified Driver Trainer (CDT) operate a regular school bus route. The ELDT should observe the CDT and make notes about their observations. At the conclusion of the route the ELDT and the CDT should discuss the observation notes and answer any questions.

1 Pre-Trip Inspection

Trainee Observations Notes _____

Trainer & Trainee Discussion _____

2 Driving in Traffic

Trainee Observations Notes _____

Trainer & Trainee Discussion _____

3 Right Turn(s)

Trainee Observations Notes _____

Trainer & Trainee Discussion _____

4 Left Turn(s)

Trainee Observations Notes _____

Trainer & Trainee Discussion _____

Over ---->

5 Loading/Unloading of Students

Trainee Observations Notes _____

Trainer & Trainee Discussion _____

6 Railroad Crossing(s)

Trainee Observations Notes _____

Trainer & Trainee Discussion _____

7 Backing Bus

Trainee Observations Notes _____

Trainer & Trainee Discussion _____

8 Turn Around Using Backing

Trainee Observations Notes _____

Trainer & Trainee Discussion _____

Continue --->

9 Securing the Bus

Trainee Observations Notes _____

Trainer & Trainee Discussion _____

10 Post-Trip Inspections

Trainee Observations Notes _____

Trainer & Trainee Discussion _____

10 Student Management

Trainee Observations Notes _____

Trainer & Trainer Discussion _____

Section I - Completion

Date of Observation: _____

Bus Number: _____

Weather & Driving Conditions Observed: _____

Circle Bus Capacity Size 48 54 60 66 72 84

Circle Brake Type: Air Hydraulic

Required Signatures (Trainee/Trainer/Employers)

_____	_____
Entry Level Driver Trainee Signature	Certified Driver Trainer Signature
_____	_____
Entry Level Driver Trainee Employer Signature	Certified Driver Trainer Employer Signature

Section I must be provided to District/Charter to upload in Transportation Record System Training Section

Certified Driver Trainer

Entry Level Driver Trainee

District/Charter

Section II is completed as the initial training of the ELDT on a range which is free of obstruction and traffic. Certified Driver Trainer must complete the information required including signatures after proficiency is demonstrated for each task.

1 Pre/Post Trip Inspection

Date(S) Trained _____
Hour(s) Trained _____
ELDT Is Proficient _____ Yes _____ No
Comments _____

CDT Signature

ELDT Signature

2 Straight Line Backing

Date(S) Trained _____
Hour(s) Trained _____
ELDT Is Proficient _____ Yes _____ No
Comments _____

CDT Signature

ELDT Signature

3 Alley Dock Backing

Date(S) Trained _____
Hour(s) Trained _____
ELDT Is Proficient _____ Yes _____ No
Comments _____

CDT Signature

ELDT Signature

4 Offset Backing

Date(S) Trained _____
Hour(s) Trained _____
ELDT Is Proficient _____ Yes _____ No
Comments _____

CDT Signature

ELDT Signature

5 Parallel Park Street Side

Date(S) Trained _____
Hour(s) Trained _____
ELDT Is Proficient _____ Yes _____ No
Comments _____

CDT Signature

ELDT Signature

Over --->

6 Parallel Park Blind Side

Date(S) Trained _____
 Hour(s) Trained _____
 ELDT Is Proficient _____ Yes _____ No
 Comments _____

CDT Signature

ELDT Signature

7 Tailswing

Date(S) Trained _____
 Hour(s) Trained _____
 ELDT Is Proficient _____ Yes _____ No
 Comments _____

CDT Signature

ELDT Signature

Certification of Proficiency for Section II

Section II Finalized Date: _____
 Location of Driving Range: _____
 Circle Bus Capacity Size 48 54 60 66 72 84
 Circle Brake Type: Air Hydraulic

Overall Comments _____

Required Signatures (Trainee/Trainer/Employers)

_____ Entry Level Driver Trainee Signature	_____ Certified Driver Trainer Signature
_____ Entry Level Driver Trainee Employer Signature	_____ Certified Driver Trainer Employer Signature

Required Certification Signatures (CDSBDT & District Supervisor)

This is to certify that the School Bus Driver Entry Level Driver Trainee has shown proficiency in task required to complete the range portion of training. I certify this Entry Level Driver Trainee as proficient and prepared to begin Behind-The-Wheel On Road Training.

Certified Delaware School Bus Driver Trainer Signature _____
Date

This is to certify that the CDSBDT is authorized and has provided the required completed section II paperwork to the district.

District Transportation Supervisor Signature _____
Date

Section II must be provided to District/Charter to be uploaded in Transportation Record System Training Section

Certified Driver Trainer

Entry Level Driver Trainee

District/Charter

Section III is completed once the driver trainee applicant has demonstrated proficiency in all tasks in Section II. Certified Driver Trainer must complete the information required including signatures after proficiency is demonstrated for each task.

1 Vehicle Control-Right Turns

Date(S) Trained _____
Hour(s) Trained _____
ELDT Is Proficient _____ Yes _____ No
Comments _____

CDT Signature

ELDT Signature

2 Vehicle Control-Left Turns

Date(S) Trained _____
Hour(s) Trained _____
ELDT Is Proficient _____ Yes _____ No
Comments _____

CDT Signature

ELDT Signature

3 Vehicle Control-Lane Changes

Date(S) Trained _____
Hour(s) Trained _____
ELDT Is Proficient _____ Yes _____ No
Comments _____

CDT Signature

ELDT Signature

4 Vehicle Control-Curves at Highway Speed

Date(S) Trained _____
Hour(s) Trained _____
ELDT Is Proficient _____ Yes _____ No
Comments _____

CDT Signature

ELDT Signature

5 Vehicle Control-Entry and Exit Interstate or Controlled Access Highways

Date(S) Trained _____
Hour(s) Trained _____
ELDT Is Proficient _____ Yes _____ No
Comments _____

CDT Signature

ELDT Signature

Over -->

6 Vehicle Control-Communication/Signaling

Date(S) Trained _____
Hour(s) Trained _____
ELDT Is Proficient _____ Yes _____ No
Comments _____

CDT Signature **ELDT Signature**

7 Vehicle Control-Visual Search

Date(S) Trained _____
Hour(s) Trained _____
ELDT Is Proficient _____ Yes _____ No
Comments _____

CDT Signature **ELDT Signature**

8 Vehicle Control-Speed & Space Management

Date(S) Trained _____
Hour(s) Trained _____
ELDT Is Proficient _____ Yes _____ No
Comments _____

CDT Signature **ELDT Signature**

9 Vehicle Control-Safe Driving Behavior

Date(S) Trained _____
Hour(s) Trained _____
ELDT Is Proficient _____ Yes _____ No
Comments _____

CDT Signature **ELDT Signature**

10 Vehicle Control-Hazard Perception

Date(S) Trained _____
Hour(s) Trained _____
ELDT Is Proficient _____ Yes _____ No
Comments _____

CDT Signature **ELDT Signature**

11 Vehicle Control-Railroad Crossings

Date(S) Trained _____
Hour(s) Trained _____
ELDT Is Proficient _____ Yes _____ No
Comments _____

CDT Signature **ELDT Signature**

Continued Next Page -->

12 Vehicle Control-Night Operations

Date(S) Trained _____
Hour(s) Trained _____
ELDT Proficient in comprehending and restating CDT verbal instruction _____ Yes _____ No
Comments _____

CDT Signature **ELDT Signature**

13 Vehicle Control-Extreme Driving Conditions

Date(S) Trained _____
Hour(s) Trained _____
ELDT Proficient in comprehending and restating CDT verbal instruction _____ Yes _____ No
Comments _____

CDT Signature **ELDT Signature**

14 Vehicle Control-Skid Control and Other Emergencies

Date(S) Trained _____
Hour(s) Trained _____
ELDT Proficient in comprehending and restating CDT verbal instruction _____ Yes _____ No
Comments _____

CDT Signature **ELDT Signature**

15 School Bus Danger Zones and Use of Mirrors

Date(S) Trained _____
Hour(s) Trained _____
ELDT Is Proficient _____ Yes _____ No
Comments _____

CDT Signature **ELDT Signature**

16 School Bus Loading and Unloading

Date(S) Trained _____
Hour(s) Trained _____
ELDT Is Proficient _____ Yes _____ No
Comments _____

CDT Signature **ELDT Signature**

17 Emergency Evacuation

Date(S) Trained _____
Hour(s) Trained _____
ELDT Proficient in comprehending/restating/and demonstrating CDT's instruction _____ Yes _____ No
Comments _____

CDT Signature **ELDT Signature**

Over -->

Certification of Proficiency for Section III

Section III Finalized Date: _____

Types of weather/driving conditions experienced during Section III: _____

Circle Bus Capacity Size 48 54 60 66 72 84

Circle Brake Type: Air Hydraulic

Overall Comments _____

Required Signatures (Trainee/Trainer/Employers)	
_____ Entry Level Driver Trainee Signature	_____ Certified Driver Trainer Signature
_____ Entry Level Driver Trainee Employer Signature	_____ Certified Driver Trainer Employer Signature

Required Certification Signatures (CDSBDT & District Supervisor)	
This is to certify that the School Bus Driver Entry Level Driver Trainee has shown proficiency in completing all required tasks in Section III under my supervision. I certify this trainee as proficient and ready to complete required road testing authorized by Division of Motor Vehicles.	
_____ Certified Delaware School Bus Driver Trainer Signature	_____ Date
This is to certify that the CDSBDT is authorized and has provided the required completed Section III to the district.	
_____ District Transportation Supervisor Signature	_____ Date

Section III form must be completed and provided to District/Charter Office for uploading in Transportation Record System under Training- Behind-the-Wheel

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Entry Level Driver Trainee

District/Charter

Section IV is the final segment of the required training for the ELDT. This section can only be completed after proficiency has been shown in Section I, II, III and successfully completed the DMV Road Skills Test and received their "S" endorsement. This section will have the ELDT operate the school bus with children onboard and demonstrate their proficiency in conducting pre-trip, driving maneuvers, loading and unloading of students, railroad crossings, student management, and conducting a post-trip inspection. The CDT will observe all requirements and will sign off on each task once proficiency is demonstrated. This section will be completed once the ELDT has demonstrated proficiency in all areas. The CDT must recommend areas of continued professional development so the ELDT's employer can continue to reinforce training as well as monitor those areas. ***This section must be completed on a school bus route that services students to and from school and has multiple bus stop which load/unload students; this training cannot be completed on a shuttle bus route, activity bus route, or field trip activity.*** Once the ELDT shows proficiency for all required tasks; final signatures are required for the driver to be eligible to operate a school bus with children onboard without a CDT.

1 Pre-Trip Inspection

	Proficient		Proficient
Lights Checked	_____	Brake Test	_____
Tires Checked	_____	Exterior Check	_____
Emergency Equipment	_____	Interior Check	_____
Mechanical Components	_____	Emergency Equipment	_____
Fluid Levels	_____		
ELDT Is Proficient	_____	Yes _____	No _____
Comments	_____		
_____		_____	
CDT Signature		ELDT Signature	

2 Driving Maneuvers

	Proficient		Proficient
Braking and Stopping	_____	Leaving traffic flow	_____
Lateral clearance	_____	Cross over turn movements	_____
Driving in reverse	_____	Bridges	_____
2 point turns	_____	Enter/merge highways/intersections	_____
Parking	_____	Pedestrian/cycle intersaction	_____
Entering traffic flow	_____	Lane changing	_____
Lane position/usage	_____	Observation of signs,signal,markings	_____
Speed Control	_____	Parked Vehicles	_____
Following Distance	_____	Approaching intersections	_____
Curve and hills	_____	Through intersections	_____
Yielding right of way	_____	Observation of tailswing	_____
ELDT Is Proficient	_____	Yes _____	No _____
Comments	_____		
_____		_____	
CDT Signature		ELDT Signature	

3 Loading/Unloading of Students

	Proficient		Proficient
Activation of amber lights 10 seconds prior	_____	Keeping P.A. microphone in hand until students have loaded or students have crossed the road	_____
Activating right turn signal	_____	If unloading and requires students to cross students must be cross using the double cross method. 1.) Students wait at crossing gate, driver states "Cross to mirror" students stop at edge of bus	_____
Pulling as far right as possible (protect right side)	_____	2.) Driver checks traffic and provides verbal command "Continue across"	_____
Opening entrance door once bus is completley stopped	_____	Track students, count students, check mirrors to ensure all students have exited the danger zone area	_____
Applying parking brake, while keeping foot on service brake	_____	Wait until the students have seated before canceling red lights/stop sign	_____
Checking mirrors/traffic before signaling students to load	_____	Check mirrors and signal before entering traffic lane. Lets traffic continue before	_____
Using P.A. System to verbally signal students it is safe to cross/load	_____		_____
ELDT Is Proficient	_____	Yes _____ No	_____
Comments	_____		
_____		_____	
CDT Signature		ELDT Signature	

4 Railroad Crossing

If bus route does not encounter a Railroad Crossing CDT must have ELDT simulate the procedure.

	Proficient		Proficient
Activates 4-way hazards	_____	Opens Door & Driver Window	_____
Pulls as far right as possible	_____	Look left,right,left,right and listens	_____
Stops no farther than 50ft and no closer than 25 ft.	_____	Closes door and proceeds across tracks	_____
Activates noise suppression switch	_____	Signal and checks mirrors to merge into traffic.	_____
Silence passengers	_____	De-activate Noise Suppression	_____
Places tranmission into neutral, and apply parking brake	_____		_____
ELDT Is Proficient	_____	Yes _____ No	_____
Comments	_____		
_____		_____	
CDT Signature		ELDT Signature	

Continued --->

5 Student Management

	Proficient		Proficient
Greets students loading/unloading (welcoming)	_____	Appropriate conversation with pupils	_____
Corrects unsafe behaviors	_____	Doesn't engage in conversation while operating bus	_____
Firm, Fair, Friendly and consistent when addressing behaviors	_____	Aknowledges, waves, speaks to parents/guardians at bus stops	_____
ELDT Is Proficient	_____	Yes _____ No _____	_____
Comments	_____		

CDT Signature

ELDT Signature

6 Post-Trip Inspection

	Proficient		Proficient
Secures the School Bus	_____	Checks the bus and reports vandalism	_____
Removes key from the ignition	_____	Turns off all lights	_____
Morning: After each run, checks bus on school property for any remaining students or items	_____	Documents and reports any items that must be repaired	_____
Afternoon: After each run, pull bus over in safe location and check for sleeping students and items.	_____		
ELDT Is Proficient	_____	Yes _____ No _____	_____
Comments	_____		

CDT Signature

ELDT Signature

Section IV Bus Information:

Bus Number: _____

Route Start Time: _____ **Route End Time:** _____

Bus Serves District/School _____

Circle Bus Capacity Size 48 54 60 66 72 84

Circle Brake Type: Air Hydraulic

Over --->

Section IV Finalized Date: _____

Overall Comments _____

Continued Professional Development Training

CDT's must ensure all ELDT are proficient before being released to transport student. Even though ELDT's are proficient their employer should continue to provide training and check-ins to ensure accuracy and safe driving. Please note areas in which the employer will want to emphasize additional training and check-ins on throughout their tenure.

Pre-Trip Inspection _____

Driving Maneuvers _____

Loading and Unloading of Students _____

Railroad Crossing _____

Student Management _____

Post-Trip Inspection _____

Required Signatures (Trainee/Trainer/Employers)

_____	_____
Entry Level Driver Trainee Signature	Certified Driver Trainer Signature
_____	_____
Entry Level Driver Trainee Employer Signature	Certified Driver Trainer Employer Signature

Required Certification Signatures (CDSBDT & District Supervisor)

This is to certify that the School Bus Driver Entry Level Driver Trainee has shown proficiency in completing all required tasks in Section IV under my supervision. I certify this trainee as proficient and ready to complete their daily duty of transporting students to and from school safely.

Certified Delaware School Bus Driver Trainer Signature	_____
	Date

This is to certify that the school bus driver applicant has completed training with a authorized CDSBDT and all required section paperwork is complete and submitted to the district.

District Transportation Supervisor Signature	_____
	Date

Section IV must be submitted to the district/charter to be uploaded in Transportation Record System.