

Trainee:

Date:

Route:

Line Instructor:

Bus#:

Shift:

CDL Expires:

CDL Paper

Plastic

Task ___/4

Driver Responsibilities

1

N Y NA

Comments:

☐ ☐ ☐

1. Arrives before shifts starts (N/A if from another shift)

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2. Proper dress (Watch, pen, driver's packet, CDL, badge)

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3. Completes start of shift procedure (WAI, WAI card, Mileage etc.)

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4. Completes all paperwork correctly (paper counts, mileage, pay hours and **has correct version of route card**)

Task ___/16

Passenger Relations

E = Never

D = Sometimes

C = Often

B = Mostly

A = Always/ Not Applicable

E D C B A

☐ ☐ ☐ ☐ ☐

1. Acknowledges passengers upon boarding, Friendly demeanor, good customer service.

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2. Scans for late passengers.

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3. Waits for passengers to be seated or secure before moving the bus.

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4. Properly secures wheelchair or mobility device if applicable (Mark A block if not applicable)

Task 3 ___/50

Safety

E = Never

D = Sometimes

C = Often

B = Mostly

A = Always/ Not Applicable

E D C B A

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1. Makes complete stops at stop signs.

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2. Scans frequently (5-8 second intervals).

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3. Proper following/stopping distance with traffic and stops.

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4. Approaches intersections and traffic lights cautiously

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5. Drives according to traffic and road conditions.

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6. Obeys all traffic laws and BT safety procedures.

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7. Drives with two hands on the wheel.

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8. Obeys speed limit.

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9. Checks blind spots/ mirrors before pulling into traffic.

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10. Approaches crosswalks with caution and sufficient scanning.

Task /30

4

E D C B A

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Operation**

E = Never

C = Often

A = Always/ Not Applicable

D = Sometimes

B = Mostly

Route Specific

1. Drives according to route specifications (DHD, turns, times, mandatory stops, special instructions)

2. Knows route specific information (Route card)

Vehicle Specific

3. Uses 4-ways and turn signals correctly

4. Performs turns correctly (time, speed, gap in traffic etc.)

5. Maintains proper lane placement and distance from bike lanes, curb and other hazards (E if curb struck)

6. Stops correct distance from curbs (18 -24")

7. Makes all announcements (if required)

8. Secures vehicle with **Parking Brake** at time checks and follows proper 10-7 procedure (A if N/A, E if trainee left seat w/o Parking Brake Engaged).

9. Operates doors correctly.

10. Accelerates smoothly.

11. Brakes smoothly and uses retarder when applicable.

12. Uses correct radio procedures and 10-codes.

13. Understands and can operate Mentor

14. Accurately keep passenger counts on back of paysheet, if applicable (mark A block if not used)

15. Understands and can program the destination sign if applicable (mark A block if not used)

Important Questions:**Yes****No****Why**

Do you feel the trainee should repeat the session?

☐☐

Was the route on detour?

☐☐

Did you have to remove the trainee from the seat?

☐☐**General Comments:**

Line Instructor Signature:

Date:

Trainee Signature:

Date:

For Office Use Only:

(Task 1 N=-1 | Task 2 A=-1, B to E = 1.5 | Task 3 A=1.25, B to E = 2 | Task 4 A to E=0.5)

 /4 + /16 + /50 + /30 = /100