**PRE-SERVICE TRAINING DOCUMENTATION**

**Non-CDL OPERATOR**

**Operator Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- |
| **Date** | **Hours** | **Topic** | **Driver** | **Trainer** |
|  |  | **Tour Facility/Introductions to Staff** |  |  |
|  |  | **Distribute Copy of District Handbook** |  |  |
|  |  | **District Policies** |  |  |
|  |  | **District Forms** |  |  |
|  |  | **CDE Rules** |  |  |
|  |  | **CDE Guide** |  |  |
|  |  | **CDE Forms** |  |  |
|  |  | **MVR Request Form** |  |  |
|  |  | **Copy of License** |  |  |
|  |  | **STU-17 Medical** |  |  |
|  |  | **Discuss Training Process** |  |  |
|  |  | **Pre-Trip/Post-Trip Inspection** |  |  |
|  |  | **Demonstration** |  |  |
|  |  | **Different vehicles in fleet** |  |  |
|  |  | **Documenting Defects** |  |  |
|  |  | **Student Check** |  |  |
|  |  | **Secure Bus** |  |  |
|  |  | **Paperwork (STU-8)** |  |  |
|  |  | **Bus Stops – If Applicable** |  |  |
|  |  | **Approaching Stop** |  |  |
|  |  | **Vehicle Placement on Roadway** |  |  |
|  |  | **Visibility Requirements** |  |  |
|  |  | **Loading/Unloading** |  |  |
|  |  | **Light Use** |  |  |
|  |  | **Counting Students** |  |  |
|  |  | **Danger Zone** |  |  |
|  |  | **Legal or not Legal?** |  |  |
|  |  | **At the Bus Stop** |  |  |
|  |  | **Leaving Bus Stop – Clear Traffic** |  |  |
|  |  | **Hazard Identification** |  |  |
|  |  | **Importance of Time Schedule** |  |  |
|  |  | **Emergency Evacuations** |  |  |
|  |  | **Front Door** |  |  |
|  |  | **Rear Door** |  |  |
|  |  | **Split Front/Rear/Side** |  |  |
|  |  | **Windows/Hatch** |  |  |
|  |  | **Mountain Training** |  |  |
|  |  | **Retarder Use** |  |  |
|  |  | **Gears** |  |  |
|  |  | **Adverse Weather** |  |  |
|  |  | **Railroad Crossings** |  |  |
|  |  | **Defensive Driving** |  |  |
|  |  | **Distractions** |  |  |
|  |  | **Observations** |  |  |
|  |  | **Space Management** |  |  |
|  |  | **Driving Fundamentals** |  |  |
|  |  | **Road Driving** |  |  |
|  |  | **Town Driving** |  |  |
|  |  | **Freeway Driving** |  |  |
|  |  | **Country Driving** |  |  |
|  |  | **Student Stops** |  |  |
|  |  | **Railroad Crossing** |  |  |
|  |  | **Activity Trips** |  |  |
|  |  | **Route Planning** |  |  |
|  |  | **Parking** |  |  |
|  |  | **Pick-Up/Drop Off** |  |  |
|  |  | **Rest Stops** |  |  |
|  |  | **Chaperone Responsibilities** |  |  |
|  |  | **Prior to Departure** |  |  |
|  |  | **Hours of Service** |  |  |
|  |  | **Confidentiality** |  |  |
|  |  | **First Aid/CPR/Universal Precautions** |  |  |
|  |  | **Safe School Plan** |  |  |
|  |  | **Bullying** |  |  |
|  |  | **Victim** |  |  |
|  |  | **Student Management** |  |  |
|  |  | **Discipline Policy** |  |  |
|  |  | **Harassment** |  |  |
|  |  | **Young vs. Older Students** |  |  |
|  |  | **Special Education** |  |  |
|  |  | **IEP’s** |  |  |
|  |  | **Disabilities** |  |  |
|  |  | **Lift Operations** |  |  |
|  |  | **Wheelchair Securement** |  |  |
|  |  | **Child Restraint Systems** |  |  |
|  |  | **Medication** |  |  |
|  |  | **Allergies** |  |  |
|  |  | **Bus Evacuations** |  |  |
|  |  | **Shop Orientation** |  |  |
|  |  | **Department Tour** |  |  |
|  |  | **Fluid Refills** |  |  |
|  |  | **Repair Reporting Process** |  |  |
|  |  | **Bus Washing** |  |  |
|  |  | **Paperwork Distribution** |  |  |
|  |  | **CDE Written Test** |  |  |
|  |  | **Route Training** |  |  |
|  |  | **Route #** |  |  |
|  |  | **Route #** |  |  |
|  |  | **Route #** |  |  |
|  |  | **Performance Evaluation** |  |  |
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**Date Training Started \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Trainer Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Trainer Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**My signature confirms that I have received all of the training in the above listed subjects.**

**Operator Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**