

Annual Bus Stop - Driver LOADING & UNLOADING Evaluation

Purpose of the Annual Bus Stop - Driver LOADING and UNLOADING Evaluation

The annual on-board school bus driver evaluation is an integral component of improving driver performance and learning. An effective evaluation observation program results when school bus drivers are treated as professionals and evaluators are successful in using the evaluation to focus on and improve student safety at the school bus stop.

The purposes of the *Annual Bus Stop - Driver LOADING & UNLOADING Evaluation* are:

- a. To identify and resolve issues with the safety of school bus stop locations
- b. To identify and resolve issues with school bus drivers carrying out their required duties
- c. To identify and resolve issues with students executing essential behaviors that will keep them safe

Brief General Process Overview (Additional Detail for Each Activity Follows Below)

The *Annual Bus Stop - Driver LOADING & UNLOADING Evaluation* process consists of the following:

- a. There will be a **Pre-Evaluation Orientation** for school bus drivers in order that they understand the areas that will be evaluated/observed as well as the individual items being scored (see detail below).
- b. The **On-Board Evaluation Observation Ride** will take place. If the school bus driver scores well **enough**, the evaluation will become their official evaluation observation of record. If the driver does not score well, **this will become** an extended phase evaluation observation period with remediation training **provided**. **This will later be** followed by another evaluation observation(s) (see detail below).
- c. A **Post Observation Conference** will be required after each extended phase observation and on some satisfactory evaluations **that** contain **only** a limited number of *Developing* scores (see detail below).

Additional Detail on the Pre-Evaluation Orientation

It is recommended that all school bus drivers receive an annual orientation on the *Annual Bus Stop - Driver LOADING & UNLOADING Evaluation* prior to their evaluation observation. An overview of the instructions, scoring guidelines, actual forms and where drivers can obtain *Loading & Unloading Unit 6 – October 2012* will be discussed. It is recommended to either provide each driver a copy of both the loading and unloading evaluation and/or to post the evaluations to promote driver understanding.

Additional Detail on the On-Board Evaluation Observation Ride

Who performs the evaluations will be determined by the local pupil transportation leadership. The evaluation observation will occur with the evaluator observing and scoring on either a morning or afternoon route/load. If the school bus driver scores an overall *Satisfactory*, the evaluation will become their official evaluation of record for this annual evaluation period. If the driver does not score *Satisfactory* on the overall evaluation observation, there will be an *Extended Phase* evaluation observation period. This period will include a Post Observation Conference and related remedial training with follow-up evaluation observation(s) until the driver scores an overall *Satisfactory*. This *Satisfactory* evaluation will then become their official evaluation of record for the annual evaluation period. See *Evaluator Instructions for the OVERALL EVALUATION SCORE* (below) for additional detail.

Additional Detail on the Post Observation Conference

A Post Observation Conference is required to provide clarity/direction on any *Satisfactory* evaluation where there were one to two (1-2) *Developing* scores in an area. Additionally, a Post Observation Conference is required after each **Extended Phase** observation. The purpose in this instance will be to discuss areas needing improvement, to clarify action(s) required and the time frame for corrections.

Evaluator Instructions for Scoring Items in Each Section

Place a check mark in the appropriate space for each item scored. Use not applicable (*N/A*) as needed.

Use the following key in marking your scoring decisions:

Satisfactory = Meets or exceeds expectations

Developing = Overall actions meet expectations, with limited exceptions (Example - If scoring "Taps/flashes brakes", at 10 bus stops the driver might have failed to do so a couple of times)

Needs Improvement = Does not meet expectations

When Scoring the *A.M. & P.M. BUS STOP REQUIREMENTS/RECOMMENDATIONS* Section –

Only items with a double asterisk in this area should count towards the school bus driver's overall evaluation observation. A **Needs Improvement** score for "Bus Stop" item(s), should be resolved by the Pupil Transportation Office through making an adjustment, if possible, to any school bus stop(s) identified by the evaluator as needing review. There will be no *Developing* scores issued in this area.

When Scoring the *LOADING (DRIVER DUTIES) & UNLOADING (DRIVER DUTIES)* Section –

Score all "Driver Duty" applicable items in these areas. Use the "Scoring Criteria Guide" that follows.

When Scoring the *LOADING FROM DOOR SIDE (STUDENT SAFE BEHAVIORS), LOADING FROM ACROSS ROAD (STUDENT SAFE BEHAVIORS), UNLOADING TO DOOR SIDE (STUDENT SAFE BEHAVIORS), & UNLOADING TO ACROSS ROAD (STUDENT SAFE BEHAVIORS)* Sections –

It is recommended that these "Student Safe Behavior" areas be evaluated only when the driver has had the opportunity to work with student riders on the route/load for a minimum of four (4) weeks.

Evaluator Instructions for the OVERALL EVALUATION SCORE

Satisfactory School Bus Driver Evaluation –

It is recommended that an evaluation with no Needs Improvement scores at all, and/or an evaluation up to two (2) Developing scores in the same area, result in this being the **official Satisfactory evaluation of record for this annual evaluation period**. The evaluator will discuss and provide detailed guidance on any *Developing* items needing further attention, at a Post Observation Conference.

Extended Phase Evaluation Observation –

It is recommended that an evaluation with three (3) or more Developing scores in the same area or an evaluation with one (1) or more Needs Improvement score(s) in all areas combined, result in this observation being used as an **informal diagnostic evaluation with an Extended Phase evaluation observation period**. The evaluator will share the outcome of the informal evaluation at the Post Observation Conference. This will be followed by related remedial instruction/training provided to the driver. Once the appropriate training is complete, another evaluation observation will occur as soon as feasible. If the latter evaluation is an overall *Satisfactory*, it will then become the official formal evaluation observation of record. If not, the *Extended Phase* observation period will continue (if the school system desires) with more remediation activities, until a *Satisfactory* evaluation is achieved.

NOTE – The scores from the *Extended Phase* evaluation observation are for diagnostic purposes only and upon the driver achieving an overall *Satisfactory* evaluation, the *Extended Phase* evaluation observation will not be part of the official annual evaluation of record.

Unsatisfactory School Bus Driver Evaluation – It is recommended that if the school bus driver fails to remediate in the *Extended Phase* evaluation observation period(s) or if the school system determines that they will not continue to retrain/retain this school bus driver, an **Unsatisfactory overall evaluation of record for this annual evaluation period** will result.

Evaluator Scoring Criteria Guide for Driver Duties

Use the guide below for additional detail when scoring *LOADING & UNLOADING (DRIVER DUTIES)* .

LOADING (DRIVER DUTIES)

1. Taps/flashes brakes

- Applied brakes early and hard enough to light up the brake lights (so vehicles behind had a warning a stop was about to take place)

2. Slows and scans for safety issues

- Started slowing down in preparation for the stop
- Scanned for safety issues and any unusual circumstance

3. Activates ambers at least 200 feet prior

- Activated eight-ways at a sufficient distance to warn other motorists of upcoming stop
- Activated ambers even if no student was present

4. Checks mirrors for traffic and potential hazards

- Performed a constant visual search around the bus
- Used mirrors (and direct vision) continuously, to identify traffic changes & hazards
- Rocked and rolled for correct mirror usage

5. Utilizes care keeping 12 feet of separation from students

- Approached students with extreme care
- Made necessary adjustments to bus speed and position for conditions
- Pulled no closer than 12 feet from waiting students
- Stopped as quickly and safely as possible, if students rushed the bus

6. Stops smoothly & fully in far right lane (to include decel lane)

- Did not stab or pump brakes
- Stopped smoothly and with one stop
- Positioned bus in far right lane to protect from vehicles passing on right
- Used deceleration lane if applicable
- Stopped fully, set parking brake, opened door, activated eight-ways, etc. and looked for late arriving students, even if no students were present

7. Stops so students come towards bus from the front

- Identified position of students & counted upon approach
- Stopped short of the stop, to help keep students out of *Danger Zone*
- Positioned bus to see students approaching from front with direct vision

8. (1) Sets parking brake & (2) Places transmission in neutral

- After setting parking brake (required), shifted to neutral (recommended)

9. Once stopped, opens door to activate red flashing lights

- Bus was fully stopped
- Stop arm and crossing gate worked properly

10. Makes sure ALL traffic has stopped

- Continuously used both direct vision and mirrors to identify any moving traffic from both the front and from behind

LOADING (DRIVER DUTIES) Continued

11. Uses eye contact & hand signal for crossing students (standing 12 feet off road)

- Established eye contact with crossing students standing 12 feet off road and counted them
- Continued to use both direct vision and mirrors to identify any moving traffic
- Gave the hand signal when it was safe for them to begin crossing

12. Counts, recounts, & accounts for all students

- Avoided distractions – total focus was on loading the students
- Counted & re-counted students to be sure all who were waiting had safely boarded
- Did not put bus in motion if count was lost

13. Ensures everyone is safely on board and seated, then closes door

- Students used handrail to enter the bus safely
- All students were safely inside the bus
- All students were seated (if possible)
- Door was closed and eight-ways, crossing gate and stop arm cancelled

14. Foot on brake – (1) Shifts from neutral to drive (2) Releases parking brake

- a. With foot on service brake, shifted from neutral to drive (recommended)
- b. With foot on service brake, released parking brake (required)

15. Checks mirrors before & as pulling away

- Bus was not moved forward until all mirrors were checked for traffic and for any late arriving students in the *Danger Zone*
- Door was closed so the right mirrors showed the area toward the back wheels
- After bus started moving, mirrors were checked again for late arriving students or anyone chasing after the bus

UNLOADING (DRIVER DUTIES)

1. Taps/flushes brakes

- Applied brakes early and hard enough to light up the brake lights (so vehicles behind had a warning a stop was about to take place)

2. Slows and scans for safety issues

- Started slowing down in preparation for the stop
- Scanned for safety issues and any unusual circumstance

3. Activates ambers at least 200 feet prior

- Activated eight-ways at a sufficient distance to warn other motorists of upcoming stop

4. Checks mirrors for traffic and potential hazards

- Performed a constant visual search around the bus
- Used mirrors (and direct vision) continuously, to identify traffic changes & hazards
- Rocked and rolled for correct mirror usage

5. Stops smoothly & fully in far right lane (to include decel lane)

- Did not stab or pump brakes
- Stopped smoothly and with one stop
- Positioned bus in far right lane to protect from vehicles passing on right
- Used deceleration lane if applicable

UNLOADING (DRIVER DUTIES) Continued

6. Stops so students leave bus walking away from the front in direct view

- Stopped short of the stop, to help keep students out of Danger Zone
- Positioned bus to see students walking away from front with direct vision

7. (1) Sets parking brake & (2) Places transmission in neutral

- After setting parking brake (required), shifted to neutral (recommended)

8. Once stopped, cracks/opens door to activate red flashing lights

- Passengers remained seated until the bus came to a complete stop
- Red eight-ways, stop arm and crossing gate were activated with bus fully stopped, without fully opening door (if possible with door design)
- Stop arm and crossing gate worked properly

9. Uses direct vision & mirrors to check for traffic

- Continuously used both direct vision and mirrors to identify any moving traffic from both the front and from behind

10. Waits until all traffic is stopped before giving O.K. for students to depart

- Unloading process began ONLY after all vehicles were completely stopped
- Departing students did not exit until driver O.K. was given
- Counted passengers as they departed

11. Uses eye contact & hand signal for crossing students at end of crossing gate

- Moved crossing students as a group
- Established eye contact with crossing students at the end of the crossing gate
- Continued to use both direct vision and mirrors to identify any moving traffic from both the front and from behind
- Gave the hand signal when it was safe for them to continue to center of road

12. Uses eye contact & hand signal for crossing students at center of road

- Established eye contact with crossing students at the center of the road
- Continued to use both direct vision and mirrors to identify any moving traffic from both the front and from behind
- Gave the hand signal it was safe for them to finish crossing

13. Avoids distractions & accounts for all students 12 feet off roadway

- Avoided distractions – total focus was on unloading the students
- Counted students again as they moved away from the bus
- Ensured that all students were at least 12 feet off roadway
- Ensured that non-crossing students did not re-enter the 12 foot danger zone

14. Counts, recounts, & accounts for all students

- Counted & re-counted students to be sure all who exited were accounted for
- Did not put bus in motion if count was lost

15. Closes door after all students are 12 feet off road

- The red eight-ways, stop arm and crossing gate remained activated until ALL students reached a safe place, 12 feet off the road
- Looked to make sure no students returned near the bus

UNLOADING (DRIVER DUTIES) Continued

16. Foot on brake – (1) Shifts from neutral to drive (2) Releases parking brake

- a. With foot on service brake, shifted from neutral to drive (recommended)
- b. With foot on service brake, released parking brake (required)

17. Checks mirrors before & as pulling away

- Bus was not moved forward until all mirrors were checked for traffic and possible returning students in the danger zone
- Door was closed so the right mirrors showed if anyone was still near the bus or rear wheels
- After bus started moving, mirrors were checked again for returning students in the *Danger Zone*

Bus Stop - Driver LOADING Evaluation Cont'd

Evaluator Instructions - Place a check in each appropriate space or use *N/A* as appropriate.

AREAS & ITEMS	Satis- factory	Develop- ing	Needs Improve- ment
LOADING FROM THE DOOR SIDE (STUDENT SAFE BEHAVIORS)			
All items are packed (in book bag, etc.)			
No use of ear buds, headphones, etc.			
Stays on their side of road			
Waits 12 feet from edge of road - <i>Where Possible</i>			
Waits for bus to stop & door to open			
Waits for moving traffic to stop			
Looks for moving cars while walking straight towards door			
Stays in direct view of driver (away from front & rear bus tires)			
Boards the bus directly without delay			
Uses handrail & goes directly to a seat			
LOADING FROM ACROSS THE ROAD (STUDENT SAFE BEHAVIORS)			
All items are packed (in book bag, etc.)			
No use of ear buds, headphones, etc.			
Stays on their side of road			
Waits 12 feet from edge of road			
Waits 12ft. off road, for bus to stop & for driver's signal it's safe to cross			
Stops at edge of road and looks both ways for all moving traffic to stop			
Looks both ways for moving cars while walking straight across road			
Crosses 12 feet in front of bus & stays in driver's direct view			
Boards the bus directly without delay			
Uses handrail & goes directly to a seat			

OVERALL EVALUATION SCORE - Place a check in the appropriate space.

Satisfactory _____ Extended Phase (Remediation W/Follow-Up Eval.) _____ Unsatisfactory _____

Evaluator's Name (Print) _____

Evaluator's Signature _____

Bus Driver's Signature _____

Driver's signature indicates the evaluation was performed. It does not indicate agreement.

Bus Stop - Driver UNLOADING Evaluation

Bus Driver's Name (Print) _____

Bus Number _____ Date _____

Afternoon Route/Load ID _____

KEY: Satisfactory = Meets or exceeds expectations
 Developing = Overall actions meet expectations with limited exceptions
 Needs Improvement = Does not meet expectations

Evaluator Instructions - Place a check in each appropriate space or use *N/A* as appropriate.

AREAS & ITEMS	Satis- factory	Develop- ing	Needs Improve- ment
BUS STOP REQUIREMENTS/RECOMMENDATIONS (**=Use in Driv. Eval.)			
Can be seen for at least 300 feet- <i>Where Possible</i> (Room for vehicles to stop)			
**Students do not cross more than 2 lanes	**		**
**Not located within 30 feet of stop sign or traffic control signal	**		**
**Not located directly in a cul-de-sac	**		**
Allows bus driver to use far right lane			
Allows bus driver to stop short - keeping students in direct view			
**Backs before unloading students at turn around (if applicable)	**		**
LIST ANY BUS STOPS NEEDING REVIEW:			
UNLOADING (DRIVER DUTIES) [* = Recommended]			
Taps/flashes brakes			
Slows and scans for safety issues			
Activates ambers at least 200 feet prior			
Checks mirrors for traffic & potential hazards			
Stops smoothly & fully in far right lane of road (to include decel lane)			
Stops so students leave bus walking away from the front in direct view			
(1) Sets parking brake & (2) *Places transmission in neutral			
Once stopped, cracks/opens door to activate red flashing lights			
Uses direct vision & mirrors to check for traffic			
Waits until all traffic is stopped before giving O.K. for students to depart			
Uses eye contact & hand signal for crossing students at end of crossing gate			
Uses eye contact & hand signal for crossing students at center of road			
Avoids distractions & accounts for all students 12 feet off roadway			
Counts, recounts, & accounts for all students			
Closes door after all students are 12 feet off road			
Foot on brake - (1) *Shifts from neutral to drive (2) Releases parking brake			
Checks mirrors before & as pulling away			

Bus Stop - Driver UNLOADING Evaluation Cont'd

Evaluator Instructions - Place a check in each appropriate space or use N/A as appropriate.

AREAS & ITEMS	Satisfactory	Developing	Needs Improvement
UNLOADING TO THE DOOR SIDE (STUDENT SAFE BEHAVIORS)			
Passengers remain seated until bus is stopped			
All items are packed (in book bag, etc.)			
No use of ear buds, headphones, etc.			
Waits in the aisle until driver gives O.K. to begin to exit			
Looks for moving cars, especially to the right, before stepping off bus			
Stays in full direct view of the driver			
Continues to look for moving cars as walking directly 12 feet off road			
Never gets mail from a roadside mailbox until after the bus leaves			
UNLOADING TO ACROSS THE ROAD (STUDENT SAFE BEHAVIORS)			
Passengers remain seated until bus is stopped			
All items are packed (in book bag, etc.)			
No use of ear buds, headphones, etc.			
Waits in the aisle until driver gives O.K. to begin to exit			
Looks for moving cars, especially to the right, before stepping off bus			
Walks straight away from right front of bus, in driver's full view			
Stops at end of crossing gate & face center of road			
Looks directly at driver & waits for signal that it is safe to cross			
Looks for moving cars while walking to center of the road			
Stops at center of road & waits for driver's signal to finish crossing			
Looks for cars to left & right while walking across & exiting 12 ft. off road			
Never gets mail from a roadside mailbox until after the bus leaves			
Never crosses behind the bus			

OVERALL EVALUATION SCORE - Place a check in the appropriate space.
 Satisfactory _____ Extended Phase (Remediation W/Follow-Up Eval.) _____ Unsatisfactory _____

Evaluator's Name (Print) _____

Evaluator's Signature _____

Bus Driver's Signature _____

Driver's signature indicates the evaluation was performed. It does not indicate agreement.