Annual Bus Stop - Driver LOADING & UNLOADING Assessment

**Purpose of the Annual Bus Stop - Driver LOADING and UNLOADING Assessment**
The annual on-board school bus driver assessment is an integral component of improving driver performance and learning. An effective assessment observation program results when school bus drivers are treated as professionals and assessors are successful in using the assessment to focus on and improve student safety at the school bus stop.

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

**Additional Detail on the Pre-Assessment Orientation**
It is recommended that all school bus drivers receive an annual orientation on the Annual Bus Stop - Driver LOADING & UNLOADING Assessment prior to their assessment 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 assessment and/or to post the assessments to promote driver understanding.

**Additional Detail on the On-Board Assessment Observation Ride**
Who performs the assessments will be determined by the local pupil transportation leadership. The assessment observation will occur with the assessor observing and scoring on either a morning or afternoon route/load. If the school bus driver scores an overall Satisfactory, the assessment will become their official assessment of record for this annual assessment period. If the driver does not score Satisfactory on the overall assessment observation, there will be an Extended Phase assessment observation period. This period will include a Post Observation Conference and related remedial training with follow-up assessment observation(s) until the driver scores an overall Satisfactory. This Satisfactory assessment will then become their official assessment of record for the annual assessment period. See Assessor Instructions for the OVERALL ASSESSMENT 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 assessment 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.
Assessor 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 assessment 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 assessor 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 accessed only when the driver has had the opportunity to work with student riders on the route/load for a minimum of four (4) weeks.

Assessor Instructions for the OVERALL ASSESSMENT SCORE

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

Extended Phase Assessment Observation –
It is recommended that an assessment with three (3) or more Developing scores in the same area or an assessment with one (1) or more Needs Improvement score(s) in all areas combined, result in this observation being used as an informal diagnostic assessment with an Extended Phase assessment observation period. The assessor will share the outcome of the informal assessment 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 assessment observation will occur as soon as feasible. If the latter assessment is an overall Satisfactory, it will then become the official formal assessment observation of record. If not, the Extended Phase observation period will continue (if the school system desires) with more remediation activities, until a Satisfactory assessment is achieved.

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

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

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
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
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 Assessment

**Bus Driver's Name (Print)**

**Bus Number**

**Date**

**Morning Route/Load ID**

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

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

<table>
<thead>
<tr>
<th>AREAS &amp; ITEMS</th>
<th>Satisfactory</th>
<th>Developing</th>
<th>Needs Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BUS STOP REQUIREMENTS/RECOMMENDATIONS (</strong>=Use in Driv. Assess.)**</td>
<td></td>
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<tr>
<td>Can be seen for at least 300 feet-<strong>Where Possible</strong> (Room for vehicles to stop)</td>
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<tr>
<td>Sufficient room for students to wait 12 feet off roadway - <strong>Where Possible</strong></td>
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<tr>
<td><strong>Students do not cross more than 2 lanes</strong></td>
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<tr>
<td><strong>Not located within 30 feet of stop sign or traffic control signal</strong></td>
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<tr>
<td><strong>Not located directly in a cul-de-sac</strong></td>
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<tr>
<td>Allows bus driver to use far right lane</td>
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<tr>
<td>Allows bus driver to stop short - keeping students in direct view</td>
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<tr>
<td><strong>Loads students before backing at turn around (if applicable)</strong></td>
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**LIST ANY BUS STOPS NEEDING REVIEW:**

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td><strong>LOADING (DRIVER DUTIES)</strong> [ *= Recommended]</td>
</tr>
<tr>
<td>Taps/flashes brakes</td>
</tr>
<tr>
<td>Slows and scans for safety issues</td>
</tr>
<tr>
<td>Activates ambers at least 200 feet prior</td>
</tr>
<tr>
<td>Checks mirrors for traffic &amp; potential hazards</td>
</tr>
<tr>
<td>Utilizes care keeping 12 feet separation from students</td>
</tr>
<tr>
<td>Stops smoothly &amp; fully in far right lane of road (to include decel lane)</td>
</tr>
<tr>
<td>Stops so students come towards bus from the front</td>
</tr>
<tr>
<td>(1) Sets parking brake &amp; (2) *Places transmission in neutral</td>
</tr>
<tr>
<td>Once stopped, opens door to activate red flashing lights</td>
</tr>
<tr>
<td>Makes sure ALL traffic has stopped</td>
</tr>
<tr>
<td>Uses eye contact &amp; hand signal for crossing students</td>
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<tr>
<td>(standing 12 feet off road)</td>
</tr>
<tr>
<td>Counts, recounts, &amp; accounts for all students</td>
</tr>
<tr>
<td>Ensures everyone is safely on board &amp; seated, then closes door</td>
</tr>
<tr>
<td>Foot on brake - (1) *Shifts from neutral to drive (2) Releases parking brake</td>
</tr>
<tr>
<td>Checks mirrors before &amp; as pulling away</td>
</tr>
</tbody>
</table>
### Bus Stop - Driver LOADING Assessment Cont'd

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

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

**OVERALL ASSESSMENT SCORE** - Place a check in the appropriate space.

Satisfactory ____ Extended Phase (Remediation W/Follow-Up Assess.) ____ Unsatisfactory ____

**Assessor's Name (Print)________________________________________________________**

**Assessor's Signature________________________________________________________**

**Bus Driver's Signature______________________________________________________**

Driver's signature indicates the assessment was performed. It does not indicate agreement.
## Bus Stop - Driver **UNLOADING** Assessment

**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

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

###Areas & Items

<table>
<thead>
<tr>
<th>BUS STOP REQUIREMENTS/RECOMMENDATIONS (<strong>=Use in Driv. Assess.</strong>)</th>
<th>Satisfactory</th>
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<th>Needs Improvement</th>
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<tr>
<td>Can be seen for at least 300 feet - <em>Where Possible</em> (Room for vehicles to stop)</td>
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<tr>
<td><strong>Students do not cross more than 2 lanes</strong></td>
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<td>Allows bus driver to use far right lane</td>
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<td>Allows bus driver to stop short - keeping students in direct view</td>
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<tr>
<td><strong>Backs before unloading students at turn around (if applicable)</strong></td>
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</tbody>
</table>

### LIST ANY BUS STOPS NEEDING REVIEW:

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### 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

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Bus Stop - Driver UNLOADING Assessment Cont'd

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

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

**OVERALL ASSESSMENT SCORE** - Place a check in the appropriate space.

Satisfactory ____  Extended Phase (Remediation W/Follow-Up Assess.) ____  Unsatisfactory ____

Assessor’s Name (Print)_____________________________________________________________________

Assessor’s Signature_____________________________________________________________________

Bus Driver’s Signature_____________________________________________________________________

Driver’s signature indicates the assessment was performed. It does not indicate agreement.