

2023/2024 - School Bus, Multifunction, & Motor Coach Operator Written Test Study Guide

Your Personal Pre-Trip:

The personal pre-trip is just as important as the vehicle pre-trip. Factors that influence a driver's well-being are physical, emotional, and mental attitudes. Stress in any of these areas can affect driving performance. Under physical, emotional, or mental stress, a driver may have trouble concentrating and may experience slowed reaction time.

Five keys to being a successful school transportation vehicle operator are:

Competence, positive attitude, cooperation, communication, and safety awareness.

The driver's area: Including the space in front of the front barriers, the step-well, dash, walls and ceiling, the windshield, the entry door, the driver's side window, and all windows in front of the front barrier the first two passenger windows on both sides of the vehicle or all windows on the rear of the vehicle.

Driver log: 17.04(a) An operator's daily log, or equivalent, shall be completed for the trip in the operator's own handwriting when the trip requires a scheduled or unscheduled overnight stay away from the work reporting location.

Safety: Is the most important reason you inspect your vehicle. Good inspections provide safety for you and for other road users. A vehicle defect found during an inspection could save you problems later. You could have a breakdown on the road that will cost time and dollars, or even worse, cause a crash because of the defect. School officials and parents trust us with the safety of their children while they are in our care.

Speed: Do not exceed the posted speed limit for the curve. Since the posted speed limit is for small vehicles, the bus speed should be 5-10 mph below the posted limit.

12.5 Documentation for **reported defects must include** all the following:

12.05(a) The name of the school district, charter school or service provider.

12.05(b) Date and time the report was submitted. **12.05(c)** All damage, defects or deficiencies of the school transportation vehicle and **12.05(d)** The name of the individual who prepared the report.

How to Avoid Road Rage: Avoid eye contact – aggressive motorists may feel challenged if you stare them down. ➤ Do not cut in front of a motorist no matter how big of a hurry you are in. ➤ Allow fellow motorists to cut in during a traffic jam. ➤ In rural areas, pull over to allow a motorist to pass if several cars pile up behind you. ➤ Do not stay in the fast lane. ➤ Do not allow your students to aggravate fellow drivers such as making obscene gestures. ➤ Do not tailgate – always maintain a safe distance from the vehicle in front of you. ➤ Use your horn sparingly if you must get the attention of someone in a non-emergency, tap your horn lightly.

Delineators: Two White Front and One Red Back Delineators are designed to warn motorists of acceleration and deceleration lanes ahead. The red reflector is for warning motorists of the wrong way.

Tailgaters: You cannot prevent other vehicles from following you too closely, However, there are a few things you can do to reduce some of the risks they create. ➤ **Slow down** – Reduce your speed slowly. By reducing your speed, you reduce risk. If you are traveling at a slower speed, and they want to pass, let them. ➤ **Increase your following distance** – When you slow down you should also increase the distance between your vehicle and the vehicle in front of you. This will give you more room to avoid a sudden stop and reduce the possibility of being struck from behind. ➤ **Avoid sudden changes** – Signal early. Give them time to react if you are turning. ➤ **Do Not Play Tricks** – Flashing your tail lights or applying your brakes suddenly will not do anything but escalate your frustration and increase the possibility of injury to your passengers.

Drive-Wheel Skids: The most common skid is when the rear wheels lose traction through excessive braking or acceleration. Rear wheel braking skids occur when the rear drive wheels lock. This usually happens on slippery surfaces. Because locked wheels have less traction than rolling wheels, the rear wheels usually slide

sideways in an attempt to "catch up" with the front wheels. In a bus, the vehicle will slide sideways into a "spin out."

Triangles: If you must stop on or by a one-way or divided highway, place warning devices ten feet, one hundred feet, and two hundred feet toward the approaching traffic.

First Aid Kit: Contents of the 24-Unit First Aid Kit

Trips: For your comfort and the comfort of your passengers, it is suggested that there should be no more than 90 minutes between stops.

Roadway: Means that portion of a highway improved, designed, or ordinarily used for vehicular travel, exclusive of the sidewalk, berm, or shoulder even though such sidewalk, berm, or shoulder is used by persons riding bicycles or other human-powered vehicles and exclusive of that portion of a highway designated for exclusive use as a bicycle path or reserved for the exclusive use of bicycles, human-powered vehicles, or pedestrians. In the event that a highway includes two or more separate roadways, "roadway" refers to any such roadway separately but not to all such roadways collectively.

Federal Motor Vehicle Safety Standards: Legislatively mandated to issue U.S. federal regulations specifying design, construction, performance, and durability requirements for motor vehicles and regulated automobile safety-related components, systems and design features.

The law: Is a requirement that has been passed by a legislative body and signed by the Chief Executive. At the Federal level, the legislative body is Congress. At the State level, it is the state legislature. Laws/statutes are requirements that must be obeyed. The Colorado Revised Statutes are an example of a state statute, and the Individuals with Disabilities Education Act (IDEA) is an example of a federal law.

Policy: Is a course of action, guiding principle, or procedure adopted by any authoritative body that is expedient, prudent, or advantageous. Policies are principles or procedures that one is expected to follow and should follow, but it is not absolutely mandated as a law or rule. School boards may have policies and

procedures at the local school district, charter, or service provider level related to the pupil transportation program. A school, charter, or service provider policy example is a student discipline policy or dress code policy.

Your responsibilities: Require a great amount of public contact and also public expectations. You are driving a vehicle with the name of your school district, charter, service provider, or company displayed on it. If something goes wrong on the route, it is likely that your district, charter, or service provider will receive a phone call before you return. As a school bus operator, you offer a transportation service to many different and challenging customers. Who are your customers? The customers riding in your vehicle will include students, who may be very young and may include young adults, through age 26. Other customers may include supervisors, teachers, parents, and coaches.

Maximum Driving Time: 17.0 Maximum Driving Time for School Transportation Vehicle Operators. **17.1** School transportation vehicle operators, including small vehicle operators, shall not drive (nor shall the school districts, charter schools, or service providers permit or require operators to drive). **17.01(a)** In excess of 10 hours or after being on-duty 14 hours until completing 10 hours off duty. This would include on-duty time for all employers. Ten hours off duty may be consecutive or accumulated in two or more periods of off-duty time with one period having a minimum of six consecutive hours off-duty. **17.01(b)** After being on-duty for more than 70 hours in any seven consecutive days. **17.01(c)** In case of emergency, an operator may complete the trip without being in violation if such trip reasonably could have been completed absent the emergency.

Motor Coach Length: A conventional 65-passenger school bus is approximately 35 feet long. ➤ Buses can be as long as forty-five feet. ➤ The length of the bus will affect merging with other traffic and changing lanes. A longer gap in traffic is necessary to complete these maneuvers. ➤ The length of the bus causes problems in knowing when to begin turning the steering wheel for right turns. The rear wheels serve as the pivot point and, if the steering wheel is turned too soon, the rear wheels will go over the curb. If turned too late, the bus will not remain in the correct lane. ➤ More attention must be paid to avoid bumps and holes in the pavement. Pupils sitting in the rear of the bus are more severely jolted than the driver when the rear wheels ride over these highway defects.

➤ Drivers should avoid backing up, but on occasion backing up will be necessary. The length of the bus makes it extremely difficult to see and judge distances to the rear. There is an approximate 10-foot overhang behind the rear wheels of the bus.

Width: A school bus can be approximately 8 ½ feet wide. When the west coast mirrors are considered, buses are nearly 10 ½ feet wide. The width of the bus does not leave much maneuvering room within a lane. Lanes vary in width from 9 feet on some narrow city streets to twelve feet on the interstate system. Drivers must be aware of traffic next to their vehicle in adjacent lanes and fixtures near the edge of the road which may be struck by the protruding mirrors. There is another trick a pupil can play on the driver that relates to the width of the bus. If pupils sitting on both sides of the bus begin swaying from side to side in a coordinated fashion, they can cause the bus to sway. This further reduces the limited maneuvering room that the bus has in its lane.

Height: A school bus is 9 to 11 feet high.

Maintenance and Repair: 12.8 Following a school transportation vehicle being placed “out-of-service,” a school district, charter school, service provider or a representative agent must make required repairs, ensuring that the vehicle is in safe and proper operating condition prior to transporting students. In the event of being placed “out-of-service” during an annual inspection, the school transportation vehicle must successfully pass a CDE annual inspection prior to transporting students.

Basic Speed Law: Fifty-five miles per hour on other open highways which are not on the interstate system, as defined in section 43-2-101 (2), C.R.S., and are not surfaced, four-lane freeways or expressways.

Backing: 13.9 The school transportation vehicle operator shall use extreme caution when backing. Before backing on a roadway, highway or private property, the horn or audible warning device shall be sounded and four-way hazard lamps actuated or there shall be a person outside the vehicle giving direction.

Engine Compression/Transmission: Engine compression is the first source of braking power, even if the bus is equipped with a retarder. When coming down a long steep grade, descend in a gear that is low enough to climb that same grade. On steeper grades and/or with a loaded bus, use at least one gear lower. Be aware that if the engine reaches maximum RPMS, automatic transmissions can up-shift, even when manually locked in gear.

Retarders: Retarders control only the rear wheels.

Awareness: Whether you like it or not, when you work with children, the public, and parents, have extremely high expectations of your skills, your integrity, and your ethics. They expect high-quality, responsible people to care for the safety of their children. Studies show that when students respect leadership there are significantly lower incidents of disciplinary issues.

Carry-On Items: 16.1 A school transportation vehicle operator shall ensure that all carry-on items are properly handled in order to minimize the danger to all others. They also cannot be placed in the aisle or in front of any emergency exit.