

Sequatchie Valley Head Start Bus Driver Performance Checklist

Driver: _____ Monitor: _____

Form completed by: (CDL Holder) _____

Center: _____ Class: _____ Route: A.M. ___ P.M. ___

Driving Rating: U NI MS S E Date: _____

U = Unsatisfactory NI = Needs Improvement MS = Meets Standards S = Satisfactory E = Excellent

YES NO

1.	Does driver have CDL, Medical Card, and Bus Training Card in his/her possession? CDL exp. date _____ Medical Card exp. date _____ Bus Driver Training Card exp. date _____		
2.	Does the driver communicate effectively with the monitor about road conditions, and know alternate routes for emergencies?		
3.	If the driver has to back up, did he/she back the vehicle with guidance of a spotter (located outside the bus)?		
4.	Were children counted before leaving the bus (pick up route) or leaving the classroom (drop off route)?		
5.	Upon completion of the route, did the driver completely re-check the bus (walking to the rear of the bus looking in/under every seat)?		
6.	Does the driver see that the bus log is marked for each child that is present/absent at their stop, and complete the bus log upon arrival at the center?		
7.	Does the driver greet parents/children as they get on/off the bus?		
8.	Does the driver leave the red overhead lights activated until the monitor and child(ren) are seated, buckled and ready to go?		

Comments:

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YES NO

		YES	NO
9. Railroad Crossings a. Did driver come to a complete stop? b. Did driver stop at least 15 feet prior to the railroad crossing? c. Did driver open passenger door? d. Did driver activate emergency flashers? e. If there was more than one rail road corssing, did driver complete skills? a-d?			
10. Turns a. Did driver consistently check mirrors before, during & after turns? b. Were turn signals activated before each turn? c. Was driver in the correct lane to turn? d. While turning, does driver avoid hitting curbs or sidewalks? (If applicable) e. Upon completion of turn, does driver cancel turn signal? f. Did driver turn into the correct lane?			
11. Defensive Driving a. Did driver obey traffic laws (stop sign, speed limits, etc...)? b. Did driver yield to other drivers as necessary? c. Was driver checking mirrors consistently throughout the route? d. Did the driver adjust speed as necessary for road conditions, weather, accidents, etc...? e. While driving, does the driver keep both hands on the steering wheel? f. When stopping does the driver apply a smooth, steady consistent pressure to the brakes? g. Does the driver focus his/her attention on driving?			
12. Pick up or Delivery Stops a. Does the driver activate the warning lights 300 - 500 feet, prior to stop? b. When bus comes to a complete stop, does the driver activate the red overhead stop lights? c. While the bus is stopped is it placed in park and the emergency brake set?			

Comments:

Note: This Bus Driver Performance Checklist is to be done at least annually and may be distributed for completion during self assessment or the performance appraisal period, new drivers should have one completed within the first six months all bus drivers must have one annually.