ALABAMA SCHOOL BUS DRIVER RECORD & REPORT BOOK

SCHOOL YEAR 20_____ - 20_____



BUS NUMBER _____ DRIVER NAME _____

SCHOOL SYSTEM_____

SCHOOLS/AGENCIES SERVED BY TRIPS

(LIST SCHOOLS/AGENCIES IN THE ORDER THEY ARE SERVED IN THE MORNING)

	SCHOOL/FACILITY	HOURS OF OPERATION
A		to
B		to
с		to
D		to
	ALABAMA STATE DEPARTY PUPIL TRANSPORTA P.O. BOX 3 MONTGOMERY, ALAI 334-242-9	TION SECTION 02101 BAMA 36130-2101
	THOMAS R. BICE, STATE SUPERI	NTENDENT OF EDUCATION

PRE-TRIP MEMORY AID

ANY LEAKS

ENGINE COMPARTMENT

(under hood) brake fluid level coolant level oil level power steering level transmission level windshield washer level water pump belt - 1/2 inch alternator belt - 1/2 inch air compressor belt - 1/2 inch power steering belt - 1/2 inch hoses wires

FRONT OF VEHICLE

steering box steering linkage

FRONT SUSPENSION

springs spring mounts shock absorber

FRONT BRAKES

brake drum brake hoses/lines brake chamber slack adjuster - 1 inch

FRONT WHEELS

tires 4/32" no recaps rims hub oil seal lug nuts valve stem caps

FRONT/SIDE

battery lens covers crossing arm

DRIVER/FUEL AREA

mirrors secure door secure windows secure fuel tank cap secure fuel tank leaks fuel tank cage reflectors

REAR WHEELS

tires - 2/32" may be recaps rims axle seals lug nuts spacers valve stem caps

REAR BRAKES

brake drum brake hoses/lines brake chamber slack adjuster - 1 inch

REAR SUSPENSION

springs spring mounts shock absorber drive shaft

REAR OF BUS

exhaust system frame emergency door and holder lens cover cleanliness (outside)

ENTRANCES, EXITS, SEATS

step well step well light handrail emergency door and buzzers emergency windows and buzzers emergency hatches and buzzers seats cleanliness (inside)

EMERGENCY

EQUIPMENT fire extinguisher spare fuses 3 triangular reflectors first aid kit emergency cleaning kit

ENGINE START

voltage fuel - 1/2 tank oil pressure clutch gearshift horn steering play - 2 inches windshield mirrors (adjust) windshield washer wiper speeds wiper blades heater defroster

LIGHTS

head bright/dim, turn signals lighting indicators hazard, clearance yellow warning, strobe red flashing, brake stop sign, dome/interior stop sign lights, back-up step well, back-up alarm

Before leaving bus, always bleed the air down until the emergency spring brake applies, the parking brake pops out, and the bus is locked down.

AIR BRAKE CHECK

To properly do an air brake check, the following items must be done.

- Check for air leaks.
- Check low air warning system.
- Check spring brake.
- Check parking brake.

PROCEDURE TO DO AN AIR BRAKE CHECK.

- 1. Start the engine and build air pressure to 120 psi.
- 2. Turn the engine off, but leave the ignition on.
- 3. Release the parking brake. (Wheels should be chocked.)
- 4. Watch air pressure to see that it does not lose more than 2 psi in one minute.
- 5. Place foot on service brake. Watch air pressure gauge to see that it does not lose more than 3 psi in one minute.
- 6. Pump the brakes down (deplete air from system) until the low air warning light and buzzer come on at approximately 60 psi.
- 7. Continue pumping down until the parking brake knob pops out at approximately 20 to 45 psi. This will indicate that the spring brakes have been applied.
- 8. Start the engine and build air pressure to a minimum of 100 psi. Unchock the wheels. Check the parking brake by placing the transmission in gear and slightly press the accelerator. If the bus moves, the brakes are out of adjustment or there is some other problem.

WALK THE BUS TO CHECK FOR STUDENTS AFTER EACH ROUTE!

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ALABAMA STATE DEPARTMENT OF EDUCATION THOMAS R. BICE, STATE SUPERINTENDENT OF EDUCATION

Fifty-Fifth Edition, 2013

No person shall be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of disability, gender, race, religion, national origin, color, age or genetics. Ref: Sec. 1983, Civil Rights Act, 42 U.S.C.; Title VI and VII, Civil Rights Act of 1964; Rehabilitation Act of 1973, Sec. 504; Age Discrimination in Employment Act; The Americans with Disabilities Act of 1990 and The Americans with Disabilities Act of 2008; Equal Pay Act of 1963; Title IX of the Education Amendment of 1972; Title II of the Genetic Information Nondiscrimination Act of 2008: Title IX Coordinator, P.O. Box 302101, Montgomery, Alabama 36130-2101 or call (334) 242-8165.

Distracted Driving Tips for Alabama School Bus Drivers

School bus drivers must learn to protect themselves and their passengers and to take fewer risks.

Every second a school bus driver is distracted has the potential for disaster since road conditions can change in a split second.

Avoid These Distracting Activities While Driving:

- Operating electronic devices
- Personal grooming/hair/makeup
 - Adjusting climate controls
 - Eating or drinking
 - Talking with passengers
 - Reading and writing

Do Not Use Cell Phones, Two-Way Radios, or Any Other Electronic Device While Driving Your Bus.

ALABAMA STATE DEPARTMENT OF EDUCATION PUPIL TRANSPORTATION SECTION

ALABAMA SCHOOL BUS DRIVER RECORD & REPORT BOOK CERTIFICATION OF RECEIPT & COMPLIANCE

SCHOOL YEAR 20 _____ - 20 _____

This is to certify that I have received a copy of the Alabama School Bus Driver Record and Report Book for the school bus shown below. I further certify that I have read, understand, and will follow the procedures, rules, regulations, and recommendations contained in this document and in the Alabama School Bus Driver Handbook.

School Bus No.	Date
Driver Name (Print)	

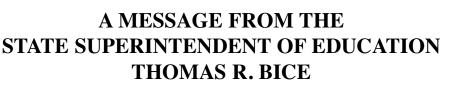
Driver Signature _____

This certification is to be completed, signed by the driver, and returned to the school system or agency transportation supervisor to be maintained in the driver's personnel record.

BLANK PRINTER - PLEASE REMOVE BEFORE PRINTING









The opportunity for many Alabama children to attend school depends upon safe, efficient, and economical school bus transportation. As a school bus driver, you are a vital part of this system and transport the most precious cargo of all. The purpose of this Record and Report Book is to offer documentation for persons entrusted with the responsibility of transporting Alabama students to and from school and other destinations. The safety of the students is always the most important aspect of school bus transportation.

I would offer the following thoughts for your consideration.

- 1. Practice accurate and safe driving at all times. Follow the transportation safeguards and procedures that you have been provided by your school system and the Alabama State Department of Education. The procedures outlined in this booklet and in the Alabama School Bus Driver Handbook have been developed in the interest of providing a safe and efficient transportation system for all Alabama students. Student safety must be your primary concern. For this reason, ordinary caution in driving a school bus is not sufficient, you must exercise *extraordinary* caution.
- 2. Take good care of the school bus you drive. Alabama's taxpayers have invested many millions of dollars in our school bus program, and you have been entrusted with a portion of this investment. You can do your part in protecting this investment by following all local school system policies and procedures as well as those noted in this booklet and other training documents you have been provided.
- 3. Carefully complete all the reports contained in this booklet. In doing so you will provide information that can affect student safety as well as school system transportation funding.

Alabama's students deserve the best we can give them. Please accept my sincere appreciation for your willingness to accept a tough, but rewarding job and for your commitment to the safety of Alabama's students.

Sincerely,

PRU

Thomas R. Bice State Superintendent of Education

RULES, REGULATIONS, & RECOMMENDATIONS

Additional driver requirements and information on school bus operation can be found in the Alabama School Bus Driver Handbook provided to all Alabama school bus drivers.



- 1. This book serves as a logbook and should be kept on the assigned school bus.
- 2. Drivers must conduct a thorough pre-trip inspection to ensure that their school bus is safe to transport students. Additionally, the Federal Motor Carrier Safety Act requires periodic checks of all commercial motor vehicles.
- 3. School bus drivers are subject to random alcohol and other drug testing and must pass a physical examination once each two years.
- 4. Drivers should report needed repairs to the supervisor as soon as possible. Most systems have forms on which needed repairs can be noted. Don't be hesitant to report suspected problems.
- 5. The driver is responsible for keeping the school bus clean. A clean bus aids greatly in maintaining discipline and promotes a good image of school transportation in the community.
- 6. Daily and monthly records must be kept by school bus drivers and submitted to their supervisor. The supervisor will advise the driver on methods of keeping and submitting records and reports. Some of these reports include pre-trip inspection, fuel consumption and mileage, student counts, route maps, etc.
- 7. School bus drivers must do a post-trip inspection at the end of the trip, day, or work shift. It may include filling out a vehicle condition report listing any problems you find. **It includes checking the bus for students and locking the bus down.** (Locking the bus down involves bleeding the air out of the air tank(s) until the spring brake applies and the air valve pops out.)
- 8. Adjust all mirrors including traffic mirrors, inside rear view mirror, and student crossover mirrors to ensure full views of all areas around the bus.
- 9. Alabama School Bus Driver Certificates must be renewed annually by successfully completing a four-hour recertification class. School bus drivers are notified and scheduled for these classes by the local school system transportation supervisor. Drivers who fail to complete their annual required class must return to new driver school to be certified.
- 10. School bus drivers must notify their employer for any traffic violation (except parking). This is true no matter what type of vehicle they were driving. Notify your employer if your license is suspended, revoked, or cancelled, or if you are disqualified from driving.

INSTRUCTIONS FOR MAKING REPORTS

This record book contains the following forms:

TR-I, (a),	(b) School Bus Route Reports
TR-II	School Bus Pre-trip Inspection Record
TR-II(a)	School Bus Extracurricular Pretrip Inspection Record
TR-III	School Bus Collision Report
TR-IV	School Bus Student Roster
TR-V	School Bus Illegal Passing Survey

Please note that you are to fill out the TR-IV at the beginning of the year according to directions from the school system transportation supervisor. You should also be given instructions as to the completion of the other forms. Consult your transportation supervisor if you have questions or need assistance.

Sufficient copies of all forms for the entire school year are provided in this book. However, additional copies may be made as needed. Drivers are **not** required to keep a copy. General directions for completing each form are found below.

FORM TR-I, TR-1(a), AND TR-I(b) - SCHOOL BUS ROUTE REPORT

Forms TR-I, TR-I(a), and TR-I(b) are used to collect information on the number of students transported, loaded and unloaded miles, total miles traveled, and route time for students. They are to be turned in to the supervisor at the end of each reporting period.

Form TR-I is used for all reporting periods except the first and second. It collects the # of students transported, what schools are served, and the arrival and departure times.

Forms TR-I(a) and TR-I(b) are used ONLY for the first and second reporting periods. In addition to the information collected on Forms TR-I and TR-I(a), Form TR-I(b) collects # loaded miles, # unloaded miles, and time on bus for one day only. This information is needed for the Annual Route Report provided to the Alabama State Department of Education. There is only one copy of this form provided. It is extremely important that it be accurately completed according to directions from the school system transportation supervisor. The information requested on this report helps to determine the amount of transportation funding received by the school system. Form TR-I(a) should begin on the first day of school and ending on the last day before Labor Day. Form TR-I(b) should begin on the day following Labor Day through the last day of September.

At the beginning of each month complete the top of the form and enter all dates, etc.

Definitions: (for second reporting period only)

Students Transported - Accurately count your students for each morning and afternoon trip and record it in the appropriate space. Do not estimate. Be sure that students are counted only once on the way to school and once on the way home.

Loaded Miles - Record the number of miles from your first student pick up to the last student drop off. A school bus route ends when the bus is completely empty.

Unloaded Miles - Record the total number of miles traveled with no students on the bus.

Time on Bus (Minutes) - Record the amount of time from the first student pick up until the last student drop off. **Note: # Loaded Mile, # Unloaded Miles**, and **Time on Bus** will be collected on a Wednesday during the second recording period, as designated by the transportation supervisor.

FORM TR-II - SCHOOL BUS PRE-TRIP INSPECTION RECORD

Form TR-II is used to document the driver's pre-trip inspection of the school bus. The Federal Motor Carrier Safety Act **requires** periodic checks of all commercial motor vehicles, including school buses. The driver must ensure that all items are working properly before the bus is operated. Additionally, it is a legal document subject to review in case of an accident. It should only be completed after a thorough bus inspection is performed. Turn this form in to the supervisor along with the TR-I.

Form TR-II(a) Follow the same directions for Form TR-II, but use this form for all extracurricular trips. This form stays with the Record & Report Book. Copies may be made, if needed. Note that a separate space is provided for extracurricular trips. Generally, for items working properly enter a check (ü) in the appropriate block. If they are not working properly enter an "X". Check and document each item separately.

Specific information regarding school bus inspection can be found in the Alabama School Bus Driver Handbook.

FORM TR-III - SCHOOL BUS COLLISION REPORT

Collision defined: A mishap resulting in injury to a person or damage to property.

Form TR-III is used to report accidents. It helps the school system comply with the Alabama State Board of Education rule that requires all school bus accidents to be reported to the Alabama State Department of Education. It must be completed and submitted to the SDE immediately after each collision. Full information must be given on all items. The form is also used in developing future safety training for school bus drivers. Additionally, it is your responsibility to make an official report in your words of what happened. If an accident is investigated by local or state law enforcement, a copy of their official record should be submitted with the TR-III or forwarded as soon as possible thereafter. Transportation supervisors should complete and sign the Transportation Supervisor Narrative before the TR-III is submitted. In case of a collision involving serious injury to persons or property contact law enforcement agencies, the transportation supervisor, and emergency assistance, if needed. Extra sheets may be used as necessary. Collision reports are submitted to the State Department of Education by your superintendent of education. The responsibility of the school bus driver in any accident is to ensure student safety as well as adequately represent his/her local school system. This responsibility may include making a log of all students on the bus at the time of the accident.

Specific information regarding accident procedures can be found in the Alabama School Bus Driver Handbook.

FORM TR-IV – SCHOOL BUS STUDENT ROSTER

Form TR-IV provides a list of students who ride each system school bus. The form also provides other useful and necessary information such as schools served, stop numbers, loading and unloading times, etc. Drivers must complete this form in cooperation with the transportation supervisor, principals of schools served by the bus, and other administrative personnel, as necessary. The roster should be completed within ten days of the opening of school or as directed by your superintendent of education.

Enter all information on the form for each of your students. You may be given special instructions by your local transportation supervisor.

Stop Number - Number each stop in the order students are loaded in the morning. All students loading at the same stop show the same number. For students riding only in the afternoon and unloading at a morning stop, use the morning stop number. If they unload at a different stop, assign a new stop number.

Student Name – List each student by bus stop.

School Attended – Check correct box for the school each student attends. See list of schools served on the front of this book.

Wheelchair – If the student is in a wheelchair, place a check in the box.

Restraint System – If the student is required to be restrained, place a check in the box.

Grade Level/Age – Enter each student's grade level (K-12). For preschool, enter "P".

Load Time A.M. – Give the time in hours and minutes that each student loads in the morning.

Unload Time P.M. – Give the time in hours and minutes that each student unloads in the afternoon.

Shortened School Day – If a student's school day is shortened as a result of his/her IEP, circle yes. Otherwise, circle no. **Emergency Phone** – In this space, enter a phone number for each student that can be used in case of an emergency.

TR-V - SCHOOL BUS ILLEGAL PASSING SURVEY

Form TR-V is used to collect information about motorists who violate Alabama's law requiring all vehicles to stop while school buses load or unload students. It is completed annually on a date designated by the Alabama State Department of Education, Pupil Transportation Section. **Do not write on the TR-V until instructed to do so by your transportation supervisor.** The information you provide in the survey assists in the development of safety training programs, proposed legislation, school bus specifications, and many other areas. Most importantly, it helps **PROTECT OUR CHILDREN**. Please be as accurate as possible in collecting the information. **HOWEVER, REMEMBER THAT YOUR MAIN RESPONSIBILITY IS THE SAFETY OF YOUR STUDENTS. SO, COLLECT THE INFORMATION IN SUCH A WAY THAT YOU ARE NOT DISTRACTED. The survey is generally scheduled for the second Wednesday in April each year. You will be given more specific collection instructions by your transportation supervisor.**

Specific information regarding student loading and unloading can be found in the Alabama School Bus Driver Handbook.

FIRST SCHOOL BUS ROUTE REPORT

(Beginning the First Day of School and Ending on the Last Day Before Labor Day)

	8	DRI	VER N	AME		C	7	BUS #	i i i	ROUT	E NUN	IBER
	SCHOOL	YEAR 20)	to 20	SC	CHOOLS	SYSTE	M:				
			08									
	Reporting	Period:	mm		dd	to		mm	dd			
List	Day/	School	Nun		Day/	School	Nun	nber	Day/	School		nber
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Served Below	Day 1	A	AM	PM	Day 8	A	AM	PM	Day 15	A	AM	PM
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		D				D				D		
		Total		· · · · · ·		Total	· · · · ·			Total		
	Day 2	A			Day 9	A	-		Day 16	A	-	
		В				В				В		
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I certify that the information on this form is accurate to the best of my knowledge.

DRIVER SIGNATURE

Form TR-II SCHOOL BLIS PRE-TRIP INSPECTION RECORD		-	Γ
School System:	A. E	Odometer Keadings: A. End Month	
	B. B	B. Beginning Month	
Bus Number: End	C. M	C. Miles Traveled	
If Items are operating properly, place a check (\checkmark) in the box. If items are not operating properly,		(A minus B	s = C
mark \mathbf{X} in the box and report it to the Transportation Department.			
DATE — >			
Gallons of Fuel Added	_		
Items to be Checked A P A P A P A P A P A P A P A P A P A	M M M M M M M I	M M M M M M M M M	P A P M M M
Engine Oil & Coolant			
Belts, Wires, & Hoses			
Windshield & Windows			
Tires & Lugs			
Exhaust System			
Brakes & Brake Leaks			
Park or Emergency Brake			
Emergency Exits & Buzzer			
Headlights/Hazard			
Pupil Loading Lights			
Stop Arm/Crossing Arm			
Steering Wheel & Horn			
Mirrors & Adjustment			
Emergency Equipment			
Seats & Interior			
Driver's Seat & Belt			
Service Door/Entrance			
Wipers/Washers			
Defroster/Heaters			
Gauges/Controls			
Fuel Tank/Leaks			
Springs/Shocks			
Driver Initials			

SECOND SCHOOL BUS ROUTE REPORT

(Beginning the First Day of School After Labor Day)

	Instructions		R NAM		d miles, unloaded r	BUS		ats are on		IOOL SY		1
	-				period as designate					conceled of	F.2	
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	Lo	aded Mi	iles One	Way				2	Unloaded	Miles On	e Way	
	Time on B	us (minut	tes)	AM	PM			SCH	OOL YEAF	R 20	_ to 20_	
	Road Cond	lition (Cir	rcle One)		Satisfactory		Poor					
	Reporting	Poriod.	09			to						
	Reporting	renou.	mm		dd	to	20	mm	dd			
List	Day/	School	Num	ber	Day/	School	Nun	nber	Day/	School	Nur	nber
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I certify that the information on this form is accurate to the best of my knowledge.

DRIVER SIGNATURE

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Engine Oil & Coolant																													-						
Belts, Wires, & Hoses															-																				
Windshield & Windows																													-						
Tires & Lugs																																			
Exhaust System																																			
Brakes & Brake Leaks																																			
Park or Emergency Brake																																			
Emergency Exits & Buzzer															-																				
Headlights/Hazard																																			
Pupil Loading Lights																												_							
Stop Arm/Crossing Arm																																			
Steering Wheel & Horn																																			
Mirrors & Adjustment																																			
Emergency Equipment																																			
Seats & Interior																																			
Driver's Seat & Belt																																			
Service Door/Entrance																																			
Wipers/Washers																																			
Defroster/Heaters																																			
Gauges/Controls																																			
Fuel Tank/Leaks																																			
Springs/Shocks																_	_					_							_					_	
Driver Initials																																			
I certify that I have observed all official regulations.	l official	reg	ulat	ion	Ś																														

DRIVER NAME

BUS #

ROUTE NUMBER

SCHOOL YEAR 20_____ to 20_____

SCHOOL SYSTEM:

	Reporting		mm Nun	iber	dd	to	mm Number	1	200	Nur	nber
List Schools	Day/	School	A REAL PROPERTY AND A REAL	ported	Day/	School	Transporte	d Day/	School	Trans	
Served	Date	Served	AM	PM	Date	Served	AM PM		Served	AM	PM
Below	Day 1	Α			Day 8	Α		Day 15	А		
		В				В			В		
		С				С			С		
		D				D			D		
		Total				Total			Total		
	Day 2	Α			Day 9	Α		Day 16	А		
		В				В			В		
		С				С			С		
		D				D			D		
		Total				Total			Total		-
	Day 3	Α]	Day 10	Α		Day 17	А		
		В				В			В		
		С				С			С		
		D				D			D		
		Total				Total			Total		
	Day 4	Α			Day 11	Α		Day 18	Α		
		В				В			В		
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		Total				Total			Total		
	Day 5	Α			Day 12	A		Day 19	А		
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		С				С			С		
		D				D			D		
		Total				Total			Total		
	Day 6	Α			Day 13	Α		Day 20	A		
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C Y		Total				Total		1	Total		

I certify that the information on this form is accurate to the best of my knowledge.

DRIVER SIGNATURE

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Form TR-I

– 13 – ROUTE REPORT DRIV

Date: Begin mathematical series If items are not operating properly. A. End Month If items are not operating properly. B. Beginning Month If items are not operating properly. C. Miles Traveled A P A P A P A P A P A P A P A P A P A P	Form TR-II SCHOOL BUS PRE-TRIP INSPECTIO	INSP	С Е	DIT	Z	N RECORD	2	RD	•											10 mil	101	l l l l l l l l l l l l l l l l l l l	ling				Г	
Name: Date: Beginning Month under: End End are operating properly, place a theok (*) in the box. If ieros are not operating properly, End B. Beginning Month in the box and report it to the Transportation Department. End End End End or Checked M P M M P M M P M M M M M M M M M M M M	School System:															A.	End	Mo	nth				20					
mber: Taveled are operating properly, place a check (*) in the box. If items are not operating properly, in the box and report it to the Transportation Department. are operating properly, place a check (*) in the box. If items are not operating properly, in the box and report it to the Transportation Department. C. Miles Traveled are operating properly, place a check (*) in the box. If items are not operating properly, in the box and report it to the Transportation Department. C. Miles Transportation Department. are field and the minimum minim	Driver Name:									Č	Ā	egin				B.	Beg	inni	ng N	Aon	th						1	
are operating properly, place a check (*) in the box. If items are not operating properly, place a check (*) in the box and report it to the Transportation Department.	Bus Number:									Dai		Jnd				U.	Mile	S	rave	led								
In the box and report it to the Transportation Department. In the box and report it to the Transportation Department. Interpretation Interpretation <thinterpretation< th=""> Interpretation <thinterpretation< th=""> Interpretation In</thinterpretation<></thinterpretation<>	If Items are operating properly, place a ch	ieck (🗸)	in th	ie bo	x. If	items	s are	not	opera	uting	prop	erly,											(A n)	ninu				
Set Full Addied Image: Full Addied	mark \mathbf{X} in the box and report it to the Trai	nsportat	ion D	epar	tmen																							
A A	DATE — DATE																									_		_
	Gallons of Fuel Added																											
Engine Oil & Coolant I	A P A P M M M	A P M M	АР ИМ	A				A M		P M		A M													A M	P A M N	A P M M	1 × 2
Belle, Wire, & Heese I	Engine Oil & Coolant																											_
Windshield &	Belts, Wires, & Hoses																											
Tice & Lugs Image: Second	Windshield & Windows																											
Exhaust System I	Tires & Lugs																											-
Brakes Brake Leaks I	Exhaust System																											
Park or Emergency Brake I	Brakes & Brake Leaks																											
Emergency Exist & Buzzer I <td>Park or Emergency Brake</td> <td></td>	Park or Emergency Brake																											
Headlight/Hazad I	Emergency Exits & Buzzer												 															_
Pupil Loading Lights Image: Step Am/Crossing AmmCrossing AmmCr	Headlights/Hazard												 															_
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Steering Wheel & Hom I	Stop Arm/Crossing Arm																											_
Mirrors & Adjustment Image: Constrained by the constrated by the constrated by the constrated by the constrated by the	Steering Wheel & Horn												 															_
Emergency Equipment Image: Comparison of the	Mirrors & Adjustment																											
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Driver's Seat & Belt	Seats & Interior																											
Service Door/Entrance	Driver's Seat & Belt																											
Wipers/Washers Image: Control of the control of th	Service Door/Entrance																											
Defioster/Heaters	Wipers/Washers																											-
	Defroster/Heaters																											
Gauges/Controls	Gauges/Controls										_																	
Fuel Tank/Leaks	Fuel Tank/Leaks																											-
Springs/Shocks	Springs/Shocks																											
Driver Initials	Driver Initials								-																			_

DRIVER NAME

BUS

ROUTE NUMBER

SCHOOL YEAR 20_____ to 20_____

SCHOOL SYSTEM:

	Reporting	Period:	mm	dd	to	mm	dd	-	a	
List	Day/	School	Number	Day/	School	Number	Day/	School	A STATE OF A	nber
Schools Served	Date	Served	Transported AM PM	Date	Served	Transported AM PM	Date	Served	AM	ported PM
Below	Day 1	А		Day 8	A		Day 15	A	AN	1.01
11		В			В			В		
		С			С			С		
		D			D			D		
		Total			Total			Total		
	Day 2	A		Day 9	A		Day 16	Α		
	~	В			В		1.171	В		
		С			С			С		
		D			D			D		
		Total			Total			Total		
	Day 3	Α		Day 10	A		Day 17	A		
		В			В			В		
		С			С			С		
		D			D			D		
		Total			Total			Total		
	Day 4	Α		Day 11	Α		Day 18	Α		
		В			В			В		
ю. Ю.		С			С			С		
11		D			D			D		
		Total			Total			Total		
	Day 5	Α		Day 12	Α		Day 19	Α		
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		С			С			С		
		D			D			D		
		Total			Total			Total		
	Day 6	Α		Day 13	Α		Day 20	Α		
		В			В			В		
		С			С			С		
		D			D			D		
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	Day 7	Α		Day 14	Α		Day 21	Α		
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v v		D			D			D		
Y U		Total			Total			Total		

I certify that the information on this form is accurate to the best of my knowledge.

DRIVER SIGNATURE

– 15 – ROUTE REPORT DUS

Form TR-II SCHOOL BUS PRE-TRIP INSPECTIO	INSPE	CTIC		N RECORD	ß									mobe	Odomotor Doodings.	ipool			Γ	
School System:												A. En	A. End Month	nth						
Driver Name:						Doto C	Begin					B. Beginning Month	ginnir	ıg Mo	nth					
Bus Number:						Date:	End					C. Miles Traveled	les Tr	aveleo						
If Items are operating properly, place a check (\checkmark) in the box	check (✓) ir	the boy	c. If iter	If items are not operating properly,	ot opei	ating p	roperly,									(A	(A minus B	B =	0	
mark \mathbf{X} in the box and report it to the Transportation Department.	ansportatio	n Depar	iment.																	
DATE >>							-	_		+	+	+			┫					
Gallons of Fuel Added A P A	P A P A	P A P	AP	A P	A P	A P A	P A	V	P A	P A	P A	P A	P A	P A	4	A P	A P	A P	V	4
M M M	M M	_	Σ	Σ	Σ	Σ	Σ	_	N	_	_	_		Σ	Σ	Σ		_	Σ	Σ
Engine Oil & Coolant																				
Belts, Wires, & Hoses																				
Windshield & Windows																				
Tires & Lugs																				
Exhaust System																				
Brakes & Brake Leaks																				
Park or Emergency Brake																				
Emergency Exits & Buzzer																				
Headlights/Hazard																				
Pupil Loading Lights																				
Stop Arm/Crossing Arm																				
Steering Wheel & Horn																				
Mirrors & Adjustment																				
Emergency Equipment																				
Seats & Interior																				
Driver's Seat & Belt																				
Service Door/Entrance																				
Wipers/Washers																				
Defroster/Heaters																				
Gauges/Controls																				
Fuel Tank/Leaks																				
Springs/Shocks																				
Driver Initials																				Π

DRIVER NAME

ROUTE NUMBER

SCHOOL YEAR 20_____ to 20_____ SCHOOL SYSTEM:

	Reporting	T	mm		dd			mm	dd			
List	Day/	School	Nun		Day/	School	Num		Day/	School		nber
Schools Served	Date	Served	AM	ported PM	Date	Served	Trans AM	PM	Date	Served	Trans AM	PM
Below	Day 1	A			Day 8	A			Day 15	Α		
1.1		В				В				В		
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		Total				Total				Total		
	Day 2	А			Day 9	A			Day 16	Α		
		В				В				В		
		С				С				С		
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		Total				Total				Total		
	Day 3	Α			Day 10	A			Day 17	Α		
		В				В				В		
		С				С				С		2
		D				D				D		
		Total				Total				Total		
	Day 4	Α			Day 11	Α			Day 18	Α		
<u>.</u>		В				В				В		
- <u>-</u>		С				С				С		2
11		D				D				D		
		Total				Total				Total		
	Day 5	Α			Day 12	Α			Day 19	Α		
		В				В				В		2
		С				С				С		
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		Total			-	Total				Total		
	Day 6	Α			Day 13	Α			Day 20	Α		
		В				В				В		
		С				С				С		
		D				D				D		
		Total				Total				Total		
	Day 7	Α			Day 14	Α			Day 21	Α		
		В				В				В		
		С				С				С		-
Y U		D				D				D		-
		Total				Total				Total		

I certify that the information on this form is accurate to the best of my knowledge.

DRIVER SIGNATURE

BUS #

Date: Begin Date: Date: <t< th=""><th>Form TR-II SCHOOL BUS PRE-TRIP INSPECTIO</th><th>INSPECTIC</th><th>ON RECORD</th><th>DRD</th><th></th><th></th><th></th><th></th><th></th><th>FO</th><th></th><th>-</th><th></th><th>Г</th></t<>	Form TR-II SCHOOL BUS PRE-TRIP INSPECTIO	INSPECTIC	ON RECORD	DRD						FO		-		Г
$\begin{tabular}{ c c c c c c c c c c c c c c c c c c c$	School System:								A. End	Month	neter Ke	aungs:		
The state ind the state of	Driver Name:			-	Data: Begi	in			B. Begi	nning M	onth			
cems are not operating properly. 	Bus Number:					q			C. Mile	s Travele	q v			
	If Items are operating properly, place a ch mark X in the hov and report it to the Tra	heck (\checkmark) in the boundary number of the determinant of the second seco	x. If items are	e not operati	ing properl	ly,						(A min	11	6
$ \begin{array}{c ccccccccccccccccccccccccccccccccccc$					ļ	╞		t	╞	ļ	╞			Γ
	DALE Sallons of Fuel Added													
Explane OLIA Coolard. Image: OLIA Coolard. <t< td=""><td>A P A M M</td><td>A P A P A M M M M</td><td>A P A M M</td><td>A P A M M</td><td>A P M M</td><td>P A M M</td><td>ΥX</td><td>ЧΣ</td><td>P A M M</td><td>A P M M</td><td>ЧΣ</td><td>AM</td><td>A P M M</td><td>A M M</td></t<>	A P A M M	A P A P A M M M M	A P A M M	A P A M M	A P M M	P A M M	ΥX	ЧΣ	P A M M	A P M M	ЧΣ	AM	A P M M	A M M
Bels, Winds, A. Hords, M. Hords, M. H.	Engine Oil & Coolant													
Windshield &	Belts, Wires, & Hoses													
Tick & Lugy I <t< td=""><td>Windshield & Windows</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>	Windshield & Windows													
Bound System I <t< td=""><td>Tires & Lugs</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>	Tires & Lugs													
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Puck or Emergency Brake I <td>Brakes & Brake Leaks</td> <td></td>	Brakes & Brake Leaks													
BinegenyExisk Buzzet I	Park or Emergency Brake													
HeddightsHarard I	Emergency Exits & Buzzer													
Pupi Loading Lights I	Headlights/Hazard													
Stop Arm(Tossing Arm (Tossing A	Pupil Loading Lights													
Stering Wheek Hum I	Stop Arm/Crossing Arm													
Mirrors & Adjustment I	Steering Wheel & Horn													
Emergency Equipment Image Image<	Mirrors & Adjustment													
Seats & Interior I	Emergency Equipment													
Driver's Sata & Belt Driver's Sata & Belt Service Door/Entance Service Door/Entance	Seats & Interior													
Service Door/Entrance I	Driver's Seat & Belt													
Wipers/Washers Image: Controls I	Service Door/Entrance													
Defroster/Heaters Effoster/Heaters Defroster/Heaters Effoster/Heaters Gauges/Controls Effoster/Heaters Fuel Tank/Leaks Effoster Fuel Tank/Leaks	Wipers/Washers													
Gauges/Controls Image: Controls Image: Controls Image: Controls Image: Controls Fuel Tank/Leaks Image: Controls Image: Contr	Defroster/Heaters													
Fuel Tank/Leaks Fuel Tank/Leaks Springs/Shocks Oniver Initials	Gauges/Controls													
Springs/Shocks Springs/Shocks Driver Initials Image: Contract of the state of t	Fuel Tank/Leaks													
Driver Initials	Springs/Shocks													
	Driver Initials													\neg

DRIVER NAME

BUS #

ROUTE NUMBER

SCHOOL YEAR 20_____ to 20_____

SCHOOL SYSTEM:

	Reporting	Period:	mm	dd	to	mm	- dd	-		
List	Deed	6.11	Number		6.1.1	Number		C-11	Nur	nber
Schools	Day/ Date	School Served	Transported	Day/ Date	School Served	Transported	Day/ Date	School Served	Trans	ported
Served			AM PM		Serveu	AM PM		Serveu	AM	PM
Below	Day 1	Α		Day 8	A		Day 15	Α		
		В			В			В		
		С			С			С		
		D			D			D		
		Total			Total			Total		
	Day 2	Α		Day 9	Α		Day 16	Α		
		В			В			В		
		С			С			С		
		D			D		1	D		
		Total			Total		1	Total		
	Day 3	Α		Day 10	Α		Day 17	Α		
		В		2415	В			В		
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	5	В		•	В			В		
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		D			D			D		
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	Day 7	A		Day 14	A		Day 21	A		
	Day	B		Day 14	B		Day 21	B		
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C. A.		D			D		-	D		
		Total			Total			Total		

I certify that the information on this form is accurate to the best of my knowledge.

DRIVER SIGNATURE

Form TR-II SCITOOL BUS BBE TRIPINSBECTION BECORD			
SCHOOL BUS FRE-IKIT INSFECTION RECOKD School System:		Odometer Readings: A Fud Month	
	o.in	B. Beginning Month	
Date:	pu	C. Miles Traveled	
perating properly, place a check (\checkmark) in the box. If items are not operating pro-	srly,	(A minus B = C)	
mark \mathbf{X} in the box and report it to the Transportation Department.			-
DATE — >			
Gallons of Fuel Added			
Items to be Checked A P A P A P A P A P A P A P A P A P A	M M M M M M M M M	I W W W W W W W W W W W W W W W W W W W	ЧΣ
Engine Oil & Coolant			
Belts, Wires, & Hoses			
Windshield & Windows			
Tires & Lugs			
Exhaust System			
Brakes & Brake Leaks			
Park or Emergency Brake			
Emergency Exits & Buzzer			
Headlights/Hazard			
Pupil Loading Lights			
Stop Arm/Crossing Arm			
Steering Wheel & Horn			
Mirrors & Adjustment			
Emergency Equipment			
Seats & Interior			
Driver's Seat & Belt			
Service Door/Entrance			
Wipers/Washers			
Defroster/Heaters			
Gauges/Controls			
Fuel Tank/Leaks			
Springs/Shocks			
Driver Initials			

DRIVER NAME

BUS

ROUTE NUMBER

SCHOOL YEAR 20_____ to 20_____

SCHOOL SYSTEM:

	Reporting	1	mm	. I	dd	to	NT	mm	dd	-	N.	- b
List	Day/	School	Num Transp		Day/	School		ported	Day/	School	Trans	nber
Schools Served	Date	Served	AM	PM	Date	Served	AM	PM	Date	Served	AM	PM
Below	Day 1	А			Day 8	Α			Day 15	Α		
1 1		В				В				В		
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	Day 2	Α			Day 9	Α			Day 16	Α		
		В				В				В		
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		D				D				D		5 0
		Total				Total				Total		
	Day 3	Α			Day 10	Α			Day 17	Α		
		В				В				В		
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		Total				Total				Total		
	Day 4	Α			Day 11	Α			Day 18	Α		
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	Day 5	Α			Day 12	Α			Day 19	Α		
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		D				D				D		
		Total				Total				Total		
	Day 6	Α			Day 13	Α			Day 20	Α		-
		В				В				В		2
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	Day 7	Α			Day 14	Α			Day 21	Α		
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, , , , ,, ,		D				D				D		
C. A		Total				Total				Total		

I certify that the information on this form is accurate to the best of my knowledge.

DRIVER SIGNATURE

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OOL 1 EAK 20_____ to 20

Form TR-II SCHOOL BUS BBE TBIBINSBECTIO	INCDE			IQ,	_						I								
School System:				NO								A. End	Od A. End Month	Odometer Readings: oth	er Rea	dings:			
Driver Name:						Ι	Begin					3. Beg	B. Beginning Month	Month	۱ 				
Bus Number:						Date:	End _					C. Mil	C. Miles Traveled	eled					
If Items are operating properly, place a check (\checkmark) in the box	check (✓) in	the box.	If items are not operating properly,	are not	operat	ing pro	perly,								I	(A minus	В	= C)	
mark ${\bf X}$ in the box and report it to the Transportation Department.	ansportation	Departm	ient.								1								
DATE			_		H														
Gallons of Fuel Added																			
Items to be Checked $\begin{bmatrix} A \\ M \end{bmatrix} \begin{bmatrix} P \\ M \end{bmatrix} \begin{bmatrix} A \\ M \end{bmatrix}$	AAAAMMMMMMM	A P M M	M M M M	P A M M	P A M M	P A M M	P A M M	P A I M M	P A I	P A M M	P A M M	P A M M	P A I M M N	P A H M M	P A N M	P A M M	P A H M M	P A M M	ΡΣ
Engine Oil & Coolant																			
Belts, Wires, & Hoses																			
Windshield & Windows																			
Tires & Lugs																			
Exhaust System																			
Brakes & Brake Leaks																			
Park or Emergency Brake																			
Emergency Exits & Buzzer																			
Headlights/Hazard																			
Pupil Loading Lights																			
Stop Arm/Crossing Arm																			
Steering Wheel & Horn																			
Mirrors & Adjustment																			
Emergency Equipment																			
Seats & Interior																			
Driver's Seat & Belt																			
Service Door/Entrance																			
Wipers/Washers																			
Defroster/Heaters																			
Gauges/Controls																			
Fuel Tank/Leaks																			
Springs/Shocks					╡	╡	╡												
Driver Initials																			

DRIVER NAME

BUS

ROUTE NUMBER

SCHOOL YEAR 20_____ to 20_____

SCHOOL SYSTEM:

Reporting	Period:		
reporting	i ci iou.	and a second second second	

	Reporting	Period:	mm	dd	to	-	mm	dd	•		
List	Day/	School	Number	Day/	School	Numb		Day/	School	Nun	nber
Schools	Day	Served	Transport	Data	Served	Transpo		Date	Served	Irans	ported
Served Below	Day 1		AM PN	Day 8		AM	PM	Day 15		AM	PM
1 1	Day I	A		Day o	A			Day 15	A		
		B			B				B		
		C			C				C		
		D			D				D		
	Day 2	Total		Day 0	Total		_	Day 16	Total		
	Day 2	A		Day 9	A			Day 16	A		
		В			В		_		B		
		С			С		-		С		
		D		_	D				D		
	D 2	Total		D 10	Total		_	D 17	Total		
	Day 3	Α		Day 10	A			Day 17	A		
		В		_	В				В		
		С			С				С		
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	Day 4	Α		Day 11	Α			Day 18	A		
ы. С		В			В				В		
.		С			С				С		
		D			D				D		
		Total			Total				Total		
	Day 5	Α		Day 12	Α			Day 19	A		
		В			В				В		
		С			С				С		
		D			D				D		
		Total			Total				Total		
	Day 6	Α		Day 13	Α			Day 20	A		
		В			В				В		
		С			С				С		
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		Total			Total				Total		
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	5.07	В			В				В		
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C. A.		Total			Total				Total		

I certify that the information on this form is accurate to the best of my knowledge.

DRIVER SIGNATURE

- 23 -ROUTE REPORT

Form TR-II SCHOOL BUS PRE-TRIP INSPECTIO	TRI	ΡΙ	Z	JPI (EC	IL		N RECORD	EC	Q	R	~														OPO		eter	Rea	Odometer Readings:	i i i i i i i i i i i i i i i i i i i				
School System:																							A.	A. End Month	Mc	onth				Ĩ	2				
Driver Name:													Ċ	Doto.	Begin	jin							B	B. Beginning Month	inni	ing]	Mor	ıth							
Bus Number:													ב	alc.	End	ا ا م							U.	C. Miles Traveled	es T	rave	eled								
If Items are operating properly, place a check (\checkmark) in the box	place ;	a chu	eck	S	in th	he b(OX.	If it(sma	are	not	opei	If items are not operating properly,	g pr	oper	·ly,														(A_{1})	(A minus B	ts B	= C)	0	
mark \mathbf{X} in the box and report it to the Transportation Department.	to the	Trar	odsu	rtati	on I	Jep£	artm	ent.																											ļ
DATE>														Ц			\square																		-
Gallons of Fuel Added		┫		┥			┫			٦		┥			┫					-					-					-					-
Items to be Checked M	P A M M	P M	N W	P A M M	A P A M	A	P M	A A M	A M	Ρ	M I	P A M	A P M M	N N	P M	A P M M	A N	P M	A	P /	A P M M	Υ	Ρ	W	P A M	A P M M	A M	Ρ	A M	P A M M	I M	A	ΡN	A P M M	
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Belts, Wires, & Hoses																																			
Windshield & Windows								\vdash								\vdash																			
Tires & Lugs			-																																
Exhaust System			-					-								-																			
Brakes & Brake Leaks								-																											
Park or Emergency Brake			-																																
Emergency Exits & Buzzer																																			
Headlights/Hazard																																			
Pupil Loading Lights																																			
Stop Arm/Crossing Arm																																			
Steering Wheel & Horn																\vdash																			
Mirrors & Adjustment																																			
Emergency Equipment																																			
Seats & Interior																																			
Driver's Seat & Belt																																			
Service Door/Entrance																																			
Wipers/Washers																																			
Defroster/Heaters																																			
Gauges/Controls																																			
Fuel Tank/Leaks			_																																
Springs/Shocks																																			
Driver Initials																																			
																																			1

- 24 - SCHOOL BUS PRE-TRIP INSPECTION RECORD

DRIVER NAME

ROUTE NUMBER

SCHOOL YEAR 20____ to 20____

SCHOOL SYSTEM:

	Reporting	Period:	mm	. ,	dd	to	i.	mm	dd	-		
List	Day/	School	the second se	nber	Day/	School		nber	Day/	School		nber
Schools Served	Date	Served	Trans AM	ported PM	Date	Served	Trans AM	ported PM	Date	Served	Trans AM	ported PM
Below	Day 1	Α			Day 8	Α			Day 15	Α		
11		В				В				В		
		С	2 (1) 2 (1)			С				С		
		D				D				D		
		Total				Total				Total		
	Day 2	Α			Day 9	Α			Day 16	Α		
		В				В				В		
		С				С				С		
		D				D				D		
		Total				Total				Total		
	Day 3	Α			Day 10	Α			Day 17	A		
		В				В				В		
		С				С				С		
		D				D				D		
		Total				Total				Total		
	Day 4	Α			Day 11	Α			Day 18	Α		
ы.		В				В				В		
щ. μ.		С				С				С		
		D				D				D		
		Total				Total				Total		
	Day 5	Α			Day 12	Α			Day 19	А		
		В				В				В		
		С				С				С		
		D				D				D		
		Total				Total				Total		
	Day 6	Α			Day 13	Α			Day 20	Α		
		В				В				В		
		С				С				С		
		D				D				D		
		Total				Total				Total		
	Day 7	Α			Day 14	A			Day 21	Α		
		В				В				В		
		С				С				С		
C. A.		D				D				D		
~ •		Total				Total			-	Total		

I certify that the information on this form is accurate to the best of my knowledge.

DRIVER SIGNATURE

BUS #

Form TR-II SCHOOL BUS PRE-TRIP INSPECTIO	TRIP	A	ISI	Ē	CJ	IC		R	N RECORD	OF	Ð															Ō		ter	Rea	Odometer Readinos [.]	.30			Г	
School System:										I													A.	A. End Month	Ŭ	onth		2			20.				
Driver Name:										I			Č	Data. E	Begin						I		В.	Beg	inn	ing	B. Beginning Month	lth							
Bus Number:													Па		End	_							Ú.	Mil	es T	rave	C. Miles Traveled								
If Items are operating properly, place a check (\checkmark) in the box	olace a c	checl	k () in	the	roq	ć. If	iter	ns a	re n	lot c	pera	tting	If items are not operating properly,	perl	y,														(A	mim	(A minus B	11	Û	
mark \mathbf{X} in the box and report it to the 1 ransportation Department.	o the Tr	ansp	orté	atior	กั เ	spari	tmer	ا _ي		ŀ		╞	ľ		ŀ		ļ	ľ		ŀ			ľ		ŀ			ľ		ŀ			ľ		ſ
DATE					╉			T		┥		\dashv	T		┥			T				_			-		_			-					
Gallons of Fuel Added		_	Ţ		┥	ŀ	┥	Ţ		┫	ŀ	4	Ţ	ŀ	┥			1	ľ	-	ŀ	_		ľ	-	ŀ	_		ŀ	-				ľ	
Items to be Checked M	P A P M M M	V	Ρ	A P M M		A P M M	P A N	P Z	۲ ک	⊿ ∑	A M M	A M	ЧΣ	A M	P M M	P P	A N	ďΣ	۲ ۲	⊿ ∑	A M M	V	ЧΣ	۲ ک ۲	P ∧	A M M	A M	ΡΣ	۲ ۲	P M	A M M	A D	ΡΣ	<u>ح ک</u>	ЧΣ
Engine Oil & Coolant																																			
Belts, Wires, & Hoses						\vdash																													
Windshield & Windows						\vdash																													
Tires & Lugs																																			
Exhaust System																																			
Brakes & Brake Leaks						-																													
Park or Emergency Brake						-																													
Emergency Exits & Buzzer						\vdash																													
Headlights/Hazard						\vdash																													
Pupil Loading Lights																																			
Stop Arm/Crossing Arm																																			
Steering Wheel & Horn																																			
Mirrors & Adjustment																																			
Emergency Equipment																																			
Seats & Interior																																			
Driver's Seat & Belt																																			
Service Door/Entrance																																			
Wipers/Washers																																			
Defroster/Heaters																																			
Gauges/Controls																																			
Fuel Tank/Leaks																										_	_			_	_				
Springs/Shocks																					_				_	_				_	_				
Driver Initials		\square			┥	-	4			┥	\neg	\dashv		\neg	┥	_				-	_				-	_	_		_	-	_				

- 26 -SCHOOL BUS PRE-TRIP INSPECTION RECORD

DRIVER NAME

BUS

ROUTE NUMBER

School

Served

A B C D Total Number

Transported

AM

PM

SCHOOL YEAR 20_____ to 20_____

SCHOOL SYSTEM:

	Reporting	Period:	mm	-	dd	to		mm	dd
List Schools	Day/ Date	School Served		nber ported	Day/ Date	School Served		nber ported	Day/ Date
Served	Date	Serveu	AM	PM	Date	Serveu	AM	PM	Date
Below	Day 1	Α			Day 8	А			Day 15
		В				В			
		С				С			
		D				D			
		Total				Total			
	Day 2	Α			Day 9	А			Day 16
		В				В			
		С				С			
		D				D			
		Total				Total			
	Day 3	Α			Day 10	Α			Day 17
		В				В			

	Day 2	Α	Day 9	A	Day 16	A	
		В		В		В	
		С		С		С	
		D		D		D	
		Total		Total		Total	
	Day 3	Α	Day 10	Α	Day 17	Α	
		В		В		В	
		С		С		С	
		D		D		D	
		Total		Total		Total	
	Day 4	Α	Day 11	Α	Day 18	Α	
		В		В		В	
В.		С		С		С	
		D		D		D	
		Total		Total		Total	
	Day 5	Α	Day 12	Α	Day 19	Α	
		В		В		В	
		С		С		С	
		D		D		D	
		Total		Total		Total	
	Day 6	Α	Day 13	Α	Day 20	Α	-
		В		В		В	2
		С		С		С	
		D		D		D	
		Total		Total		Total	
	Day 7	Α	Day 14	Α	Day 21	Α	
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		D		D		D	
Ċ. Ă.		Total		Total		Total	
		· · · · ·					

I certify that the information on this form is accurate to the best of my knowledge.

DRIVER SIGNATURE

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– 27 – ROUTE REPORT

Form TR-II SCHOOL, BUS PRE-TRIP INSPECTIO	INSPE	CTI		N RECORD	S	RD										L			Ċ			¢	-				Г	
School System:))											~	⊾. Er	M bi	Ua A. End Month		eter	Kea	Udometer Keadings: nth	50 				
Driver Name:								Date	Begin	gin						щ	. B	gini	B. Beginning Month	Moi	nth							
Bus Number:								Dale.		End						0	M	iles	C. Miles Traveled	eled	_							
If Items are operating properly, place a check (\checkmark) in the box	heck (🗸) ir	the b	H. XC	If items are not operating properly,	s are	not c	perat	ingp	rope	rly,													(A)	(A minus B		C) =		
mark \mathbf{X} in the box and report it to the Transportation Department.	ansportatio	n Depî	urtmei	ıt.																								-
DATE>		_	-	_																						—		
Gallons of Fuel Added																												_
Items to be Checked $\begin{bmatrix} A \\ M \end{bmatrix} \begin{bmatrix} P \\ M \end{bmatrix} \begin{bmatrix} A \\ M \end{bmatrix} \begin{bmatrix} A \\ M \end{bmatrix} \begin{bmatrix} A \\ M \end{bmatrix}$	A P A M M	M M M	M M M	P M	A P M M	A M M	P A M M	P A M M	I M	I W	P A M M	P M	I W	P A M M	P M	I W	P A M M	P M	I W	P A M M	P M	I M V	P A M M	P I M	A M	P A M	I M	
Engine Oil & Coolant																												_
Belts, Wires, & Hoses																												_
Windshield & Windows																												_
Tires & Lugs																												
Exhaust System																												
Brakes & Brake Leaks																												_
Park or Emergency Brake																												
Emergency Exits & Buzzer																												_
Headlights/Hazard																												
Pupil Loading Lights																												
Stop Arm/Crossing Arm																												
Steering Wheel & Horn																												
Mirrors & Adjustment																												_
Emergency Equipment																												
Seats & Interior																												
Driver's Seat & Belt																												
Service Door/Entrance																												
Wipers/Washers																												
Defroster/Heaters																												
Gauges/Controls																												
Fuel Tank/Leaks																												
Springs/Shocks																												
Driver Initials																-											<u> </u>	
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DRIVER NAME

BUS

ROUTE NUMBER

SCHOOL YEAR 20_____ to 20_____

SCHOOL SYSTEM:

	Reporting	i citou.	mm	dd	to		mm	dd			
List Schools	Day/ Date	School Served	Numbe Transpor	ted Day/	School Served	Trans	nber ported	Day/ Date	School Served	Trans	
Served Below		124609-11047-92409	AM P	M		AM	PM			AM	PM
1 1	Day 1	A		Day 8	A	<u> </u>		Day 15	A		
		B		_	B	<u> </u>			B		-
		C		_	C				C		2 2
		D		_	D				D		
	Day 2	Total		Day 9	Total			Day 16	Total		
	Day 2	A		Day 9	A	<u> </u>		Day 10	A		
		B			B				B		
		C D		_	C	<u> </u>			C		
		Total		_	D Total				D Total		
	Day 3	A		Day 10	A	<u> </u>		Day 17	A		
	Day 5	B			B	<u> </u>		Day 17	B		-
		C		-	C				C		2
		D		_	D	<u> </u>			D		
		Total	<u> </u>		Total				Total		
	Day 4	A		Day 11	A	<u> </u>		Day 18	A		
11	249 .	B			В			2 uj 10	B		-
Б. D.		C		_	C				C		2
ΪÌ		D			D				D		×
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	Day 5	A		Day 12	Α			Day 19	A		
	1078	В		_	В			10.00	В		
		С			С				С		3
		D			D				D		
		Total			Total				Total		-
	Day 6	Α		Day 13	Α			Day 20	Α		
	2025	В		57×1	В				В		
		С			С				С		
		D			D				D		
		Total			Total				Total		
	Day 7	Α		Day 14	Α			Day 21	Α		
		В			В				В		-
		С			С				С		

I certify that the information on this form is accurate to the best of my knowledge.

D

Total

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DRIVER SIGNATURE

D

Total

D

Total

Date: Begin Date: Begin Date: Begining Worth Image: End Image: Image: Image: Image: Image: Image: <	Date: Begin Date: Begin A: End Month perty: place a check (*) in the box. If items are not operating properly. Date: Begin A: End Month port it to the Transportation Department. C. Miles Traveled (A minus B = C) M M M M M M M M M M M M M M M M M M M	Date: Eegin Date: Eegin Begining Mouth perty. plue a theek (Y) in the box. If items are not operating properly. Date: End Mouth End Mouth perty. plue a theek (Y) in the box. If items are not operating properly. Date: End Mouth End Mouth perty. plue a theek (Y) in the box. If items are not operating properly. C. Miles: Traveled (A mine B = C) month M M M M M M M M M M M M M M M M M M M	place a check (1) in the box. If items are not operating properly, to the Transportation Department. P A P A M M <th>A. End Month B. Beginning Month C. Miles Traveled C. Miles Traveled A M M M M M M M M M M M M M M M M M M M</th>	A. End Month B. Beginning Month C. Miles Traveled C. Miles Traveled A M M M M M M M M M M M M M M M M M M M	
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operly, place a check (*) in the box. If items are not operating properly. 	operly, place a check (*) in the box. If items are not operating properly, port it to the Transportation Department. A P A P A P A P A P A P A P A P A P A P		operly, place a check (\checkmark) in the box. If items are not operating properly, port it to the Transportation Department.	A P P	
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DRIVER NAME

ROUTE NUMBER

SCHOOL YEAR 20____ to 20____

SCHOOL SYSTEM:

	Reporting	Period:	mm	. ,	dd	to	,	mm	dd	-		
List Schools	Day/ Date	School Served	Trans	nber ported	Day/ Date	School Served	Trans	nber ported	Day/ Date	School Served	Trans	nber ported
Served Below	Day 1	Α	AM	PM	Day 8	Α	AM	PM	Day 15	A	AM	PM
1.1	Day I	B			Day 0	B			Day 15	B		
		C	-			C				C		
		D				D		· · · · ·		D		
		Total				Total				Total		·
	Day 2	A			Day 9	A			Day 16	A		
		В				В				В		-
		С	2			С				C		2
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		Total				Total				Total		0
	Day 3	Α			Day 10	Α			Day 17	Α		
	10754	В			255.0	В			272	В		
		С				С		-		С		-
		D				D				D		
		Total				Total				Total		
	Day 4	А			Day 11	А			Day 18	A		
	5.33X	В				В			0407	В		
В.		С				С				С		
11		D				D				D		
		Total				Total				Total		
	Day 5	Α			Day 12	А			Day 19	A		
		В				В				В		
		С				С				С		8
		D				D				D		
		Total				Total				Total		
	Day 6	Α			Day 13	Α			Day 20	Α		
		В				В				В		
		С				С				С		
		D				D				D		
		Total				Total				Total		
	Day 7	Α			Day 14	Α			Day 21	А		
		В				В				В		
		С				С				С		
C Y		D				D				D		
0		Total				Total				Total		

I certify that the information on this form is accurate to the best of my knowledge.

DRIVER SIGNATURE

BUS #

Form TR-II SCHOOL BUS PRE-TRIP INSPECTION RECORD	TION RECO	RD					Olomo	for Deedle		Γ
School System:						A. End Month	Month	Outilities readings:		
Driver Name:		Doto:	Begin			B. Begir	B. Beginning Month	th		
Bus Number:		Date	e. End			C. Miles	C. Miles Traveled			
If Items are operating properly, place a check (\checkmark) in the box	he box. If items are not operating properly,	not operating]	properly,					(\mathcal{A})	(A minus B =	= C)
mark \mathbf{X} in the box and report it to the Transportation Department.	Jepartment.									
DATE — DATE – DATE		_								
Gallons of Fuel Added						_				
Items to be Checked A M M M M M M M M M M	A P A P A P A P M M M M	A P A P A M M M M	A P A P M M M	A P A M M M	P A P M M M	A P A P M M M	A P A M M M	P A P M M M	A P A I M M M N	P A P M M M
Engine Oil & Coolant										
Belts, Wires, & Hoses										
Windshield & Windows										
Tires & Lugs										
Exhaust System										
Brakes & Brake Leaks										
Park or Emergency Brake										
Emergency Exits & Buzzer										
Headlights/Hazard										
Pupil Loading Lights										
Stop Arm/Crossing Arm										
Steering Wheel & Horn										
Mirrors & Adjustment										
Emergency Equipment										
Seats & Interior										
Driver's Seat & Belt										
Service Door/Entrance										
Wipers/Washers										
Defroster/Heaters										
Gauges/Controls										
Fuel Tank/Leaks										
Springs/Shocks										
Driver Initials										

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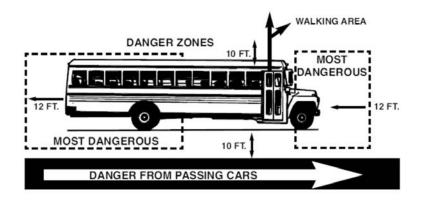
SCHOOL BUS EXTRACURRICULAR PRE-TRIP INSPECTION RECORD

(Make Copies as Needed)

	Trin Number/		Trip Number ≯	1	2	3	4	S	9	7	8	6	10	11	12	13	14	15
Date	Γ	Driver's Name	Gallons of Fuel Added															
	1		Quarts of Oil Added															
	2		Items to be Checked	DR	D R	D R	D R	DR	DR	DR	D R	D R	DR	DR	DR	DR	DR	R D R
	3		Engine Oil/Coolant															
	4		Belts, Wires, & Hoses															
	S		Windshield & Windows															
	9		Tires & Lugs															
	7		Exhaust System															
	8		Brakes & Brake Leaks															
	6		Park or Emer. Brake															
	10		Emer. Exits & Buzzer															
– 3:	11		Headlights/Hazzard															
 3 –	12		Pupil Loading Lights															
	13		Stop/Crossing Arms															
	14		Steering Wheel & Horn															
	15		Mirrors & Adjustment															
	School District	rict	Emer. Equipment															
			Seats & Interior															
			Driver's Seat & Belt															
			Service Door/Entrance															
	Bus Number	ber	Wipers/Washers															
			Defroster/Heaters															
			Gauges/Controls															
			Fuel Tank/Leaks															
Bv ini	Bv initialing I certify that I have	nat I have	Springs/Shocks															
perfor	performed a proper pre-trip inspection	trip inspection	Evacuation Drill															
of this	of this bus and have observed all	served all	Round Trip Miles															
officié	official regulations.		Driver Initials															
								D) = De	= Departure	e	R =	R = Return	u.				

SCHOOL BUS EXTRACURRICULAR PRE-TRIP INSPECTION RECORD

DANGER ZONES





Tornado Preparedness

Every driver of a school bus should have some basic knowledge of tornado information and the precautionary measures to take when a warning or a sighting is made.

What precautions should a school bus driver take when tornado conditions exist?

- * Abide by local district policy where applicable.
- * Be aware that the spring and fall months are most conducive to tornado activity.
- * Severe weather conditions should be discussed with authorized school officials before leaving the school, particularly if the area is under a "Tornado Watch."
- * If a "Tornado Warning" is in effect, buses should not be loaded and students should remain in the assigned shelter areas inside the school building.

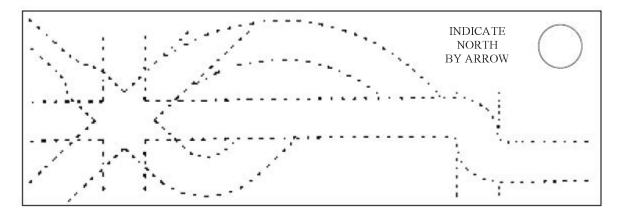
What should a school bus driver do if a tornado is sighted when on the route?

- * The driver should be aware of any or all areas along the route, such as school buildings, churches, public buildings and/or storm shelters, concrete bridges, and other substantial structures that could be used as a tornado shelter.
- * If a tornado funnel is sighted, it is best to evacuate the students from the bus immediately into an appropriate shelter. Trying to outrun a tornado would not be a wise decision.
- * If an adequate shelter area cannot be reached without further endangering the students, a ditch or depression in the immediate vicinity may have to be used. However, this should be done as a last resort. Evacuate the students into the shelter area, being sure that the bus has been positioned far enough and in a direction away from the students so that the wind will not overturn the bus onto them.
- * Radios (AM, FM, or two-way) or other communication equipment should be in operation at all times during threatening weather conditions. Even a portable transistor radio is better than nothing during these threatening periods.

Form TR-III				Check box if law enforcement accident is included.
SCHOOL VEHICLE	-			<i>confirmed injury.</i> Check box if collision involved <i>confirmed fatality.</i>
COLLISION REPOI Keep original and submit one copy to: When available, submit copy of law enforcement accident report. REPORT DATE:	ALABA OF EDU PUPIL P.O. BC	UCATIO TRANSI)X 30210	PORTATION SE	ENT CTION
SCHOOL/SYSTEM/AGENCY				System Code:
SCHOOL VEHICLE Driver's Name:				
Driver License Number:				Male () Female ()
Collision Date:	Hour:	A.M.	P.M	
Highway (Give No. or Name): U.S S	tate	_County_	City	
Weather Conditions: Road	d Conditions	s:	Estima	ted Speed:
Type of Vehicle: Bus No	0.:		Capacit	y:
Owned by System or Institution: Yes	No		Regular Trip:	Activity Trip:
Number on School Vehicle: Pupils	_Other			
School Vehicle Driver's Injury: Estimated Damage to School Vehicle: \$				
OTHER VEHICLE Driver's Name:				
Address:				
Type of Vehicle: Vehicle 1			License N	lo.:
Estimated Speed: Other Dr	river's Injur	y:		
Estimated Damage to Other Vehicle: \$				
Damage to Property Other Than Vehicles:				
Name of Injured Pupils	Age		Address	Nature of Injury
Others Injured	Age		Address	Nature of Injury
Names of Witnesses (Including School Pupils)	Age		Address	Nature of Injury

Use reverse side for making sketch and listing injured pupils. Attach extra sheets whenever necessary to complete information requested.

IMPORTANT: Sketch below an illustration of the road or street where the collision occurred. Indicate with lines or arrows the path and direction of vehicles or persons. Show side roads, hills, bridges, curves, and any other helpful information as to cause of accident.



Vehicle No. 1 - School Vehicle Vehicle No. 2 - Other Vehicle Vehicle No. 3 - Any Other Vehicle

INSTRUCTIONS:

- 1. Use dash lines as guides to draw heavy lines which will show outlines of roadway at place of collision.
- Show where vehicles were in roadway when collision occurred and where they finally came to rest. 2.
- Use solid line to show path of vehicle before collision. -3. Use dotted line to show path of vehicle after collision. $--- \rightarrow \Box$
- Number each vehicle and show direction of travel by arrow. -4.
- Show pedestrians by: -5.
- 6. Show railroad by: -
- Show railroad by: _//////__ Show distance and direction to landmarks. Identify by name or number. 7.

POINT OF IMPACT: (Check one or more for each vehicle)

1 2 3	· ·	1 2 3	
() () () ()	1. Front		5. Left side
() () ()	Right front	() () ()	6. Rear
	3. Left front		7. Right rear
() () () ()	4. Right side	()()()	8. Left rear

DESCRIBE WHAT HAPPENED:

I hereby certify this report to be correct:

School Vehicle Driver

TRANSPORTATION SUPERVISOR NARRATIVE:

School System

Transportation Supervisor Signature

Form TR-IV **SCHOOL BUS STUDENT ROSTER**

School Year _____

School System _____

Bus Number _____ Driver Name _____

		Pla	ice	a	√	in appro	priate box.					
STOP NO.	List Students by Morning Stops	S A	Sch B			Wheel- chair	Restraint System	Grade/ Age	AM Load Time	PM Load Time	Shortened School Day as per IEP? (Circle One)	Emergency
									:	:	Yes No	
									••	••	Yes No	
									••		Yes No	
									••	••	Yes No	
									••	••	Yes No	
									•	••	Yes No	
									:	:	Yes No	
									••	••	Yes No	
									:	:	Yes No	
									:	:	Yes No	
									:	:	Yes No	
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				1					:	:	Yes No	
			1	\uparrow					•	:	Yes No	
			\neg	+					•	:	Yes No	
				+					:	:	Yes No	
		\vdash	\neg	+					:	:	Yes No	

Form TR-IV (Continued) **SCHOOL BUS STUDENT ROSTER**

School Year _____

School System

Bus Number _____ Driver Name _____

		Pla	ace	a	√	in appro	priate box.					
STOP NO.	List Students by Morning Stops			100 C		Wheel- chair	Restraint System	Grade/ Age	AM Load Time	PM Load Time	Shortened School Day as per IEP? (Circle One)	Emergency
									:	:	Yes No	
									:	:	Yes No	
									:	:	Yes No	
									•	:	Yes No	
									:	:	Yes No	
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									:	:	Yes No	
									:	:	Yes No	
		\square							:	:	Yes No	

	US ILLEGAI	PASSING SU	SCHOOL BUS ILLEGAL PASSING SURVEY FORM	<u>ما</u>	County/City/Agency School District:	
DEAR SCHOOL BUS DRI	VER: The Alabama State De	spartment of Education conducts	DEAR SCHOOL BUS DRIVER: The Alabama State Department of Education conducts an annual study to obtain information about	n about		
vehicles that illegally pass yo	ur stopped school bus while	you are loading and unloading s	vehicles that illegally pass your stopped school bus while you are loading and unloading students. The survey is generally scheduled for	duled for	Driver Name:	
the second Wednesday in Apr Please observe the vehicles th	il each year. You will be giv nat illegally bass vour school	en more specific collection instr bus <i>while it is stopped with ST</i>	the second Wednesday in April each year. You will be given more specific collection instructions by your transportation supervisor. Please observe the vehicles that illegally pass your school bus <i>while it is stopped with STOP ARM extended</i> on this date and put an X in	isor. ut an X in	Bus Number:	
the appropriate blank on the 1	form that best fits the illegal	passing. Each row on the form r	the appropriate blank on the form that best fits the illegal passing. Each row on the form represents one (1) vehicle that illegally passes	y passes		
your stopped school bus. The	re are six spaces provided fo	r your convenience. Additional	your stopped school bus. There are six spaces provided for your convenience. Additional sheets may be used, as necessary.		Date:	
KEMEMBEK: Please take YOUR STUDENTS. Time p	extreme caution when com ermitting, please complete a	pleting the form - YOUK MAI s much information as possible.	KEMEMBER: Flease take extreme caution when completing the form - YOUK MAIN KESPUNSIBILITY IS THE SAFETY OF YOUR STUDENTS. Time permitting, please complete as much information as possible. Thank you for your cooperation.	TELY OF		
TIME OF PASS	# STUDENTS BUS STOP	AT VEHICLE PASSED THE:		SIDE TYPE OI	TYPE OF VEHICLE	TYPE OF ROADWAY
1. AM	1 to 5	Front	Left	Car		2 Lanes
	6 to 10	(opposite way)	(Driver Side)	Light Truck or Van		4 Lanes, no Median
P.M.	11 or more	Rear	Right	Heavy Truck		4 Lanes with Median
		(going same way)	(Door Side)			Over 4 Lanes
2. A.M.	1 to 5	Front	Left	Car		2 Lanes 3 Lanes
	6 to 10	(opposite way)	(Driver Side)	Light Truck or Van		4 Lanes, no Median
P.M.	11 or more	Rear	Right	Heavy Truck		4 Lanes with Median
		(going same way)	(Door Side)			Over 4 Lanes
3.			د ۲	c		2 Lanes
A.M.	1 to 5	Front	Lett	Car		3 Lanes
	6 to 10	(opposite way)	(Driver Side)	Light Truck or Van		4 Lanes, no Median
P.M.	11 or more	Kear	Kignt	Heavy Iruck		4 Lanes with Median
		(going same way)	(Door Side)			Over 4 Lanes
4. A.M.	1 to 5	Front	Left	Car		2 Lanes3 Lanes
	6 to 10	(opposite way)	(Driver Side)	Light Truck or Van		4 Lanes, no Median
P.M.	11 or more	Rear	Right	Heavy Truck		4 Lanes with Median
		(going same way)	(Door Side)			Over 4 Lanes
5. A.M.	1 to 5	Front	Left	Car		2 Lanes3 Lanes
	6 to 10	(opposite way)	(Driver Side)	Light Truck or Van		4 Lanes, no Median
P.M.	11 or more	Rear	Right	Heavy Truck		4 Lanes with Median
		(going same way)	(Door Side)			Over 4 Lanes
6. _{A.M.}	1 to 5	Front	Left	Car		2 Lanes 3 Lanes
	6 to 10	(opposite way)	(Driver Side)	Light Truck or Van		4 Lanes, no Median
P.M.	11 or more	Rear	Right	Heavy Truck		4 Lanes with Median
(6		(going same way)	(Door Side)			Over 4 Lanes

Form TR-V

Idling Tips for Alabama School Bus Drivers



- Idle your school bus **NO** longer than five (5) minutes to build up air pressure.
- Idling longer than five (5) minutes does **NOT** help the school bus get warmer.
- Do **NOT** idle your bus while loading or unloading on school grounds.
- Drivers should be on the bus while it is running. NO Exceptions!
- Buses should **NOT** park on school grounds near building air-intake systems.

ALABAMA STATE DEPARTMENT OF EDUCATION PUPIL TRANSPORTATION SECTION

EMERGENCY EVACUATION PLAN FOR THE SCHOOL BUS

There is an urgent need, due to the increased number of students being transported and the ever-increasing number of accidents on the highways, to instruct students on how to properly vacate a school bus in case of an emergency. It is possible for students to block the emergency door if all are trying to get out at the same time. There is also a possibility of danger when students jump from the rear emergency door exit. To avoid these situations, schools should organize and conduct emergency exit drills for all students who ride the school bus.

Reasons for actual emergency evacuations:

- 1. **Fire or danger of fire.** Being near an existing fire and unable to move the bus or being near the presence of gasoline or other combustible material is considered danger of fire, and students should be evacuated. The bus should be stopped and evacuated immediately if the engine or any portion of the bus is on fire. Students should be moved to a safe place 100 feet or more from the bus and instructed to remain there until the driver has determined that the danger has passed.
- 2. Unsafe position of the bus. When the bus is stopped because of an accident, mechanical failure, road conditions, or human failure, the driver must determine immediately whether it is safer for students to remain on board or to evacuate the bus.
- 3. Mandatory evacuations. The driver must evacuate the bus when:
- a. The final stopping point is in the path of a train or adjacent to railroad tracks.
- b. The stopped position of the bus may change and increase the danger (e.g., a bus comes to rest near a body of water or at a precipice where it could still move and go into the water or over a cliff). The driver should be certain that the evacuation is carried out in a manner which affords maximum safety for the students.
- c. The stopped position of the bus is such that there is danger of collision.
- 4. **Sight distance.** In normal traffic conditions, the bus should be visible for a distance of 300 feet or more. A position over a hill or around a curve where such visibility does not exist should be considered reason for evacuation.

Important factors pertaining to school bus evacuation drills:

- 1. Safety of students is of the utmost importance and must be first considered.
- 2. All drills should be supervised by the principal or by persons assigned to act in a supervisory capacity.
- 3. The bus driver is responsible for the safety of the students. When the driver is incapacitated and unable to direct the evacuation, school patrol members, appointed students, or adult monitors should be authorized to direct these drills. It is important to have regular substitutes available.

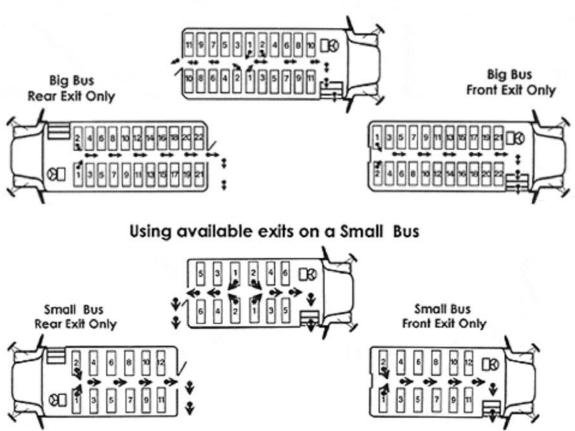
Pupils assigned to assist with evacuation drills should possess the following qualifications:

- a. Maturity.
- b. Good citizenship.
- c. Residence near end of bus line.

Assigned students should know how to:

- a. Turn off ignition switch.
- b. Set emergency brake.
- c. Summon help when and where needed.
- d. Open and close doors, and account for all students passing his exit.
- e. Set out reflectors.
- f. Help small students off bus.
- g. Use radio to contact school officials.
- h. Perform other assignments.
- 4. Written consent from parents or guardians should be obtained before assigning a pupil as a leader.
- 5. Drills should be scheduled at least two times per school year. Optimally, the first evacuation drill should be performed early in the first semester and the second evacuation drill should be performed early in the second semester. All drills must be performed on the school campus and monitored by a school administrator or his/her designee. Document drills and turn them in to the transportation supervisor.

EMERGENCY EVACUATION DIAGRAM



Emergency Evacuation Drill (First Semester) Federal Guideline 17 calls for school bus emergency evacuation drills to be conducted at least twice annually. Ideally, one drill should be done early in the fall and the other drill early in the spring. All students who are transported in a school vehicle should participate in the drills including those who may only ride buses for extracurricular activities.

This form should be completed after an evacuation drill and submitted to the transportation supervisor. However, individual school system reporting procedures may vary.

School System:	Date:
School:	Bus #:
Driver:S	ponsor:
TYPE OF EVACUATION CONDUCTED: Time Required For	or Evacuation In Seconds
Front Door Evacuation Rear Door Evacuation	n Front and Rear Door Evacuation
PROCEDURES:	
Driver activated hazard lights and set parking brake.	Driver turned engine off.
Driver placed radio microphone outside the driver window.	procedures and where to go.
Passengers left bus in an orderly and safe fashion with assistance of driver.	Passengers were located at least 100 feet from the bus.
Driver checked bus to ensure all passengers were off the bus	Student Roster (driver should take Student Roster)
Driver Signature: Sp	
Comments:	(If extracurricular trip)
This form should be completed after an evacuation drill and submitter system reporting procedures may vary. School System:	
School:	
Driver:S	
	or Evacuation In Seconds
Front Door Evacuation Rear Door Evacuation	
PROCEDURES:	
Driver activated hazard lights and set parking brake.	Driver turned engine off.
Driver placed radio microphone outside the driver window.	-
Passengers left bus in an orderly and safe fashion with	procedures and where to go. Passengers were located at least 100 feet from the bus.
assistance of driver. Driver checked bus to ensure all passengers were off the bus	rassengers were rocated at least roo reet from the bus.
	Student Roster (driver should take Student Roster)
Driver Signature: S	

BLANK PRINTER - PLEASE REMOVE BEFORE PRINTING

LOADING/UNLOADING/RAILROAD CROSSINGS/BACKING

RULES TO LOAD AND UNLOAD STUDENTS

- 1. The driver should NEVER change stops. Unsafe situations should be reported to the supervisor.
- 2. Students should load or unload ONLY at their school or designated stop.
- 3. Stops should be visible at least 500 feet in both directions.
- 4. Stops should be at least 100 feet from railroad tracks and intersections.
- 5. Stops on interstate highways are prohibited.
- 6. Students should NOT cross a median or divided highway.
- 7. Students should wait on the side of the road on which they live.
- 8. Students should cross the street 10 feet in FRONT of the bus NEVER behind the bus.
- 9. STOPS should always be in the RIGHT, OUTSIDE LANE, NEVER in the left lane (NEVER in a TURN LANE and NEVER WITH A TURN LANE TO THE RIGHT OF THE BUS).
- 10. Normally, students are safer ON the bus when the bus is backing.

DRIVER PROCEDURE

- 1. Check traffic, weather, and road conditions to determine a safe distance needed to warn traffic of an upcoming stop.
- 2. Activate yellow warning lights a safe distance (at least 300 feet in rural areas and 100 feet in urban areas).
- 3. Stop 10 feet before loading or unloading area:
 - a. Crack door immediately to activate red flashing lights and stop sign.
 - b. Apply parking brake.
 - c. Open door and load or unload students when safe.
- 4. Students should load in an orderly fashion after the bus stops, all traffic stops, and the bus driver signals them to load.
- 5. Students should be seated before the bus moves.
- 6. Before moving the bus, the driver must: a. Release parking brake.

- b. Check all mirrors, especially front crossover and side mirrors.
- 7. During the loading and unloading process, the driver should COUNT the students and move the bus ONLY after ALL students are safely on the side of the road on which they live or in their seats. Be alert for students' apparel or carry-on items being caught on the bus handrail, door, door handle, etc.
- 8. All students who live on the left side of the road should exit first and cross in single file.

RAILROAD CROSSING PROCEDURE

- 1. Check traffic in front and behind the bus.
- 2. Activate hazard lights (500 feet is a good "rule of thumb") before the crossing or at the railroad warning sign.
- 3. Have students trained to be quiet and still. Turn off heaters, defrosters, fans, radio, and open the window.
- 4. Stop no closer than 15 feet nor farther than 50 feet from the nearest track.
- 5. Open door and APPLY parking brake. Look and listen. (If train is approaching, close door until it passes.)
- 6. When clear, release parking brake and close door. (Never move with the door open.)
- 7. Cross the tracks as quickly and safely as possible.
- 8. Turn off hazard lights after crossing tracks and resuming normal speed.

BACKING PROCEDURE

NEVER BACK UNLESS ABSOLUTELY NECESSARY!

NEVER BACK WITH STUDENTS ON THE GROUND!

- If you must back, follow these procedures:
- 1. Helper seated in back seat of bus.
- 2. Hazard lights.
- 3. Horn.
- 4. Check all mirrors constantly and over both shoulders.
- 5. Back slowly and no farther than necessary.

SEATING CHART

BUS #	¥
DRIVER	(Front of Bus)
	Row 1
	Row 2
	Row 3
	Row 4
	Row 5
	Row 6
	Row 7
	Row 8
	Row 9
	Row 10
	Row 11
	Row 12