

## School Bus Licensing and Procedures

As you all know, there is a shortage of school bus drivers as well as truck drivers. The licensing procedure is extremely time consuming and inefficient as it is now. This needs to be addressed. As you can see by the paperwork I have provided, it can take 3 to 6 months, if everything goes smoothly.

We don't have all the answers, but we know we need more examiners and the DOT sites need to offer the test more often. The examiners need to give a little more lead way when doing the Pre-trip, As you can see, you need to be a mechanic to know most of the steps.

The state has made it more difficult by requiring only Certified Instructors to train new drivers. Most of us were trained by the senior driver where we worked.

To obtain the CDL license you must take a course with a certified instructor to the tune of \$4500 to \$6000.00. Another 30+ days. Again, most of us read the book and took the written test, done!

Then, on top of all this, we have to take an 8 hour course every 4 years along with another CDL and Bus Drivers test. The 8 hour course has not changed in 30+ years and it could be completed in 4 hours. We are losing a driver because he is refusing to do it again. This course may be valid for a driver after his or hers first 4 years of driving. No more after that Or create a 4 hour course that is updated.

Another issue that needs to be addressed is when drivers go through our flashing re light. Both the local Sheriff's Dept and the VSP are unwilling to pursue this violation. They tell us they need the make, model, color license plate number and identify the driver. Al while we are doing our best to protect the kids. We can usually get the plate #. Our answer to that is ticket the owner of the car. The fine is substantial along with the points. We would bet that the owner would have the driver come forward. The second part of that would be to have the person attend an 8 hour clinic within a certain time period.

Not related to licensing, but a serious safety issue is mandating full time headlights. We drive before light and after dark, during rain and snowstorms. Drivers don't realize how invisible they are without their lights on. I hope we aren't waiting for a serious accident to make this simple law.

Thank you for taking time from you busy schedules and hopefully consider making this process more efficient and timely. I know some of us would consider working with you to that end.

## **Steps and procedures to getting a school bus license.**

- 1) Pre-Employment Drug Test
- 2) Background check for District **(taking about 6 to 8 weeks to come back) been waiting 10 weeks as of 03/17/23 for one that still hasn't come in**
- 3) Fingerprints with Sheriff dept **(only open house once a Month)**
- 4) 8-hour School bus Clinic **(maybe one a month in our area (Lyndonville or Newport or you must travel 50 to 100 miles for a clinic) there is never a bus at these sits to teach new drivers about a bus. and most information given isn't updated. For veteran bus drivers**
- 5) D.O. T Physical can
- 6) Class B CDL permit with Endorsement (passenger, Air brakes, and a state & federal bus endorsement) **can only take test on a Tuesday's and it looks like they only do 3 times a day if you fail you have to wait a week or longer to get in to retest.**
- 7) Start learning to drive a school bus once you have a permit! With a certified bus trainer 2 to 4 weeks with everything you need to learn beforehand for pre & post Trip
- 8) CDL Skills test! Must know the whole bus inside and out for the test. I have attached steps you have to learn when going for skills test.
- 9) **It has been taking 3 for 6 months to get licensed and that is everything goes smoothly.**

## **Outside Bus Pre-Trip**

- 1) Chuck Rear Wheels (key in pocket when you leave bus)**
- 2) Check Marker lights 8way lights Clarence lights head light clean unbroke**
- 3) school bus sign 8inc or higher**
- 4) Windshield clean unbroken/mirror and Brackets are good and secure inspection is up to date nothing leaking under front of bus**
- 5) hood latches are good grill bumper plate are good (open hood)**
- 6) all wires and clamps hose appear good no cuts or wear or leaks to them**
- 7) Alternator secure attached**
- 8) water pump not leaking belt has less then 1inc of play**
- 9) fan turn freely and no play**
- 10) Radiator support firmly secured**
- Powers steering and hoes are good**
- 11) fuel filter attached no leaks**
- 11) It has an internal air compressor**
- 12) frame no breaks or welds**
- 13) shock no leaks attached**
- 14) leaf spring no creaks or missing leaf's**
- 15) U-Bolts firmly attached**
- 16) spring hanger firmly attached**
- 17) AIR Canaster no dents creaks**
- 18) slack adjuster has less then 1inc of play**
- 19) dust cover securely attached with the 2 view holes**
- 20) Breaks appear to be as thick as the backing plate**

- 21) drum is secure unbroken
- 22) Tyrod is appears good secure
- 23) There are in creaks or bulges in tire and front depth is 4/32 or better
- 24) rim no creaks or welds lug nuts are good no sliver shine around them
- 25) wheel seal appears good no leaks
- 26) valve stem is good metal cap 90/110 pounds of air
- 27) steering shaft is good firm
- 28) steering box no leaks securely attached  
Powers steering and hoes are good
- 29) pitmen arm and drag link are securely attached
- 30) Oil filter attached no leaks
- 31) water separator no leaks firmly attached
- 32) Driver Glass clean unbroken
- 33) side windows are secure unbroken emergency windows clearly mark at top and around with reflector tape
- 34) side marker light secure unbroken there is no patronization on the bus
- 35) Battery door secure battery secure no creaks leaks or corrosion air valves all work no water or sludge
- 36) Webasto heater pipe firmly attached
- 37) no leaking rear of engine to drive shaft drive shaft securely attached safety hangers secure good no leaks
- 38) transmission no leaks
- 39) Exhaust securely attached hangers firmly attached exhaust clamps firmly attached no sign of soot around exhaust clamps no leaks 😊
- 40) drive shaft seal to rear-end secure no leaks

- 41) frame no creaks weld hangers secure air canisters secure
- 42) Airlines to breaks air bag suspension all in tacked
- 43) spring shackles are secure
- 44) leaf spring are good no missing
- 45) air bags are secure
- 46) shocks are secure
- 47) air chamber is secure in dents leaks
- 48) slack adjuster has no more than 1inc play
- 49) dust cover secure and 2 view ports
- 50) breaks appears as thick as the dust cover
- 51) the inner outer wheel seals are not leaking
- 52) inner and outer rim & wheel no creaks or welds
- 53) inner and outer tire has no bulges or weather creaks
- 54) tire depth on rear is 2/32 or better 90/110 pounds of air
- 55) lug nuts are secure valve stem metal cap no leaks
- 56) hub seals no leaks stud are secure
- 57) mud flap is secure
- 58) lump all lights marker 8ways breaks reverse lights turn signal
- 59) school bus sign 8inc or higher all glass clean unbroken
- 60) plate secure reg current plate light are secure
- 61) emergence exit marked door opens door stop works door seal well
- 62) exhaust pipe is secure
- 63) fuel door secure cap secure
- 64) DEF secure

65) service door working good door seal secure good condition glass clean unbroken

## **Fallow these steps on both sides of the Bus**

### **Inside Bus Pre-Trip**

- 1) step treads are good no tripping hazard
- 2) handrails secure
- 3) Emergency triangles Fire extinguisher secure
- 4) First Aid & Body Fluid kits are secure
- 5) Turnkey ON
- 6) spare fuses are good
- 7) Emergency exit door buzzer
- 8) dome lights secure unbroken
- 9) roof hatch buzzer
- 10) exit windows open and buzzer
- 11) control switches test them all and defrost fan works
- 12) All indicator came on/ gages what they are
- 13) ask for help light check directional, four ways, head light high/low parking light Ambers, 8ways, break lights reverse light clarence lights
- 14) sit and make sure you put your seat belt
- 15) Air Test release parking brake 1min less then 2lbs drop
- 16) pushing & hold service break 3lb drop 1min or less
- 17) push service break till buzzer comes on low 35lbs
- 18) start bus build air once you hit 85lbs time 45 sec or less to build 100lb
- 19) shut off remove key and get checks

**20) start bus build air put in Revers 15RMP parking brake hold put in drive repeat steps**

**21) release parking brake 5miles an hour firmly hit breaks / when done beeb horn!**

## **Rail-Road Crossing**

**1) 200 feet before crossing put on your hazard lights**

**2) approaching railroad crossing requesting silence**

**3) turn off radio heaters master light switch**

**4) open window break letting motorists know you will be stopping**

**5) stop in a position to give you a clear view no closer than 15 feet and no further then 50 feet from closest rail**

**6) put bus in neutral apple parking brake open service door**

**7) look listen both ways do this twice before closing door**

**8) close door put in lowest gear release parking brake**

**9) cross tracks with out shifting once a cross shift to drive turn off hazard light turn on master switch**

## **Loading and unloading procedures**

- 1) Activate warning lights 200 feet before stop**
- 2) keep bus in the center of the lane**
- 3) check all mirrors to see traffic is clear and safe to stop**
- 4) make final check to be sure all traffic has stopped before signaling students to approach**
- 5) keep bumper 10 feet away from students when stopping**
- 6) shift to neutral apply parking brake**
- 7) check all mirrors note location of traffic has stopped**
- 8) signal students to load bus/ if crossing road make sure traffic is stopped signal them to cross count how many are crossing to load**
- 9) if 6 are crossing only 5 get on you need to set parking brake/should already be on!!! turn off bus take key get out and look for them**
- 10) check to ensure all student are seated close service door turn off reds check for traffic and proceed on smoothly**

**Fallow all the same steps for unloading as well as reminding students to walk at least 10 feet from bus and wait to be signaled to cross count to make sure all are crossed also 10 feet away before walking beside bus**



# Mirrors

## Outside Left and Right side Flat Mirrors

I can see along the sides of the of bus rear tires touching the ground 200 feet behind the bus

## Outside Left and Right side convex Mirrors

You should be able to see the entire side of the bus up to mirror mount front of the rear tire touching the ground at least one traffic lane on either side of the bus

## Outside Left and Right side Crossover Mirrors

I can see entire area in front of the bus from front bumper to the ground the right and left front tire touching the ground area from the front of the bus to the service door

## Overhead inside Rearview Mirror

I can see to the top of the rear window to the floor and top of the seats