



**GEORGIA SPECIAL NEEDS
SCHOOL BUS
DRIVER SAFETY COMPETITION
MANUAL**

Conducted by

GAPT Safety Competition Committee

----- PROCEDURES AND GUIDELINES -----

Revised March 6, 2019

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Special Acknowledgement

The Safety Competition Committee wishes to give a special thanks to Houston County School Transportation Department and GAPT and all supporting vendors for their sponsorship of the Annual State Safety Competition.

Without GAPT's support and contributions, this safety competition would not have been possible. Their support made it possible for Georgia's first place winners to represent us at the National Special Needs Team Safety Competition on March 16, 2019 in Frisco Texas.

In the event an individual from the first place team cannot represent the State of Georgia at the National Competition that team will forfeit to the second place team.

Accolades

The GAPT Safety Competition Committee expresses congratulations to the winners of the 2018 Annual State Special Needs Team Safety Competition. They are slated to represent the State of Georgia at the National Competition in Frisco, Texas on March 16, 2019.

Winners of that competition were:

1st Place Fulton County Nick Davis and Cindy Japps

Introduction

Safety Competitions have proven to be one of the most effective instructional tools available to improve drivers driving skills. The safety competition emphasizes the following objectives:

- 1 . **To motivate** and reinforce the learning and implementation of good practices involved in superior job performance as a school bus driver.
- 2 . **To recognize** excellence and provide for demonstration of the skills and responsible performance of the demanding job of the school bus driver.
- 3 . **To develop** public awareness of the skills and responsibilities involved in the job of a school bus driver.
- 4 . **To encourage** communication between drivers including the sharing of safety awareness and experiences.

GENERAL INFORMATION

1 . ENTRANCE REQUIREMENTS:

A . Drivers must have driven a regularly scheduled full-time route to and from school since September 1st of the schoolyear.

Or

B . Must be full-time substitute driver who drives different routes on a regularly scheduled basis since September 1st of the schoolyear.

- 2 . **The Safety Competition Committee will provide buses.** Only buses authorized by the Safety Committee can drive in competition.**NO PERSONAL BUSES WILL BE ALLOWED.**
- 3 . **This Safety Competition manual** the safety competition manual is pattern after the National School Bus Safety Competition and various State Safety Competitions. In no way intended that all safety competitions be conducted in the same manner but is designed to serve as a guide in the preparation of contestants for the State Safety Competition.
- 4 . **Contest rules** as detailed in this manual shall apply for the GAPT Safety Competition. All scores will be in accordance with the standards in this manual even though they may differ from rules and regulations that the driver normally operates under.

ENTRANCE REQUIREMENTS FOR GAPT STATE SAFETY COMPETITION

1. The Georgia School Bus Driver Competition will be limited to (2) two teams per system (driver/monitor) for special needs competition. Registration for entrance into the state competition must be done on line at the GAPT web site www.gaptonline.org and submitted no later than the third (3rd) Friday of May to
2. In the event that the first place driver in a system cannot attend, the second and third place drivers in that system may substitute. **ALL SPECIAL NEEDS DRIVERS/MONITOR'S DO NOT HAVE TO COMPETE IN A LOCAL EVENT.**
3. **FOR SPECIAL NEEDS DRIVERS**, each system hosting a local competition must provide the committee with the names and scores of the two contestants representing their school system. Driver and Monitor names and scores must be submitted no later than the third (3rd) Friday in May. Registrations received after the third (3rd) Friday may not be accepted without prior approval by the committee and there will be no guarantee of a paid hotel room, shirt or give a-ways.
4. All contestants must have driven a regularly scheduled full-time route to and from school during the entire school year. Alternatively, a driver must be a full-time substitute who drives different routes on a regular scheduled basis for the entire school year. An entire school year means, driving a bus on or before September 1st of the present school year. In other words, the driver must have at least one year of school bus driving experience and not just a few months to be eligible to compete in the current year state road-e-o. Certification from his/her transportation director will be required.
5. **Special. Needs.** The competition events mirror those found in the competition manual located on the GAPT web site www.gaptonline.org.
6. The Committee requests that all host systems of local competitions permit drivers, who are in systems that do not hold a local competition, to compete in their local competition. As stated in rule #2, they will not be competing against your drivers, but competing with drivers from their school system.
7. In order to qualify for competition, a driver must hold a valid Commercial Driver's License (CDL) and meet licensing and certification requirements by the state of Georgia for School Bus Drivers. In addition, he/she must not have had a **preventable** school bus accident (as defined by the National Safety Council Safe Driver Award Program) since September 1, of the current school year.
8. The GAPT will sponsor the first place Winning Special Needs Team to attend the National/International Safety Competition. If they cannot attend, then the GAPT State Safety Committee will proceed down the list of the top ten winners to select a National/International participant. Other **Special. Needs** teams may compete in the National Competition at their own expense. They will be responsible for all the costs and registrations.
9. **No local competition driver will be eligible to compete in state competition unless he/she meets the above criteria.**

Note: Registration forms for the state competition on the GAPT web site: www.gaptonline.org.

Special Education Road-e-o Contestant:

The GAPT Safety Competition Committee will furnish each school system's 1st place **Special. Needs** team with one motel room for one night on the first day of the competition: provided it is two females OR two male contestants. If the first place team is a female and male contestant and they are not married, then GAPT Safety Competition Committee will provided two rooms. Some systems may choose to have the second place team room with the first place team, if appropriate. If systems need an additional room for their second place team, it will be up to the local system to arrange that room accommodation. Meals will be provided by GAPT will be for both 1st and 2nd place teams.

PROCEDURES

Drivers should carefully read and become thoroughly familiar with all the instructions and expectations found in this booklet. Competitors cannot ask for directions or questions from the judges once the actual driving competition begins. Competitors are not be allowed to open the bus door or put their head out of bus window to ask questions.

REGISTRATION

1. It is suggested that all contestants allow themselves ample time for travel, parking and registration, so as not to be eliminated from the competition for being late.
2. When registering, each driver will be required to show their Driver's license which he/she is required to have on his/her person when operating a school bus.

INTEGRITY

3. Due to the fact that drivers will be in a common group area during the safety competition activities, they will be placed on their honor not to assist another contestant in anyway. In the interest of fair play, drivers should not discuss the bus defects with each other or even spectators, as this could result in total DISQUALIFICATION.
4. Any driver who knowingly accepts signals from spectators will be automatically DISQUALIFIED. No spectator will be allowed on driving course.

ON THE COURSE

5. In all driving events, the bus doors must be kept closed unless rules and regulations of the safety competition event require that they be opened (i.e. Railroad crossing and elementary student loading). If the bus door is opened during an event, the driver will be DISQUALIFIED for that event It shall be assumed that the driver has pupils on board and must drive accordingly.
6. Backing is prohibited unless required by the rules and regulations of the safety competition event (i.e. back up and parallel parking). If the bus is backed during an event that does not require backing, the driver will be DISQUALIFIED for that event.
7. Seat belt must be properly worn in front and snugly fastened during the competition. A driver not wearing a seat belt will be DISQUALIFIED.
8. In case of mechanical failure during competition, stop immediately, signal judge by blowing horn and wait for instructions.
9. Grievances must be reported as soon as possible. After winners are announced then all scores are final.

SUMMARY OF POSSIBLE POINTS PER EVENT

Driver Written Examination	100	Points
Monitor Written Examination	100	Points
Back Up	50	Points
Serpentine	50	Points
Railroad Crossing	75	Points
PRE-CHECK	80	Points
CHILD SAFETY RESTRAINT	120	Points
WHEELCHAIR LOADING	150	Points
WHEELCHAIR SECUREMENT	100	Points
EMERGENCY EVACUATION	100	Points
MANAGING CHALLENGING BEHAVIORS	100	Points

TOTAL POSSIBLE STATE POINTS

1025 Points

The State Safety Competition may utilize all the events listed in this manual in any sequence.

Special Needs Competition Events

This booklet is not permitted on the actual Road-e-o Course and will be confiscated.

At no time should guests, family, spectators, co-workers or any other unauthorized persons be allowed on the competition course during the Safety Competition events. They may observe from a distance in the spectator area. Any contestant found on the course, other than his/her turn in competing will be disqualified.

Authorized persons are: Assigned Judges, Score Collectors, Committee Members, Mechanic, if needed, Approved Photographer / Videographer and Contestants who are actually participating in the event at the time. Contestants who have not yet competed must wait in the designated holding area.

Failure to follow the rules will result in automatic disqualification from the competition. Also, if there are any questions/concerns/complaints about any portion of the competition, they must be brought to the registration table's attention immediately. Any concerns and/or grievances will be investigated immediately and a decision given as soon as possible. Once the winners and scores are announced then the standings are final.

Tie-Breakers

In the event two teams have the same final score a tie breaker will be used. The tie will be broken by using the team's test scores. The team with the highest combined (monitor & driver) score will be determined as the winner.

Pre-check

A pre-check inspection is conducted. The driver and monitor can conduct the pre-check as a team or independently for a final score as a team.

Wheelchair loading and securement

This event focuses on the loading and securement of a student who uses a wheelchair. Drivers and monitors may overlook things that could cause student injury. Drivers and monitors load and secure a student who uses a wheelchair. They are judged on items such as making sure a hand is on the wheelchair at all times when the chair is on the lift, setting wheelchair brakes on the lift, sensitivity towards the student, checking for head clearance before moving wheelchair and student through the lift door, selection of proper securement points on the wheelchair, proper angles of the straps, adequate tightening of wheelchair securement straps, checking for securement; etc.

Child Safety Restraint System (CSRS) Securement

This event focuses on the proper placement and securement of a CSRS on the bus. A child (mannequin) meeting the criteria will be in the CSRS. Drivers and monitors may overlook things that could result in student injury. Drivers and monitors must always read the CSRS instruction manual for proper use, height/weight limits as well as how to install, be able to identify labels to ensure compliance with Federal Motor Vehicle Safety Standards (FMVSS). The CSRS must be in an upright position and must fully fit on the seat, when used. The CSRS must be secured as per best practice, per NHTSA (National Highway Transportation Safety Administration.) The contestant(s) must check the tightness of the installation, when appropriate. Securing the child in the CSRS must be done to ensure the child is safe and comfortable. Internal harnesses must be buckled and used correctly.

Special Needs Evacuation

During the competition, the driver and monitor will be presented with an emergency scenario on a special needs bus transporting “students” with a variety of special needs. There is a listing of student profiles in the manual. Driver and monitor will be graded on their response to the emergency, and how quickly they are able to safely respond to the situation addressing all of the student’s needs. The driver and monitor will be given a scenario and timed for their response.

Driving Test

The driving course is based on the traditional Competition course. They include the “serpentine”, the “alley dock backing” and the “railroad crossing” events. However, there are some unique twists.

Drivers are faced with “challenging student passengers” in which they will be graded on how effectively they handle students with disabilities as they “act out” on the bus. Drivers and monitors will be judged on the best response to the specific situation.

The following information and score sheets will help you become familiar with the scoring of each event and how the event will be completed by the teams.

SAFETY COMPETITION EVENTS

Each of the following sections includes the title of the event, the purpose of the event, a description of activity or skill to be performed, special instructions, scoring and judging procedures.

The better the drivers understand this information the more successful they are likely to be in the competition.

The sequence of events in this publication is not necessarily listed in the same order that will be followed in actual competition.

1. WRITTEN EXAMINATION

MAXIMUM DRIVER/MONITOR COMBINED SCORE – 200 POINTS

PURPOSE OF EVENT: There are many laws, rules and regulations with which a school bus driver & monitor must become thoroughly familiar with and observed faithfully. These laws, rules and regulations were established as a result of years of study and experience. Drivers and Monitors are encouraged to study from the following materials: Commercial Driver's Manual Georgia 2018-2019; School Bus Driver Training Manual; Georgia School Bus Specifications Manual; American Red Cross First Aid Manual; National School Transportation Specification and Procedures; Georgia Traffic Law Motor Vehicle Code Title 40, chapter 5, Article 7 CDL; and pre/post trip inspection of a school bus. Some questions may be derived from information that is general knowledge to an experienced driver. Any questions referring to traffic laws will comply with the Georgia Traffic Law Motor Vehicle Code. The purpose of this event is to determine the extent of the driver's and monitors familiarity and knowledge of the important rules and regulations necessary to be a safe driver/monitor.

The event will be a 50-question event with a 30 minute time limit. (For both Driver and Monitor)

PREPARATION TO DRIVE

DRIVER SHOULD ADJUST SEAT AND MIRRORS AND BECOME FAMILIAR WITH EQUIPMENT BEFORE STARTING COURSE. THE SEAT BELT SHALL BE WORN AT ALL TIMES DURING DRIVING COMPETITION. DRIVER WILL BE DISQUALIFIED IF SEAT BELT IS NOT WORN OR IF SHOULDER STRAP IS PLACED BEHIND THE DRIVER.

GAPT Safety Competition Special Education Written Examination Materials

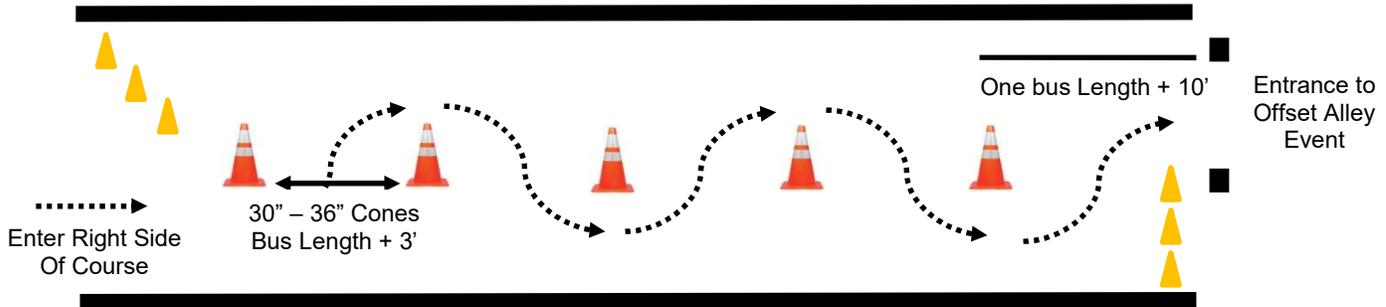
1. Latest Version Commercial Driver's Manual Georgia
https://driving-tests.org/wp-content/uploads/2018/09/GA_18CDL-LR.pdf
or <http://www.eregulations.com/georgia/commercial/>
2. School Bus Driver Training Manual (www.doe.k12.ga.us)
<http://www.gadoe.org/Finance-and-Business-Operations/Pupil-Transportation/Documents/Georgia%20School%20Bus%20Driver%20Training%20Manual%203.pdf>
3. Georgia School Bus Specifications Manual (www.doe.k12.ga.us)
<http://www.gadoe.org/Finance-and-Business-Operations/Pupil-Transportation/Documents/2010%20Georgia%20School%20Bus%20Specs.pdf>
4. American Red Cross First Aid Manual ([Site](#) has been removed)
https://www.redcross.org/images/MEDIA_CustomProductCatalog/m55540601_FA-CPR-AED-Part-Manual.pdf
5. National School Transportation Specification and Procedures
<http://www.nasdpts.org/ncstonline/Documents/2015%20Revisions%20to%20the%20National%20School%20Transportation%20Specifications%20and%20Procedures%2011.1.16.pdf>
6. Georgia Traffic Law Motor Vehicle Code Section 20 & 40
Found in Driver Training Manual

Updated 2-18-19

. FORWARD SERPENTINE

EQUIPMENT:

Five (5) 30" – 36" cones
Six (6) 12" cones



Distance between 30 – 36 inch cones:

- One Bus Length plus 3 feet

Special Note: From last 30-36 inch cone, distance to entrance of Offset Alley Event must be one bus length plus 10 feet.

MAXIMUM SCORE: 50 POINTS

PURPOSE OF EVENT: This event is designed to determine the driver's ability to steer a school bus within close limits.

INSTRUCTIONS: Bus must pass through the 30"-36" cones alternately to the right of the first, the left of the second, etc... Bus must be operated in continuous forward motion at all times during the event.

SCORING: Demerits will be given for stopping or backing during the event, bumping, scraping or knocking over a cone. The driver will receive no points if he/she does not follow instructions or passes up the event.

FORWARD SERPENTINE

SCORE SHEET

DRIVER NUMBER: _____

MAXIMUM SCORE: 50 POINTS

TOTAL DEMERITS: _____

SCORE EARNED: _____

Check each instance of stopping during event:

(10) (10) (10) (10) (10) (Not more than 50 Demerits) _____

Check each instance where bus touches cone:

(10) (10) (10) (10) (10) (Not more than 50 Demerits) _____

Does not complete event, skips a cone or fails to follow
Instructions:

50 Demerits _____

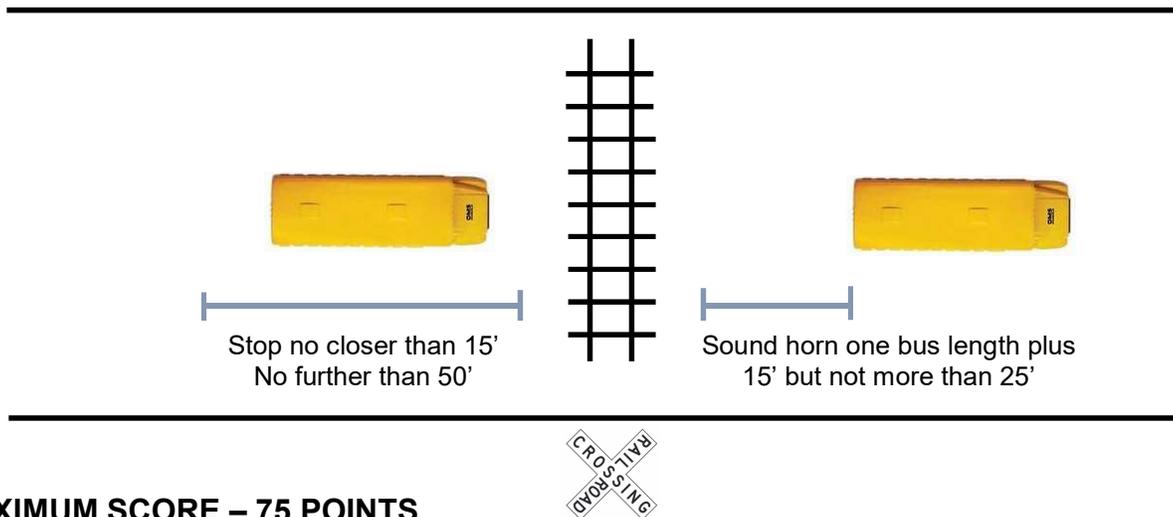
ENTER TOTAL OF ALL DEMERITS, BUT DO NOT
ENTER MORE THAN 50 DEMERITS: _____

OFFICIAL SCOREKEEPER SIGNATURE: _____

RAILROAD CROSSING AND CLEARANCE

EQUIPMENT:

Railroad Crossing Sign(s)
Simulated Railroad Crossing (painted, tape, or actual)



MAXIMUM SCORE – 75 POINTS

PURPOSE OF EVENT: The railroad crossing represents one of the greatest hazards insofar as mass casualties or fatalities are concerned. This event evaluates the driver's degree of care and knowledge of the laws, rules and regulations when required to operate a school bus across railroad tracks. This event evaluates the driver's ability to determine the clearance of the tracks with the back of the vehicle.

INSTRUCTIONS: A simulated railroad crossing is laid out as follows:

- A two lane roadway crossing, one parallel set of tracks
- Railroad crossing signs properly positioned to the right side of the roadway

SCORING: Drivers are judged from the time they approach the crossing until they reach the other side of the crossing. They will be checked on the use of directional signals and mirrors, stopping the bus, opening the door and window, checking the tracks, driving across the railroad tracks, etc...

Recommended procedures are outlined in "GA DOE Unit 9 Lesson" and "Georgia DDS Commercial Driver Manual" which will be used for the basis of scoring. After the driver has crossed the railroad tracks, they will sound the horn when ready to be judged for proper rear bumper clearance from the tracks (One bus length plus 15 feet). After scoring, the judge will signal the driver to advance to the next event.

RAILROAD CROSSING AND CLEARANCE

SCORE SHEET

DRIVER NUMBER: _____

MAXIMUM SCORE: 75 POINTS

TOTAL DEMERITS: _____

SCORE EARNED: _____

Failed to activate hazards upon approach to tracks	10 Demerits _____
Failed to check left outside mirror on approach	5 Demerits _____
Failed to check right outside mirror on approach	5 Demerits _____
Failed to check inside mirror on approach	5 Demerits _____
Stopped closer than 15 feet from tracks	50 Demerits _____
Stopped further than 50 feet from tracks	10 Demerits _____
Failed to open door once stopped at tracks	10 Demerits _____
Failed to open window, shut off all noise making devices	10 Demerits _____
Failed to check left outside mirror before crossing tracks	5 Demerits _____
Failed to check right outside mirror before crossing tracks	5 Demerits _____
Failed to check inside mirror before crossing tracks	5 Demerits _____
Failed to close door before crossing tracks	75 Demerits _____
Failed to clear back of bus at least 15 feet of the track after crossing but not more than 25 feet	25 Demerits _____
Failed to cancel hazards signals after clearing tracks	5 Demerits _____
Failure to complete the event	75 Demerits _____
Failure to wear seat belt	75 Demerits _____
Backs up anytime during procedure	50 Demerits _____

ENTER TOTAL OF ALL DEMERITS, BUT DO NOT
ENTER MORE THAN 75 DEMERITS: _____

OFFICIAL SCOREKEEPER SIGNATURE: _____

BACK UP

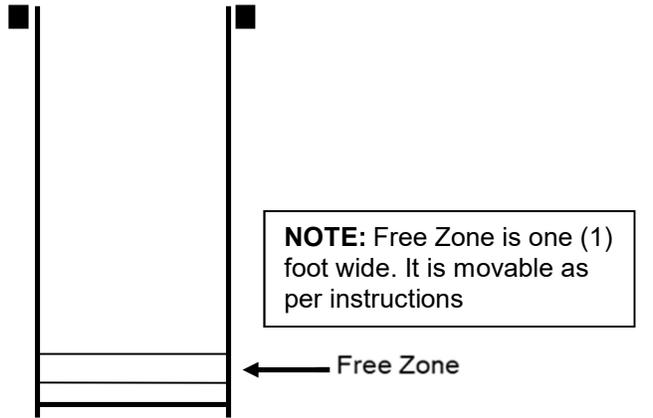
EQUIPMENT:

Duct Tape
Five (5) 18" cones
Four (4) 36" cones
Four (4) Standards

Front wheel limitation line



MAXIMUM SCORE – 50 POINTS



PURPOSE OF EVENT: This event is designed to evaluate the driver's ability to back the bus into a stall. A stall the width of the bus plus two (2) feet is provided into which the driver must back their bus without touching the upright standards and without crossing over the stall limit marker lines. Depth perception is tested by penalizing the driver for backing too close to the rear barrier, or parking the bus too far from the rear barrier, or not having the bus centered in the stall.

INSTRUCTIONS: Two parallel markings on the ground the width of the bus plus two (2) feet identify each stall. Each front corner of the stall will be marked by upright standards. In order to limit the driver's maneuvering room, a front wheel limitation line will be placed on the ground perpendicular to the stall parallel marker lines. The distance from the front stall standards to the wheel limitation line will be as follows:

- Transit – Length of bus plus 1'
- Conventional – Length of bus plus 4'
- Van-type bus – Length of bus plus 6'

BACK UP CONTINUED

INSTRUCTIONS (CONTINUED): The approach to the backup stall will be made from the right side ONLY. The bus must be parked in the stall, parking brake set, and the horn sounded when ready to be judged. Each driver will be permitted one backup before demerits are charged for additional backups. There will be a one (1) foot free zone, four (4) to five (5) feet in front of the rear barriers in the center of the stall. After the bus is measured, the driver will exit the stall between the upright standards.

SCORING: Demerits will be charged if the bus is parked in front of or behind the free zone. Demerits will be charged if front wheels touch limitation line, any portion of the bus touches the stall sidelines, upright standards or driver fails to park bus and sound horn.

BACK UP

SCORE SHEET

DRIVER NUMBER: _____

MAXIMUM SCORE: 50 POINTS

TOTAL DEMERITS: _____

SCORE EARNED: _____

Tire touches wheel limitation line 50 Demerits _____

Bus touches the front upright standard(s) 50 Demerits _____

Tire touches stall sidelines 50 Demerits _____

Failed to park bus and sound horn 50 Demerits _____

Each instance of forward motion after the first backup
(Not including exiting the event)
(0) (25) (25) (Maximum 50 Demerits) _____

Bus parked more than 1" off the center line,
(Two [2] demerits for each infraction thereof)
(2) (4) (6) (8) (10) (12) (14) (Maximum 14 Demerits) _____

Bus parked in front of the one (1) foot free zone:
(Five [5] demerits for each 6" or infraction thereof)
(5) (10) (15) (20) (25) (30) (35) (40) (45) (50) (Maximum 50 Demerits) _____

Bus parked behind the one (1) foot free zone:
(Ten [10] demerits for each 6" or infraction thereof)
(10) (20) (30) (40) (50) (Maximum 50 Demerits) _____

Bus extends into or over rear barrier 50 Demerits _____

Failed to complete event 50 Demerits _____

ENTER TOTAL OF ALL DEMERITS, BUT DO NOT
ENTER MORE THAN 50 DEMERITS: _____

OFFICIAL SCOREKEEPER SIGNATURE: _____

State Special Needs Team Safety Competition

Guide MANAGING CHALLENGING STUDENT BEHAVIOR EVENT-

The “students” on the bus judge this event. After the team has finished the event, The “students” discuss how they did and complete the score sheet, as another pair of “students” takes the next assigned bus.

ITEM	WHAT TO LOOK FOR
Scoring	Filling out the score sheet should be done by “students” on the bus immediately after the driving course has been completed.
Alt. flashing lamp system	The alternating flashing lamp system should be used appropriately for loading and unloading students.
Great students	The initial interaction with students can set the tone for the bus ride. Smiling, showing interest in the student, friendliness and patience are important when students first board the bus.
Bus rules	Team must explain to students in a cogent but calm and friendly manner what the expectations are for riding the bus. (Read bus rules)
Separate students	Team should attempt to separate misbehaving students by changing seats or switching seat companions.
Keep students from the rear & front seats	Team should try to keep students from the rear and front seats (if possible) of the bus by diverting their attention (i.e., engaging in conversation, giving them a job to help with etc.), repeating safety rules, or other non-physical methods.
Enforce rules	Team members should try to enforce the rules by stating achievable, realistic consequences that would normally be within the authority of a driver or attendant.
Use positive language	Positive language may improve communication with the students. Negative phrases, sarcasm, belittling terms, scare tactics, etc. should be avoided.
Unsafe action	Team members should quickly intervene if students engage in any unsafe action.
Selective ignoring	Team members must try to avoid getting caught in a “conflict spiral” with emotionally disturbed students who may enjoy provoking adult anger.
Maintain self-control	Both team members must maintain self-control at all times, verbally as well as physically, avoiding expressions of anger, dislike, unrealistic threats, or physical confrontations.
Communication & support	Team members should maintain communication with each other during the bus ride. Driver should try to be aware of what the bus attendant is involved in, but cannot become distracted from driving. If a serious incident is developing and the attendant needs the driver’s help, the driver should stop the bus in a safe location.

Managing Challenging Students

1. Max: is a 17-year-old student with Spina Bifida, who uses crutches to load and unload the bus seat without assistance. Max uses a wheelchair at school and is in a regular program at school and is the captain of the wheelchair basketball team.
He is an experienced body builder and can move himself short distances without assistance by using his upper body strength to scoot along on his bottom or uses his crutches. Max's wheelchair is not transported with him on the bus.
2. Delma: is a 10 year old student with Asperger's Syndrome who takes everything communicated to her very literally. She is very sensitive to change. She reacts to sound and light with anger and opposition, becoming unpredictable with a tendency to seek isolation. She has difficulty focusing on the voice speaking to her when faced with confusion and sensory overload.
3. Racine: is an 8-year-old who is blind and attends special programming at her school for her emotional deficits. She will react with fear and refuses to move when becoming confused about what is happening around her.

Judge #1: _____

Judge #2: _____

Team #: _____

State Special Needs Team Safety Competition Score Sheet

MANAGING CHALLENGING STUDENT BEHAVIOR EVENT

Possible Score: 100 Points

Instructions for Judges: Add check mark for every item adequately inspected per Judges Guide.

LOADING

- Uses student flashers properly when loading students
- Sets parking brake when loading students
- Attendant disembarks to supervise students approaching bus
- Greets students in a positive manner to establish rapport
- Explains bus rules to students in a friendly but firm manner

IN BUS BEHAVIOR

- Attempts to keep misbehaving students apart
- Attempts to keep students out of rear seats
- Attempts to reasonably enforce stated rules
- Attendant attempts to sit behind students
- Attempts to ignore and extinguish minor irritating behaviors
- Attempts to engage students in distracting discussions and/or activities
- Uses positive language to establish communication with students
- Intervenes appropriately to stop unsafe student actions
- Attendant and driver maintain verbal self-control at all times and avoid unnecessary physical confrontations
- Attendant and driver maintain verbal communication and mutual support throughout the bus ride

UNLOADING

- Sets parking brake when unloading students
- Uses student flashers properly when unloading students
- Instructs students in proper unloading behaviors before releasing them
- Attendant disembarks to supervise students as they get off bus
- Driver and attendant say goodbye to students in a positive fashion regardless of what has transpired

Instructions for Scoring: Five (5) points for every item checked box.

Checked boxes (out of 100 Points): _____

TOTAL SCORE (out of 100 Points): _____

State Special Needs Team Safety Road-e-o Judges Guide

SPECIAL NEEDS BUS PRE-CHECK EVENT

The team may perform the pre-check together or individually. If the team splits up, one judge should go with each team member. All checks must be verbalized as well as touched or pointed to. Judges should say clearly to the team, "If I don't hear it, you didn't check it."

ITEM	WHAT TO LOOK FOR
Lights and signals	All lights, signals, and flashers are to be operated and checked for proper function and cleanliness.
Reverse beeper	Must be activated and checked.
Reflectors and reflective tape	External reflectors and reflective tape must be pointed out and checked.
Tires and wheels	Tires are inspected for tread wear, cuts, bulges, and inflation. Rims are checked for dents or cracks. Grease seals should indicate no leaks. Lug nuts must be grasped and checked for looseness.
Mud flaps	Must be pointed out.
Antenna	Must be pointed out.
Battery compartment	Compartment door must be opened to visually examine interior of compartment for unusual items, etc.
Exhaust, drive shaft, springs and shocks	Drive shaft and guards must be visually checked. Exhaust pipe, springs, and shocks must be pointed out for cracks, broken shackles and hangers, etc.
Mirrors	All mirror brackets must be physically checked, proper adjustment must be checked from the driver seat.
Hood	Latches must be pointed out and status checked.
Engine leaks	Before engine is started, area underneath bus is checked for signs of leaking fluids. Engine pressure leaks should be checked with engine running.
Body damage	Exterior of bus is visually checked for dents, scrapes, cracked glass, etc.
Fuel cap	Door must be opened and cap tested by hand.
Driver seat & belt	Driver must determine if seat is properly adjusted; seat belt must be latched and working properly.
Emergency brake	Rolling emergency brake check is explained verbally but not conducted.
Service brake - verbalize	Air brake buses: a static brake check must be conducted as follows: engine is running to build air: Wigwag is set (if applicable); spring brake is released; engine is shut off but key left in accessory or on position; 1 minute check for system leaks while monitoring air gauge; pump down check for low air warning devices (wigwag, light, buzzer-each must be named); pump down check for spring brake operation; engine restarted to check air build. Hydraulic brakes buses: with engine off, brake pedal checked for firmness and booster pump checked.
Handrail	Must be physically examined.

Switches, steering, horn	All switches, horn, wipers, and washers must be operated and checked for proper function. Steering wheel must be checked for excessive play or binding.
Gauges	All gauges must be identified and checked for proper status with engine running.
DOT sticker/ Insurance	Must be identified
Radio	Radio check must be simulated - i.e., calling base; radio operation is essential when transporting children with special needs.
Cleanliness	Cleanliness is important to the health of special needs students: floor, dash/driver area, trash cans must be inspected
Emergency exits	All emergency exits must be inspected and opened fully. Exit lights and buzzers must be checked. Roof hatches must be fully opened for egress, not just venting, and then properly closed and secured.
Seats	All passenger seats must be checked by pushing on the seat backs and pulling up on the seat cushions to see if they're secured. All seat belts must be visually accessible.
Emergency equipment	Reflectors, first aid kit, body fluid kit, fire extinguisher (including charge status), seat belt cutter, and fire blanket must be checked. First aid kit and body fluid kit should be opened.
Lift door	Must inspect the lift door handle, hinges, latch, and securement device for proper operation.
Lift operation	Lift should be operated through entire cycle; roll stops and safety shut offs should be physically checked; status lights should be checked. Manual lift operation should be explained to judge - team may consult posted operating instructions.
WC securement straps and occupant restraints	Team must determine that there is a full set of properly matched WC securement straps present for all wheelchair stations. Straps and mechanisms must be inspected for wear and function. Team must determine that suitable WC occupant restraints are present and in good condition for all wheelchair stations.
Time	Maximum points are awarded for any time less than 12 minutes. All times must be noted as a possible tie-breaker.

Judge #1: _____

Judge #2: _____

Team #: _____

State Special Needs Team Safety Competition Score Sheet

SPECIAL NEEDS BUS PRE-CHECK EVENT

Possible Score: **80 Points**

*Instructions for Judges: Add check mark for every item adequately inspected per Judges Guide.
Record total time for event with a stopwatch*

EXTERIOR INDICATORS

- Clearance/markers lights
- Headlights - low
- Headlights - high
- Sign lights
- Rear running lights
- Rear license plate light
- Turn signals
- 4-way flashers
- Amber pre-warning flashers
- Red student flashers
- Brake lights
- Reverse lights
- Reverse beeper
- Reflectors
- Reflective tape

EXTERIOR EQUIPMENT

- Exhaust pipe intact
- Drive shaft guards
- Springs and shocks (visual)
- Mud flaps (if present)
- Antenna (if present)
- Battery compartment (inside)
- Mirrors secure/adjusted
- Hood latched
- Static vehicle leaks
- Pressure engine leaks
- Body damage
- Tire inflation
- Tire tread
- Sidewalls
- Wheel rims
- Grease seals
- Lugs
- Valve stems intact
- Fuel cap secure

INTERIOR – Driver Area

- All switches and controls
- All gauges
- DOT sticker (if present)
- Registration/Insurance
- Service brake - static check
- Emergency brake - verbalize
- Dome lights
- Step well light
- Handrail
- Emergency exit lights
- Wipers and washers
- Horn
- Seat belt cutter(s)
- 2-way radio on (if present)
- First aid kit
- Body spill kit (if present)
- Fire extinguisher
- Reflectors
- Fire/Evacuation blanket (if present)
- Steering wheel play
- Driver seat adjustment
- Driver seat belt functional

INTERIOR – Other Areas

- Interior cleanliness
- Emergency windows - open, buzzer, label
- Emergency doors - open, buzzer, label
- Emergency roof hatches - open, buzzer
- Seat cushions fastened
- Seat belts functional and accessible
- WC securement straps
- WC passenger restraints
- WC restraint instructions displayed
- Lift operation - deploy, lower, raise, stow
- Lift platform roll stops functional
- Lift safety shut-offs and lights functional
- Manual lift operation - accurate explanation

Times: _____ Minute: _____ Second _____ .

*Instructions for Scoring: One (1) point for every item checked box.
Add ten (10) points if time is 12:00 minutes or less*

Checked Boxes (out of 69 Points): _____

Time is 12:00 minutes or less (11 Points): _____

Total Score (out of 80 Points): _____

State Special Needs Team Safety Competition Judges Guide

WHEELCHAIR LOADING EVENT

ITEM	WHAT TO LOOK FOR
Timing	Timing begins when the yellow lights are activated and end when the chair is in position to be secured and the lift door is closed and secured. Maximum points are awarded for any time less than 5 minutes. All times must be noted as a possible tie-breaker.
Activate flashing lights	Driver must activate alternating flashing yellow and red student stop lights in anticipation of loading a student. This action must be verbalized.
Setting emergency brake	Driver must check that emergency brake is set - check <u>must</u> be verbalized - before opening door of bus to load student. Bus <u>must continuously have brake set</u> during this event - judge must double-check.
Mirrors	Driver should verbalize checking the roadway for approaching traffic while pulling up and stopping.
WC transport-worthiness	Check WC for obvious defects such as no passenger positioning belt, defective brakes, broken spokes, missing footrests, etc. Must be verbalized.
Lift zone	Before the lift is lowered, one team member must inspect the lift zone for adequate clearance, hazards, etc. Check must be verbalized.
Open and secure lift door	One team member must open and secure the lift door with chain or latch. Either driver or attendant may be outside bus - decision is up to the team.
Check safety lip on lift platform	Safety lips on lift platform should function automatically when lift is lowered.
Greeting	Driver or aide should quickly go to and warmly greet the waiting student.
Place passenger on lift	Team member must place passenger, centered on platform of the lift, facing outward.
Set wheelchair brake	Team member must set wheelchair brake, checking to insure brake holds the WC in place, and must not ride the lift with student.
Hands on lap	Before the lift is raised, one team member must sensitively remind the student to keep hands in their lap, and the team member should monitor this until the passenger is off the lift and inside the bus.
Maintain hold on wheelchair at all times	One member must maintain a physical hold on the WC and supervise student at <u>all</u> times during operation of lift and loading. A single momentary lapse results in points off. WC must be "handed off" from the team member outside the bus to the team member inside the bus.
Check head clearance	Team member must demonstrate (i.e., hold hand over head) and verbalize checking head clearance to avoid bumping student's head on door opening.
Sensitivity toward student	Team must communicate and exhibit sensitivity toward student at all times by respecting their space, and treating them as a person. Student must be informed of what is happening during the loading process.

Move chair into bus, close and secure lift door	WC should be moved from the lift to the position inside the bus where the chair will be secured. WC brakes should be set. After lift is stowed, lift door should be shut and secured.
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On the score sheet, items for this exercise, check for "verbal" and/or "performance". These are the points that the contestant receives for verbalizing what is being performed and why (if appropriate, e.g. why specific locations on wheelchair are chosen to attach tie-down hooks) and for the actual performance.

For items needing both verbal and performance actions, if contestants do not verbalize what they are going to do before they do it, they do not receive the verbal point value. If they verbalize it, but they do not perform it, they do not receive the performance point value.

WHEELCHAIR SECUREMENT EVENT

ITEM	WHAT TO LOOK FOR
Timing	Judges should confirm that the team is ready to begin securement before starting to time the event. Timing starts with WC in position after the loading event, and ends when team states they are done. Maximum points are awarded for any time less than 5 minutes. All times must be noted as a possible tie-breaker.
Communication	Team should be warmly interacting with passenger throughout the event.
Station choice	If more than one securement station is available, wheelchair is NOT placed in rearmost station. If a position between front and rear axle is available, it should be utilized.
Position in	WC should be positioned in the center of the WC station.
Floor attachments	Four tie-down straps should be used. Attachment points should be selected that allow for adequate tightening and minimize strap contact with wheelchair components. Floor attachment points should be laterally symmetrical.
Wheelchair securement points	Team must attach tie-down straps at or near a welded joint as near as possible to the bottom of the seat on the main frame, or approved attachment point on the WC. Straps cannot be attached to a removable or folding component or the WC wheels. Straps can't be twisted or crossed and shouldn't hit any WC component between the floor and the securement point. (Note: Team may bring their own commercially available, removable, certified attachment "loops" to assist in attaching tie-downs, if they wish.)
Release brake	Team must release the brake on the WC prior to tightening tie downs, to avoid an undetected securement problem.
Tighten tie down straps	Each strap must be tight enough to prohibit movement of the WC by no more than one inch, on the floor of the bus, with the brakes released.
Occupant restraints	Occupant restraints must be properly connected and adjusted as per the manufacturer's instructions. Shoulder belt should cross the student's collarbone, not the neck. Lap belt should be across the student's pelvic bone, not the stomach, and cannot be outside the WC armrests. Both belts must be snug but not too tight.
"Shake" test	Team must perform a "shake" test by grasping the secured WC and trying to move it on the floor prior to setting the wheelchair brake. Student should be alerted of the test beforehand
Re-set brake	WC Brake must be reset when the securement is complete

On the score sheet items for this exercise, check for "verbal" and/or "performance". These are the points that the contestant receives for verbalizing what is being performed and why (if appropriate, e.g. why specific locations on wheelchair are chosen to attach tie-down hooks) and for the actual performance.

For items needing both verbal and performance actions, if contestants do not verbalize what they are going to do before they do it, they do not receive the verbal point value. If they verbalize it, but they do not perform it, they do not receive the performance point value.

State Special Needs Team Safety Competition Score Sheet
WHEELCHAIR SECUREMENT EVENT- # 3
Possible Score: 100 Points

*Instructions for Judges: Add check marks for every item adequately inspected per Judge Guide.
 Record total time for event with a stopwatch*

Perform	Verbal
<input checked="" type="checkbox"/>	General Procedure:
<input type="checkbox"/>	<input type="checkbox"/> Provides continuous communication and shows sensitivity toward passenger
<input type="checkbox"/>	<input type="checkbox"/> Wheelchair not placed in rearmost position if other position available
<input type="checkbox"/>	<input type="checkbox"/> Center wheelchair in securement station
<input type="checkbox"/>	<input type="checkbox"/> Attaches tie-down straps to 4 appropriate floor pockets/mounts
<input checked="" type="checkbox"/>	Wheelchair tie-down:
<input type="checkbox"/>	<input checked="" type="checkbox"/> Tie-down straps attached to 4 suitable locations on the wheelchair:
<input type="checkbox"/>	<input type="checkbox"/> Left rear tie-down
<input type="checkbox"/>	<input type="checkbox"/> Right rear tie-down
<input type="checkbox"/>	<input type="checkbox"/> Left front tie-down
<input type="checkbox"/>	<input type="checkbox"/> Right front tie-down
<input type="checkbox"/>	<input checked="" type="checkbox"/> WC brake released prior to tightening tie-downs
<input type="checkbox"/>	<input type="checkbox"/> All four (4) tie-down straps tightened adequately
<input type="checkbox"/>	Passenger Securement:
<input type="checkbox"/>	<input type="checkbox"/> Occupant lap and shoulder restraints properly routed, attached, and secured
<input checked="" type="checkbox"/>	<input type="checkbox"/> Passenger informed prior to "shake" test
<input type="checkbox"/>	<input checked="" type="checkbox"/> Stability "shake" test conducted prior to re-setting WC brake
<input type="checkbox"/>	<input type="checkbox"/> WC brake re-set when securement completed

Time: _____ Minutes _____ Seconds

*Instructions for Scoring: Four (4) points for every item checked box.
 Add four (4) points if time is 5:00 minutes or less*

Checked boxes (out of 96 Points): _____

Time is 5:00 minutes or less (4 Points): _____

TOTAL SCORE (out of 100 Points): _____

State Special Needs Team Safety Competition Judges Guide

CHILD SAFETY RESTRAINT SYSTEM (CSRS) SECUREMENT EVENT

ITEM	WHAT TO LOOKFOR
Positioning CSRS	Participant must check CSRS labels to ensure compliance with FMVSS. CSRS must be in upright position. CSRS must fit fully on seat, and must be forward-facing. CSRS must <u>not</u> be placed in a seat with an emergency exit window, and must <u>not</u> be placed in the aisle position with an ambulatory child in the window position of the same seat.
Safety seat	Bus lap belt must be properly routed through the CSRS as per the manufacturer's instructions. The CSRS must be very tight against the bus seat. Participant must check the tightness of the installation at the belt path. The CSRS is tight when the participant cannot move the seat forward or backward more than one inch or side to side more than one inch. The seat buckle must be forward of the belt path.
Secures Child in CSRS	Harnesses must be buckled and used correctly. Harnesses must be threaded through the correct harness slot. Harnesses must be snug, and should not allow slack on the child's body. Participants should test the snugness of the harness by trying to "pinch" the webbing together near the shoulder. The harness retainer clip must be connected and placed at armpit level.
Timing	Judges should confirm that the team is ready to begin securement before starting to time the event. Timing starts with Judges command and ends when team states they are done. Maximum points are awarded for any time less than 10 minutes. All times must be noted as a possible tie-breaker.

Judge #1: _____ Judge #2: _____ Team #: _____

OFFICIAL SCOREKEEPER: _____

State Special Needs Team Safety Competition Score Sheet

CHILD SAFETY RESTRAINT SYSTEM (CSRS) SECUREMENT EVENT

Possible Score: 120 Points

*Instructions for Judges: Add check mark for every item adequately inspected per Judges Guide.
Record total time for event with a stop watch*

CSRS INSTALLATION

- Checks and identifies label to be sure car seat is in compliance with Federal Motor Vehicle Safety Standards (FMVSS)
- Chooses appropriate position/ location for CSRS
- Checks that CSRS fits fully on the bus seat
- Bus lap belt (if applicable) is properly routed through CSRS
- Participants check tightness of installation at belt path
- CSRS does not move more than one inch forward, backward, or side to side
- The seatbelt buckle (if applicable) is forward of the belt path

CHILD SECUREMENT

- Child meets the height/weight requirements of the CSRS
- The harnesses are buckled, used correctly and does not allow any slack on the child's body
- Harnesses must be threaded through the correct harness slot
- The harness retainer clip must be connected and placed at armpit level

Time: ____ Minutes ____ Seconds

*Instructions for Scoring: Ten (10) points for every item checked box.
Add ten (10) points if time is 10:00 minutes or less*

Checked boxes (out of 110 Points): _____
Time is 10:00 minutes or less (10 Points): _____
TOTAL SCORE (out of 120 Points): _____

Judge #1: _____ Judge #2: _____ Team #: _____

EMERGENCY EVACUATION STUDENT PROFILES

Three of the five profiles will be chosen for the Evacuation Event

1. Sam, 10-year-old
Sam uses a wheelchair and is diagnosed as Orthopedically impaired disability on his IEP. He does well in school and excels academically.
2. Tom, 9-year-old
Tom is displaced and must ride this route in order to attend the home school of origin. He is struggling in academics due to his changing home environment.
3. Harry, 4-year-old
Harry has developmental delays. He is hearing impaired and has limited mobility. He is transported in a car seat.
4. Kevin, 17-year-old
Kevin is diagnosed with Angelman Syndrome. He has a short attention span and needs short directions. He walks on his tip toes, due to tremulous movement of his limbs. He often becomes excited and flips his arms and hands, thrusting his tongue and walks in a rigid manner, using the bus seat to stabilize his movements as he walks.
5. Kelly, 8-year-old
Kelly has been diagnosed with Autism and is non-verbal. She rocks repeatedly using head and foot movements in a rhythmic manner. She often resists directions given by the driver and monitor team. She may exhibit fearful behavior.

State Special Needs Team Safety Competition Judges Guide

EMERGENCY EVACUATION EVENT

ITEM	WHAT TO LOOK FOR
Radio in to Dispatch for assistance	We are looking for the contestants to give dispatch as much information as possible. This will reduce the time it takes for help to respond to the scene. Judges determine which level of information was given and choose only one of the 3 scores available. If information <u>OTHER</u> than that on the score sheet is given it receives no additional score. Contestants receive points for only the information identified on score sheet.
Driver & Attendant work as a team	Working as a team is reflected through consistent communication, and coordination of effort. Contestants will discuss issues, assist each other, remind each other, etc. to receive the points.
Driver and/or Attendant instruct students to evacuate the bus without assistance	Student may have a disability that has left his upper body in fair working order. We are looking for the contestants to recognize that fact and allow students to do what she/he can to get off the bus. This will save them time, because students can be exiting the bus while they are attending to the other children who need a fair amount of communication and assistance to evacuate.
Driver and/or Attendant provide assistance to students once he/she is outside the bus, to a safe place.	The student profile identifies that students would be able to scoot for a <u>short distance</u> , so we are looking for contestants to use his abilities to the extent he can. In this case that means he could get out of the bus and then would need assistance to move 100 feet away to a safe place. The contestants should be given the points if they assist students to move the required distance to a safe place.
Reassure students	We are looking for the contestants to calm and reassure the students verbally and physically where appropriate. The communication challenges of the students must be considered as well. We want the contestants to continue their reassurance throughout the evacuation, and so a range is given to allow Judges to award points to reflect the team's effort.
Consoles students and <u>MENTIONS</u> sensitivity to the ambulance siren and lights	The contestants may be told in the student profile that a student has sensitivity to sound and light, so judges must listen for the contestants to actually mention to each other, or just say aloud the fact that the siren and flashing lights of the ambulance may be bothering students, in the course of consoling and evacuating students. If the contestants console/evacuate students Without actually mentioning the sensitivity – they receive no points.
The Driver and/or attendant get close to students and speak slowly at a moderate volume, directly to students as they communicate	A student may have difficulty focusing on the voice speaking to her when faced with confusion and sensory overload, so we are looking for the contestants to get close and speak slowly at a moderate volume and directly to her as they communicate instructions.
The Driver and/or Attendant uses gestures when talking to students.	Using gestures when communicating with students will help her to focus on the speaker and what is being said to the students? Judges must watch for the contestants to gesture when speaking to students.
The Driver and/or Attendant calm students down to reduce his / her anger	If left unchecked, student's anger within this emergency situation may or is going to slowly escalate. The judges must look for attempts to calm him / her down to award these points according to the scale given on the score sheet.

Physically Assists Students to evacuate the bus	The student profile may identify a student as being very sensitive to change. The student may react to sound and light with anger and opposition, becoming unpredictable with a tendency to seek isolation. Based on this information, the student may become a flight risk if not assisted and attended to during the evacuation.
Evacuates students <u>IN</u> the safety restraint system	Because students may be active it makes more sense to evacuate a student in the car seat to control his/ her behavior and keep the student where contestants place the student. This will reduce the amount of effort needed to control the student outside the bus. Judges are to award point / points for evacuating in the car seat only – if they evacuate OUT – no points are awarded.
The Driver and/or Attendant verbalize what is happening to students <u>all</u> <u>throughout</u> evacuation	A student may be blind or have emotional deficits. She/he may react with fear and refuse to move when becoming confused about what is happening around them, so it is important that the contestants constantly explain what is happening all throughout the evacuation to control the student's reactions.
The Driver and/or Attendant physically assist students out of the bus	A student may be blind, student will need to be physically assisted to get off the bus.
Driver & Attendant move all children minimally 100 feet to a safe place once evacuated from the bus	Judges must pace off 100 ft. before the event begins to provide a reference point (unmarked) to judge a 100 ft. distance from the bus. Contestants must take children the full distance to obtain the points.
Timing	Maximum points are awarded for any time less than 2 minutes. All times must be noted as a possible tie-breaker.

Judge #1: _____ Judge #2: _____ Team #: _____

State Special Needs Team Safety Competition Score Sheet
EMERGENCY EVACUATION EVENT
Possible Score: 100 Points

*Instructions for Judges: Add check mark for every item adequately inspected per Judges Guide.
Record total time for event with a stop watch*

Radios in to Dispatch: (Choose only one of the three options) _____pts

- Gives bus number (5 points)
- Gives bus number and location (10 points)
- Gives bus number and location and incident information (15 points)

Driver and Monitor work as a team (5 points)

Driver/ Monitor instruct students to evacuate the bus without assistance: (5 points) _____pts

Driver/Monitor provide assistance to students outside the bus/to a safe place: (5 pts) _____pts

Driver/Monitor reassures students: (Choose only one of the three options)

- Less than 3 times (0 points)
- Between 3-5 times (5 points)
- More than 5 times (10 points)

Driver/Monitor gets close to students and speaks slowly at a moderate volume

In addition, directly to the student(s) as they communicate instructions. (10 points) _____pts

Driver/Monitor uses gestures when talking to students (5 points) _____pts

Driver/Monitor calms students according to their disability.

Choose only one of the two options)

- Less than 3 attempts (0 points)
- Between 3- 5 attempts (5 points)

Driver/Monitor physically assists students to evacuate the bus. (10 points) _____pts

Driver/Monitor evacuates students IN the safety restraint system (5 points) _____pts

Driver/Monitor verbalizes what is happening to students all throughout the evacuation. Choose only one of the two options) _____pts

- Less than 2 times (0 points)
- 3 or more times (5 points)

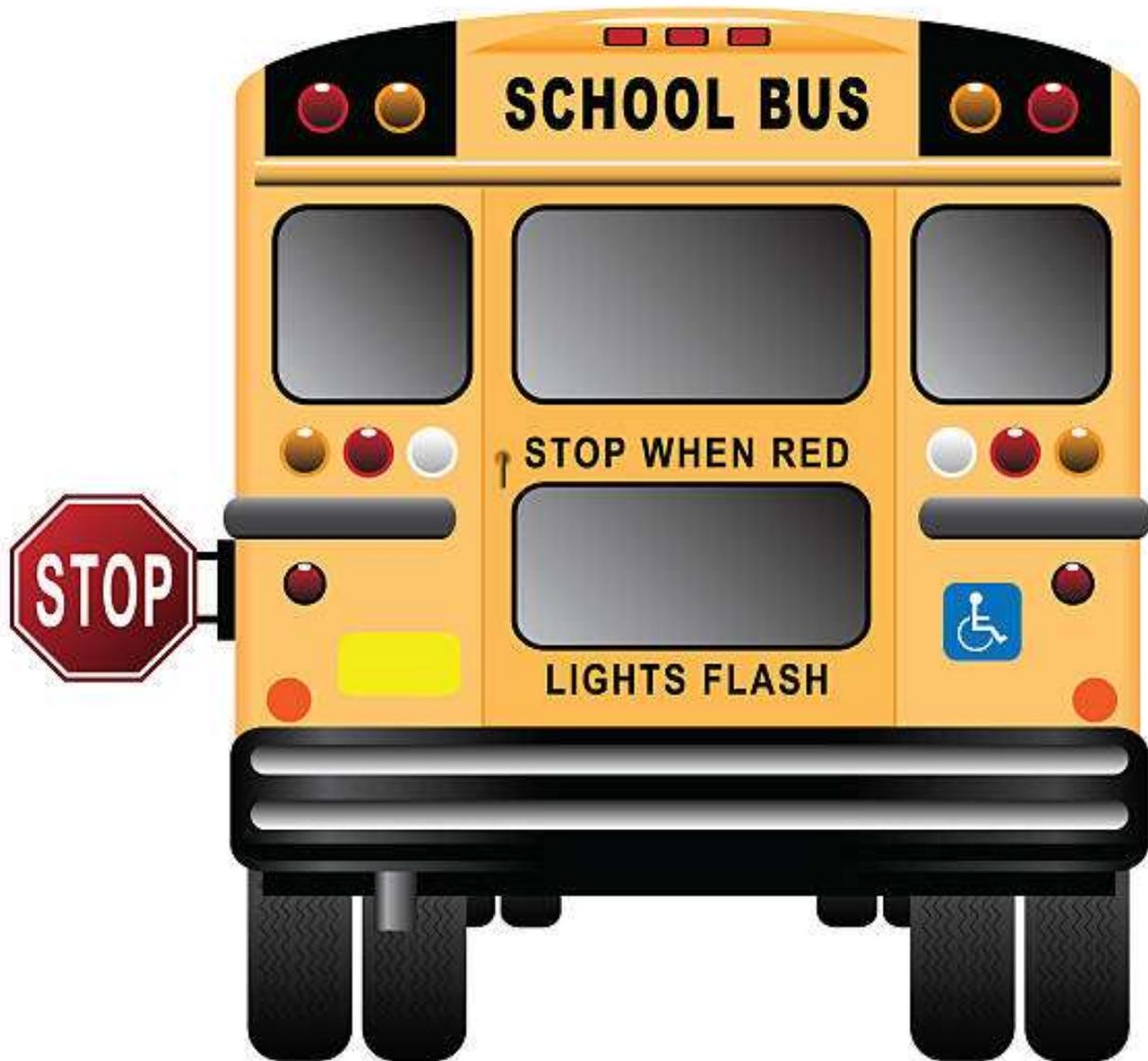
Driver/Monitor physically assists students out of the bus (10 points) _____pts

Driver/Monitor move all students minimally 100 feet to a safe place (10 points) _____pts

Time: _____Minutes _____Seconds

Instructions for Scoring: Add points as noted for each line.

TOTAL SCORE (out of 100 Points): _____



IMPROVED SKILLS

IMPROVED PERFORMANCE