



Behind-the-Wheel Evaluation and Evacuation Proficiency

MCPS Form 215-41
January 2018

Department of Transportation
MONTGOMERY COUNTY PUBLIC SCHOOLS • Rockville, Maryland 20855

Employee Name: _____
(Please Print) Last First MI Date

Bus Operator Bus Attendant Other: _____ 0000 _____

Permanent Substitute Bus # _____ Route # _____ Emp. ID # _____

Bus Run: AM PM Other _____

Wears ID Badge: Yes No Knows railroad crossing rules and procedures: Yes No

Supervisor _____ Work Location: _____

Operators Only: License Expires: ____/____/____ DOT Card Expires:: ____/____/____ Seat Belt Compliance: Yes No

Expectations & Requirements	Meets Competency		Comments
	Yes	No	
Pre-trip inspection Vehicle and Special Needs equipment	<input type="checkbox"/>	<input type="checkbox"/>	
Pre-trip or attendant blue book properly completed	<input type="checkbox"/>	<input type="checkbox"/>	
Passenger discipline (students are under control and follow rules)	<input type="checkbox"/>	<input type="checkbox"/>	
Communication with customers (School personnel, parents, students)	<input type="checkbox"/>	<input type="checkbox"/>	
Familiar with emergency equipment (fire extinguisher, triangles, first aid kit, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
Familiar with special equipment (wheelchair lift, tie-downs, restraints, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
Knows and understands student needs (is respectful of others)	<input type="checkbox"/>	<input type="checkbox"/>	
Student boarding procedures—Assists passengers on, off and crossing, if necessary	<input type="checkbox"/>	<input type="checkbox"/>	
Proper stop location and procedures	<input type="checkbox"/>	<input type="checkbox"/>	
Proper use of signals, lights and mirrors	<input type="checkbox"/>	<input type="checkbox"/>	
Drives courteously and defensively	<input type="checkbox"/>	<input type="checkbox"/>	
Obeys all laws, signs and signals	<input type="checkbox"/>	<input type="checkbox"/>	
Safe speed control—turns and backing (Considerate of passenger comfort and safety)	<input type="checkbox"/>	<input type="checkbox"/>	
Has evacuation plan and is prepared to effectively handle emergency situations	<input type="checkbox"/>	<input type="checkbox"/>	
Proper post-trip inspection (on route, at schools and at completion of run)	<input type="checkbox"/>	<input type="checkbox"/>	

General Comments

Evaluator Signature

Employee Signature

Evaluator Name (Please print)

PROCEDURES IN OPERATION OF VEHICLES (BTW Guide)

Pre-Trip Inspection

Able to complete a thorough pre-trip inspection of the vehicle including:

1. Fluids
2. All lights
3. All mechanical components
4. Body of bus
5. Static and service brake tests
6. Safety equipment
7. MCPS pre-trip book correctly completed

Proper use of Signals, Lights, and Mirrors

Follows procedures in using:

1. Directional lights
2. Clearance lights
3. Hazard Lights
4. Head lights
5. Warning lights
6. Mirrors properly adjusted

Student Boarding Procedures

1. Activates warning lights 150-300 feet prior to pick-up point.
2. Stops bus 10 feet from passengers.
3. Opens door only after setting parking brake
4. Uses caution and is alert to traffic and other hazards.
5. Does not block intersections.
6. Watches student until they clear the door

Standardized Route/Time Schedule/Emergency Evacuation Plan Posted

1. Has updated run sheet on bus
2. No unauthorized delays or stops along the way
3. Has knowledge of stops and school locations

Appropriate Turns/Backing

1. Plans Ahead and avoids backing where possible
2. Backs out of traffic
3. Backs after loading
4. Backs before unloading
5. Uses extreme caution and uses help when possible
6. Makes Square turns, smooth turns, and stops

Railroad/Bridge Crossing Procedures

Uses proper procedures for railroad and bridge crossings

Defensive Driving Skills

1. Demonstrates foresight and judgment in avoiding accidents and hazards.
2. Is constantly alert and uses 12-15 second lead time while driving

Student Crossing Procedures

Follows MCPS student crossing procedures

Law, Sign, and Signal Procedures

1. Has knowledge of applicable driving laws
2. Obey traffic controls

Correct Speed Control

1. Adjusts speed to road and traffic conditions
2. Does not exceed posted speed limit

Post-Trip Inspection

1. Completes post-trip inspection after each trip