



ARIZONA DEPARTMENT OF PUBLIC SAFETY

STUDENT TRANSPORTATION

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PROOF OF COMPLETION OF BEHIND-THE-WHEEL TRAINING AND ROAD TEST

A.R.S. §28-3228(B)(2) Requires an applicant to “complete... behind the wheel training” before being certified as a school bus driver.

The behind-the-wheel instructor shall complete this portion of the form to show that the applicant has completed a minimum of 20 hours of behind-the-wheel training as required by A.A.C. R13-13-102.F(7).

APPLICANT / DRIVER NAME (Last, First, MI)	DATE TRAINING COMPLETED	CERTIFICATION NUMBER
DISTRICT / EMPLOYER NAME	DISTRICT / EMPLOYER NUMBER	

LIST **HOURS** OF TRAINING ON **EACH TYPE** OF SCHOOL BUS:

Check box if this is a Behind the Wheel Evaluation ☐

TYPE A	_____
TYPE B	_____
TYPE C	_____
TYPE D	_____
SPECIAL NEEDS (Type A, B, C, or D)	_____
TOTAL TRAINING HOURS (Write total of hours training on line)	_____

ROAD TEST

After completing a minimum of 20 hours of behind-the-wheel training, an applicant shall demonstrate the ability to operate a school bus and transport passengers safely by passing an operations test. The behind-the-wheel instructor shall accompany the applicant and rate the applicant's performance.

INSTRUCTION

This test shall be conducted on streets or highways. Simulated stops (passenger loading and unloading and railroad grade crossing) shall be in areas where traffic will not be disrupted.

NEXT PAGE FOR ROAD TEST

Behind-the-wheel instructor(s) shall mark each square where the applicant demonstrates competence in the following areas:

PRE-TRIP OPERATIONS CHECK

- ☐ Checks all items listed in R13-13-108(D)(1) and (D)(2)
- ☐ Fastens seat belt before moving the school bus

GEAR SELECTION & CLUTCH

- ☐ Selects proper gear
- ☐ Coordinates use of clutch and accelerator
- ☐ Performs down-shifting/double-clutching procedures
- ☐ Is able to start motion of school bus on a grade
- ☐ **Not applicable** (automatic transmission)

BRAKES

- ☐ Applies brakes smoothly
- ☐ Observes air pressure, vacuum, or hydraulic, gauges

MIRRORS

- ☐ Checks for proper adjustment of outside and inside mirrors

STOPS FOR RAILROADS

- ☐ Stops within 50 ft., but more than 15 ft. from nearest rail
- ☐ Turns off radio and other sources of noise within 50 ft. of nearest rail.
- ☐ Activates hazard lamps no more than 100 ft. from railroad crossing
- ☐ Stops, opens service door and driver's side window, looks and listens for train in accordance with R13-13-104(B)(15)
- ☐ Closes service door before moving across the railroad tracks
- ☐ Crosses railroad crossing without changing gears of the school bus

DRIVING TECHNIQUES

- ☐ Uses turn signals when changing lanes
- ☐ Uses turn signals when making turns
- ☐ Uses proper lanes when turning
- ☐ Activates turn signal no less than 100 ft. before turn
- ☐ Maintains distance between school bus and other vehicles appropriate for speed and traffic and weather conditions
- ☐ Drives at speed that is legal and appropriate for conditions
- ☐ Follows all rules when driving through a school zone

PASSENGER LOADING / UNLOADING AREA

- ☐ Properly uses 4 or 8 light system
- ☐ Extends stop arm when stopped
- ☐ Positions school bus in compliance with R13-13-104(B) when loading and unloading passengers

BACKING

- ☐ Complies with R13-13-104(B)(13) and (14)
- ☐ Uses assistance when backing adjacent to a school
- ☐ Sounds horn if there is no alarm that works automatically with back up lamps
- ☐ Observes backing procedure in all situations

PARKING

- ☐ Uses proper parking procedures
- ☐ Uses parking brake system properly
- ☐ Uses proper gear placement when parking

The following require that an applicant be rejected:

1. A chargeable accident during testing
2. Instructor having to take controls of school bus because of unsafe driving performance
3. Violation of A.R.S. Title 28 or this Chapter that could cause an accident or injury to passengers

Based on the driving test given, I conclude that

(Applicant / Drivers Name - Please Print)

☐ **IS** ☐ **IS NOT** *qualified to operate a school bus and transport passengers safely.*

X

SIGNATURE OF BEHIND-THE-WHEEL INSTRUCTOR(S)	PRINTED NAME OF BEHIND-THE-WHEEL INSTRUCTOR(S)	INSTRUCTOR CERT. NUMBER	DATE	HOURS TRAINED

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