# Driver On Board Observation

**Driver's Name**  
**Head Start Center**  
**Date of Observation**  

## Bus Number  
**Tuesday / Wednesday**  
**Thursday / Friday**  
**Number Transported**  

## Driver Compliance

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Sometimes</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver has current CDL and Medical Examiners Certificate in their possession.</td>
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<tr>
<td>Date CDL expires</td>
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<tr>
<td>Date MEC expires</td>
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<tr>
<td>Driver performs thorough pre-trip inspection.</td>
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<tr>
<td>Driver maintains accurate and current records.</td>
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<tr>
<td>Driver wears seat belt.</td>
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<tr>
<td>Driver area is clean and free of loose articles.</td>
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<tr>
<td>Driver follows route as listed and mapped out. Routes are approved by the Center Supervisor or the Regional Operations Specialists. Route sheets are current and up to date.</td>
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</table>

## Basic Driving Skills

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<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
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<th>COMMENTS</th>
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</thead>
<tbody>
<tr>
<td>Driver uses both hands when driving.</td>
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<tr>
<td>Driver makes complete stops at all stop signs and signals.</td>
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<tr>
<td>Driver accelerates and slows smoothly.</td>
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<tr>
<td>Turns are made smoothly.</td>
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<tr>
<td>Driver is aware of wheels and sides of bus when making turns and driving.</td>
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<tr>
<td>Driver stays in the center of the lane of traffic.</td>
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<tr>
<td>Driver is courteous to other motorists.</td>
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<tr>
<td>Speed is appropriate for posted limit and road conditions.</td>
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<tr>
<td>Driver does not take bus out of gear and coast when approaching stops.</td>
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<td>Driver utilizes proper lanes when turning.</td>
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## Loading/Unloading on Route

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Sometimes</th>
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</thead>
<tbody>
<tr>
<td>Driver activates over-head amber warning lights at least 200 ft. before stopping.</td>
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<tr>
<td>Driver stops in the center of the lane of traffic and 10 ft. from waiting children.</td>
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<tr>
<td>Driver extends stop arm and activates overhead red warning lights after stopping.</td>
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<tr>
<td>Children who must cross road wait for a signal from the driver before crossing.</td>
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<tr>
<td>Children cross only in front of the bus.</td>
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<tr>
<td>Children are at least 10 ft. in front of the bus when crossing.</td>
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<tr>
<td>Driver does not move the bus until all passengers are seated.</td>
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<tr>
<td>Driver accounts for whereabouts of all children.</td>
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<td>Driver checks all mirrors before moving the bus.</td>
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## Railroad Crossings

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<tr>
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<th>Yes</th>
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<tbody>
<tr>
<td>Driver activates hazard warning lights at least 100 ft. before railroad tracks.</td>
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<td>Driver stops 15-50 ft. back from railroad tracks.</td>
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<td>Driver has visual and audible proof that no train is approaching.</td>
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<td>Driver does not shift out of low gear until bus has cleared railroad tracks.</td>
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<td>Driver turns off hazard warning lights after clearing tracks.</td>
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## Child Control

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<tbody>
<tr>
<td>Children enter/exit bus in an orderly manner.</td>
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<tr>
<td>Children remain seated while bus is moving.</td>
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<td>Children follow driver's directions.</td>
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<td>Children are reasonably quiet.</td>
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<tr>
<td>Driver enforces bus rules.</td>
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</tbody>
</table>

Driver's signature does not necessarily signify agreement with evaluation, only that evaluator shared their observations with driver.

**Driver Signature**  
**Date**  
**Evaluator's Signature**  
**Date**