

INSERVICE SUGGESTIONS

DEFENSIVE DRIVING

TOPIC AREAS: Special driving conditions (bad weather), Scanning the path of travel, Proper following distance, Hazard identification, Upgrades/Downgrades, Aggressive driving behaviors

INFO SOURCES: Local Police Department, www.coastal.com (Defensive Driving: A Crash Course, Safe Winter Driving, Safe Driving: Real, Real Life), www.ptsj.org (Preventing Road Rage, In Less Than a Second, 5 See's of Driving, Seeing Hazards, Defensive Driving, Emergency Maneuvers, Driving in Bad Weather, Breaking the Accident Chain of Events, Getting Safely Past the Orange Barrels)

DRUGS AND ALCOHOL

TOPIC AREAS: Current usage, How to spot a problem, What to expect, Law enforcement's role

INFO SOURCES: Local Hospital, Local Drug Rehabilitation Facility, and Local Police Department

EMERGENCY PROCEDURES

TOPIC AREAS: Emergency equipment usage, Breakdown procedures, Accident procedures, Severe weather procedures, Emergency plans, Terrorism/violence awareness

INFO SOURCES: Local Police Department, Ohio Preservice Video (School Bus Safety Equipment, School Bus Roll Over Evacuation), www.coastal.com (Workplace Violence: The Calm Before The Storm, Defensive Driving: Prepared For The Worst, Facility Security: The Critical Link), www.ptsj.org (School Bus Hijackings, Passenger Safety)

EQUIPMENT CARE/GENERAL DRIVING

TOPIC AREAS: Cleanliness inside and out, Common mechanical knowledge, Steering, turns and center of gravity, Starts and stops, Backing, Railroad Crossings, Freeway driving, Cellular phone usage.

INFO SOURCES: www.ptsj.org (Reference Point Driving, Brakes & Braking, City-Country Driving, Driving Techniques, Using Your Mirrors, A Matter of Time, Sharing The Road, Unlocking the mystery of ABS, Managing Space and Time for Safe Driving, Driver Awareness, Night Driving, To Drive at Night, Dangerous Crossings: A Second Thought)

FIRST AID/CPR/BLOODBORNE PATHOGENS

TOPIC AREAS: The First Aid Kit, Survey the scene/Survey the victim, Choking, Rescue breathing, Controlling bleeding, Shock, Seizures, Allergic reactions, Diabetic emergencies, CPR, Personal protection

INFO SOURCES: Local Fire Department, American Red Cross, www.coastal.com (Bloodborne Pathogens: Protection in Educational Environments, Medical Emergencies: Citizen Responders), www.ptsj.org (Drive First Aid)

MOTOR VEHICAL LAWS/OHIO PUPIL

TRANSPORTATION OPERATION AND SAFETY RULES

TOPIC AREAS: Duty to report loss of driving rights, Authorized usage, Out of state usage, Common traffic laws, Road sign identification, Pavement markings, Authorized passengers, Passenger capacity, General rules (3301-83-20), Transporting oxygen, Seat belt usage

INFO SOURCES: Ohio State Highway Patrol, Ohio Department of Education, www.ptsj.org (Signs, Signals, and Markings: Understanding the Language of the Road)

Continued

PRETRIP INSPECTION

TOPIC AREAS: Importance of thoroughness, What to repair or replace, Troubleshooting (look, listen, feel, and smell for problems), Post trip inspection

INFO SOURCES: Ohio Preservice School Bus Driver Training Manual, Ohio School Bus Mechanics Association

PUBLIC RELATIONS

TOPIC AREAS: Proper school district representation, Professionalism, Setting an example, Maintain a controlled group, Diplomacy & confidentiality

INFO SOURCES: www.coastal.com (School Bus Driver: Positively In Control), www.pts.org (Confidential Records: Training for School Bus Drivers, Media Relations After A School Bus Accident)

PUPIL MANAGEMENT

TOPIC AREAS: Setting expectations, Know the students, Positive attitude/Good discipline, Fair rule enforcement/fair punishment, Disruptive behavior is unsafe, Understanding “due process”

INFO SOURCES: Ohio Preservice Video (The Progressive Discipline Plan), www.coastal.com (Recognizing Drug & Alcohol Abuse), www.pts.org (Understanding: The Key to Managing the Middle School Rider, Bus Discipline: A Positive Approach, The Hostile School Bus,)

SCHOOL DISTRICT TRANSPORTATION POLICIES

TOPIC AREAS: Emergency notification procedures, Specific district requirements (Railroad crossings, parking, unplanned stops, route changes), Documentation requirements, Parental contact

INFO SOURCES: Local district policy, www.pts.org (Who’s Liable)

STUDENTS WITH SPECIAL NEEDS

TOPIC AREAS: Proper medical information, Special assistance requirements, Seating and securment, Transporting medication,

INFO SOURCES: www.pts.org (Transportation Students with Disabilities – Legal Issues, Transporting the Physically Disabled, Transporting the Emotionally Disabled)

TRIP PLANNING

TOPIC AREAS: Trip authorization, Trip costs, Route map & stop planning, The Trip Ticket, Loading & securment, Student instruction, Maintenance in route, Unloading, Post trip responsibilities

INFO SOURCES: Ohio Preservice School Bus Driver Training Manual, Ohio School Bus Mechanics Association, Local district policy

WEAPONS, THREATS, AND HOMELAND SECURITY

TOPIC AREAS: Who uses weapons, Triggering behaviors, What is a weapon, How to deal with threats, What is vandalism, Security threats

INFO SOURCES: Ohio Department of Public Safety, Local Police Department, and Security specialist