

**OHIO School Bus Driver  
SAFETY ROAD-E-O  
HANDBOOK**

**(For REGIONAL and STATE COMPETITION)**



**Please note: Information contained within this handbook addresses both the REGIONAL and STATE Road-E-O.**



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## **ORGANIZATION**

The School Bus Driver Safety ROAD-E-O shall be sponsored by and consist of the following members:

OHIO ASSOCIATION OF PUBLIC SCHOOL EMPLOYEES (OAPSE) (Three representatives)  
OHIO ASSOCIATION FOR PUPIL TRANSPORTATION (OAPT) (Three representatives)  
OHIO DEPARTMENT OF EDUCATION TRANSPORTATION SECTION (ODE) (Three representatives)  
OHIO EDUCATION ASSOCIATION (OEA) (Three representatives)  
OHIO SCHOOL BUS MECHANICS ASSOCIATION (OSBMA) (Three representatives)

The Ohio Department of Education, Pupil Transportation Office, will provide printed materials and staff through the area coordinator offices. All other costs shall be shared equally by OAPSE, OAPT, OEA, and OSBMA.

Each year the committee will elect a chairperson, co-chairperson, secretary, and treasurer. This annual election will be held during the month of September.

*Article IV, Section 8 of the bylaws permits additional committee members to be added.. The host of the state ROAD-E-O for the upcoming year shall be appointed as a special one-year member of the state committee at its September organization meeting. The committee shall also appoint a special education coordinator/representative at its September organization meeting, or as soon as possible following the annual elections of officers. These members shall have full voting privileges afforded to all members of the state committee.*

All ROAD-E-O expenses shall be subject to approval by this committee.

This committee shall be the governing body with full authority to establish policy and procedure.

## **PURPOSE**

To develop an organizational plan which makes the School Bus Driver Safety ROAD-E-O available to all school bus drivers for the promotion of safety, professionalism, and recognition through the cooperative effort of school districts, OAPSE, OAPT, ODE, OEA, and OSBMA.

## **OBJECTIVES**

1. To develop a ROAD-E-O organizational structure.
2. To develop standardized ROAD-E-O procedures and equipment.
3. To develop a plan of implementation.
4. To develop areas of responsibilities.

## **OPERATIONAL GUIDELINES**

### **A. ROAD-E-O Dates**

The Regional ROAD-E-O will be held the first Saturday in May. With written notification to the State Committee, a regional ROAD-E-O may be held 1 week earlier.

The State ROAD-E-O will be held the third Saturday in May. In the event of a conflict with a holiday, the State committee may reschedule this event 1 week earlier.

**B. ROAD-E-O Site**

The regional ROAD-E-O site shall be chosen by each regional committee, and may be held at any school district or parking area that meets the need within the region.

The State ROAD-E-O site shall be chosen by the state committee, and may be held at any school district in Franklin County, or bordering county.

All regional and state sites are NON-SMOKING facilities. Participants are asked to exercise courtesy to the host sites and comply with this state-wide NON-SMOKING restriction.

**C. Entrance Requirements/Eligibility**

1. All participants must be currently employed as regular or substitute drivers under contract by a public, non-public, or community school, a private contractor, county board of developmentally disabled, or county board of education.
2. All participants must have and show a valid Commercial Driver's License with school bus and passenger endorsements and show a valid school bus driver's certificate, and a current pre-service certificate or valid copy of same.
3. All participants must meet all the requirements for school bus drivers as listed in the Ohio Operation and Safety Rules.
4. At the state level of competition, drivers must present their valid Commercial Driver's License at registration only.
5. Registration for the regional ROAD-E-O must be submitted or postmarked seven (7) days prior to the event. **A registration fee of ten dollars (\$10.00) must accompany the registration and is non-refundable.** Registrations must be sent to the pre-service instructor's office, or as otherwise designated.
6. No participant shall be allowed to enter the ROAD-E-O if he/she has had a preventable school bus accident (as defined by the National Safety Council Safe Driver Award Program) since September 1, of the prior calendar year. If such person has been convicted of a school bus accident after the Regional ROAD-E-O, but prior to the State ROAD-E-O, any awards earned at the Regional ROAD-E-O shall not be forfeited, but the person will be ineligible to compete in the State ROAD-E-O.
7. Only regional winners and alternates in the current ROAD-E-O year are eligible to participate in the State ROAD-E-O. Alternates are only eligible if a top six driver from their region is absent.

**D. TEAM Participation**

Regional Team

1. A regional team shall be comprised of four members. Team members must be pre-registered as a team.
2. School districts may enter as many teams as desired.
3. A driver shall be a member of only one team.
4. All team members must drive for the same school district.
5. Transit and conventional drivers may form a mixed team.
6. The scores of each team member shall be added together to arrive at the total team score.
7. The team with the highest score shall be declared the team winner.
8. Tie scores shall be broken by the ROAD-E-O committee using the composite scores starting with Test #1 through #12 starting with the event order as listed on the tabulation form. This is the same procedure used in breaking a tie in the individual contest.

**State Team**

1. All contestants from each region shall form the "Region" team. The scores of all contestants from that region shall be added to arrive at the team score.
2. The team (region) with the highest score shall be declared the team winner.
3. Ties shall be broken as in regional competition.

**E. Bus Size and Restrictions**

1. Buses used in the ROAD-E-O must have a current decal and contain no alterations for ROAD-E-O purposes.
2. **ALL BUSES MUST HAVE STOPS ON THE STEERING MECHANISM.**
3. **All buses used will have a minimum 196” wheelbase and be identical.**
4. All buses used shall be equipped with an automatic transmission, unless state committee grants permission for standard shift.
5. All buses used shall have the eight (8) light warning system.
6. No driver in the contest shall drive his or her own district assigned bus.
7. **Only one request for a change of bus will be honored per driver. This request must be made prior to the driver starting the driving portion of the competition and before reaching the start line. Each contestant will be allowed a maximum of six (6) minutes to familiarize him/herself with the instrumentation and controls of the bus prior to the operation of the vehicle to be driven in competition. The driver may request assistance from a competition official in the adjustment of mirrors and seats within the manufactured specifications.**
8. **Tires on buses used shall have a minimum of two taped stripes (or other marking) on exterior sidewalls both and front and rear to indicate movement of tire/wheel assembly.**

**F. Provision of Buses**

1. Participants shall use buses furnished by the Committee.

**G. Amendments to procedures**

The State ROAD-E-O committee reserves the exclusive right to add, delete or otherwise amend its policies, practices and procedures.

**H. Professional Meeting Status**

The School Bus ROAD-E-O is a professional meeting and the Board of Education may pay the expenses of the participants. (Reference Ohio Revised Code 3313.20)

**I. Commercial Activities (Regional and State)**

The State Committee has adopted the following policy:

**The Committee is opposed to any commercial, organizational, or political activities at the ROAD-E-O event, except authorized food concession, or other activities authorized by the State Committee.**

**LOGISTICS**

**A. Driver Responsibilities**

1. Submit registration and \$10.00 fee (at least) seven (7) days prior to the regional event.
2. Regional check-in time is between 7:30 am - 9:00 a.m., **or as otherwise notified.**
3. State check-in time is between 7:30 am and 8:00 a.m., **or as otherwise notified.**
4. A 15-minute grace period will be allowed in emergency situations for late arrivals at both the Regional and State ROAD-E-O.
5. Participants must show a valid CDL, Current Pre-service certificate and Current District Bus Driver’s Certificate at registration. **(Required at regional but only the valid CDL is required to be shown at state ROAD-E-O)**
6. Participants must sign-in and verify spelling and address.
7. The participant is to be issued an assigned participant number.
8. Be prepared to participate when number is called.
9. Do not share any information with those who have not participated.
10. Complete an evaluation form prior to receiving their completed test packet.

## **B. TESTING**

### **General Knowledge and Pre-Trip (written at regional, hands-on at State)**

1. Each year the test is revised and will not be available until the day of the event.
2. Test questions will be multiple choice or true/false.
3. The test should become more difficult at each succeeding level.
4. Completion time is 30 minutes for each test. Participants will be dismissed by the test monitor after completion of both sections of the written tests. The first 10 participants shall move to the driving course upon dismissal. Participants dismissed 11<sup>th</sup> place through the last participant shall move to the holding area and be called in a numerical order based on their participants' number.
5. Questions for both the general knowledge and pre-trip test will be taken from:
  - (a) Ohio Pupil Transportation Operation & Safety Rules
  - (b) Pre-service School Bus Driver Training Manual
  - (c) Digest of Motor Vehicle Laws
  - (d) Commercial Driver's License Manual Sections 1 through 5 and Chapters 10, 11, and 13 (2011 edition)
  - (e) Internet Website for American School Bus Council [www.americanschoolbuscouncil.org](http://www.americanschoolbuscouncil.org)
6. The written test and corrected answer sheet will be returned to the participant at the end of the ROAD-E-O, but only after participant has completed and submitted an event evaluation form.
7. Written tests may be given at the end of the driving competition events.

## **C. Driving Course**

1. Driving skills tests will be administered at each regional site and at the state site. Sequence of the skill tests may be changed each year and may be rearranged in order to conform to local situations, due to facilities layouts/restrictions. It is strongly recommended that the sequence of driving events follow the order listed in the current event guide however. Each individual skill test shall be designed as shown in the diagrams listed in the Events Guide.
2. Scoring items and driver requirements for each event shall be as listed on the event sheets in the Ohio ROAD-E-O handbook.
3. The State Committee may add new events each year.

## **D. Judges**

1. The ROAD-E-O Committee (regional and state) may use judges from the following ranks:
  - (a) Law Enforcement
  - (b) Traffic Engineers
  - (c) Current certified On-the-Bus Instructors
  - (d) Traffic Safety Groups (Safety Councils)
  - (e) Other Related Safety Organizations
  - (f) OAPSE
  - (g) OAPT
  - (h) ODE
  - (i) OEA
  - (j) OSBMA
2. No more than fifty percent of the judges may be from these ranks. Pupil transportation supervisors and bus drivers should comprise fifty percent or more of the judges.
3. Drivers shall not be judged by family members or co-workers from the same school district. If a driver from the same school district as the participant is used, he or she shall not be the deciding judge.
4. There shall be a head judge for each test. It will be the chief judge's job to coordinate other judges and volunteers.
5. At the state level all judges shall have judged in the current year's regional ROAD-E-O or had previous judging experience.

## **E. Scoring**

1. Tabulate scores from all field events and retain along with all entry blanks until the State ROAD-E-O is completed.
2. Scores for Transit and Conventional drivers will be co-mingled.
3. Identify the top six (6) scores. These drivers shall be finalists.
4. The next three (3) highest scores will be alternates.
5. Tie scores shall be broken by the ROAD-E-O committee using the composite scores starting with Test #1 through #12 starting with the event order as listed on the tabulation form. The final tie breaker will be the total event time of the timed events.
6. Verify and tabulate scores on the individual forms.
7. Verify the total columns.
8. Each tabulator shall sign in the space provided.
9. Arrange the individual forms in proper order by scores.
  - (a) The highest score earned shall be marked "first place"
  - (b) The next highest score shall be marked "second place", etc., through "ninth place."
  - (c) The balance of the forms shall remain in proper sequence by scores earned.
10. Present results to the ROAD-E-O Committee chairman as soon as possible.
11. Each participant, at the conclusion of the Road-E-O, shall receive notification of the score received on each test and the total score for all tests. (Tabulation form or computer sheet, written test and answer sheet.)

**F. Awards and Recognition**

1. Appropriate awards, as determined and provided by the State Committee, are to be presented to the winners (see appendix).
2. Appropriate awards will be presented to each participant and judge.

**G. Winners**

**Winners are determined regardless of type of bus they compete in.**

1. There will be six winners and three alternates from each region. Each will complete the personal data form and submit it to the regional chairperson for forwarding to the State Committee.
2. The six winners will be eligible to participate in the State ROAD-E-O.
3. Alternates may replace contestants from their region only at the State ROAD-E-O.

**REGIONAL ROAD-E-O COMMITTEE**

**A. The Organization Meeting**

Regional ROAD-E-O committee meeting shall be held by January 31, for each region. At this meeting, the regional chairperson, co-chairperson, and other positions shall be determined.

**B. The Regional Planning Committee (Made up of the following members:)**

1. Pre-service Instructor
2. Area Coordinator
3. Local OAPSE field representative`
4. Local OAPT representative
5. OEA representative
6. OSBMA Representative
7. School district representative
8. Each county in the region should have a representative.

## RESPONSIBILITIES

### Pre-service Instructor Responsibilities

1. Set time and place of first regional committee meeting, and act as chairperson for the first regional organizational meeting.
2. Contact school district superintendents and other listed organizations for representatives to serve on the regional committee.
3. Contact OAPSE state office for local OAPSE field representative.
4. Contact OEA state office for local OEA field representative.
5. Contact OSBMA for representative.
6. Pre-service will distribute test to chairperson.

### Area Coordinator Responsibilities

1. Area coordinators shall assist the pre-service instructor in conducting the organizational meeting. (If more than one coordinator office is located within the region, these offices shall rotate the responsibilities annually).
2. Provide regional committee with all necessary information and materials including all tests and score sheets.
3. Use area office facilities for any duplication or necessary correspondence.

### ROAD-E-O Committee Responsibilities

1. Elect a chairperson, co-chairperson, secretary, and other officers as needed. The co-chairperson shall serve as chairperson the following year.
2. The regional committee shall notify the secretary of the state committee of the names and addresses of those officers elected at the organizational meetings as soon as possible following the organizational meeting.
3. OAPSE, OAPT, ODE, OEA and OSBMA should alert their respective members about ROAD-E-O participation.
4. The committee will select the site, alternate date, and time for the ROAD-E-O.
5. Arrange for facilities, equipment, material, and supplies.
6. Assist in laying out the course.
7. Act as judges and assist in the recruitment of additional judges.
8. Assist in clean-up, if necessary.
9. Assist in publicity through available channels - OAPSE News, OEA Ohio Schools, OAPT newsletters, OSBMA newsletters, State Department correspondence, newspapers, radio, and television.

## DUTIES

### A. Chairperson's Duties

1. Chairperson shall be in charge of the ROAD-E-O and shall oversee the entire operation. The chairperson may delegate responsibilities to other committee members.
2. Arrange with the host school for use of facilities and buses.
  - space for skill events
  - classroom for testing
  - two classrooms for participants
  - restrooms
  - refreshments and/or lunch room
  - registration area
  - classroom for scoring tabulation
3. Lay out the course with the assistance of the committee members.
4. Check with the pre-service instructor concerning necessary equipment and materials:
  - 12 or more clipboards
  - 4 yardsticks (one with a perpendicular upright)
  - 6 stopwatches
  - 10 standards for diminishing clearance event (if used)
  - traffic cones (must be uniform -- 28 inches or more)
  - at least 5 barriers (3 for turn-around and 2 for the off-set)
  - start line and finish line (tape, paint, or extra cones)
  - mats for pick up and unloading zone
  - railroad sign and tracks
  - equipment for the right turn event (if used)

5. Assignment of judges for each event (number in parentheses is the suggested number of judges needed for each activity).
  - orientation of judges and contestants (2)
  - written test (2)
  - driving course (28 recommended)
  - starters and mirror adjusters (4)
  - field judge (2)
  - tabulation (3 or 4)
  - pick-up score sheets (6)
6. Appoint members to the grievance committee (one from the regional committee, one judge working that day, and a driver selected by the participants).
7. Arrange for adequate buses for driving.
8. Prepare a time schedule.
9. Select individuals to conduct welcoming ceremonies and award presentation.
10. Orientation of judges and contestants.
11. Obtain and present awards and certificates.
12. Give personal data form for top 18 Regional drivers to the state committee member attending the Regional ROAD-E-O.
13. Give a final report of all scores and final positions to the state committee member attending the Regional ROAD-E-O. These scores cannot be changed after the day of the event.
14. News releases before and after the event.
15. Notify the winners and alternates of the next level of competition. Give their original regional registration forms to the state committee upon completion of Regional ROAD-E-O.

**B. Secretary's -- Treasurer's Duties**

1. Receive registrations and entrance fees.
2. Coordinate the registration and mailing information with the area coordinator.
3. Prepare a master list of participants prior to the scheduled event.
4. Prepare name tags and numbers.
5. Check in all participants on the day of the event and have the participant sign opposite his/her name and verify correct spelling and bus type.
6. Give the registration fees and transmittal form to the State Committee Member who attends the Regional ROAD-E-O. Make checks payable to "School Bus Driver ROAD-E-O Committee."
7. Mail congratulatory letter to the winner and his/her superintendent.

**C. Committee's Financial Responsibilities**

1. The ROAD-E-O Committee shall make a request to the State committee on the designated form for **pre-approval** of any expenses they anticipate.
2. Immediately following the ROAD-E-O, the Chairperson shall give the registration fees, donation (identify the donor), and record of the expenses to the State Committee.
3. Regional expenses may not be deducted from driver registration fees. Expenses must be claimed and paid separately.

**D. Expenditure Approval Form**

1. The form will be distributed by the State Committee annually at the chairperson's meeting.
2. **Before expenses are incurred, expenditure approval form must be filed with the Chairperson of the State ROAD-E-O Committee for approval.**
3. Approval may be granted for only those expenses which cannot be avoided. (For example, if a school district insists on charging for the use of the facilities.)
4. Reimbursement requests and receipts must be submitted to the State Committee Treasurer prior to June 30.

**Postage, paper, envelopes, duplication, and clerical assistance will not be approved. (Provided by area offices or donating school districts)**

## STATE COMMITTEE

### State School Bus Driver Safety ROAD-E-O Committee

The composition of this committee is listed in the back of this handbook.

### Meeting Schedule

The State ROAD-E-O Committee shall convene a meeting of all instructors and regional chairpersons and/or regional co-chairpersons in February or March to update the group, to emphasize consistency in operations, and distribute appropriate materials. Time, place, and date of the meeting is to be determined by the state committee.

### STATE ROAD-E-O Committee Responsibilities

1. Elect a chairperson, co-chairperson, secretary-treasurer, and other officers as needed at the state level. The co-chairperson shall serve as chairperson the following year. The host of the State ROAD-E-O for the upcoming year shall be appointed by the state committee to serve as State ROAD-E-O coordinator for that year.
2. OAPSE, OAPT, ODE, OEA, and OSBMA should alert their respective members about ROAD-E-O participation.
3. The committee will select the site and time for the ROAD-E-O.
4. Arrange for facilities, equipment, material, and supplies.
5. Assist in laying out the course.
6. Act as judges and assist in the recruitment of additional judges.
7. Assist in clean-up, if necessary.
8. Assist in publicity through available channels - OAPSE News, OEA Ohio Schools, OAPT newsletters, OSBMA newsletters, State Department correspondence, newspapers, radio, and television.

## DUTIES

### A. Chairperson's Duties

1. Chairperson shall be in charge of the ROAD-E-O and shall oversee the entire operation. The chairperson may delegate responsibilities to other committee members.
2. Arrange with the host school for use of facilities and buses.
  - space for skill events
  - classroom for testing
  - two classrooms for participants
  - restrooms
  - refreshments and/or lunch room
  - registration area
  - classroom for scoring tabulation
3. Lay out the course with the assistance of the committee members.
4. Arrange for necessary equipment and materials.
  - 12 or more clipboards
  - 4 yardsticks (one with a perpendicular upright)
  - 6 stopwatches
  - 10 standards for diminishing clearance (if used)
  - traffic cones (must be uniform --28 inches or more)
  - at least 5 barriers (3 for turn-around and 2 for the off-set)
  - start line and finish line (tape, paint, or extra cones)
  - mats for pick up and unloading zone
  - railroad sign and tracks
  - equipment for the right turn event (if used)
5. Appoint members to the grievance committee (one from the committee, one judge working that day, and a driver selected by the participants).
6. Arrange for adequate buses for driving.
7. Prepare a time schedule.
8. Orientation of judges and contestants.
9. Obtain and present awards and certificates.

10. Report the names of the winners and alternates to ODE Transportation Director for forwarding to National ROAD-E-O.
11. News releases before and after the event.
12. Notify the winners and alternates of the next level of competition. Send information concerning the National ROAD-E-O.
13. Select individuals to conduct welcoming ceremonies and award presentation.
14. Mail congratulatory letter to the winner and his/her superintendent.
15. Select, order, and distribute awards, plaques, etc.

**B. Secretary's Duties**

1. Receive registrations and entrance fees.
2. Coordinate the registration and mailing information.
3. Prepare a master list of participants prior to the ROAD-E-O.
4. Prepare name tags and numbers.
5. Check in all participants on the day of the event and have the participant sign opposite his/her name and verify correct spelling.
6. Perform other tasks as assigned by the committee.

**C. Treasurer's Duties**

1. Pay bills as approved.
2. Prepare periodic financial reports for the committee.
3. Prepare financial records for audit.
4. Maintain orderly financial records.
5. Receive and present all regional expenditure requests to the state committee for approval.
6. Maintain all final results scores from state ROAD-E-O's.

**D. Selection and Assignment of Judges for the State ROAD-E-O**

1. The judges for the State ROAD-E-O shall be selected from the judges who worked in the Regional ROAD-E-O's in the same year's Regional ROAD-E-O and have their names sent to the State Committee by the Regional ROAD-E-O officials.
2. The Regional chairperson and the Regional pre-service instructor shall select six (6) people to be judges for the State ROAD-E-O. One judge per event shall be selected. The selection and confirmation of their attendance at the State ROAD-E-O shall be completed the day of the Regional ROAD-E-O.
3. The name and address of each person chosen to be a judge for the State ROAD-E-O shall be submitted to the chairperson of the State ROAD-E-O Committee immediately following the Regional ROAD-E-O. See application for state judge in chapter 4. The State committee will mail confirmation of state judge assignment. Special assignments will be made Friday prior to State ROAD-E-O.
4. The State ROAD-E-O Committee shall be responsible for assigning judges for each event. Pre-service instructors will be head judges for the events and rotation of head judges will be encouraged annually.
5. Judges will be selected for course events only; other activities are considered support areas.
6. The pre-service instructors also shall have the responsibility for:
  - Advising and assisting the judges selected from each area in judging each of the events that make up the contest.
  - Checking the score sheets for each participant before they are collected for tabulation and scoring.

<b>Support Personnel</b>	<b>Number of Personnel</b>
Tabulation Room Personnel	6
Runners	8
Bus Delivery Drivers	12

**The State Committee's Responsibilities**

1. Provide funds for expenses (supplies, certificates, and awards).
2. Publicize in OAPSE News, OAPT Newsletter, OEA Ohio Schools, OSBMA newsletter, ODE newsletter, etc.
3. Publicize in school publications.
4. Provide personnel for committee and ROAD-E-O duties.
5. Urge School Districts to provide drivers with time and equipment to practice and participate.
6. Design and provide the appropriate awards.
7. Conduct informational meeting with pre-service instructors, regional chairperson and/or regional co-chairperson prior to the Regional ROAD-E-O. Such meeting to be held in February, if possible.
8. Provide all regional and state results to ODE Pupil Transportation office.

**2011-2012 STATE COMMITTEE MEMBERS**

<b>Ohio Department of Education</b>		
Evette Moody, Pre-service Instructor	Ron Heitmeyer, Area 3 Coordinator	Robert F. Harmon Jr., Consultant
Madison/Champaign County ESC	Ohio Department of Education	Ohio Department of Education
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<b>OAPSE / AFSCME</b>		
Kevin Roberts, Supervisor/School Bus Driver	Terri Jones, School Bus Driver Gahanna-Jefferson Schools	Tim Warren Nelsonville-York City Schools
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492 Pleasant Valley Road	294 Highbury Crescent	2 Buckeye Drive
Sugarcreek, Ohio 44681-8063	Gahanna, Ohio 43230	Nelsonville, Ohio 45764-9591
330-852-4079 (H) 330-852-2421(O)	614-478-5237	740-753-4441
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<b>OAPT</b>		
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330-335-1328 Fax 330-335-1313	330-825-2226	513-398-6682
<a href="mailto:dmiller@wadsworth.k12.oh.us">dmiller@wadsworth.k12.oh.us</a>	<a href="mailto:PStoneking@nortonschools.org">PStoneking@nortonschools.org</a>	<a href="mailto:Thornton@mason.k12.oh.us">Thornton@mason.k12.oh.us</a>

<b>OEA</b>		
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<a href="mailto:newgardk@ohea.org">newgardk@ohea.org</a>	<a href="mailto:EED4628@aol.com">EED4628@aol.com</a>	

<b>OSBMA</b>		
Sara Schlechter, Mechanic	Dick Bauder, Transportation Supervisor	open
Firelands Schools	Columbia Local Schools	
11970 Vermilion Road	25796 Royalton Road	
Oberlin, Ohio 44074-9629	Columbia Station, Ohio 44028	
440-965-4934 (H) 440-965-4105 (O)	440-236-5008	
<a href="mailto:sschlechter@firelandsschools.org">sschlechter@firelandsschools.org</a>	<a href="mailto:bauderd@columbia.k12.oh.us">bauderd@columbia.k12.oh.us</a>	

## OHIO SCHOOL BUS DRIVER PRE-SERVICE REGIONAL OFFICES

### Northwest

Allen County ESC  
1920 Slabtown Road  
Lima, OH 45801  
(419) 222-1836 ext 110  
Joe Dietrich, Instructor  
[joe.dietrich@allencountyesc.org](mailto:joe.dietrich@allencountyesc.org)

### West

Madison/Champaign County ESC  
1512 St Rt 68 S Suite J100  
Urbana, OH 43078  
(937) 484-1557  
Evette Moody, Instructor  
[moody@mccesc.k12.oh.us](mailto:moody@mccesc.k12.oh.us)

### Central

Pickaway County ESC  
2050 Stoneridge Drive  
Circleville, OH 43113  
(740) 474-7529  
Michael Hoffner, Instructor  
[Mike.Hoffner@pickawayesc.org](mailto:Mike.Hoffner@pickawayesc.org)

### East

East Central Ohio ESC  
834 East High Av.  
New Philadelphia, OH 44663  
(330) 308-9939  
Rob Higgenbotham, Instructor  
[rob.higgenbotham@ecoesc.org](mailto:rob.higgenbotham@ecoesc.org)

### Northeast

Ashtabula County ESC  
4200 State Rd  
Ashtabula, Ohio 44004  
(216) 576-4085  
Keith Parker, Instructor  
[keith.parker@neomin.org](mailto:keith.parker@neomin.org)

### North

Medina County ESC  
124 West Washington Street  
Medina, OH 44256-1999  
(330) 723-6393 ext 117  
Michael Redfern, Instructor  
[mredfern@medina-esc.org](mailto:mredfern@medina-esc.org)

### South

Pike County JVS  
P. O. Box 577  
175 Beaver Creek Rd  
Pikeeton, OH 45661  
(740) 289-4243 ext 308  
Marvin Pennington, Instructor  
[mpennington@pikectc.org](mailto:mpennington@pikectc.org)

### Southwest

Warren County ESC  
1879 Deerfield Rd  
Lebanon, OH 45036  
(513) 695-2927  
Fred M. Anness, Instructor  
[fredmanness@aol.com](mailto:fredmanness@aol.com)



# APPENDIX

REGISTRATION FORM  
GRIEVANCE Form  
SUGGESTED Agenda Form  
EVALUATION Form  
APPLICATION TO JUDGE Form  
CONTESTANT BIOGRAPHICAL Form  
AWARDS Listing  
REQUEST FOR REIMBURSEMENT Form

# OFFICIAL ENTRY FORM AND INVOICE OHIO SCHOOL BUS DRIVER SAFETY ROAD-E-O

Please Print or Type

Participant's Name \_\_\_\_\_  
School District \_\_\_\_\_  
Home Address \_\_\_\_\_  
City \_\_\_\_\_ State Ohio

C.D.L. No. \_\_\_\_\_  
Contractor Name \_\_\_\_\_  
Home Phone No. \_\_\_\_\_  
Zip Code \_\_\_\_\_  
E-mail address \_\_\_\_\_

Will this be your first year of participation?  Yes  No

If driving on a team, list your team members :

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_

<b>Team Number</b>
--------------------

Check what type of bus you wish to compete in: Conventional  Transit

## **Drivers must show their CDL, at registration.**

**A TEN DOLLAR (\$10.00) REGISTRATION FEE MUST ACCOMPANY THIS ENTRY FORM.  
ALL ENTRANTS MUST BE REGISTERED AND PAID 7 DAYS PRIOR TO THE ROAD-E-O.  
THERE WILL BE NO REGISTRATION THE DAY OF THE EVENT.**

### RELEASE

In consideration of my being permitted to participate in the School Bus Driver Safety ROAD-E-O and to be eligible for awards offered to participants, I hereby stipulate and agree to the following terms and conditions:

- 1 Both as to myself and heirs and personal representatives, I release the School Bus Driver Safety ROAD-E-O and all its officials or representatives from any damage or injury which I may receive from attending or participating in said event.
- 2 The School Bus Driver Safety ROAD-E-O or its assigns shall have the right to use any photographs taken of me in connection with the event.
- 3 I have not had a chargeable school bus accident during this current school year.
- 4 I will be bound by all rules and regulations governing the School Bus Driver Safety ROAD-E-O while participating in said event.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2009

School Official or Contractor \_\_\_\_\_ Printed Name \_\_\_\_\_

Participant \_\_\_\_\_

**PLEASE SEND THIS FORM AND \$10.00 TO THE APPROPRIATE REGIONAL OFFICE. THE \$10.00 IS NON-REFUNDABLE.**

**PLEASE MAKE CHECKS PAYABLE TO: "SCHOOL BUS DRIVER SAFETY ROAD-E-O COMMITTEE."**

Mail to your local regional pre-service office.

## ROAD-E-O GRIEVANCE FORM

Contestants who feel that an interference or problem affected their competition may notify the judge **at the final event**. If the interference or problem is confirmed, the roadeo committee will escort the driver to the specific event, and allow them to rerun that event. The new score will be used. Notifications of interference or problems on the course not provided to the judge at the final event will not be accepted.

Contestants filing a grievance may do so within 10 minutes of the driver's last event. If the grievance is upheld, the contestant will be permitted to rerun the affected event(s), and the new score(s) entered on the tabulation page.

PARTICIPANT'S NAME \_\_\_\_\_

PARTICIPANT'S NUMBER \_\_\_\_\_

SCHOOL DISTRICT \_\_\_\_\_

NUMBER OF YEARS PARTICIPATED IN THE ROAD-E-O \_\_\_\_\_

TIME GRIEVANCE SUBMITTED: \_\_\_\_\_ **(within 10 minutes of driver's last event)**

RULE IN QUESTION: Site the complete rule word for word from the handbook. Include Chapter and page number.

QUESTION BEING RAISED ABOUT THE RULE:

SIGNATURE: \_\_\_\_\_

For Committee Use Only:

Disposition:      Allowed             Disallowed     Remedy if Allowed:

**ROAD-E-O TIME SCHEDULE**  
**Proposed**

7:00 – 7:30 am	Registration for Judges
7:30 – 8:10 am	JUDGES MEETING
7:30 - 8:00 am	Registration (Sign in for participants.) Physical Review of Vehicles to be used on course
8:15 - 8:30 am	Welcome, Announcements, Instructions
8:30 - 8:50 am	Drivers “Walk-about” on course
8:50 – 9:00 am	Questions/Answers from “Walk-about”
9:00 - 9:30am	Written General Knowledge Exam (STATE ONLY) Each Region will complete the Pre-trip as a region
9:30 - 1:00 pm	Hands-on Pre-trip and On Course Driving Skills
2:15 pm	(or at end of driving events) Release Participant Tabulation Forms  Presentation of Awards  Photographs (note: all winners please remain so individual/group photos may be taken.)

# ROAD-E-O EVALUATION FORM

**TO BE COMPLETED BY EVERY CONTESTANT AND JUDGE**

**INSTRUCTION TO PARTICIPANTS:** Circle a number, with 5 the best, and 1 the lowest possible score.

1. Planning and Organization: How well was the ROAD-E-O planned and organized? 1 2 3 4 5  
Comments:
  
2. Did you receive proper and adequate information regarding accommodations, locations, and expectations for the State event? 1 2 3 4 5  
Comments:
  
3. Course Design: How well was the ROAD-E-O course designed? 1 2 3 4 5  
Comments:
  
4. Orientation: How well were the participants oriented and briefed before the ROAD-E-O? 1 2 3 4 5  
Comments:
  
5. Written Examination: How challenging of all participant's knowledge of vehicle laws and regulations was the written examination? 1 2 3 4 5  
Comments:
  
6. Actual ROAD-E-O: How effective are each of the following exercise? (1 = very poor 5 = very effective)
 

General Knowledge Test	1	2	3	4	5
Pre-Trip (Hands-on at State)	1	2	3	4	5
Turnaround	1	2	3	4	5
Railroad Crossing	1	2	3	4	5
Student Loading/Unloading	1	2	3	4	5
Offset Street	1	2	3	4	5
Curb Line	1	2	3	4	5
Forward Stop Line	1	2	3	4	5
Reverse Serpentine	1	2	3	4	5
Depth Perception Measurement	1	2	3	4	5
Wheel Position	1	2	3	4	5
Field Judge	1	2	3	4	5
  
7. Adherence to schedule: How well was the ROAD-E-O run and kept on schedule as listed in the program? 1 2 3 4 5  
Comments:
  
8. Additional comments may be placed below.

**APPLICATION TO JUDGE AT STATE ROAD-E-O**

TO JUDGE AT THE STATE ROAD-E-O YOU MUST HAVE JUDGED AT A REGIONAL ROAD-E-O IN THIS CURRENT YEAR.

This application is to be completed at the Region ROAD-E-O and given to the state committee representative. This application may then to be mailed, e-mailed, or electronically scanned and sent to: Ohio Department of Education, Pupil Transportation, 25 South Front Street, Mail stop 308, Columbus, OH 43215-4183. If e-mailing or electronically scanning, the address is **schoolbus@ode.state.oh.us**

NAME \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_

Please Print

HOME ADDRESS \_\_\_\_\_

SCHOOL DISTRICT \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_

COUNTY \_\_\_\_\_

E-mail Address \_\_\_\_\_

CONTRACTOR (if Applicable) \_\_\_\_\_

List below the events you have judged, in order of most current judging experience (we will try to accommodate).

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

This application should be signed by the Chairperson or Pre-service Driver Instructor.

\_\_\_\_\_ Date \_\_\_\_\_

**NOTE TO Chairperson and/or Pre-service Driver Instructor**

ONLY SIX (6) JUDGES FROM EACH REGION ARE TO BE SELECTED.  
MAKE SURE THIS APPLICATION IS COMPLETE.

**STATE CHAMPIONSHIP  
OHIO SCHOOL BUS DRIVER SAFETY ROAD-E-O**

**CONTESTANT BIOGRAPHICAL INFORMATION / STATE APPLICATION**

Name \_\_\_\_\_ Mrs.  Mr.  Ms.  CDL # \_\_\_\_\_

Home Road-E-O Region \_\_\_\_\_ Region Final Position \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State OHIO ZIP \_\_\_\_\_

Email \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place \_\_\_\_\_ Age \_\_\_\_\_

Marital Status \_\_\_\_\_ Number of Years \_\_\_\_\_ Number of Children \_\_\_\_\_

Name of Spouse \_\_\_\_\_

School District: \_\_\_\_\_

(Contractor \_\_\_\_\_) County \_\_\_\_\_

Grade levels you transported this year \_\_\_\_\_

Number of years with current employer \_\_\_\_\_ Total years as a bus driver \_\_\_\_\_

Number of miles since last accident \_\_\_\_\_ Number of years since last accident \_\_\_\_\_

Description of bus driven this year: Type: Transit  Conventional

Make: Chassis \_\_\_\_\_ Body \_\_\_\_\_ Year \_\_\_\_\_ Capacity \_\_\_\_\_

Interests and hobbies:

ROAD-E-O's competed in \_\_\_\_\_

Finish positions in previous ROAD-E-O's \_\_\_\_\_

Why do you like being a professional school bus driver?

I grant permission for this information to be used by the State ROAD-E-O Committee in today's ROAD-E-O, in press releases, and in promotion of the ROAD-E-O. (Age used with discretion).

Name \_\_\_\_\_ Date \_\_\_\_\_

## LIST OF AWARDS FOR ROAD-E-O'S

### Regional ROAD-E-O

All: Participation Certificate  
1 Yearly Chevron  
New Contestant: 1 Basic ROAD-E-O Patch  
Individual Winner: Medallion for 1<sup>st</sup> - 6<sup>th</sup> place winners  
Plaque for 1<sup>st</sup> - 3<sup>rd</sup> place winners  
Team Winner: Plaque for 1<sup>st</sup> place winning team  
Certificate for each member of the 1<sup>st</sup> - 3<sup>rd</sup> place winning teams  
Judges: 1 Patch  
Chairperson: 1 Plaque

### State ROAD-E-O

All: Participation Certificate  
1 Yearly Chevron  
1 Hat (or equivalent)  
Individual Winner: Medallion for 1<sup>st</sup> - 6<sup>th</sup> place winners  
Plaque for 1<sup>st</sup> - 6<sup>h</sup> place winners  
Grand Champion: Rotating Trophy  
1 Jacket  
Reimbursement of expenses for lodging, travel, and meals not to exceed \$500.00 for competing at the International ROAD-E-O event\* **MUST COMPLETE NATIONAL EVALUATION AND SUBMIT WITH EXPENSE REPORT FOR REIMBURSEMENT**  
Reimbursement of International ROAD-E-O registration fee  
Runner-up: Reimbursement of expenses for lodging, travel, and meals not to exceed \$500.00 for competing at the International ROAD-E-O event\* **MUST COMPLETE NATIONAL EVALUATION AND SUBMIT WITH EXPENSE REPORT FOR REIMBURSEMENT**  
Reimbursement of International ROAD-E-O registration fee  
Team: Certificate for each member of the 1<sup>st</sup> - 3<sup>rd</sup> place winning teams  
Plaque for each team 1<sup>st</sup> - 3<sup>rd</sup> place teams  
Judges: 1 Shirt or Hat/Visor  
1 Patch  
Chairperson: 1 Plaque

Other awards at the discretion of the State ROAD-E-O Committee.

## REQUEST FOR REIMBURSEMENT FOR INTERNATIONAL COMPETITION

(Only Applicable for Contestants Sponsored by State Committee)

(Attach all receipts)

(Form MUST be returned prior to any reimbursement amounts being released.)

Participant Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ Ohio Zip \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Lodging Expense \_\_\_\_\_

Travel Expense \_\_\_\_\_ Method: Air \_\_\_\_\_ Vehicle \_\_\_\_\_ Other \_\_\_\_\_

Meals Expense \_\_\_\_\_ Miscellaneous Expense \_\_\_\_\_

### EVALUATION OF INTERNATIONAL EVENT

(Circle appropriate rating 1 being poor – 5 being excellent)

Lodging (if you stayed at site location)	1	2	3	4	5
	(poor	disappointed	average	good	excellent)
Meals at Event (if provided)	1	2	3	4	5
	(poor	disappointed	average	good	excellent)
Driver's Briefing	1	2	3	4	5
	(poor	disappointed	average	good	excellent)
Explanation of Events	1	2	3	4	5
	(poor	disappointed	average	good	excellent)
Difficulty of Events	1	2	3	4	5
	(poor	disappointed	average	good	excellent)
Assistance from On-Site Staff at Event	1	2	3	4	5
	(poor	disappointed	average	good	excellent)
Quality of Staff at Events	1	2	3	4	5
	(poor	disappointed	average	good	excellent)
Value you received from Events	1	2	3	4	5
	(poor	disappointed	average	good	excellent)
Overall Rating of Experience	1	2	3	4	5
	(poor	disappointed	average	good	excellent)

List the thing(s) that you liked the least \_\_\_\_\_

\_\_\_\_\_

List the thing(s) that you liked the best \_\_\_\_\_

\_\_\_\_\_

Comments/Recommendations

\_\_\_\_\_