

39th Annual New York State School Bus Safety Competition



Rules and Regulations

**May 22, 2010
Harriman State Park – Lake Sebago, New York**

**Proudly administered by members of the
New York School Bus Contractors Association
(www.NYSBCA.com)**

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Regulations

- Contestants are to report by 8:00 am to the contest area for instructions. Contestants are to report to the designated area by 8:15 am for the Written test. All contestants will be taken through the course prior to the competition. The actual driving contest will start promptly at 9:20 am.
- Contestants will be required to stay in the driver preparation area until called for competition.
- Any driver who knowingly accepts signals from spectators may be automatically disqualified. All spectators will be required to stay a minimum of 20 feet from any contest area.
- In all events, the bus door must be kept closed unless rules and regulations of the competition event require they be opened. It shall be assumed that the driver has pupils on board from the start of the contest, and must conduct him or herself accordingly.
- Each competition contestant will be required to maintain proper driving position at all times except when the competition rules and regulations require the contestant to leave the seat of the vehicle. Proper driving position is defined as being firmly in the seat with feet firmly planted on the floor or on the controls. The contestant will not be permitted to put his head out of the bus window. Seat belts must be worn and snugly fastened during the competition. There will be complete disqualification in the event any infraction concerning the above occurs.
- Because of various organizations having different regulations, the contest rules shall apply, even though they might differ from the rules and regulations that the driver normally operations under.
- Due to the fact contestants will be in one group during the competition, each contestant is placed on his/her honor not to assist another contestant in any way. In the interest of fair play, contestants should not discuss the bus defects with each other or even with spectators as this could result in total disqualification.
- Each contestant will be given adequate time in which to familiarize him/herself with instrumentation and controls of the bus prior to the beginning the actual inspection and also prior to the operation of the vehicle to be driven in the contest. Inform the judge when you are ready to begin your inspection or driving of the contest.
- The time limit for the completion of the bus inspection test is ten minutes. Do not start the engine for air or vacuum tests, as contestants may inform the judge verbally as to these inspection procedures. Contestants will, however, be required to activate all lights or other electrical accessories.
- Winners will be announced upon completion of the competition. Awards will be presented at the end of the competition awards luncheon.

Competition Rules and Events

Each of the following sections includes the title of the event, the purpose of the event, a description of the course, special instructions and the scoring and judging procedures. The better you understand this information, the more successful you will be in competition.

I. Written Examination Maximum Score: 100 Points

Purpose of test: A school bus driver must become thoroughly familiar with and faithfully observe many laws, rules and regulations. These laws, rules and regulations were established as a result of years of study and experience. These questions are based on information found in the NYS Drivers Manual, The CDL Manual as well as common driver knowledge.

Instructions: The test includes 20 multiple-choice questions. Driver should read the questions carefully and answer multiple-choice questions. See example below:

1. A Stop Sign Means:
 - a. Slow down to at least 10 MPH
 - b. Slow down to at least 5 MPH
 - c. Proceed cautiously if there is no traffic
 - d. Come to a complete stop

II. Personal Appearance Test Maximum Score: 100 Points

Purpose of Test: Personal appearance is always an important factor in measuring a person's pride in his or her work and this justifiable pride is always an important ingredient of success. The school bus driver not only represents himself, but he represents the school district and the school bus contractor. A "TOP" driver looks the part. However, it is not necessary for a driver to wear a uniform to score well in this test.

Instructions: An examination board consisting of three persons will check the contestants and will judge each contestant on the items of personal appearance listed below. The contestants will be checked one at a time.

Personal Hygiene: Examine for such items as clean skin, hands, fingernails, need of a shave, well-groomed hair, and proper use of cosmetics, ect.

Wearing Apparel: Examine such items as cap, hat, coat or windbreaker, shirt, tie, trousers, slacks, blouse, skirt, dress, boots or shoes (shined), need of repair, dirty or greasy, etc. All dress should be appropriate.

Personality/General Attitude: Examine for general postures, facial expression, general attitude, straight look from eye, favorable first impression, and smoking during interview, slouching, disinterest, etc.

III. Physical and Verbal Vehicle Inspection Test **Maximum Score: 75 Points**

Purpose of Test: A school bus driver is required by law to make a daily physical inspection of their bus before transporting pupils. A school bus found to be unsafe shall not be used for transportation of pupils until such defects are corrected.

Such physical inspections should be planned and conducted in a systematic and logical manner to assure that all defects are noted. The purpose of this test is to evaluate the contestant's efficiency in conducting this inspection.

Instructions: This event is designed to test the contestant's ability to make a complete physical inspection of the bus including the general condition of the bus, which includes but not limited to interior, all glass, seats, first aid kit, mirrors, horns, all gauges and instruments, windshield wipers, all brakes, all lights, emergency exits, entrance door, all signals, and flashers, fuel, oil, water, air and tires, and general exterior.

Contestants will inform the judge verbally on each and every item being checked. There will be six defects on the vehicle that should be discovered by the driver on this check.

A time limit of ten minutes will be enforced for each contestant. Contestants failing to complete this test within the ten-minute limit will receive 75 demerits. Judges will inform contestants when the ten-minute time limit has expired. If any reasonable assistance is needed in checking the bus, the judge will assist in any way that does not violate the spirit of the test.

Example: Checking the operation of the stoplights.

IV. Serpentine Test
Maximum Score: 50 Points

Purpose of Test: To determine a driver's ability to judge distances and to steer the school bus within close limits.

Instructions: The course is set up with five markers placed in a straight line equal distances apart. The distance between markers is the length of the bus plus five feet. The serpentine is set up just before the offset alley event. The driver must pass through the markers to the right of the first, to the left of the second, and so on; alternately. The bus must be operated in a continuous motion during the test without hitting any markers.

Scoring: Drivers receive ten demerits for each instance of bumping, scraping or knocking over a marker. Twenty demerits are given for backing during the event and two demerits for each instance of stopping during the event.

V. Offset Alley Test
Maximum Score: 50 Points

Purpose of Test: This test evaluates a driver's ability to handle the bus under actual or simulated driving conditions. The contestant must drive the bus through two offset lanes with a minimum of hesitation and without touching the markers.

Instructions: Two sets of parallel markers, ten feet long, are set up ten feet apart. The right-hand marker of the first set is placed in a direct line with the left-hand marker of the second set (*the offset alley*). The distance between the two sets of markers (*from the end of the first set to the beginning of the second set*) is the length of the bus plus five feet.

Scoring: Drivers receive demerits for each instance of touching one of the barriers as follows:

Barrier A 20 Demerits
Barrier B 10 Demerits
Barrier C 10 Demerits
Barrier D 10 Demerits

The Driver will be disqualified from the event if the bus is backed up at any time during the event.

VI. Elementary Student Loading (Non-Crosser)
Maximum Score: 100 Points

Purpose of Test: This test not only evaluates a driver's alertness while loading and unloading elementary pupils, but also determines his/her ability to remember and perform several other important functions during such loading, including the proper use of mirrors and the special school bus lighting system.

Instructions: Driver stops to load students using the proper technique. **Note: A judge will be getting on the bus to ride with contestant to observe proper loading and unloading techniques.* Contestants are judged for mirror use before and after stop. Proper activation of amber flashers and red stop lights, smooth stopping, lane position when stopped, foot on brake while stopped, and proper timing in opening and closing the door. The driver should stop at least ten feet from the waiting pupil. The contestant should wait for judge to be seated before moving on to the next event.

Scoring:

- Contestants receive five demerits for each of the following:
 1. Not putting the vehicle in neutral
 2. Jerky or sudden stops
 3. Door open before stop
 4. Foot not on brake while stopped
 5. Moving before closing door

- Contestants receive ten demerits for each of the following:
 1. No mirror check before stop
 2. Failure to activate amber flashers
 3. Stopping closer than ten feet from student
 4. No mirror check before starting up again

- Twenty demerits will be issued for failure to wait for student to sit before moving the vehicle.

*Note: It is not necessary for the driver to engage the emergency brake.

VII. Right Turn Event
Maximum Score: 50 Points

Purpose of Test: This test determines the driver's ability to properly position the bus and to prepare for and execute a right-hand turn without touching the curb or excessively encroaching on the adjacent traffic lanes.

Instructions: The driver should approach the corner and turn on the right directional signal at least 150 feet from the turn as required by law. The contestant shall position the bus in the turn lane in order to execute the right turn without touching the curb line and with the least amount of lane encroachment possible on both streets. The point at which the turn is begun is determined by the driver's judgment of the relationship of the bus to the corner, while compensating for the "off track" position of the rear wheels, which increases with the wheelbase of the bus during a turn.

VIII. Railroad Crossing Test **Maximum Score: 100 Points**

Purpose of Test: The railroad crossing represents one of the greatest hazards insofar as mass casualties or fatalities are concerned. This test evaluates the driver's degree of care and knowledge of laws, rules and regulations when required to operate a school bus across railroad tracks.

Instructions: A simulated crossing is laid out as follows:

1. A 60-foot roadway crossing one parallel set of tracks.
2. A railroad crossing sign in the proper position at the right side of the roadway.

Scoring: Drivers are judged from the time they approach the crossing until they reach the other side of the crossing. They will be checked on use of directional signals, mirrors, stopping the bus, opening the door and window, checking track, driving across the railroad tracks, etc. While most violations charged in this and other tests are violations of fixed laws and regulations, some are based on generally accepted safe driving procedures.

The following procedures for school bus drivers at railroad grade crossings are listed as a guideline and taken from recommended national standards.

1. The driver of any school bus, whether carrying passengers or not must, before crossing any track or tracks of railroad, bring the bus to a full and complete stop at least 15 feet and not more than 50 feet from the rails nearest the front of the bus.

2. No special signs, signals or flashers designated for use on school buses shall be activated while the bus is stopped or stopping for this purpose.
3. The driver, when stopped, shall fully open the door, and must listen and look along the track for approaching trains. Upon resumption of motion the driver must close the door. *The door must remain closed while the vehicle crosses the tracks.* For improved vision and hearing, the driver should open a window at the driver's left and turn off any noisy equipment (fans, etc) until the bus has cleared the crossing.

IX. Elementary Student Unloading (Crosser)
Maximum Score: 100 Points

Instructions: Driver stops to unload judge using the proper technique. Contestants are judged for mirror use before and after stop. Proper activation of amber flashers and red stop lights, smooth stopping, lane position when stopped, foot on brake while stopped, the driver shall indicate to the judge that they must walk 10 feet in front of the vehicle and wait to be signaled before crossing. The contestant will instruct the pupil to cross in front of the vehicle using the international crossing signal (*thumb pointing up, index finger extended out pointing, remaining three fingers curled in toward the palm of hand like a clenched fist. Driver points at the child, and slowly motions from right to left indicating that the child should proceed across the road*). And proper timing in opening and closing the door.

Scoring: Contestants receive demerits for each of the following:

1. Not putting the vehicle in neutral
2. Jerky or sudden stops
3. Door open before stop
4. Foot not on brake while stopped
5. Moving before closing door
6. No mirror check before stop
7. Failure to activate amber flashers
8. No signal or improper signal for pupil to cross in front of the vehicle
9. No mirror check before starting up again

*Note: 100 demerits will be given if student is not instructed and signaled to cross in front of the vehicle.

X. Alley Dock Test
Maximum Score: 100 Points

Instructions and Scoring:

The alley is identified by a parallel line of markers ten feet apart. Each contestant is allowed only one back up. The driver must exit the vehicle to check for hazards in the intended path of the vehicle. Once the driver returns to their seat they must sound the horn before backing up, to alert the judge of the intent to back up the bus.

*Note: The driver must shut the vehicle off and remove the key before exiting the vehicle.

The driver must park the bus as nearly in the center of the ten foot stall as possible, and as close to the rear marker as possible. Upon completion of the back up, the driver must sound the horn to alert the judge it is safe to go behind the vehicle. Demerits are charged for each inch the bus is off center or for each inch the bus is from the rear marker. The driver is disqualified from the event if they fail to exit vehicle before backing.

XI. Straight Line Test
Maximum Score: 50 Points

Purpose of Test: To determine the driver's ability to maneuver the right wheels of a school bus over a straight path of a give width.

Instructions: The right wheels of the bus must travel the indicated path without striking or moving the tennis balls with any wheel. The bus must be operated in a continuous forward motion. The distance between the tennis balls is the width of the duals plus 3 inches.

Scoring: Points are deducted for stopping during the event, touching or knocking tennis balls off, backing during the event, or driving to either side of the tennis balls.

XII. Diminishing Clearance Test

Maximum Score: 50 Points

Purpose of Test: In this test, the contestant is required to drive the bus in a straight line with diminishing clearances, while driving in a smooth and continuous manner.

Instructions: For the purpose of conducting this test, five pairs of parallel stanchions are set up. Each pair of stanchions, however, is parallel to the next. The distance between each pair of stanchions is 25 feet. The width of each pair varies, as follows:

- Beginning at the start of the test, the width of the first pair of stanchions equals the widest part of the bus plus ten inches.
- The width of the second pair of stanchions is as above, except plus eight inches.
- The width of the third pair of stanchions is as above, except plus six inches.
- The width of the fourth pair of stanchions is as above, except plus four inches.
- The width of the fifth pair of stanchions is as above, except plus two inches.

The contestant should proceed through this lane in a smooth and continuous manner without touching any of the marker stanchions.

Scoring: Drivers receive ten demerits for each instance of touching a marker stanchion.

XIII. Stop Line Test

Maximum Score: 45 Points

Purpose of Test: This test determines the contestant's depth perception, ability to use cross-over mirror and ability to bring the bus to a smooth, complete stop.

Instructions: A stop line four feet long is established at the end of a straight line. The contestant should bring the bus to a complete stop on or as close to the stop line as possible. Only one stop can be made. The contestant can approach the stop line at any desired speed. The contestant will sound the horn upon completing the stopping maneuver.

Scoring: If the bus goes over the stop line, 45 demerits are given. The bus should stop on or within two inches of the stop line. Five demerits are charged for every two inches that the bus exceeds this tolerance after being brought to the final stop.

XIV. Summary of Possible Points Per Event

Written Examination	100
Personal Appearance	100
Physical and Verbal Inspection	75
Serpentine	50
Offset Alley	50
Elementary Student Loading	100
Right Turn	50
Railroad Crossing	100
Elementary Student Unloading	100
Alley Dock	100
Straight Line	50
Diminishing Clearance	50
Stop Line	<u>45</u>
Total Possible Score	970

In case of a tie for first place position, the time it took the contestants to complete the entire course will be used as a determining factor in naming the winner.

XV. Sample Score Sheets (following pages)

Personal Appearance
Sample Score Sheet

Contestant Number: _____ Maximum Score: 100

Demerits: _____

Total Scored Earned: _____

5 Demerits Issued For Each Item Checked:

Personal Hygiene	Demerits
Hair Not Well Groomed	
Not Clean Shaven	
Improper Use Of Cosmetics	
Dirty Skin/Fingernails	
Wearing Apparel	Demerits
Shirt Dirty//Not Pressed	
Pants/Skirt Dirty/Not pressed	
Shoes/Sneakers Not Cleaned	
Hat/Jacket Dirty	

10 Demerits Issued For Each Item Checked:

Personality/General Attitude	Demerits
Inattentive/Disinterested	
Curses/Foul Language	
Smoking During Interview	
Nasty/Unpleasant Demeanor	
Non Enthusiastic about Daily Duties	
<i>Job Responsibilities/Children</i>	
No Eye Contact	

Total Points Earned: _____

Official Scorekeeper: _____

**Physical/Verbal Vehicle Inspection
(Pre-Trip Exam)
Sample Score Sheet**

Contestant Number: _____ Maximum Score: 75

Total Scored Earned: _____

*Judge will write in each defect located after contestant names it.
A ten-minute time limit is allowed to complete this exam.*

Defect Number	Description	Point Value	Score
#1		10	
#2		10	
#3		10	
#4		10	
#5		10	
#6		10	
Bonus for all 6		15	
Total Score <i>(not more than 75)</i>			

Official Scorekeeper: _____

Serpentine Test
Sample Score Sheet

Contestant Number: _____ Maximum Score: 50

Demerits: _____

Total Scored Earned: _____

Description

Demerits

Bumps, scrapes, or knocks over marker
(10) (10) (10) (10) (10)

Backs during problem (20 demerits)

Stops during problem
(2) (2) (2) (2) (2)

Moves in jerks
(2) (2) (2) (2) (2)

*Does not complete problem or passes markers on the
wrong side. *Deduct 50*

Total Demerits (*not more than 50*)

**Problem shall be considered not complete when contestant skips the problem,
or if he/she signifies their desire to pass up the problem after making a try at it,
or does not follow instructions.*

Official Scorekeeper: _____

**Offset Alley Test
Sample Score Sheet**

Contestant Number: _____ Maximum Score: 50

Demerits: _____

Total Scored Earned: _____

Demerits

Checked barriers touched:

Barrier A (20 Demerits) _____

Barrier B (10 Demerits) _____

Barrier C (10 Demerits) _____

Barrier D (10 Demerits) _____

Driver backed up bus (50 Demerits) _____

Total Demerits (*not more than 50*) _____

Official Scorekeeper: _____

Barrier B	(10 Demerits)	Barrier A	(10 Demerits)
Barrier D	(10 Demerits)	Barrier C	(10 Demerits)

Elementary Student Loading (Non Crosser)
Sample Score Sheet

Contestant Number: _____ Maximum Score: 100

Demerits: _____

Total Scored Earned: _____

Demerits

No mirror check before stop (10 Demerits) _____

Failure to activate amber flashers (10 Demerits) _____

Jerky or sudden stops (5 Demerits) _____

Door open before stop (10 Demerits) _____

Bus stopped closer than 10' from waiting student (10 Demerits) _____

Foot not on brake while stopped (5 Demerits) _____

*Failure to put van in park or bus in Neutral (5 Demerits) _____

*Failure to engage big bus emergency brake (5 Demerits) _____

Moving bus before closing door (10 Demerits) _____

Failure to wait for student to sit before moving vehicle
(20 Demerits) _____

No mirror check before starting (10 Demerits) _____

Total Demerits (*Not more than 100*) _____

Official Scorekeeper: _____

Right Turn Event
Sample Score Sheet

Contestant Number: _____ Maximum Score: 50

Demerits: _____

Total Scored Earned: _____

Demerits

Approach to Turn: For failure to activate right directional
Signal for at least 150 feet before turn (25 Demerits) _____

If any tire touches curbing (50 Demerits) _____

Entering Turn (*Demerit Zone 1*)

Mark or note the one color farthest from the parallel line, which is visible at the outside edge of the right rear tire. Deduct as follows:

Yellow (5 Demerits)	_____
Green (10 Demerits)	_____
Blue (15 Demerits)	_____
Red (20 Demerits)	_____
Black (50 Demerits)	_____

Recovering From Turn (*Demerit Zone 2*)

Mark or note the one color farthest from the parallel line, which is visible at the outside edge of the right rear tire. Deduct as follows:

Yellow (5 Demerits)	_____
Green (10 Demerits)	_____
Blue (15 Demerits)	_____
Red (20 Demerits)	_____
Black (50 Demerits)	_____

Failure to Complete Test (50 Demerits) _____

Total Demerits (*not more than 50*) _____

Official Scorekeeper: _____

Railroad Crossing Test
Sample Score Sheet

Contestant Number: _____ Maximum Score: 100

Demerits: _____

Total Scored Earned: _____

Demerits

Failure to check left/right outside mirror (5 Demerits) _____

Stops closer than 15 feet from tracks (15 Demerits) _____

Stops further than 50 feet from tracks (15 Demerits) _____

Failure to open door (10 Demerits) _____

Failure to open window, shut off all noisy equipment, etc.
(10 Demerits) _____

Improper use of school bus flashers or other signals
(10 Demerits) _____

Failure to close door BEFORE crossing tracks (10 Demerits) _____

Failure to check both up and down tracks (25 Demerits) _____

Total Demerits (*not more than 100*) _____

Official Scorekeeper: _____

Elementary Student Unloading (Crosser)
Sample Score Sheet

Contestant Number: _____ Maximum Score: 100

Demerits: _____

Total Scored Earned: _____

Demerits

No mirror check before stop (10 Demerits) _____

Failure to activate amber flashers (10 Demerits) _____

Jerky or sudden stop (5 Demerits) _____

Door open before stop (10 Demerits) _____

Foot not on brake while stopped (5 Demerits) _____

*Failure to put van in park or bus in neutral (5 Demerits) _____

*Failure to engage big bus emergency brake (5 Demerits) _____

Failure to instruct student to walk 10 feet in front of vehicle
and wait to be signaled before crossing (100 Demerits) _____

Failure to signal pupil to cross in front of vehicle (100 Demerits) _____

Moving bus before closing door (10 Demerits) _____

No mirror check before starting (10 Demerits) _____

Total Demerits (*Not more than 100*) _____

Official Scorekeeper: _____

**Alley Dock Test
Sample Score Sheet**

Contestant Number: _____ Maximum Score: 100

Demerits: _____

Total Scored Earned: _____



Demerits

Driver failed to exit vehicle before backing (100 Demerits) _____

Driver failed to sound horn before backing (5 Demerits) _____

Tire touches wheel limitation line (5 Demerits) _____

Bus touches front upright standard (5 Demerits) _____

Tire touches stall side marker line (10 Demerits) _____

Check each instance of backing bus after initial start:

(5)

(5)

Bus extends into or over rear barrier line (100 Demerits) _____

Driver failed to sound horn to be judged (10 Demerits) _____

Each 6" or fraction thereof over 1 foot

(5) (5) (5) (5) (5) (5) (5) (5) (5) (5)

Total Demerits (*not more than 100*) _____

Official Scorekeeper: _____

Straight Line Test
Sample Score Sheet

Contestant Number: _____ Maximum Score: 50

Demerits: _____

Total Scored Earned: _____

Demerits

Check each instance of jerky or uneven movement of bus:

(2) (2) (2) (2) (2) *(Maximum 10 Demerits)*

Check each instance of stopping forward motion of bus:

(2) (2) (2) (2) (2) *(Maximum 10 Demerits)*

Check each instance where bus touches or knock marker off:

(5) (5) (5) (5) (5) (5) (5) (5) (5) (5)

(Maximum of 50 Demerits)

Does not complete problem or fails to follow instruction
(50 Demerits)

Total Demerits *(not more than 50)*

Official Scorekeeper: _____

Diminishing Clearance Test
Sample Score Sheet

Contestant Number: _____ Maximum Score: 50

Demerits: _____

Total Scored Earned: _____

Demerits

Check each instance of jerky or uneven movement of bus:

(2) (2) (2) (2) (2) (Maximum 10 Demerits) _____

Check each instance of stopping forward motion of bus:

(2) (2) (2) (2) (2) (Maximum 10 Demerits) _____

Check each instance of bus touching marker standard:
(Maximum 50 Demerits)

Total Demerits (*not more than 50*) _____

Official Scorekeeper: _____

**Stop Line Test
Sample Score Sheet**

Contestant Number: _____ Maximum Score: 45

Demerits: _____

Total Scored Earned: _____

In order to achieve a perfect score, the bus must stop 2" or less from the stop line. Five demerits will be charged for each 2" or more that the bus exceeds this tolerance after being brought to a complete stop.

		<u>Demerits</u>
0" to 2"	Deduct 0 Points	_____
Over 2" to 4"	Deduct 5 Points	_____
Over 4" to 6"	Deduct 10 Points	_____
Over 6" to 8"	Deduct 15 Points	_____
Over 8" to 10"	Deduct 20 Points	_____
Over 10" to 12"	Deduct 25 Points	_____
Over 12" to 14"	Deduct 30 Points	_____
Over 14" to 16"	Deduct 35 Points	_____
Over 16" to 24"	Deduct 40 Points	_____
Over 24"	Deduct 45 Points	_____
Stops with bumper beyond stop line. (45 Demerits)		_____
Does not complete problem or follow instructions (45 Demerits)		_____

Official Scorekeeper: _____

****Failure to complete problem will be considered only if contestant skips the problem, or if he/she signifies their desire to pass up the problem after making a try at it, or does not follow instructions.***