

Alberta 

Instructor
Development
Guide

Class 2-S

Superseded

INTRODUCTION

This document is intended for licenced Class 2-S driving schools in Alberta. It is a guideline for the education and development of applicants who want to become licenced commercial class driving instructors. It is general and specific in its approach and attempts to promote a broad base of learning. Driving a vehicle safely in today's complex traffic environment requires knowledge, vehicle-handling and awareness skills, as well as judgment and adaptability.

This document provides the information required by the driving school's Senior Instructor to assist and coach the instructor applicant during the instructor development process. It is impossible for this document to address all the situations that may occur while instructors are providing driver education and vehicle-handling training to students. Rather, this guide serves as a basis for driver education and training. All driving schools must enhance their instructor development program beyond the information available in this guide.

The learning outcome of the Instructor Development process is to develop instructors who are knowledgeable about the rules of the road and basic vehicle-handling procedures, as well as instructors who display cooperative and competent driving habits. For those who teach others the knowledge and awareness skills for safely and cooperatively driving a vehicle, the standard of teaching must exceed the norm. This standard is reflected in Alberta Transportation, Driver Programs and Licensing Standards requirements for the knowledge exams and the assessment process of the new instructor applicant on-road session.

The attitudes, personalities, and skills of driving instructors will be as varied as the students they teach. Below are some of the attributes that an instructor must develop to provide a positive learning opportunity for his or her students.

KNOWLEDGE

Driving schools must continually enhance their instructor development programs to ensure they are current in terms of how people learn and how effective teachers teach. A comprehensive understanding of traffic rules, safe driving principles, and problem-solving ability combined with effective teaching are essential to meeting learning outcomes.

COMMUNICATION

Instructors must communicate in a clear, concise, and understandable manner to ensure the message is understood by each student. An effective communicator enhances understanding with demonstrations, illustrations, observations, and verbal description to teach new activities and processes.

Driving schools, through their instructor development programs, and instructors in their teaching methods must create an environment for their students that instill confidence in terms of safety, knowledge and skills.

Each instructor must have a thorough knowledge of safe driving principles and the rules of the road. Communication involves receiving feedback as well as providing information to ensure the learning outcomes are being achieved and the teaching process is effective.

PATIENCE

Teaching the complex task of driving can be challenging and demanding. It requires an understanding of the challenges that new drivers must overcome. The instructor must be prepared and able to adapt to each individual and to each situation.

POLICIES

Preparation Periods

Phase 1 - Knowledge Exams

Each knowledge exam appointment must be booked by contacting Driver Programs and Licensing Standards to schedule a date and time.

Each appointment must be booked by a representative of the driving school. Preferably the Senior Instructor; not the applicant.

The knowledge testing consists of two exams:

- 1) A general knowledge exam consisting of 50 questions and,
- 2) A supplemental exam, consisting of 30 questions that are specific to the class of instructor license for which the applicant has applied.

A minimum score of 80% in each exam is required to pass.

The knowledge exams will be scored upon completion. The results will be discussed with the applicant. Once successful with both written tests, the applicant may proceed to Phase 2.

NOTE: Only failed exam(s) will be retested at the next appointment. There is a minimum one day waiting period for re-writing the exam(s). If the applicant is unsuccessful after two attempts, applicant must wait one year from the date of the second appointment and must re-apply as a new applicant.

Knowledge Exams - Reference Material

- Today's Driving Manual
- Class 2-S Mandatory Entry Level Training (MELT) Guidelines and Curriculum
- Alberta Traffic Safety Act and related Regulations (available at www.qp.alberta.ca)
 - ✓ Operator Licensing and Vehicle Control Regulation
 - ✓ Vehicle Equipment Regulation
 - ✓ Driver Training and Driver Examination Regulation
 - ✓ Use of Highway and Rules of the Road Regulation
 - ✓ Off-Highway Vehicle Regulation
 - ✓ Commercial Vehicle Safety Regulation
- Commercial Driver's Guide to Operation, Safety and Licensing (for Trucks, Buses, Emergency Responders & Taxis) (available at www.transportation.alberta.ca)
- Learning and Teaching Theory for Driver Training Instructors
- Instructor Development Guide

Phase 2 - 4 - Practical Examination

An appointment combining Phases 2, 3, and 4 may be made with Driver Programs and Licensing Standards only after Phase 1 is passed. The appointment must be booked by a representative of the driving school, not the applicant. This is to help ensure the driving school is confident and involved with the applicant's preparation and so that a site and driver training vehicle is available. The school must also have a senior instructor or other qualified individual on site for timely Teaching Module skills training lot setup.

Prior to the practical examination the applicant must purchase and obtain their Criminal Record Check from a qualified police service and a Class 1 Road Test Permit from an Alberta Registry Office. To facilitate the permit purchase, advise a registry personnel that you are seeking a Class 1 "government examiner" road test permit for the purposes of becoming a driving instructor.

The following documents must be presented to the Administrator prior to commencement of the practical test. If any of these documents are invalid, expired or missing, the practical test will have to be rescheduled.

- Operator' License
- Class 1 Test Permit
- Vehicle Insurance
- Vehicle Registration
- Commercial Vehicle Inspection Certificate (CVIP)
- Criminal Records Check
- Safety Fitness Certificate
- Operating Authority Certificate

Only the applicant and a Driver Programs Administrator are allowed to be present during the exam. **Exceptions:** another department official present for training and/or supervision.

Vehicle for the Exam

The practical assessment will be completed using an automatic transmission school bus with a seating capacity exceeding 24 passengers.

The exam will be denied for the following vehicle concerns:

- Speedometer malfunction
- Obstructed visibility (glass)
- Defective headlight, tail light, brake, or signal lights
- Inadequate / inoperative brakes
- Missing / Inoperative horn
- Missing / broken mirrors, controls, switches
- Vehicle deemed unsafe
- Inaccessible / defective emergency door

The exam will not proceed on the promise that a defect will be repaired.

Practical Exam Disqualifications

Disqualifications are usually the result of one or more of the following concerns:

- a. An unsafe action, such as:
 - i. Involved in a collision, regardless of fault
 - ii. Near collision (due to action of applicant)
 - iii. Administrator must intervene in order to prevent an unsafe action.
- b. Client lacks skill and control (regardless of accumulated errors).
- c. A traffic violation.
- d. Too many accumulated errors.
- e. Unable or unwilling to follow Administrator's instructions.
- f. Inadequate verbal information (omitted or inaccurate).

Phase 2 (In-Yard)

1. Module 1 – Pre-Trip Inspection – for safe operation

Exterior Inspection

The applicant will be required to communicate and provide a complete inspection of the vehicle. All components must be in good and usable condition. Controls must function properly. Items that require showing how they operate must be identified and demonstrated, such as the lights.

Under the Hood/Engine Compartment

The applicant will be required to demonstrate an understanding of the correct under the hood procedure.

Engine Start-Up and Interior Inspection

The applicant will be required to demonstrate an understanding of the correct engine start-up and interior inspection procedure.

2. Module 2 – Emergency Evacuation Procedures

Evacuation Methods – Front Door, Rear Door, Split Door

The applicant will be required to demonstrate an understanding of evacuation procedures in light of fire and unsafe position of the bus. The applicant will also be required to describe the procedure of using assigned helpers.

Fueling Procedures

The applicant will be required to demonstrate the procedures for fueling.

3. Module 3 - Backing and Parking Procedures (Straight-Line, Parallel Parking, Country Turnaround)

The client will be required to perform the backing procedures for the different types of backing: straight, left, and right. The required backing techniques include: straight-line, parallel parking, and country turnaround.

4. Module 4 – Railroad Crossing

The applicant will be required to demonstrate the proper procedures when approaching a railroad crossing.

Specific expectations for Phase 2 are identified in tables A, B, C, and D for each module, respectively.

At the completion of Phase 2, the results will be discussed and the applicant is advised as to a pass or fail. If passed, the applicant may proceed to Phase 3.

Phase 3 (On-Road) – Personal Drive & Commentary Drive

1. Module 5 - Personal Drive

The applicant will be required to operate the vehicle through a series of traffic conditions and demonstrate consistently high standards by observing rules of the road and applying principles of proactive driving in his or her personal driving habits. The personal drive will reveal the applicant's abilities through low, medium, and high traffic situations.

2. Module 6 - Commentary Drive (Hazard Awareness and Management)

The applicant will be required to demonstrate the principles of commentary driving for collision avoidance.

The Administrator will be responsible for route selection.

Specific expectations for Phase 3 are identified in tables E and F for each module, respectively.

At the completion of Phase 3, the results will be discussed and the applicant is advised as to a pass or fail. If passed, the applicant may proceed to Phase 4.

Phase 4 (On-Road) – Teaching Modules

1. Module 7 - Turns (Left and Right)

The exam will be conducted through a complete range of traffic situations including residential, city centre and merging roads.

2. Module 8 - Parking and Starting on a Hill

The applicant will be required to demonstrate the proper procedures for parking and starting on hills.

3. Module 9 –Loading and Unloading Passengers

The applicant will be required to demonstrate the procedure of loading and unloading passengers.

The Administrator will be responsible for route selection.

PHASE 2 – IN-YARD

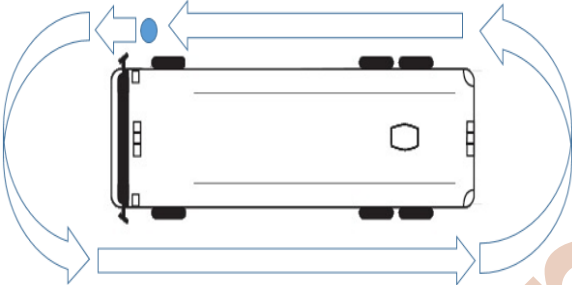
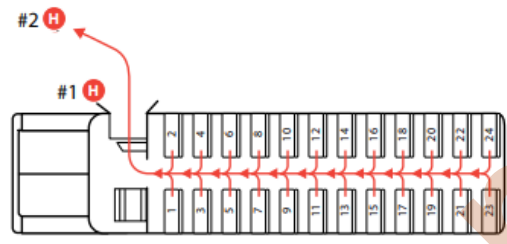
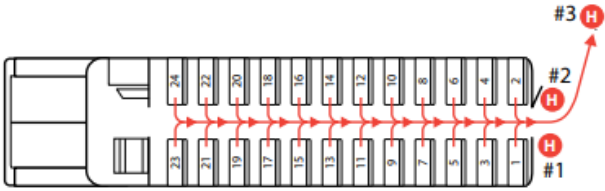
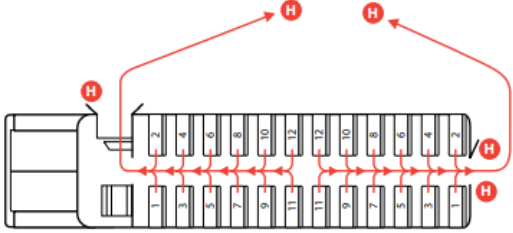
TABLE A - Module 1 – Pre-Trip Inspection	
Instructions to Applicant	Skill Objective
<p>Vehicle Inspection and Knowledge Explain and demonstrate a vehicle inspection.</p> <p>The purpose of this phase component is to ensure that the applicant understands and can demonstrate a comprehensive vehicle inspection for safety, operation, condition, and is able to communicate the procedure to students.</p>	<p>Each driver is responsible and accountable for the safety and operation of their equipment to ensure that it meets mechanical and safety standards. It is essential that each driver inspect their vehicle before departing on a trip. The inspection must involve a complete circle check of the vehicle you will be driving. You will check a number of items along the inside and outside of the bus. Your inspection will take you full circle around your vehicle. Following a routine using the same steps every time will help to not overlook any part of your inspection requirements.</p>
<p>Notes:</p> <div style="text-align: center;">  </div> <p>Notes:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>Expected Applicant Feedback</p> <p><u>PRIOR TO STARTING PROCEDURE</u></p> <ul style="list-style-type: none"> ✓ Bus is on level terrain and at a safe location ✓ Set parking/spring brake ✓ Ensure that the engine has been shut off ✓ Chock the wheels (15 by 15 centimetre block) <p><u>EXTERIOR INSPECTION</u></p> <ul style="list-style-type: none"> ✓ Circle Check: complete circle around the vehicle ✓ Hood: Is not missing and is secure ✓ Bumper, Fender: Is not missing, broken, bent, or corroded or have sharp edges and is securely mounted ✓ Mirrors: Should be securely mounted and adjusted to the appropriate setting for the driver. Check for damage that affects the proper functioning of the mirror ✓ Stop Arm / Crossing Arm: Ensure the stop arm and cross arm are operational. ✓ Emergency Exit Signs: Must be clearly marked ✓ Windows: Check for cracks, discolouration, exposed sharp edges, or missing parts. Cracks or chips in any area swept by windshield wipers must not be greater than 25 millimetres in diameter. Emergency windows operate smoothly and seals are in good condition

TABLE B – Module 2 – Emergency Evacuation Procedures

Instructions to Applicant	Skill Objective
<p>Methods of Evacuation Explain and demonstrate the methods of evacuation during emergency situations:</p> <ul style="list-style-type: none"> ✓ Front Door ✓ Rear Door ✓ Split Door <p>The applicant must describe the procedure of using assigned helpers.</p> <p>The purpose of this phase component is to ensure that the applicant understands and can demonstrate the front door, rear door, and split door evacuation procedure, and is able to communicate the procedure to students.</p>	<p>The applicant will be able to determine the need to evacuate a bus in light of fire and unsafe position of the bus. Evacuations should be carefully explained to passengers.</p>
Front Door Evacuation Procedure	Expected Applicant Feedback
<p>Step 1</p> 	<ul style="list-style-type: none"> • Stop the bus, set parking brake, turn off engine and remove key
<p>Step 2</p>	<ul style="list-style-type: none"> • The applicant stands, opens the front door, faces the passengers to get their attention and inform them of the situation. Everybody evacuating should have their hands free and not take anything out of the bus as getting out is first priority.
<p>Step 3</p>	<ul style="list-style-type: none"> • Appoint two responsible helpers • The first helper will stand outside of the bus by the front door assisting passengers exiting the bus. The second helper will lead passengers to the safe location (35 metres away from the bus) • The applicant controls the order of evacuation. The applicant must instruct passengers to evacuate from the front of the bus alternating seats from side to side until all passengers have left the bus. • The applicant will be the last person off the bus after ensuring that all the passengers had left. Evacuate passengers from the rear first if the hazard is stemming from the back of the bus.

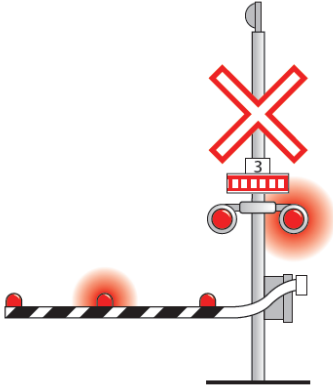
<p>Step 4</p>	<ul style="list-style-type: none"> • After the applicant leaves the bus, the applicant will go to the safe area where the passengers are gathered. • The applicant must take a head count to ensure all passengers are accounted for
<p>Rear Door Evacuation Procedure</p>	<p>Expected Applicant Feedback</p>
<p>Step 1</p> 	<ul style="list-style-type: none"> • Stop the bus, set parking brake, turn off engine and remove key
<p>Step 2</p>	<ul style="list-style-type: none"> • The applicant stands and faces the passengers to get their attention and inform them of the situation. Everybody evacuating should have their hands free and not take anything out of the bus as getting out is first priority. • The applicant must instruct passengers to use the aid of the helpers and not to jump out the door. • The applicant must instruct passengers to maintain a safe distance apart from each other when evacuating
<p>Step 3</p>	<ul style="list-style-type: none"> • Appoint three responsible helpers • The first helper will lead passengers to the safe location (35 metres away from the bus) • The other two helpers will assist passengers exiting the rear of the bus by: <ul style="list-style-type: none"> - Facing each other with knees bent, one foot slightly forward, waist slightly bent, and arms bent at the elbow - Helpers will reach up, one hand cupping the evacuating passenger's elbow and the other gripping the wrist firmly; when this has been achieved they will say "NOW" - Passenger exits the bus • The applicant remains at the front of the bus directing the order in which the passengers evacuate and makes a last check that everyone is out of the bus before going to the safe area
<p>Step 4</p>	<ul style="list-style-type: none"> • After the applicant leaves the bus, the applicant will go to the safe area where the passengers are gathered. • The applicant must take a head count to ensure all passengers are accounted for

Split Door Evacuation Procedure	Expected Applicant Feedback
<p>Step 1</p> 	<ul style="list-style-type: none"> • Stop the bus, set parking brake, turn off engine and remove key
<p>Step 2</p>	<ul style="list-style-type: none"> • The applicant stands and faces the passengers to get their attention and inform them of the situation. Everybody evacuating should have their hands free and not take anything out of the bus as getting out is first priority. • The applicant must instruct passengers to use the aid of the helpers and not to jump out the door. • The applicant must instruct passengers to maintain a safe distance apart from each other when evacuating
<p>Step 3</p>	<ul style="list-style-type: none"> • Appoint five responsible helpers • The first helper will stand outside of the bus by the front door assisting passengers exiting the bus • The second helper will lead passengers exiting the front door to the safe location (35 metres away from the bus) • The third and fourth helpers will assist passengers exiting the rear of the bus (as mentioned in the Rear Door Evacuation – Step 3) • The fifth helper will lead passengers exiting the rear door to the safe location • The applicant must remain in the bus and check that everyone is out of the bus before going to the safe area where passengers are gathered
<p>Step 4</p>	<ul style="list-style-type: none"> • After the applicant leaves the bus, the applicant will go to the safe area where the passengers are gathered. • The applicant must take a head count to ensure all passengers are accounted for

Instructions to Applicant	Skill Objective
<p>Fueling Procedures Explain and demonstrate the ability to locate fuel tanks and filler caps, and apply proper fueling methods:</p> <ul style="list-style-type: none"> ✓ Gasoline ✓ Diesel ✓ Propane <p>The purpose of this phase component is to ensure that the applicant understands and can demonstrate the fueling procedure, and is able to communicate the procedure to students.</p>	<p>The three common types of fuel that buses use are gas, diesel, and propane. Each of these will be handled with care and safety.</p>
Gasoline / Diesel	Expected Applicant Feedback
<p>Note: It is important to remember to <u>never</u> fuel a bus with any passengers on board</p>	<ul style="list-style-type: none"> • Never fuel the bus with passengers onboard • Do not dispense fuel into the fuel tank while the engine is running • Do not repeatedly enter and exit the vehicle while fueling. Doing so can cause static build-up that can cause a static spark to occur when handling fuel nozzle • Never overfill the fuel tank • In the event of a major or minor fuel spill, notify the attendant to get it cleaned up immediately using an approved absorbent material; and • Do not dispense fuel in close proximity to electrical sparks or open flame and DO NOT SMOKE.
Propane	Expected Applicant Feedback
<p>Note: It is important to remember to <u>never</u> fuel a bus with any passengers on board</p>	<ul style="list-style-type: none"> • Only personnel with proper certification or training will refuel a propane powered school bus • There are no ignition sources within three metres (10 feet) of the dispenser or container being filled • Protective gloves and proper clothing are being worn (i.e. long-sleeve shirts) • Engine and electrical accessories are switched off • NO ONE IS SMOKING • Attach the filling hose to fill connection of vehicle fuel tank • Open the fixed-liquid level gauge (bleeder valve) • When liquid level reaches maximum permitted in the tank, liquid propane in the form of a mist will be discharged from the liquid level gauge. Fuelling should now be terminated • The fixed level gauge must be shut off and fill-line disconnected • The magnetic float gauge attached to the tank should indicate the tank is now filled to capacity (total capacity of the tank is approximately 80 per cent).

TABLE C – Module 3 – Backing and Parking Procedures	
Instructions to Applicant	Skill Objective
<p>Backing and Parking Procedures Explain and demonstrate the proper backing procedures for:</p> <ul style="list-style-type: none"> • Straight-Line backing • Country Turnaround • Parallel Parking 	<p>The purpose of this phase component is to ensure that the applicant understands and can demonstrate proper backing procedures for the different types of backing: straight, left, and right.</p>
Straight-Line Backing	Expected Applicant Feedback
<p>Manoeuvre Space - Straight-line backing manoeuvre will be in a space that is between 3.5 and 3.7 metres wide and as long as 2/3 the length of the vehicle</p>	<ul style="list-style-type: none"> ✓ Check mirror set up ✓ Pull the bus ahead no more than 1 time to align it to the desired position ✓ Secure the vehicle and activate the hazard lights ✓ Exit the vehicle to examine the manoeuvre space and check vehicle position ✓ Re-enter the vehicle, open windows and silence audio devices. Sound vehicle horn briefly ✓ Reverse into the space at idle speed ✓ Exit the bus to examine space and vehicle alignment ✓ Complete the reverse movement while staying entirely within the manoeuvre space ✓ Stop bus movement upon reaching the desired position ✓ Complete the backing manoeuvre within 10 minutes
Country Turnaround – Passenger side	Expected Applicant Feedback
<p>Manoeuvre Space – The Country turnaround (right) manoeuvre will be in an 11 metre square box. Four cones/markers will be set at each corner. The manoeuvre will be performed from both sides.</p>	<ul style="list-style-type: none"> ✓ Slow bus down. Check mirrors, shoulder check, signal right and pull the bus approximately one bus length ahead of the space you will be backing into and 1 to 1.5 metres from the side of the simulated curb. ✓ Stop the bus in the proper position on the main space ✓ Open windows, silence audio devices, sound the horn, turn on hazard lights and shift into reverse. Slowly begin reversing until you see your right rear wheels line up with the side space entry point. ✓ Begin turning the steering wheel to the right as the rear of the bus slowly enters the side space ✓ Continue safely reversing into the side space using your mirrors and shoulder checking both right and left. Gradually straighten out the bus as you complete the turn and come as to stop. Reverse until the bus is fully in the space being backed into. ✓ Deactivate the hazard lights and ensure the bus is clear. ✓ Complete the turnaround manoeuvre within 10 minutes
Country Turnaround – Driver side	Expected Applicant Feedback
<p>Manoeuvre Space – The Country turnaround (left) manoeuvre will be in an 11 metre square box. Four cones/markers will be set at each corner. The manoeuvre will be performed from both sides.</p>	<ul style="list-style-type: none"> ✓ Scan your mirrors and shoulder check before turning left. Open windows, silence audio devices, and turn on hazard lights ✓ Stop the bus and select reverse. Sound horn once for every bus length as you back, and using your mirrors

	<p>and sightlines, back into the closest lane without crossing the centerline.</p> <ul style="list-style-type: none"> ✓ Complete the turnaround manoeuvre within 10 minutes
Parallel Parking - Left side	Expected Applicant Feedback
<p>Manoeuvre Space - Parallel Parking (left) manoeuver will be into a space that is between 3.5 and 3.7 meters wide, and at least as long as 2/3 the length of the vehicle. The manoeuver will be performed from both sides.</p>	<ul style="list-style-type: none"> ✓ Check mirror set up ✓ Drive the bus forward until the front of the bus is 1.5 times the total unit length past the front of the simulated curb. ✓ Secure the vehicle and activate the hazard lights ✓ Exit the vehicle to examine the manoeuvre space from outside the vehicle and check vehicle position ✓ Re-enter the vehicle, open windows and silence audio devices. Sound vehicle horn briefly ✓ Begin reversing by turning the steering wheel to the right to move the bus to the left at idle speed ✓ Turn the steering wheel to the right direction at the appropriate time, aligning the bus with the adjacent lane ✓ Pull up the vehicle no more than 1 time to align it during the manoeuvre ✓ Exit the vehicle to examine space and vehicle alignment ✓ Stop vehicle movement upon reaching the desired position ✓ Complete the reverse movement while staying within the target area allowance ✓ Complete the backing manoeuvre within 10 minutes
Parallel Parking – Right side	Expected Applicant Feedback
<p>Manoeuvre Space - Parallel Parking (right) manoeuver will be into a space that is between 3.5 and 3.7 meters wide, and at least as long as 2/3 the length of the vehicle. The manoeuver will be performed from both sides.</p>	<ul style="list-style-type: none"> ✓ Check mirror set up ✓ Drive the bus forward until the front of the bus is 1.5 times the total unit length past the front of the simulated curb. ✓ Secure the vehicle and activate the hazard lights ✓ Exit the vehicle to examine the manoeuvre space from outside the vehicle and check vehicle position ✓ Re-enter the vehicle, open windows and silence audio devices. Sound vehicle horn briefly ✓ Begin reversing by turning the steering wheel to the right to move the bus to the right at idle speed ✓ Turn the steering wheel to the left direction at the appropriate time, aligning the bus with the adjacent lane ✓ Continue backing with the wheels turned right until the bus is parallel with the spot. Pull up the vehicle no more than 1 time to align it during the manoeuvre ✓ Exit the vehicle to examine space and vehicle alignment ✓ Stop vehicle movement upon reaching the desired position ✓ Complete the reverse movement while staying within the target area allowance ✓ Complete the backing manoeuvre within 10 minutes

TABLE D – Module 4 – Railroad Crossing	
Instructions to Applicant	Skill Objective
<p>Applicant will explain and demonstrate the correct procedures when crossing railroad tracks, procedures when a train is approaching, and procedures at obstructed railroad crossings.</p> <p>The purpose of this phase component is to ensure that the applicant understands and can demonstrate railroad crossing procedures and is able to communicate the procedure to students.</p>	<p>This area of the exam will allow the applicant to demonstrate railroad crossing knowledge and application as well as vehicle handling skills when crossing railroad tracks:</p> <ul style="list-style-type: none"> ✓ Railroad Crossing Procedure when a Train is Approaching ✓ Obstructed Railroad Crossings
Train Approaching	Expected Applicant Knowledge
<div style="text-align: center;">  </div> <p>Note: Use of Highway and Rules of the Road Regulation AR 304/2002 Section 42 (9) states that A person driving a vehicle shall not, in respect of a railway crossing that is located on a highway outside of an urban area and that is controlled by a traffic control device, park the vehicle within 50 metres of the nearest rail of the railway</p>	<ul style="list-style-type: none"> • Obey the traffic signs, signals, gates, and flag person • If in the left lane of a multi-lane highway, signal and change to the far right lane well in advance of the crossing. • Use mirrors then stop gradually. Stop no closer than 5 metres (about 16 feet) and no further than 15 metres (about 49 feet) from the nearest track. • Secure the bus. Roll down the window or open the front door and reduce any noise inside the vehicle by silencing the audio system, radio etc. • While stopped, look carefully in each direction for approaching trains. Look around obstructions such as mirrors and windshield pillars. • Resume travel, making sure there is enough room on the other side of the track for the entire bus to clear. • If there is no indication of a train, close window and front door and release parking brake • Check the crossing signals one more time before proceeding. If the crossing lights begin to flash after starting, keep going. It is safer to continue than to back up. • When crossing multi-track crossings, make certain there are no trains approaching before crossing any of the tracks • After a train passes on a multi-track crossing, wait until all tracks become visible in both directions before proceeding. A second train may be approaching from the opposite direction
Obstructed Railroad Crossing	Expected Applicant Knowledge
	<ul style="list-style-type: none"> • If bright sunlight, fog, snow, smoke, or other obstructions make it difficult to see, adjust speed. • Stop the bus and walk to the track to see if the bus can cross the track safely. School buses must never be left unattended without first turning off the engine, setting the brakes, and taking the key out. • Return to the bus and proceed across the tracks when it is safe and no train is approaching.

PHASE 3 – ON-ROAD – Personal Drive & Commentary Drive

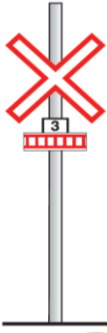



TABLE E – Module 5 – Personal Drive	
Instructions to Applicant	Skill Objective
<p>The personal drive shall be approximately 45 minutes.</p> <p>The Administrator will determine the route. Care will be taken to ensure the routes conforming to city by-laws are followed.</p> <p>Instructions for changes of direction will be given with adequate time to conduct the manoeuver. In some instances, instruction will be given further in advance to permit the applicant to plan his or her actions. Examiner will not ask that any illegal manoeuvres be performed.</p>	<p>This area of the exam will allow the applicant to demonstrate rules-of-the-road knowledge and application as well as vehicle handling skills within a live traffic environment.</p> <p>The Personal Drive is an error based evaluation. The applicant is allowed to accumulate up to 50 points; however, the test may be discontinued at any point due to an automatic disqualification or other safety concerns.</p> <p>At an appropriate time the applicant will be asked to assume he or she is transporting passengers. Applicant must explain and demonstrate the proper procedure when approaching and crossing an un-controlled railroad crossing.</p>
Step Procedure – Uncontrolled Railroad Crossing	Expected Applicant Feedback
 <p>Note: School buses are required by law to stop at a railroad crossing unless the crossing has a traffic control signal, lights and bells, or a peace officer or flagman directs the driver to proceed.</p> <p>Note: The alternately flashing red or amber lights on the school bus must not be used when stopping at a railway crossing</p>	<ul style="list-style-type: none"> • If in the left lane of a multi-lane highway, signal and change to the far right lane well in advance of the crossing • Check mirrors • Slow down – the keep control of the vehicle • Before reaching the crossing, request passengers to be quiet. Turn off any heaters, fans or radios to permit you to listen for an approaching train • Check for control devices, trains, railcars on the tracks and traffic behind you • Stop no closer than 5 metres and no further than 15 metres back from the nearest track. • Secure the bus: set parking brake and maintain pressure on the brake pedal • Stop and observe. Open the front door and the operator's window. Look both ways, listening for an approaching train, and check several times • Close the door, unsecure the bus, and proceed to cross the tracks • Cancel the hazard lights when you have cleared the crossing, signal left, shoulder check and move back into the correct lane

TABLE F – Module 6 – Commentary Driving (Hazard Awareness and Management)	
Instructions to Applicant	Skill Objective
<p>During the personal drive, the applicant must demonstrate the principles of commentary driving as it relates to general traffic situations. This shall be approximately 15 minutes.</p>	<p>Information given during the commentary portion will consist of relevant factors in the traffic scene, as mentioned in advance. This is also about perception, which is being able to see and know what is going on around the vehicle. Applicants must see objects, vehicles or situations, as well as understand the situation.</p> <p>Information given must be:</p> <ul style="list-style-type: none"> ✓ Accurate ✓ Correct priority ✓ Relevant to what is occurring ✓ Far enough in advance.
Notes	Expected Applicant Feedback
<div style="text-align: center;">  </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;">  <p><i>The order of lights for a vertical traffic control signal is red at the top, yellow in the centre, and green at the bottom.</i></p> </div> <div style="text-align: center;">  <p><i>The order of lights for a horizontal traffic control signal is red on the left, yellow in the centre, and green on the right.</i></p> </div> </div>	<p>Commentary driving will deal with:</p> <ul style="list-style-type: none"> ✓ Relevant traffic control devices ✓ Road position: Maintains a safe following distance. The distance will vary with the speed being maintained and conditions of the road surface and visibility. For every three metres of vehicle length, the applicant must allow one second if travelling at 70km/hr, add another second if going faster than 70km/hr, and add another second when weather, visibility, or road conditions are less than ideal. For night driving, one second must be added to the basic formula. <p>To determine the proper following distance:</p> <ul style="list-style-type: none"> - Identify a stationary object ahead such as a road sign, or seam on the road. - Note when the rear bumper of the vehicle in front of you passes that object. - Begin to count, “one thousand and one, one thousand and two,” and so on. - Stop counting when your vehicle's front bumper arrives at the stationary object. <ul style="list-style-type: none"> ✓ Visual habits: Watch for dangers by scanning. This involves moving eyes back and forth over an area. Scan approximately 12 seconds ahead of the present position. Applicant must be aware of what is happening and what is likely to happen ahead, to the sides, and to the rear of the vehicle. Mirrors must be checked every five to ten seconds. ✓ Traffic situation: This includes the general situation as it exists or changes

PHASE 4 – ON-ROAD – Teaching Modules

TABLE G – Module 7 – Right and Left Turns	
Instructions to Applicant	Skill Objective
Applicant will explain and demonstrate a minimum of four right turn and four left turns within a specific area.	<p>The purpose of this phase component is to ensure that the applicant understands and can demonstrate proper right and left turns with a bus.</p> <p>The applicant must be aware of the vehicle size to properly perform the turn in a safe manner.</p>
Right Turn	Expected Applicant Knowledge
	<ul style="list-style-type: none"> • Mirror check and signal to move into the right-most lane available. • Reduce speed. • Signal to the right 30 metres from the turn in urban areas and 100 metres in rural areas • Scan the intersection for traffic control devices and comply as required. • Check left, center, right for traffic, pedestrians, or cyclists. Check left again. Yield as necessary • Proceed with the turning procedure using the hand over hand steering method while constantly scanning the front and right side of vehicle • Speed must be safe and controlled at all times. • Looking well down the driving path, at least one block, continue recovering the steering wheel using hand-over-hand method. • Accelerating as necessary and ensure that signal light has been cancelled.
Left Turn	Expected Applicant Knowledge
	<ul style="list-style-type: none"> • If not in the legal turning lane, mirror and shoulder check left, signal at least one half block back and when safe enter the proper turning lane. This is the left most lane on a single lane turn or as indicated by directional signs. Where two or more lanes are allowed to turn left you should always position yourself in the outside (right) lane. This will keep other vehicles that are turning, visible in your left mirror and not on your blindside. Reduce speed. • From the proper lane, signal left 30 metres from the turn in urban areas and 100 metres in rural areas • Scan the intersection for traffic control devices and comply as required. • Check left, center, right and left again for traffic, pedestrians, or cyclists. Yield as necessary. • Travel straight into the intersection to within approximately 3 meters, one lanes width, of the intended lane. (Except on one- way streets.) • Keep front wheels straight and yield to approaching

TABLE H – Module 8 – Parking and Starting on a Hill	
Instructions to Applicant	Skill Objective
<p>Applicant will explain and demonstrate an uphill and downhill park. The applicant must also explain the proper procedures for parking without a curb.</p> <p>Applicant will also explain and demonstrate the proper procedure for starting out on an uphill grade.</p>	<p>Parking and starting on a hill requires good control of the vehicle, accurate judgement and steering skill.</p>
Parking and Starting Uphill	Expected Applicant Knowledge
	<ul style="list-style-type: none"> • The applicant will explain and demonstrate bringing the vehicle into a normal parallel position. (Explain what a legal park consists of.) • The applicant will then move the vehicle forward slowly, shoulder and/or mirror check left, while turning the wheels slightly left, and stop. • They will then allow the vehicle to roll back slightly while looking mostly in the right mirror and continuing to turn the wheels fully to the left until the back of the right front tire touches the curb. (This can be done by using either neutral or reverse.) The applicant should test the park by removing their foot off the brake pedal to ensure that the curb will hold the vehicle. (Keep brake pedal covered at all times in case the wheel begins to roll up over the curb.) • When satisfied that the vehicle is secure, apply the parking brake. • Explain the proper procedure for vehicle shut down and blocking of the wheels. • When ready to leave the park position, explain the proper start up procedure. (From curb) • Mirror check left and shoulder check. • Activate left turn signal and when safe, move into the first available driving lane. (Wheels are already pre-positioned.) • Cancel left turn signal as required.
Starting on a Hill	Expected Applicant Knowledge
	<ul style="list-style-type: none"> • When the wheels are straight, stop and explain the proper procedure for starting on a hill to prevent the vehicle from rolling back. (Include proper use of clutch, brake and throttle.) • Push down on the accelerator a little until the bus pulls a bit • Gently release the park brake (engage park brake again if the bus begins to rollback) • Use accelerator to find the right level of control • Signal, check mirrors and shoulder check to ensure the roadway is clear

TABLE I – Module 9 – Loading and Unloading Passengers	
Instructions to Applicant	Skill Objective
<p>Applicant will explain and demonstrate the general procedures when loading and unloading passengers and the country turnaround loading and unloading procedures from the left and right side.</p> <p>The purpose of this phase component is to ensure that the applicant understands and can demonstrate passenger loading/unloading procedures and is able to communicate the procedure to students.</p> <p>The instructor will give instructions when it is appropriate to activate alternately flashing (yellow and red) lights and applicants shall indicate when they should be turned on</p>	<p>These procedures have been developed with the assumption that the applicant is able to apply the learned driving skills.</p> <p>Alternatively flashing (yellow and red) lights must NOT be activated unless passengers are actually loading or unloading. Never activate the alternately flashing red lights until the bus has completely stopped, secured, and traffic is controlled.</p>
General Procedures - Loading and Unloading Passengers	Expected Applicant Knowledge
1. Check Mirrors Often As You Drive	<ul style="list-style-type: none"> • Pay attention when a bus stop is coming up • Get a good reading of the traffic patterns for both following and oncoming vehicles • Ensure the traffic is clear • Ensure the stop can be done with no hazards to the bus • No oncoming vehicles • Slow down before the stop to allow traffic to clear • Applicant must not use the shoulder or “parking lane” of a provincial highway as a driving lane
2. Activate the Alternately Flashing Amber Lights (if instructed)	<ul style="list-style-type: none"> • Alternately flashing amber lights must be activated as you first begin to slow for the purpose of loading or unloading passengers (if instructed)
3. Signal Right	<ul style="list-style-type: none"> • This will indicate your intentions to change lane position. Signal at approximately 100 metres • Shoulder check and check your mirrors every time you change position in your lane. • Look ahead and choose a location suited for the procedure which gives the passengers a safe footing, plus being at least 1 metre away from the nearest waiting passenger.
4. Secure the Bus	<ul style="list-style-type: none"> • Cancel the right signal, set parking brake. This must be done every time. • Transit bus: Interlock brakes on some transit buses prevents power from being transferred to the throttle and can be applied instead of setting the gear in neutral and applying the parking brake
5. Mirror and Shoulder Checks	<ul style="list-style-type: none"> • Check for vehicles approaching from the rear, both sides, and the front

	<ul style="list-style-type: none"> • Motor coach: If unloading, ensure passengers remain seated until you are ready to unload • Double check again for vehicles that you may have missed the first time or vehicles approaching at a high rate of speed
6. Open the Door	<ul style="list-style-type: none"> • Ensure that passengers entering and exiting the bus conduct themselves in an orderly fashion • Do not close the door until passengers entering are safely on the bus or until passengers exiting have safely exited the bus. • Use mirrors to monitor passengers exiting from the vehicle from the rear door prior to closing the door (if applicable) • Once the bus is stopped, opening the door cancels the alternately flashing amber lights and the alternately flashing red lights are activated along with the stop arm and crossing arm.
7. Close the Door	<ul style="list-style-type: none"> • Once all passengers have entered or exited the bus, all doors must be closed prior to moving the bus. • Make sure all passengers are seated. (Except for transit buses, where standing passengers are permitted). Take one final look in the mirrors to ensure no individuals are around the bus • Closing the door will deactivate the alternately flashing red lights • When unloading, count students as they get off the bus and again when they reach their safety zone
8. Mirror Check, Shoulder Check and Signal Left	<ul style="list-style-type: none"> • When safe to do so, pull back into the driving lane and proceed on your route. • In addition to yielding the right of way to other road users, watch out for vulnerable road users prior to moving the bus

Country Turnaround (right side) - Loading	Expected Applicant Knowledge
Step 1	<ul style="list-style-type: none"> Perform: “General Procedures – Loading and Unloading Passengers”
Step 2	<ul style="list-style-type: none"> Close the door when loading complete. Ensure the passengers are safely seated and the alternately flashing lights have been cancelled
Step 3	<ul style="list-style-type: none"> Mirror Check, Shoulder Check and Signal Right: Pull the bus approximately one bus length ahead of the road that you will be backing into.
Step 4	<ul style="list-style-type: none"> Check Traffic and reverse into side road Sound horn once for every bus length as you back-up until fully on the road being backed into
Step 5	<ul style="list-style-type: none"> Signal left and turn when it is clear and safe to do so
Country Turnaround (right side) - Unloading	Expected Applicant Knowledge
Step 1	<ul style="list-style-type: none"> Check Mirrors. Start slowing down well in advance of the turnaround, and signal right as you pass the turnaround road
Step 2	<ul style="list-style-type: none"> Stop the Bus on the main road approximately one bus length ahead of the road that you will be backing into.
Step 3	<ul style="list-style-type: none"> Check Traffic and reverse into side road Sound horn once for every bus length as you back-up until fully on the road being backed into
Step 4	<ul style="list-style-type: none"> Activate the Alternately Flashing Amber Lights
Step 5	<ul style="list-style-type: none"> Secure the Bus
Step 6	<ul style="list-style-type: none"> Open Door and Activate Alternately Flashing Red Lights with the stop arm and crossing arm When unloading, count students as they get off the bus and again when they reach their safety zone
Step 7	<ul style="list-style-type: none"> Close the Door: Deactivate the alternately flashing red lights. Signal left and re-enter the main road

