



# Class 2

Instructor development guide

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Transportation, Government of Alberta  
September 2019  
Class 2 Instructor Development Guide

For more information regarding this content visit: <https://www.alberta.ca/become-a-licensed-driving-instructor-how-to-apply.aspx>.

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# Introduction

This document is intended for licensed Class 2 driving schools in Alberta. It is a guideline for the education and development of applicants who want to become licensed 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.

## Guide to Delivering Driver Training

### 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 student that instils 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.

## **Error Identification**

A fundamental role of an instructor is to demonstrate the ability to identify an error committed by the student. Furthermore, an instructor is expected to provide remedial action to assist the student in various scenarios involving Class 2 vehicles.

# Policies

## Phase 1 – Knowledge Exams

### Objectives

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. At the time of booking, the applicant's full name and drivers licence number must be provided.

The applicant must hold at least a Class 2 drivers licence and provide an acceptable criminal record check before being eligible to attempt the knowledge test.

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 test results will be discussed with successful candidates only. Once successful with both written tests, the applicant may proceed to Phase 2.

### Important 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.

## Reference Material

- Today's Driving Manual (available from C.A.E. Safety Consultants Inc. on 403-287-7775)
- Class 2 Mandatory Entry-Level Training (MELT) Guidelines and Curriculum
- Alberta Traffic Safety Act and related Regulations (available at [www.qp.alberta.ca](http://www.qp.alberta.ca))
  - ✓ Operator Licensing and Vehicle Control Regulation
  - ✓ Vehicle Equipment Regulation
  - ✓ Driver Training and Driver Examiner 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.alberta.ca](http://www.alberta.ca))
- A Driver's Guide to Operation, Safety and Licensing (for Cars and Light Trucks) (available at [www.alberta.ca](http://www.alberta.ca))
- Instructor Development Guide

## Practical Examinations

The Administrator will be responsible for route selection throughout the exam. Only the applicant and Driver Program Administrators are allowed in the vehicle during the exam with the exception of another Department official present for training or supervision.

An appointment to attempt Phase 2, 3, and 4 may be made with DPLS only after Phase 1 is passed. The appointment must be booked by the driving school, not the applicant, to ensure that the driving school's Senior Instructor is confident that the applicant is properly prepared for this Phase and a 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.



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, to be conducted on a different day.

The following documents must be presented to DPLS prior to the client's practical test commencing. If invalid, expired or missing, the practical test will have to be rescheduled through the driving school.

- Declaration of Training
- Operator's Licence
- Medical Assessment
- Vehicle Insurance
- Vehicle Registration
- Commercial Vehicle Inspection Certificate (CVIP)
- Criminal Records Check
- Safety Fitness Certificate
- Operating Authority Certificate

## Vehicle for the Exam

The practical assessment will be completed using an automatic transmission bus with a seating capacity exceeding 24 passengers. The exam will not proceed on the promise that a defect will be repaired.

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

NOTE: If the exam is conducted in a vehicle with an automatic transmission, the instructor will be restricted to training in this type of vehicle only. In order to teach in a standard transmission vehicle, an exam including the standard transmission module must be conducted in a standard transmission driver training vehicle.

## 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 Procedures

### Objectives

The objective of Phase 2 is to assess the ability of the applicant to:

1. Effectively conduct a **Vehicle Inspection** for safe operation

#### *Part 1 – 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.

#### *Part 2 – Under the Hood / Engine Compartment*

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

#### *Part 3 – 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. Demonstrate an **Air Brake Inspection**

Provide a complete description and demonstration of the air brake inspection.

3. Demonstrate **Emergency Evacuation and Fueling Procedures**

The applicant will be required to provide a complete description and demonstration 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. The applicant will be required to demonstrate the procedures for fueling.

4. Demonstrate the driving manoeuvres of **Backing and Parking Procedures**

The applicant 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.

5. Demonstrate **Railroad Crossing Procedures**

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

## Important Note

There is a minimum 14-day waiting period for retesting of Phase 2 following the first attempt. 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

## Phase 3 – Personal Drive & Commentary Drive

### Objectives

The objective of Phase 3 is to assess the ability of the applicant to:

1. Demonstrate a **Personal Drive** and **Commentary Drive** (Hazard Awareness and Management)

Operate a vehicle to a consistently high standard by observing the rules of the road and applying principles of proactive driving in his/her personal driving habits. Demonstrate the principles of commentary driving (hazard awareness and management).

The applicant will be required to operate the vehicle through a series of traffic conditions. This phase will look at the client's ability to operate to a high standard through low, medium, and high traffic situations. The exam will be conducted through a complete range of traffic situations including residential, city centre and merging roads. The Personal Drive and Commentary Drive must be completed together. If unsuccessful, the applicant will be required to complete Phase 3 in its entirety.

An appointment to attempt phase 3 may be made upon successful completion of phases 1 and 2.

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

## Important Note

There is a minimum 14-day waiting period for retesting of Phase 3 following the first attempt. 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

## Phase 4 – Teaching Modules

### Objectives

The objective of the teaching modules is to assess the ability of the applicant to describe and teach the basic driving manoeuvres and principles of safe driving, as well as ensuring the safety for the applicant, Driver Program Administrator (DPA), and all other road users.

To successfully pass the teaching modules, the candidate must score a pass in all competence components of each module. Recording a fail on any section will result in an unsuccessful test. The candidate will then be required to repeat phase 4 in its entirety.

The objective of Phase 4 is to assess the ability of the applicant to:

1. Describe and teach the driving manoeuvres of **Turns (Left and Right)**

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

2. Describe and teach the driving manoeuvres of **Parking and Starting on a Hill**

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

3. Describe and teach the procedures of **Loading and Unloading Passengers**

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

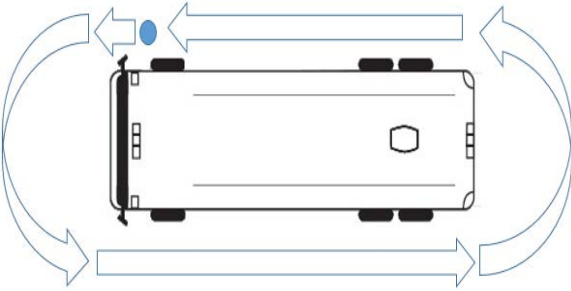
An appointment to attempt phase 4 may be made upon successful completion of phase 1, phase 2, and phase 3.

Phase 4 will be approximately two hours unless discontinued due to an automatic failure. At the completion of the Teaching Modules (Phase 4), feedback will be provided by the DPA and the applicant advised as to a pass or fail.

## Important Note

There is a minimum 14-day waiting period for retesting of Phase 4 following the first attempt. 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

## Phase 2 – In-Yard Procedures

TABLE 1.1 - Vehicle Inspection	
Instructions to Applicant	Skill Objective
<p><b>Vehicle Inspection and Knowledge</b> Explain and demonstrate a vehicle inspection.</p> <p>The purpose of this phase 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>
Notes:	Expected Applicant Feedback
              	<p><b><u>Prior to starting procedure:</u></b></p> <ul style="list-style-type: none"> <li>✓ Bus is on level terrain and at a safe location</li> <li>✓ Set parking/spring brake</li> <li>✓ Ensure that the engine has been shut off</li> <li>✓ Chock the wheels (15 by 15 centimetre block)</li> </ul> <p><b><u>Exterior Inspection:</u></b></p> <ul style="list-style-type: none"> <li>✓ <b>Circle Check:</b> complete circle around the vehicle</li> <li>✓ <b>Hood:</b> Is not missing and is secure</li> <li>✓ <b>Bumper, Fender:</b> Is not missing, broken, bent, or corroded or have sharp edges and is securely mounted</li> <li>✓ <b>Mirrors:</b> Should be securely mounted and adjusted to the appropriate setting for the driver. Check for damage that affects the proper functioning of the mirror</li> <li>✓ <b>Windows:</b> 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</li> <li>✓ <b>Emergency Exit Signs:</b> Must be clearly marked</li> <li>✓ <b>Windshield Wipers:</b> Must function in accordance with the manufacturer's specifications. Each wiper arm and blade assembly must sweep the area specified by the manufacturer and provide effective clearing of the windshield</li> <li>✓ <b>Frame (body, chassis, sliding sub frame):</b> Check for Cracks, corrosion,</li> </ul>

	structural damage, deformation, missing or loose fastener
	✓ <b>Inspection Decal:</b> Ensure the CVIP decal is present
	✓ <b>Underbody:</b> Check for structural damage, deformations, perforations, or presence of openings not designed by the manufacturer
	✓ <b>Drive Shaft:</b> Check for missing, loose or damaged parts and excessive wear. Universal Joints must not show evidence of free play
	✓ <b>Brakes:</b> No cracks (other than heat crack) or damage to drum or disc. Wear on discs or inside drum must not exceed manufacturer's wear limit
	✓ <b>Hydraulic and Vacuum-Assisted Brake Components (if equipped):</b> Check for leaks and corrosion. Vacuum, hydraulic or air boost systems are fully charged. Hydraulic levels are not lower than specified by the manufacturer. Hose and tubing are not crimped, bulged, cracked, broken, disconnected, and rubbing against other parts of the vehicle. Air cleaner of vacuum system or air compressor is not clogged
	✓ <b>Parking Brake:</b> Friction material must not be less than 1.6 millimetres when measured at any point of a bonded lining or pad other than the chambered area
	✓ <b>Steering Components:</b> The power steering drive belt must not be missing, cut, frayed or badly worn. Steering linkage system components are not loose or damaged. Bolts, nuts, clamps, cotter pins are not missing or badly worn
	✓ <b>Suspension:</b> Excessive play for ball joints, control arm pivots, wheel and axle bearings. Front and rear springs, shackles, U-bolts, centre-bolts, radius rods, control arms, torque arms, equalizers, sway-bars, stabilizers and their supports and attachments must not be loose, bent, cracked, broken, disconnected, displaced, perforated by corrosion or missing. Shock absorbers must not be loose, bent, disconnected, missing or damaged, or show evidence of active fluid leakage



	<ul style="list-style-type: none"> <li>✓ <b>Electrical Components:</b> Components are secured on their mountings. Electric wiring must not be loose so as to contact moving parts, rubbed through the insulation, peeled, cut or deteriorated.</li> <li>✓ <b>Lamps and Reflectors:</b> Components must not be damaged, discoloured, or be missing in whole or part. Lamps must not be covered or modified in a manner that reduces the effective area of the lens or reduces the brightness of the light</li> <li>✓ <b>Tires:</b> Tire pressure is maintained in accordance with manufacturer's specifications. Check for excessive tread wear, tread separation, exposed cord, abnormal bumps, bulges or knots. Cuts or snags that affect the safety of the tires.</li> <li>✓ <b>Wheels:</b> Wheel stud, bolt, clamp, nut, and lug must not be loose, missing, damaged, broken or mismatched. Disc wheel assembly does not have any visible cracks, or be bent in a way that affects the safe operation of the vehicle. Hub must not be cracked, bent, distorted, worn, or missing. Hub should also be checked for leaks</li> <li>✓ <b>Mud Guard/Flap:</b> Is secure and not damaged</li> <li>✓ <b>Exhaust:</b> Check for missing, perforated, patched, insecure components and leaks. No part of the exhaust system must be closer than 50 millimetres to wiring, any part of a fuel or brake component or any combustible material that is not protected by a shield</li> <li>✓ <b>Fuel System:</b> Fuel tank is securely mounted/attached and fuel lines are present and secure. Filler Cap is not missing and is secure. Check for leaks and damage.</li> <li>✓ <b>Lights:</b> Check all lights (low and high beams, step well lights, signal lights, tail lights, brake lights, clearance, markers, licence plate light, hazard warning lamps) for cleanliness and operation</li> </ul>
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	<p><b><u>Under the Hood/Engine Compartment:</u></b></p> <ul style="list-style-type: none"> <li>✓ <b>Oil Level:</b> Should be above the line on the dipstick indicating “add”, but not over the line indicating “full”. Check oil level in steering axle wheel bearing (if equipped).</li> <li>✓ <b>Coolant in Radiator:</b> Fluid level is adequate according to manufacturer’s specifications, is free of leaks and has a proper fitting cap.</li> <li>✓ <b>Fan Belts/Fan Blades:</b> Should not be frayed, badly worn, or twisted and should have 1.5cm or less tension. Fan blades must also be in good condition; not bent, cracked, missing blades or have loose mountings. Check for tension and signs of wear.</li> <li>✓ <b>Hoses:</b> No cracks or tears or leaks and all connections should be secure.</li> <li>✓ <b>Wire Connections:</b> All appear tight and secure. No exposed wiring.</li> <li>✓ <b>Battery:</b> Must be securely mounted, and must not be loose, missing or have hold downs missing.</li> <li>✓ <b>Power Steering:</b> Ensure fluid levels are adequate; check power steering pump and hose for leaks; ensure power steering mechanism does not have wear or excessive play.</li> <li>✓ <b>Brake Fluid:</b> Check chamber for leaks, warning light will come on if fluid is low (only open the fluid reservoir to top fluid up if needed).</li> <li>✓ <b>Windshield Washer Fluid:</b> Should be no less than <math>\frac{3}{4}</math> full</li> <li>✓ <b>Air Compressor:</b> Must be securely mounted.</li> <li>✓ <b>Steering Mechanism:</b> No bent, broken or missing parts, power steering pump and hose for leaks with adequate fluid level, steering mechanism has no wear or excessive play. Applicant will shake the steering arm, tie rod, and drag link at each wheel to ensure that they are not loose.</li> </ul> <p><b><u>Interior Inspection:</u></b></p> <ul style="list-style-type: none"> <li>✓ <b>Lights:</b> Check all lights (Interior dome lights, step well lights) for cleanliness and operation</li> </ul>
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	and closes from the inside. Confirm that the window's glass opens and closes. If equipped with an electric door opener, make sure to check it opens and closes properly and ensure the emergency handle works properly. Ensure service door opens and closes properly. Ensure the rear emergency door (if equipped) is functioning properly.
	✓ <b>Seats and Seatbelt:</b> Demonstrate proper adjustment of the driver's seat. Must be securely mounted and have a properly adjusted driver seat. Confirms that the cab doors open properly and is securely closed. Confirm the occupant compartment or any cab or sleeper door opens and closes properly. Doors open and close from inside. Cushions or padding are not missing, torn, or badly worn. Driver's floor is clean and free from damage and obstructions such as loose objects.
	✓ <b>Mirrors:</b> Demonstrate proper adjustment of mirrors (side view, rear view, crossover). Mirrors and glass are securely attached to the vehicle. Confirm mirrors and glass are not cracked, missing, broken, damaged, or obstructed. They must provide the required full view to the driver. Mirrors must be adjusted correctly.
	✓ <b>Fuel:</b> Fuel level must be adequate.
	✓ <b>Horn and Backing Alarm:</b> Ensure that the horn and backing alarm work properly (if equipped).
	✓ <b>Windshield Wiper Blades:</b> Ensure that the wiper and washer control is functioning properly. Wiper and washer must adequately clear driver's field of vision.
	✓ <b>Radio/P.A. System:</b> Ensure that the radio and P.A. system work and siren works in all modes (if applicable)
	✓ <b>Air Brake System:</b> Ensure that the emergency or park brake is operative. Check low air warning system and if system is activated. Check for audible air leak and slow air pressure build-up rate.
	✓ <b>Paperwork:</b> Ensure that all paperwork is in the bus: vehicle registration, operating authority, insurance certificate, daily trip

	inspection checklist, safety fitness certificates, log books, and the Commercial Vehicle Inspection Permit (CVIP).
	✓ <b>Emergency Equipment:</b> Approved warning devices/reflective triangles are accessible and operational. Fire extinguisher is charged, secured and pin is in place. First aid kit is full, secure, and accessible. Emergency windows open easily and accessible, and alarm system is working. Roof hatch (if equipped) is in visibly good condition. Emergency door opens easily and accessible.
	<b><u>Engine Start-Up</u></b>
	✓ <b>Engine:</b> Must run smoothly with no unusual engine noises.
	✓ <b>Proper procedure for starting the engine:</b>
	- Ensure park brake is applied.
	- Turn the key if your vehicle has one ON position, or press the starter button. It is important to follow the manufacturer's start-up procedures, especially for cold weather start-ups.
	- Once the bus is on, listen for unusual engine noises. Confirm oil pressure and ensure gauges are reading correctly and no warning lights are on. All gauges must be functioning and giving "normal" readings otherwise you should not operate the bus
	- Oil pressure should start to register in a few seconds. If no oil pressure shows, stop the engine at once. You can damage the engine by running it with no oil pressure.
	✓ <b>Proper functioning gauges "normal reading":</b>
	- Vacuum or Air Pressure Gauge (if equipped)
	- Oil Pressure Warning Light
	- Service Brake Warning Light
	- Alternator/Generator Warning Light
	- Ammeter (instead of alternator/generator warning light)
	- Water Temperature Gauge or Warning Light
	- Fuel Gauge
	- Light Indicators
	- DEF Gauge

TABLE 1.2 – Air Brake Inspection	
Instructions to Applicant	Skill Objective
<p><b>Air Brake Inspection and Knowledge</b> Explain and demonstrate the air brake inspection procedure.</p> <p>The purpose of this phase component is to ensure that the applicant understands and can demonstrate a comprehensive air brake inspection for safety, operation, condition, and is able to communicate the procedure to students.</p>	<p>As in the trip inspection of the vehicle, the driver plays an important role in maintaining the air brake unit. A driver must be alert and know how the air brake system works. Any brake problems must be reported so the necessary repairs can be done.</p>
Step Procedure	Expected Applicant Feedback
<b>Step 1:</b> Prior to starting procedure	<ul style="list-style-type: none"> <li>• Chock the wheels with the vehicle on level ground</li> <li>• Perform a visual inspection of the air brake components</li> <li>• Leave the engine off with the key in the 'on' position</li> </ul>
<b>Step 2:</b> (Park Control Valve)	<ul style="list-style-type: none"> <li>• Push the park control valve (yellow button)</li> <li>• Pump the foot valve to reduce air pressure</li> <li>• Low air pressure warning comes on by 60 PSI (414 kPa)</li> <li>• Park control valve (yellow button) should “pop” out by 20-45 PSI (138-310 kPa).</li> </ul>
<b>Step 3:</b> (Supply Circuit)	<ul style="list-style-type: none"> <li>• Start the engine and run at fast idle around 1200 RPM</li> <li>• Perform compressor build-up test: 50 to 90 PSI (345 to 621 kPa) within 3 minutes</li> <li>• Low air pressure warning light should go out by 60 PSI (414 kPa)</li> </ul>
<b>Step 4:</b> (Governor Operation)	<ul style="list-style-type: none"> <li>• Build air pressure to system maximum to confirm governor cut-out at 120-135 PSI (828-931kPa)</li> <li>• Release park brake</li> <li>• Pump service brake to reduce air pressure until governor cuts in. Confirm cut-in is 20 – 25 PSI (138 – 172 kPa) less than cut-out pressure</li> </ul>
<b>Step 5:</b> (Air System Leaks)	<ul style="list-style-type: none"> <li>• Push park control valve and rebuild air pressure</li> <li>• Turn off engine, key in 'on' position</li> <li>• Apply and firmly hold a full service brake application (allow air time to stabilize) for 2 minutes</li> <li>• Maximum 4 PSI (28 kPa) loss for power unit after the system stabilizes.</li> <li>• Release service brake application and reapply spring park brakes</li> </ul>
<b>Step 6:</b> (Service Brake Response)	<ul style="list-style-type: none"> <li>• Remove wheel chocks</li> <li>• Release spring park brakes</li> <li>• Perform a brake response test using the foot valve</li> </ul>

**TABLE 1.3 – Emergency Evacuation Procedures**

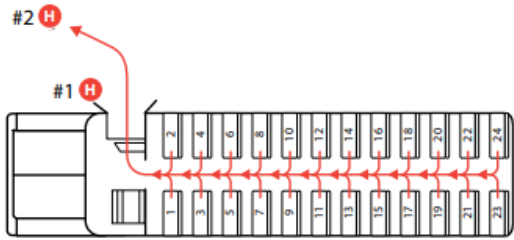
Instructions to Applicant	Skill Objective
<p><b>Methods of Evacuation</b> Explain and demonstrate the front-door evacuation procedure during emergency situations. The applicant must describe the procedure of using assigned helpers.</p> <p>The purpose of this phase component is to ensure that the applicant understands and can demonstrate the front door evacuation procedure, and is able to communicate the procedure to students.</p> <p><b>An unsafe action or improper skill manoeuvre results in a disqualification.</b></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> 
Step Procedure	Expected Applicant Feedback
<p><b>Step 1</b></p>	<ul style="list-style-type: none"> <li>Stop the bus, set parking brake, turn off engine and remove key</li> </ul>
<p><b>Step 2</b></p>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<p><b>Step 3</b></p>	<ul style="list-style-type: none"> <li>The applicant controls the order of evacuation. Appoint a responsible helper to exit the bus and lead passengers to a safe location (35 metres away from the bus). 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.</li> </ul>
<p><b>Step 4</b></p>	<ul style="list-style-type: none"> <li>After the applicant leaves the bus, the applicant will go to the safe area where the passengers are gathered.</li> <li>The applicant must take a head count to ensure all passengers are accounted for</li> </ul>

TABLE 1.4 – Fueling Procedures	
Instructions to Applicant	Skill Objective
<p><b>Fueling Procedures</b></p> <p>Explain and demonstrate the ability to locate fuel tanks and filler caps, and apply proper fueling methods:</p> <ul style="list-style-type: none"> <li>✓ Gasoline</li> <li>✓ Diesel</li> <li>✓ Propane</li> </ul> <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><b>An unsafe action or improper skill manoeuvre results in a disqualification.</b></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><b>Note:</b> It is important to remember to <u>never</u> fuel a bus with any passengers on board</p>	<ul style="list-style-type: none"> <li>• Never fuel the bus with passengers onboard</li> <li>• Do not dispense fuel into the fuel tank while the engine is running</li> <li>• 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</li> <li>• Never overfill the fuel tank</li> <li>• 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</li> <li>• Do not dispense fuel in close proximity to electrical sparks or open flame and DO NOT SMOKE.</li> </ul>
Propane	Expected Applicant Feedback
<p><b>Note:</b> It is important to remember to <u>never</u> fuel a bus with any passengers on board</p>	<ul style="list-style-type: none"> <li>• Only personnel with proper certification or training will refuel a propane powered bus</li> <li>• There are no ignition sources within three metres (10 feet) of the dispenser or container being filled</li> <li>• Protective gloves and proper clothing are being worn (i.e. long-sleeve shirts)</li> <li>• Engine and electrical accessories are switched off</li> <li>• NO ONE IS SMOKING</li> <li>• Attach the filling hose to fill connection of vehicle fuel tank</li> <li>• Open the fixed-liquid level gauge (bleeder valve)</li> <li>• When liquid level reaches maximum permitted in</li> </ul>



	<p>the tank, liquid propane in the form of a mist will be discharged from the liquid level gauge. Fuelling should now be terminated</p> <ul style="list-style-type: none"><li>• The fixed level gauge must be shut off and fill-line disconnected</li><li>• 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)</li></ul>
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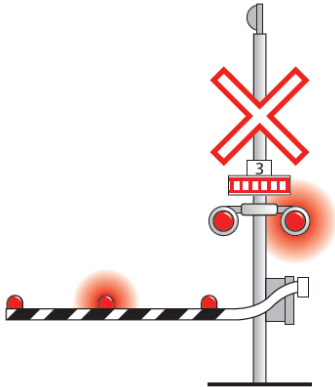
TABLE 1.5 – Straight-Line Backing Procedures	
Instructions to Applicant	Skill Objective
<p><b>Backing and Parking Procedures</b>            Demonstrate the proper backing and parking procedures for:</p> <ul style="list-style-type: none"> <li>• Straight-Line backing</li> <li>• Country Turnaround</li> <li>• Parallel Parking</li> </ul> <p><b>An unsafe action or improper skill manoeuvre results in a disqualification.</b></p>	<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><b>Manoeuvre Space</b> - 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"> <li>✓ Check mirror set up</li> <li>✓ Pull the bus ahead no more than 1 time to align it to the desired position</li> <li>✓ Secure the vehicle and activate the hazard lights</li> <li>✓ Exit the vehicle to examine the manoeuvre space and check vehicle position</li> <li>✓ Re-enter the vehicle, open windows and silence audio devices. Sound vehicle horn briefly</li> <li>✓ Reverse into the space at idle speed</li> <li>✓ Exit the bus to examine space and vehicle alignment</li> <li>✓ Complete the reverse movement while staying entirely within the manoeuvre space</li> <li>✓ Stop bus movement upon reaching the desired position</li> <li>✓ Complete the backing manoeuvre within 10 minutes</li> </ul>

TABLE 1.6 – Country Turnaround	
Country Turnaround – Passenger side	Expected Applicant Feedback
<p><b>Manoeuvre Space</b> – 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"> <li>✓ 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.</li> <li>✓ Stop the bus in the proper position on the main space</li> <li>✓ Open windows, silence audio devices, sound the horn, turn on hazard lights and shift into reverse.</li> <li>✓ Slowly begin reversing until you see your right rear wheels line up with the side space entry point.</li> <li>✓ Begin turning the steering wheel to the right as the rear of the bus slowly enters the side space</li> <li>✓ 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.</li> <li>✓ Deactivate the hazard lights and ensure the bus is clear.</li> <li>✓ Complete the turnaround manoeuvre within 10 minutes</li> </ul>
Country Turnaround – Driver side	Expected Applicant Feedback
<p><b>Manoeuvre Space</b> – 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"> <li>✓ Scan your mirrors and shoulder check before turning left. Open windows, silence audio devices, and turn on hazard lights</li> <li>✓ Stop the bus and select reverse. Sound horn once for every bus length as you back, and using your mirrors and sightlines, back into the closest lane without crossing the centerline.</li> <li>✓ Complete the turnaround manoeuvre within 10 minutes</li> </ul>

TABLE 1.7 – Parallel Parking (Clear side)	
Parallel Parking - Left (Clear Side)	Expected Applicant Feedback
<p><b>Manoeuvre Space</b> - Parallel Parking (left) maneuver 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 maneuver will be performed from both sides.</p>	<ul style="list-style-type: none"> <li>✓ Check mirror set up</li> <li>✓ 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.</li> <li>✓ Secure the vehicle and activate the hazard lights</li> <li>✓ Exit the vehicle to examine the manoeuvre space from outside the vehicle and check vehicle position</li> <li>✓ Re-enter the vehicle, open windows and silence audio devices. Sound vehicle horn briefly</li> <li>✓ Begin reversing by turning the steering wheel to the right to move the bus to the left at idle speed</li> <li>✓ Turn the steering wheel to the right direction at the appropriate time, aligning the bus with the adjacent lane</li> <li>✓ Pull up the vehicle no more than 1 time to align it during the manoeuvre</li> <li>✓ Exit the vehicle to examine space and vehicle alignment</li> <li>✓ Stop vehicle movement upon reaching the desired position</li> <li>✓ Complete the reverse movement while staying within the target area allowance</li> <li>✓ Complete the backing manoeuvre within 10 minutes</li> </ul>

TABLE 1.8 – Parallel Parking (Blind side)	
Parallel Parking - Right (Blind Side)	Expected Applicant Feedback
<p><b>Manoeuvre Space</b> - Parallel Parking (right) maneuver 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 maneuver will be performed from both sides.</p>	<ul style="list-style-type: none"> <li>✓ Check mirror set up</li> <li>✓ 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.</li> <li>✓ Secure the vehicle and activate the hazard lights</li> <li>✓ Exit the vehicle to examine the manoeuvre space from outside the vehicle and check vehicle position</li> <li>✓ Re-enter the vehicle, open windows and silence audio devices. Sound vehicle horn briefly</li> <li>✓ Begin reversing by turning the steering wheel to the right to move the bus to the right at idle speed</li> <li>✓ Turn the steering wheel to the left direction at the appropriate time, aligning the bus with the adjacent lane</li> <li>✓ 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</li> <li>✓ Exit the vehicle to examine space and vehicle alignment</li> <li>✓ Stop vehicle movement upon reaching the desired position</li> <li>✓ Complete the reverse movement while staying within the target area allowance</li> <li>✓ Complete the backing manoeuvre within 10 minutes</li> </ul>

**TABLE 1.9 – 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. 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><b>An unsafe action or improper skill manoeuvre results in a disqualification.</b></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"> <li>✓ Railroad Crossing Procedure when a Train is Approaching</li> <li>✓ Obstructed Railroad Crossings</li> </ul>
Train Approaching	Expected Applicant Feedback
 <p><b>Note:</b> 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"> <li>✓ 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.</li> <li>✓ Use mirrors to check for traffic behind you and 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.</li> <li>✓ 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.</li> <li>✓ 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.</li> <li>✓ If there is no indication of a train, close window and front door and release parking brake</li> <li>✓ 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</li> <li>✓ 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</li> </ul>
Obstructed Railroad Crossing	Expected Applicant Feedback
	<ul style="list-style-type: none"> <li>✓ If weather or obstructions make it difficult to see adjust the speed so that you can come to a safe stop if there is a train approaching. Walk to the tracks to see if the bus can cross.</li> <li>✓ Return to the bus and proceed across the tracks when it is safe and no train is approaching.</li> </ul>

# Phase 3 – Personal Drive & Commentary Drive

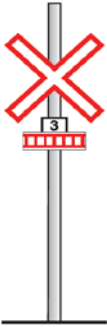

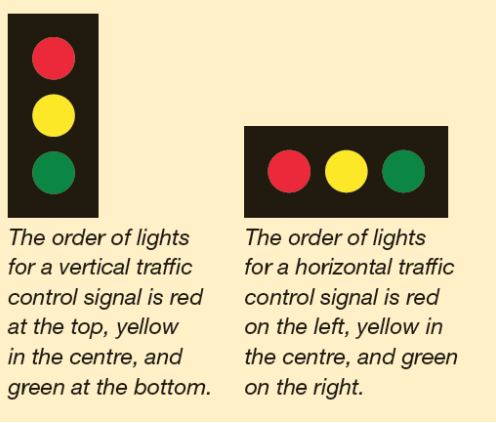
TABLE 2.1 – Personal Drive	
Instructions to Applicant	Skill Objective
<p>The personal drive shall be approximately 45 minutes.</p> <p>The Administrator will determine the route. Care will be taken to ensure the bus routes conforming to city by-laws are followed.</p> <p>Instructions for changes of direction will be given with adequate time to conduct the maneuver. 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><b>An unsafe action or improper skill manoeuvre results in a disqualification.</b></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><b>Note:</b> <i>Use of Highway and Rules of the Road Regulation AR 304/2002 Section 42 (8)</i> states that a driver shall not shift gears of the vehicle while crossing railway tracks. Shifting gears while crossing railway tracks will increase the chance of stalling or not being able to get the transmission into the correct gear while on the tracks.</p>	<ul style="list-style-type: none"> <li>• Stop in a safe location between 5 and 15 metres from the nearest rail.</li> <li>• Apply brakes.</li> <li>• Turn off the engine and roll down the windows to listen for an approaching train.</li> <li>• If you cannot see clearly for a safe distance along the tracks to the left and right of the roadway, exit the vehicle and from a good viewing position check both directions along the railroad track.</li> <li>• If clear, enter the cab immediately and proceed to cross the tracks.</li> </ul>

TABLE 2.2 – Commentary Drive	
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><b>An unsafe action or improper skill manoeuvre results in a disqualification.</b></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 your bus. Applicants must identify hazards, see objects, vehicles or situations, as well as understand the situation and manage these hazards.</p> <p>Information given must be:</p> <ul style="list-style-type: none"> <li>✓ Accurate</li> <li>✓ Correct priority</li> <li>✓ Relevant to what is occurring</li> <li>✓ Far enough in advance.</li> </ul>
Expected Applicant Feedback	
  <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> <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>	<p>Commentary driving will deal with:</p> <ul style="list-style-type: none"> <li>• <b>Relevant traffic control devices</b></li> <li>• <b>Road position:</b> A safe following distance will vary with the speed being maintained and conditions of the road surface and visibility. Maintain a minimum of 4 second following distance</li> <li>• <b>To determine the proper following distance:</b> <ul style="list-style-type: none"> <li>○ Identify a stationary object ahead such as a road sign, or seam on the road.</li> <li>○ Note when the rear bumper of the vehicle in front of you passes that object.</li> <li>○ Begin to count, "one thousand and one, one thousand and two," and so on.</li> <li>○ Stop counting when your vehicle's front bumper arrives at the stationary object.</li> </ul> </li> <li>• <b>Visual habits:</b> Watch for dangers by 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 before changing speed or direction.</li> <li>• <b>Traffic situation:</b> This includes the general situation as it exists or changes</li> </ul>



# Phase 4 – Teaching Modules

TABLE 3.1 – Right and Left Turns	
Instructions to Applicant	Skill Objective
<p>The applicant will explain and demonstrate a minimum of four right turn and four left turns within a specific area.</p> <p><b>An unsafe action or improper skill manoeuvre results in a disqualification.</b></p>	<p>In any vehicle where the rear axle cannot steer during a turning manoeuvre, the rear tires will follow a different path than the steering tires. Off-tracking tendencies of the vehicle must be taken into consideration.</p> <p>There are two types of off-tracking:</p> <ul style="list-style-type: none"> <li>✓ high speed</li> <li>✓ low or moderate speed</li> </ul> <p><b>Low Speed Off-Tracking</b> is common in city driving. It can be very dangerous. In low or moderate speed turns, the rear tires are pulled inward of the steering path. The longer the vehicle or the tighter the turn will always result in more off-tracking.</p> <p><b>High Speed Off-Tracking</b> - When vehicles travel at high speeds the rear wheels pull outward from the steering path. This is due to the influence of centrifugal force. When driving a large unit the applicant must always use moderate speeds when entering curves on open highways.</p>
Right Turn	Expected Applicant Feedback
<p><b>Note:</b> Turning right at a corner is more difficult than turning left. When turning left, you will have a clear view of the corner. Turning to the right means that a blind spot will be present at certain times</p>	<ul style="list-style-type: none"> <li>• Mirror check and signal to move into the right-most lane available.</li> <li>• Reduce speed.</li> <li>• Signal to the right 30 metres from the turn in urban areas and 100 metres in rural areas</li> <li>• Scan the intersection for traffic control devices and comply as required.</li> <li>• Check left, center, right for traffic, pedestrians, or cyclists. Check left again. Yield as necessary</li> <li>• Proceed with the turning procedure using the hand over hand steering method while constantly scanning the front and right side of vehicle</li> <li>• Speed must be safe and controlled at all times.</li> <li>• Looking well down the driving path, at least one block, continue recovering the steering wheel using hand-over-hand method.</li> <li>• Accelerating as necessary and ensure that signal light has been cancelled.</li> </ul>

Left Turn	Expected Applicant Feedback
	<ul style="list-style-type: none"> <li>• 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.</li> <li>• From the proper lane, signal left 30 metres from the turn in urban areas and 100 metres in rural areas</li> <li>• Scan the intersection for traffic control devices and comply as required.</li> <li>• Check left, center, right and left again for traffic, pedestrians, or cyclists. Yield as necessary.</li> <li>• Travel straight into the intersection to within approximately 3 meters, one lanes width, of the intended lane. (Except on one- way streets.)</li> <li>• Keep front wheels straight and yield to approaching traffic and/or pedestrians in the crosswalk to the left.</li> <li>• Look well along the intended lane of travel, accelerate, and begin the turn when safe to do so. Use the hand-over-hand steering method. Remember to constantly check the left mirror.</li> <li>• Stay only as far to the right side as necessary to avoid the rear wheels running over obstacles or other vehicles.</li> <li>• Start to recover steering by using the hand-over-hand method and return into the proper lane.</li> <li>• Accelerate, cancel the turn signal and look well down your intended path of travel. (Twelve seconds ahead.)</li> </ul>

### TABLE 3.2 – Parking and Starting on a Hill

Instructions to Applicant	Skill Objective
<p>The 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><b>An unsafe action or improper skill manoeuvre results in a disqualification.</b></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 Feedback
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<ul style="list-style-type: none"> <li>• The applicant will explain and demonstrate bringing the vehicle into a normal parallel position. (Explain what a legal park consists of.)</li> <li>• The applicant will then move the vehicle forward slowly, shoulder and/or mirror check left, while turning the wheels slightly left, and stop.</li> <li>• 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.)</li> <li>• When satisfied that the vehicle is secure, apply the parking brake.</li> <li>• Explain the proper procedure for vehicle shut down and blocking of the wheels.</li> <li>• When ready to leave the park position, explain the proper start up procedure. (From curb)</li> <li>• Mirror check left and shoulder check.</li> <li>• Activate left turn signal and when safe, move into the first available driving lane. (Wheels are already pre-positioned.)</li> <li>• Cancel left turn signal as required.</li> </ul>

Starting on a Hill	Expected Applicant Feedback
	<ul style="list-style-type: none"> <li>• 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.)</li> <li>• Push down on the accelerator a little until the bus pulls a bit</li> <li>• Gently release the park brake (engage park brake again if the bus begins to rollback)</li> <li>• Use accelerator to find the right level of control</li> <li>• Signal, check mirrors and shoulder check to ensure the roadway is clear</li> <li>• Smoothly push down on the accelerator, pull away, and look well down your intended path of travel. (12 seconds or one block)</li> <li>• When the vehicle is moving, accelerate slowly</li> </ul>
Parking and Starting Downhill	Expected Applicant Feedback
	<ul style="list-style-type: none"> <li>• The applicant will explain and demonstrate the proper procedure for bringing the vehicle into a normal legal park position.</li> <li>• He or she will check left then move the vehicle forward slowly while steering slightly to the left. They must explain that this is necessary in order to give the right front wheel clearance from the curb.</li> <li>• Continue moving forward very slowly and continue turning the wheels fully to the right. (Explain dry-steering and why it must be avoided).</li> <li>• Allow the front tire to gently make contact with the curb, which will stop the vehicle. (Test the park to ensure it will hold the vehicle.)</li> <li>• Demonstrate and explain the proper procedure for securing the vehicle.</li> <li>• Explain the proper procedure for vehicle shut down and blocking of the wheels.</li> <li>• When ready to leave the park position, explain the proper start up procedure. (From curb.)</li> <li>• Demonstrate and explain backing the vehicle just far enough to straighten the front wheels.</li> <li>• Demonstrate and explain the proper procedure for leaving the curb from a downgrade position. (Wheels are in straight position.)</li> </ul>

**TABLE 3.3 – Loading and Unloading Passengers**

Instructions to Applicant	Skill Objective
<p>Applicant will explain and demonstrate the correct procedures when loading and unloading passengers.</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><b>An unsafe action or improper skill manoeuvre results in a disqualification.</b></p>	<p>These procedures have been developed with the assumption that the applicant is able to apply the learned driving skills.</p>
Loading and Unloading Passengers	Expected Applicant Feedback
1. Check Mirrors Often as you Drive	<ul style="list-style-type: none"><li>• Pay attention when a bus stop is coming up</li><li>• Get a good reading of the traffic patterns for both following and oncoming vehicles</li><li>• Ensure the traffic is clear</li><li>• Ensure the stop can be done with no hazards to the bus</li><li>• No oncoming vehicles</li><li>• Slow down before the stop to allow traffic to clear</li><li>• Applicant must not use the shoulder or “parking lane” of a provincial highway as a driving lane.</li></ul>
2. Signal Right	<ul style="list-style-type: none"><li>• This will indicate your intentions to change lane position.</li><li>• Shoulder check and check your mirrors every time you change position in your lane.</li><li>• Look ahead and choose a location suitable for loading</li></ul>
3. Secure the Bus	<ul style="list-style-type: none"><li>• Cancel the right signal, set parking brake. This must be done every time.</li><li>• 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</li></ul>
4. Mirror and Shoulder Checks	<ul style="list-style-type: none"><li>• Check for vehicles approaching from the rear, both sides, and the front</li><li>• Motor coach: If unloading, ensure passengers remain seated until you are ready to unload</li><li>• Double check again for vehicles that you may have missed the first time or vehicles approaching at a high rate of speed</li></ul>

5. Open the Door	<ul style="list-style-type: none"> <li>• Ensure that passengers entering and exiting the bus conduct themselves in an orderly fashion</li> <li>• Do not close the door until passengers entering are safely on the bus or until passengers exiting have safely exited the bus.</li> <li>• Use mirrors to monitor passengers exiting from the vehicle from the rear door prior to closing the door (if applicable)</li> </ul>
6. Close the Door	<ul style="list-style-type: none"> <li>• Once all passengers have entered or exited the bus, all doors must be closed prior to moving the bus.</li> <li>• 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</li> </ul>
7. Mirror Check, Shoulder Check, and Signal Left	<ul style="list-style-type: none"> <li>• When safe to do so, pull back into the driving lane and proceed on your route.</li> <li>• In addition to yielding the right of way to other road users, watch out for vulnerable road users prior to moving the bus</li> </ul>