

*2023 Edition*



# **MASTER HANDBOOK & EVENTS GUIDE**

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

Revised 2/2023

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## ORGANIZATION

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

OHIO ASSOCIATION OF PUBLIC SCHOOL EMPLOYEES	(OAPSE) (Three representatives)
OHIO ASSOCIATION FOR PUPIL TRANSPORTATION	(OAPT) (Three representatives)
OHIO DEPARTMENT OF EDUCATION	(ODE) (Three representatives)
OHIO EDUCATION ASSOCIATION	(OEA) (Three representatives)
At-Large	(Three representatives)

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

Each year the Committee will elect a Chairperson, Co-Chairperson, secretary, and treasurer. This annual election will be held during the month of September.

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

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

### PURPOSE

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

### OBJECTIVES

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

### OPERATIONAL GUIDELINES

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

The Regional ROAD-E-O will be held on the Saturday in April two weeks before the state ROAD-E-O. With written notification to the State Committee, a Regional ROAD-E-O may be held 1 week earlier.

The State ROAD-E-O will be held the 1st Saturday in May. In the event of a conflict with a holiday, the State Committee may reschedule.

#### B. ROAD-E-O Site

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

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

All Regional and State sites are NON-SMOKING facilities. Drivers are asked to exercise courtesy to the host sites and comply with this State-wide NON-SMOKING restriction.

**C. Entrance Requirements/Eligibility**

1. All Drivers must be currently employed as regular or substitute drivers under contract by a public, non-public, or community school, a private contractor, county board of developmentally disabled, or county board of education.
2. All Drivers must have and show a valid Commercial Driver's License with school bus and passenger endorsements, a valid district school bus driver's certificate, and a current Pre-Service certificate or valid copy of the same.
3. All Drivers must meet all the requirements for school bus drivers as listed in the Ohio Operation and Safety Rules.
4. At the State level of competition, drivers must present their valid Commercial Driver's License at registration only.
5. Registration for the Regional ROAD-E-O must be submitted or postmarked seven (7) days prior to the Regional ROAD-E-O event. A registration fee of ten dollars (\$10.00) must accompany the registration and is nonrefundable. Registrations must be sent to the Pre-Service instructor's office, or as otherwise designated.
6. Only Regional winners and alternates in the current ROAD-E-O year are eligible to participate in the State ROAD-E-O. Alternates are only eligible if a top six driver from their region is absent.
7. Regional ROAD-E-O participants must compete in their "home" region. Drivers may participate in another region if all drivers from that district participate in that region. Special permission of the State Committee must be obtained to allow this exception.

**D. TEAM Participation**

## Regional Team

1. A Regional team shall be made up of four drivers. Team drivers must be pre-registered as a team.
2. School districts may enter as many teams as desired.
3. A driver shall be a driver of only one team.
4. All team drivers must drive for the same school district.
5. Transit and conventional drivers may form a mixed team.
6. The scores of each team driver shall be added together to arrive at the total team score.
7. The team with the highest score shall be declared the team winner.
8. Tie scores shall be broken by the ROAD-E-O Committee using the composite scores starting with Test #1 through #11 starting with the event order as listed on the tabulation form. This is the same procedure used in breaking a tie in the individual contest.

## State Team

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

**E. Bus Size and Restrictions**

1. Buses used in the ROAD-E-O must have a current decal and contain no alterations for ROAD-E-O purposes.
2. All buses must have stops on the steering mechanism.
3. All buses used will have a minimum 196" wheelbase and be identical.
4. All buses used shall be equipped with an automatic transmission, unless the State Committee grants permission for standard shift.
5. All buses used shall have the eight (8) light warning systems.
6. No driver in the contest shall drive his or her own district assigned bus.
7. Only one request for a change of bus will be honored per driver. This request must be made prior to the driver starting the driving portion of the competition and before reaching the start line. Each driver will be allowed a maximum of six (6) minutes to familiarize him/herself with the instrumentation and controls of the bus prior

to the operation of the vehicle to be driven in competition. The driver may request assistance from the Support Personnel in the adjustment of the drivers' seat and mirrors.

8. Tires on buses used shall have a minimum of two taped stripes (or other similar markings) on exterior side walls both front and rear to indicate any movement or non-movement of the bus.

#### **F. Amendments to procedures**

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

#### **G. Professional Meeting Status**

The Ohio School Bus Driver Safety ROAD-E-O is a professional meeting and the employee's Board of Education or employee may pay the expenses of the Drivers. (Reference Ohio Revised Code 3313.20 (C))

#### **H. Commercial Activities (Regional and State)**

The State Committee has adopted the following policy:

**The Committee may approve any commercial, organization activity at the ROAD-E-O event, except authorized food concessions or other activities authorized by the State Committee.**

**Authorization by the State Committee of commercial vendors does not reflect the views and/or service of their product. The committee is opposed to political activities at the Road- e-o event.**

### **LOGISTICS**

#### **A. Driver Responsibilities**

1. Submit registration and \$10.00 fee (at least) seven (7) days prior to the Regional Road-E-O event.
2. Regional check-in time is from 7:30 a.m. to 9:00 a.m. Or as otherwise notified.
3. State check-in time is from 7:30 a.m. to 8:00 a.m. Or as otherwise notified.
4. A 15-minute grace period will be allowed in emergency situations for late arrivals at both the Regional and State ROAD-E-O.
5. Drivers are required to show a valid CDL at Regional and State ROAD-E-O.
6. Drivers must sign-in and verify spelling and address.
7. The Driver is to be issued an assigned Driver number.
8. Be prepared to participate when your number is called.
9. Do not share any information with those who have not participated.
10. Complete an evaluation form prior to receiving their completed test packet.

#### **B. TESTING**

##### **General Knowledge Test (written at Regional and State)**

1. Each year the tests will be revised and will not be available until the day of the event.
2. Test questions will be multiple choice or true/false.
3. The tests should become more difficult at each succeeding level.
4. Completion time is 40 minutes for the written test. Drivers will be dismissed by the test monitor after completion of the written test.
5. Questions for the General Knowledge test will be taken from the following current publication:

**Pre-Service School Bus Driver Training Manual**

6. The written test and corrected answer sheet will be returned to the Driver at the end of the ROAD-E-O, but only after the Driver has completed and submitted an event evaluation form.

### **C. Driving Skill Events**

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

### **D. Judges**

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

### **E. Scoring**

1. Tabulate scores from all events and retain along with all entry blanks until the State ROAD-E-O is completed.
2. Scores for Transit and Conventional drivers will be co-mingled.
3. Identify the top six (6) scores. These drivers shall be finalists.
4. The next three (3) highest scores shall be alternates.
5. Tie scores shall be broken by the ROAD-E-O Committee using the composite scores starting with Test #1 through #10 starting with the event order as listed on the tabulation form.
6. Verify and tabulate scores on the individual forms.
7. Verify the total columns.
8. Each tabulator shall sign in the space provided.
9. Arrange the individual forms in proper order by scores.
- (a) The highest score earned shall be marked "first place"

(b) The next highest score shall be marked "second place", etc., through "ninth place."

(c) The balance of the forms shall remain in proper sequence by scores earned.

10. Present results to the ROAD-E-O Committee chairman as soon as possible.

11. Each Driver, at the conclusion of the Road-E-O, shall receive notification of the score received on each test and the total score for all tests. (Tabulation form or computer sheet, written test and answer sheet.)

## **F. Awards and Recognition**

1. Appropriate awards, as determined and provided by the State Committee, are to be presented to the winners (See Appendix).
2. Appropriate awards will be presented to each Driver and Judge.

## **G. Winners**

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

1. There will be six winners and three alternates from each region. Each will complete the driver data form and submit it to the Regional Chairperson for forwarding to the State Committee.
2. The six winners will be eligible to participate in the State ROAD-E-O.
3. Alternates may replace a driver(s) from their region, only at the State ROAD-E-O.

## **REGIONAL ROAD-E-O COMMITTEE**

### **A. The Organizational Meeting**

Regional ROAD-E-O Committee meeting shall be held by January 31 – June 1, for each region. At this meeting, the regional Chairperson, Co-Chairperson, and other positions shall be determined.

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

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

### **C. Pre-Service Instructor Responsibilities**

1. Set time and place of the first Regional Committee meeting, and act as Chairperson for the first Regional organizational meeting.
2. Contact school district Superintendents and other listed organizations for representatives to serve on the Regional Committee.
3. Contact the OAPSE State office for local OAPSE field representatives.
4. Contact the OEA State office for local OEA field representatives.
5. Pre-Service will distribute tests to the Chairperson.



**D. ROAD-E-O Committee Responsibilities**

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

**E. Chairperson's Duties**

1. Chairperson shall be in charge of the ROAD-E-O and shall oversee the entire operation. The chairperson may delegate responsibilities to other Committee members.
2. Arrange with the host school for use of facilities and buses.
  - space for skill events
  - classroom for testing
  - two classrooms for Drivers
  - restrooms
  - refreshments and/or lunchroom
  - registration area
  - classroom for scoring tabulation
3. Lay out the course with the assistance of the Committee members.
4. Check with the Pre-Service Instructor concerning necessary equipment and materials:
  - 12 or more clipboards
  - 2 stopwatches (1 as a back-up)
  - 10 standards for diminishing clearance event (if used)
  - traffic cones (must be uniform -- 28 inches or more)
  - at least 5 barriers (3 for turn-around and 2 for the off-set)
  - start line and finish line (tape, paint, or extra cones)
  - mats for pick up and drop off zone
  - railroad sign and tracks
5. Assignment of judges and/or support personnel for each event. (number in parentheses is the suggested number of judges and/or support personnel needed for each activity). orientation of judges, support personnel and drivers
  - written test (2)
  - driving course (28 recommended)
  - starters, seat and mirror adjusters (4)
  - field judge (2)
  - tabulation (3 or 4)
  - runners to pick-up score sheets (6)
6. Appoint members to the Grievance Committee (one from the Regional Committee, one judge working that day, and a driver selected by the drivers).
7. Arrange for adequate buses for driving.
8. Prepare a time schedule.
9. Select individuals to conduct welcoming ceremonies and award presentations.
10. Orientation of judges, support personnel and drivers.
11. Obtain and present awards and certificates.
12. Give driver data form for top 9 Regional drivers to the State Committee Member attending the Regional ROAD-E-O.

13. Give a final report of all scores and final positions to the State Committee Member attending the Regional ROAD-E-O. These scores cannot be changed after the day of the event.
14. News releases before and after the event.
15. Notify the winners and alternates of the next level of competition. Give their original Regional registration forms to the State Committee upon completion of Regional ROAD-E-O.

#### F. Secretary and Treasurer Duties

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

#### G. Committee's Financial Responsibilities

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

#### H. Expenditure Approval Form

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

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

### STATE COMMITTEE

#### A. Ohio School Bus Driver Safety ROAD-E-O Committee

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

#### B. Meeting Schedule

The State ROAD-E-O Committee shall convene a meeting of all Pre-Service Instructors and Regional Chairpersons and/or Regional Co-Chairpersons in February or March to update the group, to emphasize consistency in operations, and distribute appropriate materials. Time, place, and date of the meeting are to be determined by the State Committee.

**C. STATE ROAD-E-O Committee Responsibilities**

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

**D. Chairperson's Duties**

1. Chairperson shall be in charge of the ROAD-E-O and shall oversee the entire operation. The Chairperson may delegate responsibilities to other Committee members.
2. Arrange with the host school for use of facilities and buses.
  - space for skill events
  - classroom for written tests
  - two classrooms for Drivers
  - restrooms
  - refreshments and/or lunch room
  - registration area
  - classroom for scoring tabulation
3. Lay out the course with the assistance of the Committee members.
4. Arrange for necessary equipment and materials.
  - 12 or more clipboards
  - 2 stopwatches (1 as a backup)
  - 10 standards for diminishing clearance (if used)
  - traffic cones (must be uniform --28 inches or more)
  - at least 5 barriers (3 for turn-around and 2 for the off-set)
  - start line and finish line (tape, paint, or extra cones)
  - mats for pick up and drop off zone
  - railroad sign and tracks
5. Appoint members to the Grievance Committee (one from the Committee, one judge working that day, and a driver selected by the drivers).
6. Arrange for adequate buses for driving.
7. Prepare a time schedule.
8. Orientation of judges support personnel and drivers.
9. Obtain and present awards and certificates.
10. Report the names of the winners and alternates to ODE Committee Member for forwarding to National ROAD-E-O.
11. News releases before and after the event.
12. Notify the winners and alternates of the next level of competition. Send information concerning the INTERNATIONAL ROAD-E-O.
13. Select individuals to conduct welcoming ceremonies and award presentations.
14. Mail congratulatory letter to the winner and his/her superintendent.
15. Select, order, and distribute awards, plaques, etc.

**E. Secretary's Duties**

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

**F. Treasurer's Duties**

1. Receive registrations and entrance fees.
2. Pay bills as approved.
3. Prepare periodic financial reports for the Committee.
4. Prepare financial records for audit.
5. Maintain orderly financial records.
6. Receive and present all Regional expenditure requests to the State Committee for approval.
7. Maintain all final results scores from State ROAD-E-O's.

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

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

**Support Areas****Number of Support Personnel**

Tabulation Room	6
Runners	8
Bus Delivery Drivers	12

**H. The State Committee's Responsibilities**

1. Provide funds for expenses (supplies, certificates, and awards).
2. Publicize in OAPSE News, OAPT Newsletter, OEA Ohio Schools, ODE newsletter, etc.
3. Publicize in school publications.
4. Provide personnel for Committee and ROAD-E-O duties.
5. Urge School Districts to provide drivers with time and equipment to practice and participate.
6. Design and provide the appropriate awards.

7. Conduct informational meetings with Pre-Service Instructors, Regional Chairperson and/or Regional Co- Chairperson prior to the Regional ROAD-E-O. Such a meeting should be held in February/March, if possible.
8. Provide all Regional and State results to the ODE Pupil Transportation office.

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**Cmhfarms51@yahoo.com**

Kathy Abrahamson

Bus Driver  
Newton Falls Exempted Village  
811 Ridge Road  
Newton Falls, Ohio 44444  
440-212-1192  
**Abr05@aol.com**

**Vacant****AT-LARGE**Ken Stevenson

Sub Driver  
Madeira City Schools  
6568 Drake Rd  
Cincinnati, Ohio 45243  
**kstevenson4@yahoo.com**

Terri Jones

Sub Driver  
Gahanna-Jefferson Public Schools  
160 Hamilton Rd  
Columbus, Ohio 43230  
**katelo327@yahoo.com**

Robert Ball

Transportation Supervisor  
Ridgemont Local Schools  
560 W. Taylor St  
Mt. Vicorty, Ohio 43340  
**Robert.ball@ridgemont.k12.oh.us**

**OHIO SCHOOL BUS DRIVER PRE-SERVICE REGIONAL OFFICES**

**Northwest**

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

**Northeast**

Ashtabula County ESC  
2630 West 13<sup>th</sup> Street Suite A  
Ashtabula, Ohio 44004  
(440) 576-9023  
Lori Fanger, Instructor  
lori.fanger@ashtabulaesc.org

**West**

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

**North**

Medina County ESC  
124 West Washington Street  
Medina, OH 44256-1999  
(330) 723-6393 ext. 117  
Jim Sullivan, Instructor  
jsullivan@medina-esc.org

**Central**

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

**South**

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

**East**

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

**Southwest**

Warren County ESC  
1879 Deerfield Rd  
Lebanon, OH 45036  
(513) 695-2927  
Brandon Anness, Instructor  
Brandon.Anness@warrencountyesc.com



# APPENDIX

REGISTRATION Form

GRIEVANCE Form

SUGGESTED Agenda Form

EVALUATION Form

APPLICATION TO JUDGE Form

CONTESTANT BIOGRAPHICAL Form

AWARDS Listing

REQUEST FOR REIMBURSEMENT FORM

INTERNATIONAL ROAD-E-O Form

EXPENDITURE APPROVAL Form



## OFFICIAL ENTRY FORM

### OHIO SCHOOL BUS DRIVER SAFETY ROAD-E-O

**Please Print or Type**

Driver's Name \_\_\_\_\_  
 School District \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 City \_\_\_\_\_ Zip \_\_\_\_\_

Driver's License No. \_\_\_\_\_  
 Contractor Name \_\_\_\_\_  
 Home Phone No. \_\_\_\_\_  
 E-mail \_\_\_\_\_

Will this be your first year of participation? ☐ Yes  
 If driving on a team, list your team members:

☐ No  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_

Check what type of bus you wish to  
 compete in:

☐ Conventional ☐ Transit

**DRIVER MUST MAIL ALONG WITH REGISTRATION FORM COPIES OF THE FOLLOWING:  
 C.D.L., PRE-SERVICE CERTIFICATE AND DISTRICT SCHOOL BUS DRIVER CERTIFICATE**

A TEN DOLLAR (\$10.00) REGISTRATION FEE MUST ACCOMPANY THIS ENTRY FORM. ALL  
 ENTRANTS MUST BE REGISTERED AND PAID 7 DAYS PRIOR TO THE ROAD-E-O.

**THERE WILL BE NO REGISTRATION OR MONEY COLLECTED THE DAY OF THE EVENT.**

You will need to show your driver's license the day of the ROAD-E-O.

### RELEASE

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

- 1 Both as to myself and heirs and personal representatives, I release the Ohio School Bus Driver Safety ROAD-E-O and all its officials or representatives from any damage or injury which I may receive from attending or participating in said event.
2. The Ohio School Bus Driver Safety ROAD-E-O or its assigns shall have the right to use any photographs taken of me in connection with the event.
3. I will be bound by all rules and regulations governing the Ohio School Bus Driver Safety ROAD-E-O while participating in said event.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

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

Driver \_\_\_\_\_ Printed Name \_\_\_\_\_

PLEASE SEND THIS FORM AND \$10.00 TO THE APPROPRIATE REGIONAL OFFICE. THE \$10.00 IS **NON-REFUNDABLE**.  
**PLEASE MAKE CHECKS PAYABLE TO: "STATE SCHOOL BUS DRIVER ROAD-E-O COMMITTEE."** Mail  
to:

Must be postmarked  
 by: 7 Days prior to the  
 Regional Event

#### FOR OFFICE USE ONLY:

PAID  
 TEAM NUMBER  
 PRE-SERVICE T-9 CERTIFICATE  
 DISTRICT BUS DRIVER CERTIFICATE  
 DRIVER'S LICENSE

## ROAD-E-O GRIEVANCE FORM

Drivers who feel that an interference or problem affected their event(s) **must verbally notify the Head Judge at the completion of their final event while still on the bus.**

The final event head judge will give the driver a grievance form with time received. **Drivers filing a grievance must do a written grievance form within 10 minutes of notifying the Head Starter upon parking the bus.** The grievance form must be turned into the Head Judge.

If the grievance is upheld, the driver will be permitted to repeat the grieved event(s), and the new score(s) will be entered on the tabulation page if the interference or problem is confirmed, the ROAD-E-O Committee will escort the driver to the specific event(s), and allow them to repeat the event(s). The new score(s) will be used.

Notifications of interference or problems on the course not provided to the Head Judge at the final event will not be accepted.

**Head Judge final Event:** \_\_\_\_\_ **Time:** \_\_\_\_\_

DRIVER'S NAME \_\_\_\_\_

DRIVER'S NUMBER \_\_\_\_\_

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

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

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

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

**QUESTION BEING RAISED ABOUT THE RULE:**

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

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For Committee Use Only:

Remedy Explanation:

Disposition: Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

**ROAD-E-O TIME SCHEDULE****EACH REGION MAY SET OWN TIMES  
CHECK YOUR REGION FOR TIMES**

7:00 - 7:30 am	Registration for Judges
7:30 - 8:10 am	Judges Meeting
7:30 - 8:00 am	Registration (Sign in for Drivers) Physical Review of Vehicles to be used on course
8:15 - 8:30 am	Welcome, Announcements, Instructions
8:30 - 8:50 am	Drivers "Walk-about" on course
8:50 - 9:00 am	Questions/Answers from "Walk-about"
9:00 - 9:40 am	Written General Knowledge (Regional and State)
10:00	Driving Events
After completion of driving events	Completion of ROAD-E-O  Release Driver Tabulation Forms  Presentation of Awards and Photographs (All winners are encouraged to remain for individual and/or group photos)

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

This application is to be completed at the Regional ROAD-E-O and given to the State Committee Representative. This application may then be mailed, hand delivered, e-mailed, or electronically scanned and sent to: Ohio Department of Education, Pupil Transportation, 25 South Front Street, Mail stop G04, Columbus, OH 43215-4183. If e-mailing or electronically scanning, the address is **schoolbus@education.ohio.gov**

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

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

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

COUNTY \_\_\_\_\_

E-MAIL \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

**STATE CHAMPIONSHIP**  
**OHIO SCHOOL BUS DRIVER SAFETY ROAD-E-O DRIVER**  
**BIOGRAPHICAL INFORMATION / STATE APPLICATION**

Name \_\_\_\_\_ CDL # \_\_\_\_\_

Road-E-O Region competed in \_\_\_\_\_ Region Final Position \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_

Email \_\_\_\_\_

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

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

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

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

Type of bus driven this year: Conventional \_\_\_\_\_ Transit \_\_\_\_\_ Grade levels transported \_\_\_\_\_

Description of your bus: Make/Model \_\_\_\_\_ Capacity \_\_\_\_\_ Year \_\_\_\_\_

Personal interests and hobbies:

How many ROAD-E-O's have you competed in \_\_\_\_\_ Best finishing position in previous ROAD-E-O's \_\_\_\_\_

Why do you like being a Professional School Bus Driver?

Goals when you retire:

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

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

**LIST OF AWARDS FOR ROAD-E-O'S (subject to change)****Regional ROAD-E-O**

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

**State ROAD-E-O**

All:	Participation Certificate 1 Yearly Chevron
Individual Winner:	Plaque for 1st – 6th place winners Medallion for 1st - 6th place winners
State Winners	Grand Champion - highest score Trophy for the Grand Champion to keep Top Placing Transit Driver Top Placing Conventional Driver
Team:	Certificate for each member of the 1st, 2nd and 3rd place winning teams Plaque for 1st place team
Judges:	1 Patch
Chairperson:	1 Plaque

**International Eligibility:**

1st Transit:	Reimbursement of expenses for lodging, travel, and meals (not to exceed \$600.00) for competing at the International ROAD-E-O event ( <b>DRIVER MUST COMPLETE INTERNATIONAL EVALUATION INCLUDING PLACEMENT AND SUBMIT WITH EXPENSE REPORT FOR REIMBURSEMENT</b> )
1st Conventional:	Reimbursement of expenses for lodging, travel, and meals (not to exceed \$600.00) for competing at the International ROAD-E-O event ( <b>DRIVER MUST COMPLETE INTERNATIONAL EVALUATION INCLUDING PLACEMENT AND SUBMIT WITH EXPENSE REPORT FOR REIMBURSEMENT</b> ) Reimbursement of International ROAD-E-O registration fee

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

**REQUEST FOR REIMBURSEMENT FOR INTERNATIONAL ROAD-E-O**

(Only Applicable for Drivers Sponsored by State Committee)

(Attach all receipts)

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

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

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

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

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

**EVALUATION OF INTERNATIONAL ROAD-E-O**

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

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

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

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

Comments/Recommendations:

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# **EVENTS GUIDE**

## **Driving Course**

Driving skills events will be administered at each regional site and at the state site. Sequences of the skill events may be changed

each year and may be rearranged in order to conform to local situations, due to facilities layouts/restrictions. Each individual skill

event shall be designed as shown in the diagrams in this Ohio ROAD- E-O Handbook and Events Guide.

1. Scoring items and driver requirements for each event shall be as listed on the event sheets in the Ohio ROAD-E-O Handbook and Events Guide.
2. The State Committee may add/delete events each year. One of the individual events will have a time limit. Drivers who do not complete this event within the time limit will be motioned on to the next event.
3. Each event shall have a maximum score.
4. Seat belts must be worn at all times when driving the school bus.
5. Headlights on the vehicle must be on at all times

### **Proposed number of Judges and Support Personnel for Regional and State ROAD-E-O, by event:**

<b>Events</b>	<b>Number of Judges</b>
General Knowledge (Written for both Region and State)	4
Pre-Trip Inspection Event	4
Right/Left Turn	4
Railroad Crossing	3
Student Right Side Pick-up & Drop-off	5
Student Left Side Pick-up & Drop-off	5
Offset Street	5
Diminishing Clearance	2
Forward Stop Line	2
Reverse Serpentine	3
Turnaround	4
Field Judge.	1
<b>Support Areas</b>	<b>Number of Support Personnel</b>
Tabulation Room	6
Runners	8
Bus Delivery Drivers	12
Course Set-up	8
Mirror/Seat Adjusters	2
Starters (inside, outside, at line)	3



## General Instructions for Drivers

This ROAD-E-O is held to provide an opportunity for professional school bus drivers to demonstrate their skills and knowledge specific to school transportation operations. All drivers must read and comply with all of the instructions and guidelines offered herein.

1. Drivers must pre-register for the ROAD-E-O no less than 7 days prior to the scheduled date.
2. Drivers must have a valid CDL with S and P endorsements.
3. Drivers must be listed as ACTIVE with the Ohio Department of Education as a school bus driver, and must be current with all state requirements for school bus drivers.
4. All drivers must report to the registration desk prior to the posted time in order to be allowed to compete in the Road-E-O.

### **Regulations for Drivers**

1. Drivers are required to remain in the driver preparation area until called to begin the ROAD-E-O. Drivers are not allowed on the course or adjacent to any of the events.
2. Drivers must report to events they are called for within 5 minutes of the announcement. If a driver is not available to participate when called they may be disqualified.
3. Driver must conduct him/herself accordingly as if there were students on the bus. In all events the doors must remain closed unless the rules of an event require the door to be opened.
4. Each driver will be allowed a maximum of six (6) minutes to familiarize him/herself with the instrumentation and controls of the bus prior to the operation of the vehicle to be driven in the ROAD-E-O. The driver may request assistance from support personnel in the adjustment of mirrors and seats within the manufactured specifications.
5. Drivers who feel that an interference or problem affected their ROAD-E-O event(s) may notify the Head Starter upon exiting the bus at the end of the course. If the interference or problem is confirmed, the Road-e-o committee will escort the driver to the specific event(s), and allow them to repeat that event(s). The new score will be used. **Notifications of interference or problems on the course not provided to the Head Starter upon exiting the bus at the end of the course or it will not be accepted.**
6. Drivers must exercise continuous forward motion on the course, unless they are directed to stop by a judge, another vehicle impedes forward progress, or it is necessary to stop to prevent harm or injury.

**Disqualifications**

Any of the following will result in disqualification:

1. Any misconduct on the part of a driver, spectator or volunteer such as the following:
  - a. Unprofessional behavior
  - b. Speeding and/or unsafe driving on the course
  - c. Use of drugs and/or alcohol during or immediately prior to the competition
  - d. Intentional damaging of Road-E-O equipment
2. Any driver who knowingly accepts signals from anyone will be automatically disqualified. For this reason, all spectators will be required to stay a minimum of 50 feet from the perimeter of each event.
3. Failure to maintain proper driving position, (i.e. firmly in the driver's seat, hands on the wheel)
4. A driver is not allowed to place his/her head out of the window. Modifications of the driver's seat in any way other than the manufacturer's standards, that could help the driver, will disqualify the driver and may disqualify any other driver prior to the discovery. Drivers may use a driving cushion. No attachments to the brake or gas pedal will be allowed.
5. Any bus used for the ROAD-E-O shall have mirrors that are normally used during the normal daily route. Mirrors can be adjusted to provide the driver vision that would normally be required for the safe operation of the vehicle.
6. No smoking, eating or drinking beverages will be allowed during the driving events.
7. Drivers who fail to operate the vehicle with headlights on during the driving events will receive demerits.
8. Drivers may not use cell phones or other personal electronic devices during the ROAD-E-O.

# General Knowledge

# Test Maximum Score 50

25 questions, 2 points each and a 40 minutes' time limit.

**PURPOSE OF TEST:** To be a professional school bus driver, the driver must know state vehicle laws and Ohio Department of Education Rules and Regulations which control the use and operation of Ohio school buses. A driver must be conscious of these laws and regulations and be alert to any changes. A professional driver must know and abide by all vehicle and traffic regulations.

## SAMPLE QUESTIONS:

THESE QUESTIONS ARE TRUE OR FALSE.

On the answer sheet, Circle "a" if the statement is true and "b" if the statement is false.

1. If a school bus driver has a current CDL, that driver is not required to have an annual medical examination.
  - a. True
  - b. False

THESE QUESTIONS ARE MULTIPLE CHOICE.

Choose the correct answer and circle the corresponding letter: a, b, c or d.

2. School bus drivers are responsible to perform an inspection of the school bus:
  - a. Twice a week
  - b. Weekly
  - c. Daily
  - d. None of the above

WRITTEN QUESTIONS WILL BE TAKEN FROM:

1. Pre-Service School Bus Driver Training Manual – Source 2020 Pre-Service Manual

## Pre-Trip Inspection Instructions

Participants will be escorted to the Pre-trip event area and are to perform a pre-trip inspection of the bus designated for the test. All buses will be the same style. Competitors will be scored on their ability to find 5 defects in (12 minutes Regional) and (8 minutes at State) using a systematic approach. Competitors should use a method based upon the recommended number procedures in the preservice manual and operation rules.

Each bus will have five (5) designated defective items. The participant must list the items on the score sheet provided. Proper spelling is not required, but writing must be legible.

Each defect is valued at 15 points, for a total of 75 points possible. Drivers must use a systematic method to complete their pre-trip. Each time a contestant steps on and off the bus will be counted, with 10 demerits being charged for each occurrence of getting off the bus or on the bus over 3 times.

This event will have a strict (12 minutes Regional) and (8 minutes at State) time limit. Each bus will have a judge. The judge will alert the participant at 1 minute time remaining and at the expiration of the time limit. The judge will only answer questions about the score sheet and timing. The judge will not answer questions about the defects.

The participant must give the score sheet to the judge immediately upon expiration of the time limit. Failure to do so will result in a penalty of 75 demerits. Any photo, text, or verbal communication of this event among Road-E-O participants before all have completed the event will result in a penalty of 75 demerits.

The key may be moved to the accessory position during the inspection. It will **NOT** be necessary to start the engine of the bus to perform the inspection. The Gauge Check, Air Brake Check, Hydraulic Brake Check, and Operation Inspection of Steering, Parking Brakes, Service Brakes, Engine Noise, Transmission, and Clutch are not included in this event as they require the engine to be running. Nor do you need to physically check fluids.

Participant Number

Bus Inspected

## Pre-Trip Inspection

**Maximum Score: 75**

**Purpose of Test:** A school bus driver is required by law to perform and document a daily inspection of the bus before transporting students. A school bus found to be unsafe shall not be used for the transportation of pupils until such defects are corrected. A physical inspection should be conducted in a systematic manner to assure that the bus is safe. All participants must perform a pre-trip inspection of a bus. Participants will have a transit or conventional bus provided for the test. **It will not be necessary to start the engine of the bus to perform the inspection. Nor do you need to physically check fluids.** The defects designated will be taken from:

1. Ohio Pupil Transportation Operation and Safety Rules
2. Pre-Service School Bus Driver Training Manual
3. Digest of Ohio Motor Vehicle Laws
4. CDL Sections 1-5 and Sections 10, 11, & 13 (2010 edition)

**Scoring:** Each bus will have five (5) designated defective items. The participant must list the items on the score sheet provided. Proper spelling is not required, but writing must be legible. **Contestants can write as many defects as they find but note that only five have been designated as the actual defects for scoring for this event.**

**Each defect is valued at 15 points, for a total of 75 points possible.** Drivers must use a systematic method to complete their pre-trip. Each time a contestant steps on and off the bus will be counted, with **10 demerits being charged for each occurrence of getting off the bus or on the bus over 3 times.**

This event will have a strict (12 minutes Regional) and (8 minutes at State) time limit. Each bus will have a judge. The judge will alert the participant at 1 minute time remaining and at the expiration of the time limit. The judge will only answer questions about the score sheet and timing. The judge will not answer questions about the defects.

	Defect	Demerits (15 POINTS EACH)
1		
2		
3		
4		
5		
	Time to be completed by judge: Actual Time:	
	Sequence to be completed by judge: Times on Bus: Times off bus:	

**(10 demerits for each time on and off the bus over 3 times)**

Judge's Signature: \_\_\_\_\_

**Total Demerits**

# RIGHT/LEFT TURN

## SPECIFICATIONS AND SCORE SHEET

Driver Number \_\_\_\_\_

Bus Driven C T # \_\_\_\_\_

**Right Turn****Maximum Score 50**

PURPOSE OF TEST: This test is designed to determine the driver's ability to properly position the bus and to prepare for and execute the right/left hand turn in a continuous motion without touching the curb/line, excessively encroaching on the adjacent traffic lanes or stopping.

SCORING: Scoring will be based on the method in which the driver enters and recovers from the turn. The right/left outside rear tire must touch the space between the curb/line and the demerit zone for no demerits to be assessed. Only the portion of the tire tread that actually is in contact with the ground will be judged. No more than 50 demerits shall be deducted.

Description Right/Left Turn	DEMERIT VALUE	DEMERITS TAKEN
Failure to activate right/left directional signal	15	
<input type="checkbox"/> Raising self-off seat <input type="checkbox"/> Driver sticks head out window (each 10 demerits)	20	
Any part of tire touches curb	50	
Demerit zone 1		
0"-3"	10	
3"-6"	20	
6"-9"	30	
9"-12"	40	
12"-15"	50	
Demerit zone 2		
0"-3"	10	
3"-6"	20	
6"-9"	30	
9"-12"	40	
12"-15"	50	

Charge 10 demerits for each complete stop

1 2 3 4 5

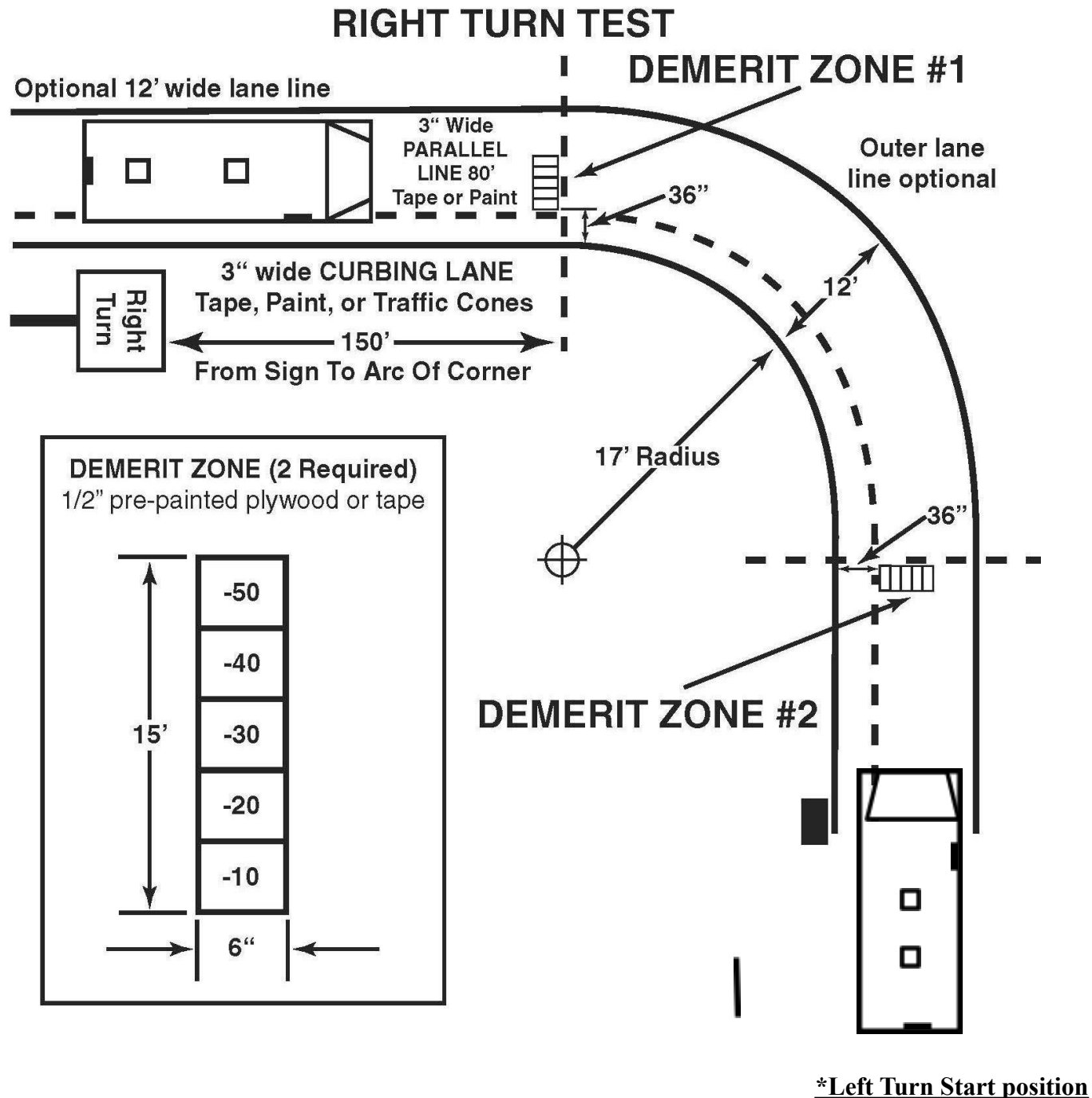
Charge 50 demerits for backing C

Charge 50 demerits for failure to take part in and/or complete the event

Head Judge's name (please print)

TOTAL DEMERITS

## RIGHT/LEFT TURN EVENT (Continued)



# OFFSET STREET EVENT

## SPECIFICATIONS AND SCORE SHEET

DRIVER NUMBER \_\_\_\_\_

BUS DRIVEN C T # \_\_\_\_\_

### Offset Street

**Maximum Score 75**

**PURPOSE OF TEST:** To test the driver's ability to maneuver the vehicle through tight places that are not in a straight line set-up. This problem simulates conditions that might be encountered when driving in heavy traffic on narrow streets or through construction zones that might be encountered on a route. **The offset may be set up to the right or to the left of the entry alley.**

**SCORING:** The violations for which demerits will be given and the number of demerits charged are set forth below. **No more than 75 demerits may be deducted.**

DESCRIPTION	DEMERIT VALUE	DEMERITS TAKEN
Charge 10 demerits for each cone touched 1 2 3 4 5 6 7 8 (circle each cone that is touched)	Max 75	
Charge 25 demerits for every barrier touched 1 2 (circle barrier touched)	Max 50	
Charge 10 demerits for any instance the forward motion of the bus is stopped Number of instances bus stopped 10	Max 75	
Charge 50 demerits for backing after entering the approach lane	50	
Charge 75 demerits for failure to take part in and/or complete the event	75	
<input type="checkbox"/> Raising self-off seat <input type="checkbox"/> Driver sticks head out window (each 10 demerits)	20	

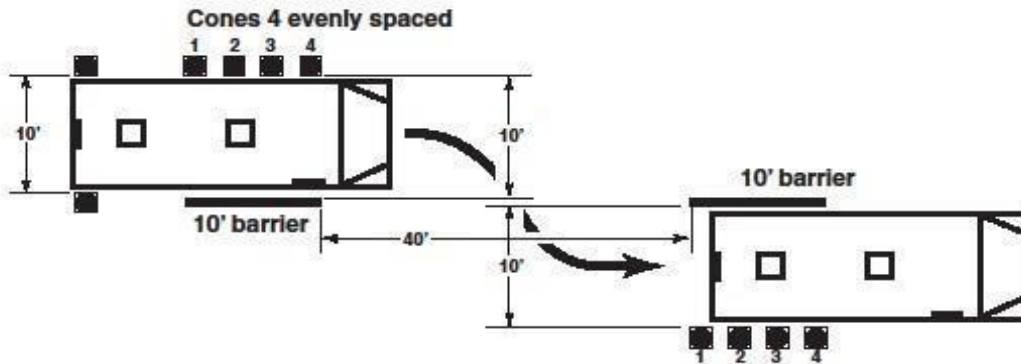
 \_\_\_\_\_  
 Head Judge's name (please print)

**TOTAL DEMERITS**

**NOTE: The base of the cone counts as touching the cone.**



## OFFSET STREET EVENT



Two Cones 10' apart indicating start of event.  
No set distance from barrier.

Note: All cones to be uniform, 45" or higher.

Pieces of PVC, wood, etc., must be inserted in to the middle of the cone to reach the 45" height requirement if not using 45" cones.

## NOTES

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***Please Note: Distance between the barriers will be the bus body length plus 4 feet.  
Entry into the alley can be set up to start from either the Right or Left of the first barrier.***

# RIGHT SIDE STUDENT PICK-UP AND DROP-OFF EVENT

## SCORE SHEET

DRIVER NUMBER \_\_\_\_\_

BUS DRIVEN C T # \_\_\_\_\_

**RIGHT SIDE STUDENT PICK-UP & DROP-OFF****Maximum Score: 125**

**PURPOSE OF TEST:** The purpose of this test is to evaluate the driver's alertness and proper procedures, such as door use, official hand signal, and verbally counting mirrors while in the process of loading and unloading pupils. **Pick-up will be from right side Designated Place of Safety and Drop-off will be to the right side Designated Place of Safety.**

**SCORING:** 1 Student & 1 Judge to enter the bus at the Pick-up point. Student will depart the bus at the Drop-off point. Judge will score the event and will remain on the bus to score the Left Side event. The violations for which demerits will be given and the demerits charged for each violation are set forth below. **No more than 125 demerits may be deducted.**

**RIGHT SIDE STUDENT PICK-UP**

Description Student Pick-up (Right Side)	DEMERIT VALUE	DEMERITS TAKEN
Failure to check traffic and actuate amber warning lights	20	
Failure to stop bus at designated area within 18" of marker, set parking brake, shift to neutral, & open service door in proper sequence	15	
Opens door prior to bus being stopped & brake set	40	
Hand up to hold students in designated place of safety & opposite hand covering the horn	20	
Check Traffic & Mirrors--Make eye contact – slowly drop hand straight down	10	
Count and greet students as they load the bus & check overhead mirror to make sure students are seated	10	
Shift into gear, count mirrors out loud (in proper sequence), close door, release brake, check R & L mirrors prior to pulling away	15	

**Continued on back.**

**RIGHT SIDE STUDENT DROP-OFF**

<b>Description Student Drop-off (Right Side)</b>	<b>DEMERIT VALUE</b>	<b>DEMERITS TAKEN</b>
Failure to do Traffic Check & actuate amber warning lights	20	
Failure to stop bus at designated area within 18" of marker, set parking brake, shift to neutral & open service door in proper sequence	15	
Give discharge instructions with red warning lights on:  "If it is safe, go directly to your <b><u>driver's designated place of safety which is the cone</u></b> and <b><u>remain there until the bus leaves.</u></b> "	20	
If I blow my <b><u>horn that means danger. Recheck traffic</u></b> – if you see nothing, look back at me for further instructions."	20	
Check Traffic/Mirrors, cover horn, count students exiting bus, recount students at designated place of safety	20	
Shift into gear, count mirrors out loud (in proper sequence), close door, release brake, check R & L mirrors prior to pulling away	15	
Failure to close service door or moving with service door open	40	
Charge 125 demerits for failure to take part in and /or complete the event	125	
<input type="checkbox"/> Raising self-off seat <input type="checkbox"/> Driver sticks head out window (each 10 demerits)	20	

NOTE: **BOLD** words must be scored with exact wording!

<p>_____</p>	<b>TOTAL DEMERITS Right Side Pick-up and Drop-off (<u>both sides of score sheet</u>)</b>
Scoring Judge's name (please print)	
<p>_____</p>	
Head Judge's name (please print)	

# LEFT SIDE STUDENT PICK-UP AND DROP-OFF EVENT

## SCORE SHEET

DRIVER NUMBER \_\_\_\_\_

BUS DRIVEN C T # \_\_\_\_\_

### LEFT SIDE STUDENT PICK-UP & DROP-OFF

**Maximum Score: 125**

**PURPOSE OF TEST:** The purpose of this test is to evaluate the driver's alertness and proper procedures, such as door use, official hand signal, and verbally counting mirrors while in the process of loading and unloading pupils. **Pick-up will be from left side Designated Place of Safety and Drop-off will be to the left side Designated Place of Safety.**

**SCORING:** 1 Student to enter the bus at the Pick-up point. 1 Judge will have remained on the bus from the Right Side event & will score the event. Student & Judge will depart the bus at the Drop-off point. The violations for which demerits will be given and the demerits charged for each violation are set forth below. **No more than 125 demerits may be deducted.**

### LEFT SIDE STUDENT PICK-UP

Description Student Pick-up (Left Side)	DEMERIT VALUE	DEMERITS TAKEN
Failure to check traffic actuate amber warning lights	20	
Failure to stop bus at designated area within 18" of marker, set parking brake, shift to neutral, & open service door in proper sequence	15	
Opens door prior to bus being stopped & brake set	40	
Hand up to hold students in designated place of safety & opposite hand covering the horn	20	
Check Traffic & Mirrors--Make eye contact – slowly drop hand straight down	20	
Count and greet students as they load the bus & check overhead mirror to make sure students are seated	10	
Shift into gear, count mirrors out loud (in proper sequence), close door, release brake, check R & L mirrors prior to pulling away	15	

**Continued on back.**

**LEFT SIDE STUDENT DROP-OFF**

<b>Description Student Drop-off (Left Side)</b>	<b>DEMERIT VALUE</b>	<b>DEMERITS TAKEN</b>
Failure to do Traffic Check and actuate amber warning lights	20	
Failure to stop bus at designated area within 18" of marker, set parking brake, shift to neutral & open service door in proper sequence	15	
Give discharge instructions with red warning lights on:  "Walk <b>10 steps</b> (or more) along the side of the roadway to the front of the bus & <b>wait for my hand signal</b> . When I drop my hand, <b>walk to the center of the road &amp; stop there to check traffic on your own</b> before crossing.	20	
If it is safe, go directly to your <b>driver's designated place of safety which is the cone</b> and <b>remain there until the bus leaves</b> .	20	
If I blow my <b>horn that means danger. Recheck traffic</b> – if you see nothing, look back at me for further instructions."	20	
Check Traffic & Mirrors, cover horn, count students exiting bus, check traffic before giving hand signal, recount students at designated place of safety	20	
Shift into gear, count mirrors out loud (in proper sequence), close door, release brake, check R & L mirrors prior to pulling away	15	
Failure to close service door or moving with service door open	40	
Charge 125 demerits for failure to take part in and /or complete the event	125	
<input type="checkbox"/> Raising self-off seat <input type="checkbox"/> Driver sticks head out window (each 10 demerits)	20	

Note: **BOLD** words must be scored with exact wording!

	<b>TOTAL DEMERITS</b> <b>Left Side Pick-up and Drop-off</b> <b>(both sides of score sheet)</b>
Head Judge's name (please print)	

[illegible]

# RAILROAD CROSSING EVENT

## SPECIFICATIONS AND SCORE SHEET

DRIVER NUMBER \_\_\_\_\_

BUS DRIVEN C T # \_\_\_\_\_

### RAILROAD CROSSING

**Maximum Score 50**

**PURPOSE OF TEST:** The railroad crossing represents one of the greatest hazards in so far as mass injuries and fatalities are concerned. The test is to evaluate the driver's degree of care and knowledge of laws, rules and regulations, when required to operate a school bus across railroad tracks, and to evaluate the driver's skills during such crossing. The driver is to stop the bus between 15-20 feet from the closest rail, while using all appropriate railroad crossing procedures

**SCORING:** The violations for which demerits will be given and the demerits charged for each violation are set forth below. **No more than 50 demerits may be deducted.**

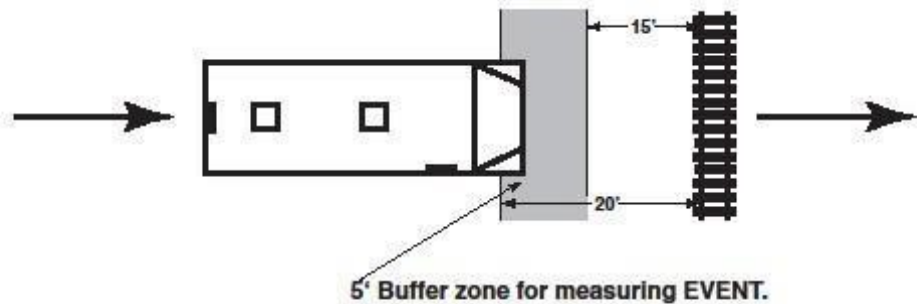
DESCRIPTION	DEMERIT VALUE	DEMERITS TAKEN
Failure to activate hazard lights prior to stopping at railroad crossing	10	
Failure to open driver's window before bus cease motion	10	
Failure to set parking brake and shift to neutral	50	
Failure to open the entrance door.	10	
Failure to look to the right and left (twice both ways)	10	
Stopping before the twenty (20) feet maximum	30	
<b>Crossover Mirrors of the bus is within 15 feet from the closest rail</b>	30	
Warning lights are activated at the crossing	25	
Driver fails to stop for crossing (Automatic Failure)	50	
Failure to close door before moving across track	50	
Backing the bus	50	
Charge 50 demerits for failure to take part in and/or complete the event.	50	
<input type="checkbox"/> Raising self-off seat <input type="checkbox"/> Driver sticks head out window (each 10 demerits)	20	
Charge 10 demerits for each occurrence the wheels stop (must be continuous wheel motion) 1 2 3 4 5	50	

 \_\_\_\_\_  
 Head Judge's name (please print)

**TOTAL DEMERITS**

This is a continuous motion event.  
There will be 2 start cones to begin the event. Once you pass the cones it has to be a continuous motion until the bus stops or there will be demerits.

## RAILROAD CROSSING EVENT



Note: Distance marks are NOT marked on the course.

## NOTES

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# FORWARD STOP LINE EVENT

## SPECIFICATIONS AND SCORE SHEET

DRIVER NUMBER \_\_\_\_\_

BUS DRIVEN C T # \_\_\_\_\_

**Forward Stop Line****Maximum Score 50**

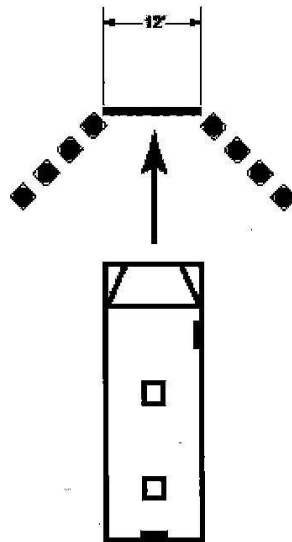
**PURPOSE OF TEST:** This test is designed to determine the driver's depth perception and ability to control their vehicle in close proximity of crosswalks and intersection markers.

**SCORING:** The violations for which demerits will be given and the demerits for each violation are set forth below.  
**No more than 50 demerits may be charged.**

DESCRIPTION	DEMERIT VALUE	DEMERITS TAKEN
Wheels are not between the approach cones	50	
If any portion of the bumper extends over any part of the stop line. If a bus is equipped with a crossing arm, DO NOT deduct if the arm extends over the stop line. <b>Measurement MUST be made from the bumper.</b>	50	
Measure only after the horn is sounded. If horn is not sounded charge 50 demerits	50	
Charge 2 demerits for <b>each inch</b> or fraction thereof that the bus exceeds the tolerance of <b>4" (regional) or 2" (state)</b> Measurement past tolerance _____ inches x 2 demerits = _____		
Failure to set parking brake and shift to neutral	50	
Charge 50 demerits for failure to take part in and/or complete the event	50	
<input type="checkbox"/> Raising self-off seat <input type="checkbox"/> Driver sticks head out window (each 10 demerits)	20	
Charge 10 demerits for each occurrence the wheels stop (must be continuous wheel motion) 1 2 3 4 5	50	

 \_\_\_\_\_  
 Head Judge's name (please print)
**TOTAL DEMERITS**

## STOP LINE EVENT



**There is no set distance between the cones and the stop line.  
The measurement is made from the front edge of the stop line.**

### ***NOTES***

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# REVERSE SERPENTINE EVENT

## SPECIFICATIONS AND SCORE SHEET

**DRIVER NUMBER** \_\_\_\_\_

**BUS DRIVEN C T #** \_\_\_\_\_

### REVERSE SERPENTINE

**Maximum Score 50**

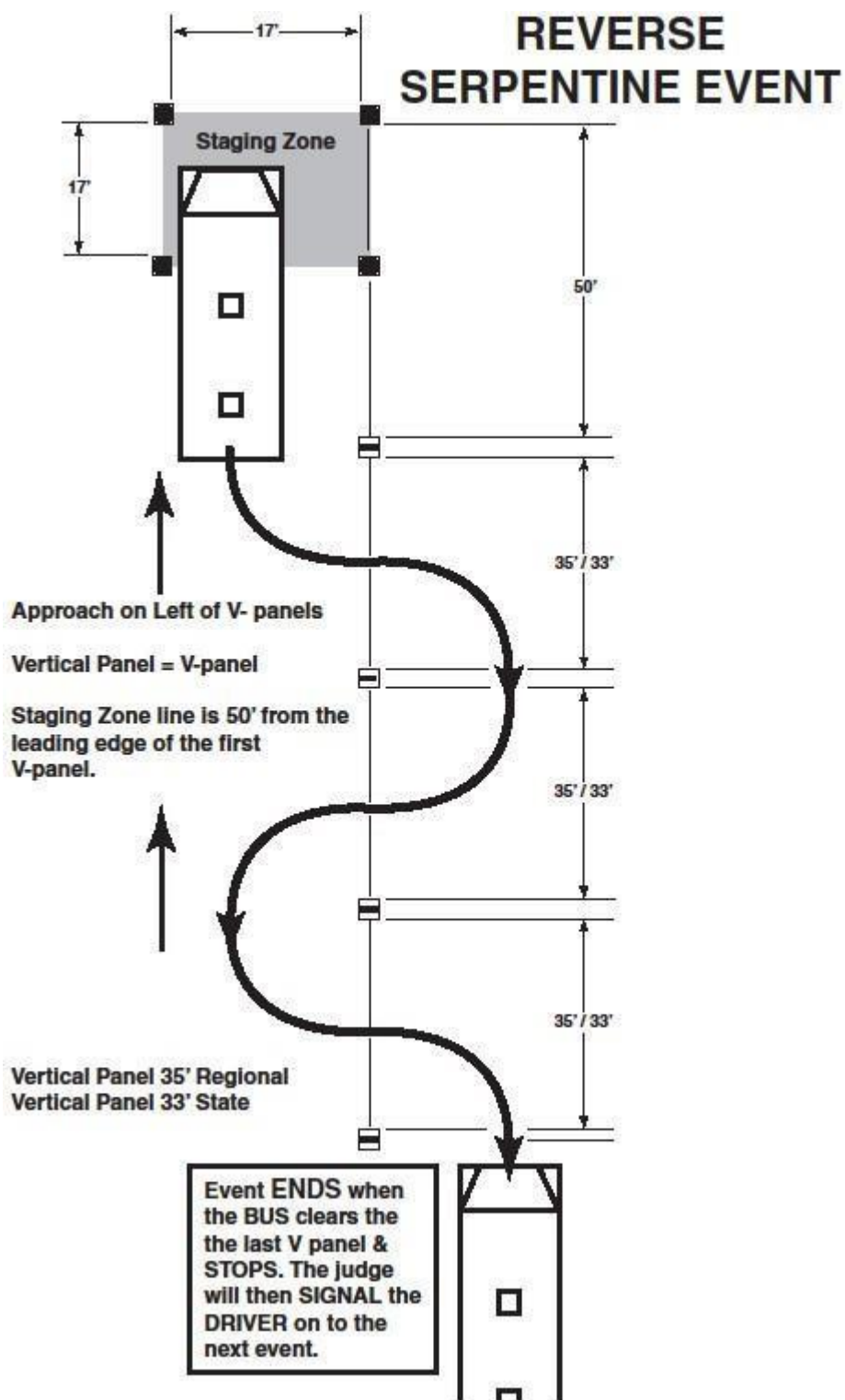
**PURPOSE OF TEST:** This test is designed to determine the driver's ability to maneuver the vehicle in and out of tight places in a reverse motion.

**SCORING:** The violations for which demerits will be given and the demerits for each violation are set forth below.  
**No more than 50 demerits may be charged.**

DESCRIPTION	DEMERIT VALUE	DEMERITS TAKEN
Driver takes a pull-up or stops during maneuver 5 demerits for each occurrence 1 2 3 4 5 6 7 8 9 10 (circle each occurrence)  * Stopping for a pull-up scored as a pull-up not a stop	Max 50	
Failure to activate hazard lights	10	
Failure to sound horn before backing	10	
Bus strikes a V-panel:  Number of strikes _____ x 25 demerits _____	25	
Charge 50 demerits for failure to take part in and/or complete the event	50	
<input type="checkbox"/> Raising self-off seat <input type="checkbox"/> Driver sticks head out window (each 10 demerits)	20	

 \_\_\_\_\_  
 Head Judge's name (please print)

**TOTAL DEMERITS**



# TURNAROUND EVENT

## SPECIFICATIONS AND SCORE SHEET

DRIVER NUMBER \_\_\_\_\_

BUS DRIVEN C T # \_\_\_\_\_

**TURNAROUND****Maximum Score 50**

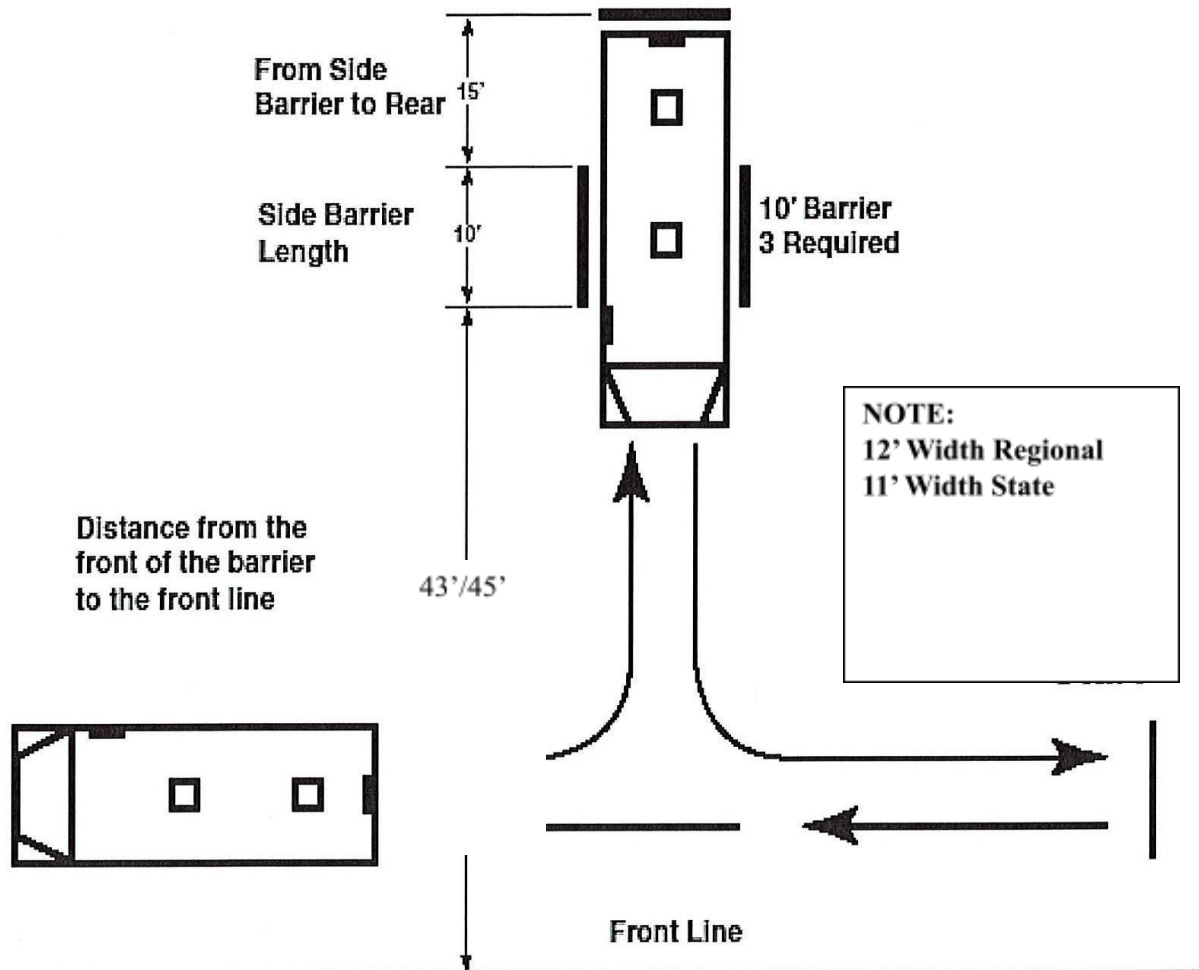
**PURPOSE OF TEST:** To test the driver's ability to maneuver his/her vehicle backward through a narrow space and to judge the distance to the rear of the vehicle. This problem simulates conditions that are encountered in turnarounds. **ANY PORTION OF THE BUS EXTENDING PAST THE VERTICAL PLANE OF THE BARRIER OR THE FRONT BOUNDARY LINE, WILL BE CONSIDERED AS IF CONTACT WAS MADE WITH THE BACK BARRIER OR FORWARD BOUNDARY, AND THE PROPER DEMERITS TAKEN.**

**SCORING:** The violation for which demerits will be given and the demerits charged for each violation are set forth below. Before backing, the bus shall be parallel between the right curb and the left curb (front line). *No more than 50 demerits may be charged.*

DESCRIPTION	DEMERIT VALUE	DEMERITS TAKEN
Bus is not near parallel between left and right curb	10	
Each driver is entitled to one free adjustment before demerits are charged. Charge 10 demerits for each additional <b>adjustment forward or backward</b> <b>Adjustments:</b> Free 10 20 30 40 50 (circle all that apply)	Max 50	
Failure to sound horn before backing each time bus is put in reverse 1 2 3 4 5	10	
<u>Any portion of the bus</u> is over the front line while backing in or pulling out	25	
Failure to use hazard lights	10	
Making contact with any portion of the 10 feet wide side barrier. (Charge 25 demerits each instance) Instances: 1 2	Max 50	
Making contact with or extending beyond the vertical plane of the back barrier with <b>any portion of the bus.</b> (Charge 25 demerits each instance) Instances: 1 2	Max 50	
Measurement is only taken if the brake is set, placed in neutral and horn is sounded. If not done, charge 50 demerits. Charge demerits for each 6" increment over 18" from the closet point of the bus and rear barrier as follows: Actual Measurements _____ <input type="checkbox"/> < 18 - 24 inches 5 demerits <input type="checkbox"/> < 24 - 30 inches 10 demerits <input type="checkbox"/> < 30- 36 inches 15 demerits <input type="checkbox"/> < 36 - 42 inches 20 demerits <input type="checkbox"/> < 42 - 48 inches 30 demerits <input type="checkbox"/> < 48 - 54 inches 40 demerits <input type="checkbox"/> < 54 + over inches 50 demerits	Max 50	
Charge 50 demerits for failure to take part in and/or complete the event	50	
<input type="checkbox"/> Raising self-off seat <input type="checkbox"/> Driver sticks head out window (each 10 demerits)	20	

 \_\_\_\_\_  
 Head Judge's name (please print)
**TOTAL DEMERITS**

## TURNAROUND EVENT



### NOTES:

**Buses 72 passenger or smaller distance from front barrier is 43 feet.  
Buses 77 passenger or bigger distance from front barrier is 45 feet.**

# DIMINISHING CLEARANCE EVENT

## SPECIFICATIONS AND SCORE SHEET

DRIVER NUMBER \_\_\_\_\_

BUS DRIVEN C T # \_\_\_\_\_

### Diminishing Clearance

**Maximum Score 50**

**Purpose of the test:** In this test, the contestant is required to maneuver the bus in a straight line through a set of side barriers established with diminishing clearances, while maintaining a smooth and continuous manner of operation of the vehicle.

**Instructions:** Five pairs of parallel cone stanchions are set up. Each pair of cone stanchions is parallel to the next. The distance between each pair of standards is 25 feet. The width of each pair varies as follows:

First pair	Width of the bus plus 10 inches
Second pair	Width of the bus plus 8 inches
Third pair	Width of the bus plus 6 inches
Fourth pair	Width of the bus plus 4 inches
Fifth pair	Width of the bus plus 2 inches

**SCORING:** The violations for which demerits will be given and the demerits charged for each violation are set forth below. **No more than 50 demerits may be deducted.**

DESCRIPTION	DEMERIT VALUE	DEMERIT S TAKEN
Charge 4 demerits for each stopping forward motion of bus 1 2 3 4 5 (Maximum of 20 demerits)	Max 20	
Charge 10 demerits each instance of touching the cone/stanchion 1 2 3 4 5 (Maximum of 50 demerits)	Max 50	
Charge 50 demerits for failure to take part in and/or complete the event	50	
Charge 50 demerits for backing the bus during the event	50	

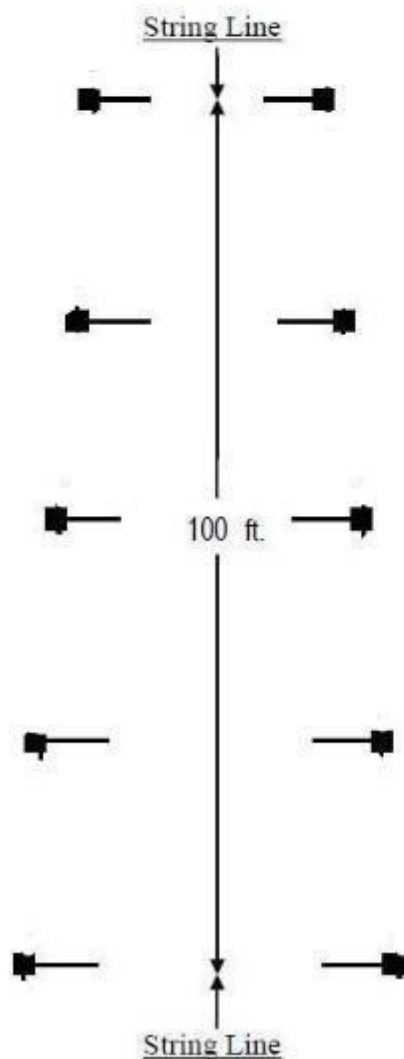
\_\_\_\_\_  
Head Judge's Name (please print)

**TOTAL DEMERITS**

**NOTE: The base of the cone counts as touching the stanchion**

**LAYOUT & DIRECTIONS:**

1. Measure a distance of 100'
2. Mark the measurement at 25' intervals.
3. Place a straight line down with string. Stretch tight.
4. Secure width of buses to be used in competition. Consider rub rails, rubber around tire wells or any other object that will hit the standards such as mirror brackets, etc.
5. Determine the measurement to be used at each diminishing clearance standard.
6. Measure from the center line out to the end of the standard on each side to equal the total measurement.  
ground where measurement was made.
7. Do a visual check to make sure that you have a diminishing alley from the perspective of the contestant entering the offset.
8. Mark bases of the standards with crayons or chalk.

**Setup Tools for Diminishing Clearance**

- Heavy-duty claw hammer
- 1½ inch masonry nails (one box)
- One 50 ft. tape measure
- One 100 ft. tape measure
- One 1000 ft. roll of nylon string
- One box of yellow marker crayons
- Carpenter's Square
- Plumb bob
- 10 diminishing clearance standards
- Other

1 <sup>st</sup> pair of standards	With of bus plus 10 inches
2 <sup>nd</sup> pair of standards	With of bus plus 8 inches
3 <sup>rd</sup> pair of standards	With of bus plus 6 inches
4 <sup>th</sup> pair of standards	With of bus plus 4 inches
5 <sup>th</sup> pair of standards	With of bus plus 2 inches



# FIELD JUDGE EVENT

## SCORE SHEET

DRIVER NUMBER

BUS DRIVEN C T #

**FIELD JUDGE****Automatic Score 0**

**PURPOSE OF TEST:** To observe the driver's ability to operate the bus properly, and show respect for all equipment, judges and other drivers. The Field Judge may give demerits and warn drivers of misuse of equipment in minor situations. In extreme misuse of equipment or if the bus is operated in such a manner that it becomes a hazard to other buses and/or people, the Field Judge may disqualify a driver and order that driver to leave the course.

**SCORING:** The violations for which demerits will be given and the demerits for each violation are set forth below.

DESCRIPTION	DEMERIT VALUE	DEMERITS TAKEN
Starter had to instruct the driver to put the seat belt on properly.	10	
Drive mistreats and/or abuses equipment. Includes the bus and any other Road-e-o equipment. Explain:	50	
Driver leaves the course Explain: (identify between which events this occurred)	25	
Unnecessary Delay on Course	25	
<b>Unsportsmanlike conduct or being in a restricted area.</b>	<b>750</b>	
Complete disqualification for being disrespectful to judge or committee or other drivers including but not limited to cursing and/or violence, deliberately starting problems that are unfounded. Explain:	750	
<input type="checkbox"/> Failure to wear seat belt on course <input type="checkbox"/> Failure to operate with headlights on (each 50 demerits)	50	

Field Judge's Name (please print)

# TABULATION FORM

## REGIONAL and STATE

Total Score \_\_\_\_\_

Driver # \_\_\_\_\_ Bus Number C T # \_\_\_\_\_

Name \_\_\_\_\_

Total Demerits \_\_\_\_\_

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

Final Position \_\_\_\_\_

Region \_\_\_\_\_

<u>Name of Test</u>	<u>Possible Points</u>	<u>Demerits</u>	<u>Score</u>
General Knowledge Test	50	_____	_____
Pre-Trip Inspection	75	_____	_____
Right/Left Turn	50	_____	_____
Offset Street	75	_____	_____
Student Right Pick-up and Drop-off	125	_____	_____
Student Left Pick-up and Drop-off	125	_____	_____
Railroad Crossing	50	_____	_____
Forward Stop Line	50	_____	_____
Reverse Serpentine	50	_____	_____
Turnaround	50	_____	_____
Diminishing Clearance	50	_____	_____
Field Judge	0	_____	_____
<b>Total Possible Points</b>	<b>750</b>	_____	_____

Attested By

Official Scoring Judge \_\_\_\_\_

Date: \_\_\_\_\_

**Score of 600 or greater for Regional or State Road-E-O will satisfy the driving recertification requirement as detailed in Ohio Administrative Code 3301-83-10 (F) 6 if applied within 24 months of the date of participation in the Road-E-O.**