

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

**MASTER HANDBOOK & EVENTS GUIDE**



**Information contained within this handbook addresses both the REGIONAL and STATE level Road-E-O's**

***Revised April 2026***

## **Preface**

## **Pg #**

<b>Organizations</b>	<b>4</b>
<b>Purpose</b>	<b>4</b>
<b>Objectives</b>	<b>4</b>

## **OPERATIONAL GUIDELINES**

<b>A. ROAD-E-O Dates</b>	<b>4</b>
<b>B. ROAD-E-O Site</b>	<b>4</b>
<b>C. Entrance Requirements/Eligibility</b>	<b>5</b>
<b>D. Team Participation - Regional &amp; State</b>	<b>5</b>
<b>E. Bus Size and Restrictions</b>	<b>5</b>
<b>F. Amendments to Procedures</b>	<b>6</b>
<b>G. Professional Meeting Status</b>	<b>6</b>
<b>H. Commercial Activities (Regional and State)</b>	<b>6</b>

## **LOGISTICS**

<b>A. Driver Responsibilities</b>	<b>6</b>
<b>B. General Knowledge Test and Pre-trip Test</b>	<b>6</b>
<b>C. Driving Skills Events</b>	<b>7</b>
<b>D. Judges</b>	<b>7</b>
<b>E. Scoring</b>	<b>7</b>
<b>F. Awards and Recognition</b>	<b>8</b>
<b>G. Winners</b>	<b>8</b>

## **REGIONAL COMMITTEES**

<b>A. The Organization Meeting</b>	<b>8</b>
<b>B. The Regional Planning Committee</b>	<b>8</b>
<b>C. Pre-Service Instructor Responsibilities</b>	<b>8</b>
<b>D. ROAD-E-O Committee Responsibilities</b>	<b>9</b>
<b>E. Chairperson's Duties</b>	<b>9</b>
<b>F. Secretary and Treasurer Duties</b>	<b>10</b>
<b>G. Committee's Financial Responsibilities</b>	<b>10</b>
<b>H. Expenditure Approval Form</b>	<b>10</b>

## **STATE COMMITTEE**

<b>A. Ohio School Bus Driver Safety ROAD-E-O Committee</b>	<b>10</b>
<b>B. Meeting Schedule</b>	<b>10</b>
<b>C. State ROAD-E-O Committee Responsibilities</b>	<b>11</b>
<b>D. Chairperson's Duties</b>	<b>11</b>
<b>E. Secretary's Duties</b>	<b>12</b>
<b>F. Treasurer's Duties</b>	<b>12</b>
<b>G. Selection and Assignment of Judges for the State ROAD-E-O</b>	<b>12</b>
<b>H. The State Committee's Responsibilities</b>	<b>12</b>

<b>STATE COMMITTEE MEMBERS</b>	<b>13</b>
--------------------------------	-----------

<b>OHIO SCHOOL BUS DRIVER PRE-SERVICE INSTRUCTORS AND REGIONAL OFFICES</b>	<b>14</b>
--	-----------

<b>APPENDIX PAGE</b>	<b>15</b>
----------------------	-----------

<b>REGIONAL REGISTRATION PAGE</b>	<b>16</b>
-----------------------------------	-----------

<b>ROAD-E-O INTERFERENCE FORM</b>	<b>17</b>
-----------------------------------	-----------

<b>SUGGESTED TIME SCHEDULE</b>	<b>18</b>
--------------------------------	-----------

<b>LIST OF ROAD-E-O AWARDS - REGIONAL &amp; STATE</b>	<b>19</b>
---	-----------

<b>REIMBURSEMENT FOR INTERNATIONAL EVALUATION</b>	<b>20</b>
---	-----------

<b>EVENTS: INSTRUCTIONS &amp; GUIDES</b>	<b>21-49</b>
--	--------------

<b>EVENT TABULATIONS FORM</b>	<b>50</b>
-------------------------------	-----------

**ORGANIZATIONS**

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 & WORKFORCE	(DEW)	(Three representatives)
OHIO EDUCATION ASSOCIATION	(OEA)	(Three representatives)
Appointed At Large Members (Involved In School Transportation Within Ohio)		(Three representatives)

The Ohio Department of Education & Workforce, Pupil Transportation Office, will provide printed materials and staff. 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 December for the State Committee and March for Regional Committees.

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, DEW, 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 first Saturday in October 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 3rd Saturday in October. 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 the Central Pre-Service Region.

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 in their possession and show a valid Commercial Driver's License with school bus and passenger endorsements. Valid Pre-Service certification will be verified by that driver's regional Pre-Service Office.
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 twenty dollars (\$20.00) 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 #12 starting with the event order as listed on the tabulation form. This is the same procedure used in breaking a tie in the individual contest.

State Team

1. All drivers from each region shall form the "Regional" 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 used will have a minimum 196" wheelbase and be identical in length and mirror style based on type C or D.
3. No driver in the contest shall drive his or her own district assigned bus.
4. 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.
5. 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 (at least) seven (7) days prior to the Regional Road-E-O event.
2. Registration fees can be paid the day of the competition in the exact amount owed.
3. Regional check-in time is from 7:30 a.m. to 8:00 a.m. Or as otherwise notified.
4. State check-in time is from 7:30 a.m. to 8:00 a.m. Or as otherwise notified.
5. A 15-minute grace period will be allowed in emergency situations for late arrivals at both the Regional and State ROAD-E-O.
6. All Drivers must have in their possession and show a valid Commercial Driver's License with school bus and passenger endorsements at both Regional and State Road-E-O. Valid Pre-Service certification will be verified by that driver's regional Pre-Service Office.
7. Drivers must sign-in and verify spelling and address.
8. The Driver is to be issued an assigned participant number.
9. Be prepared to participate when your number is called.
10. Do not share any information with those who have not participated.
11. Complete an evaluation form prior to receiving their completed test packet.

**B. TESTING****General Knowledge Test (written at Regional and State) & Pre-trip Test**

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 - January 2025**
6. The written test and corrected answer sheet will be returned to the Driver at the end of the ROAD-E-O.

**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. 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) DEW
  - (i) OEA
  - (j) School Mechanics
2. No more than fifty percent of the judges may be from these ranks. Pupil transportation staff 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.
6. All judges will be evenly divided amongst all events and tabulations. No single event or tabulation room shall be made up of judges from entirely one school district, no more than 2 judges from the same school shall be placed together at any event or tabulation room.

**E. Scoring**

1. Tabulate scores from all events and retain along with all entry blanks until the State ROAD-E-O is completed. Scores are final with the exception of a state committee override of final scores.
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 #12 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
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 online driver registration form provided at the regional event..
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. If at State ROAD-E-O, a region does not have 6 competitors in attendance, any other alternate in attendance may be called to compete. Selection for alternates will be done by random pull.

**REGIONAL ROAD-E-O COMMITTEE****A. The Organizational Meeting**

Regional ROAD-E-O Committee meetings shall be held by April 30th, 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. Local OAPSE field representative
3. Local OAPT representative
4. OEA representative
5. School Mechanics
6. School district representative
7. 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, DEW, 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)
  - traffic cones (20- 18", 12- 24", 14- 36", 21- 48", 6- V-panels)
  - 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 (2)
  - tabulation (3 or 4)
  - runners to pick-up score sheets (2)
6. Appoint members to the Grievance Committee (one from the Regional Committee, one judge working that day, and a driver selected by the drivers/top finisher of the year prior).
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. Prepare a master list of drivers prior to the scheduled 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 and bus type.
5. 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.***"
6. 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 December 31.

**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

Refer to the following information: Organizations, Purpose & Objectives on page 4.

#### 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 July or August 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, DEW, 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 back-up)
  - traffic cones (20- 18", 12- 24", 14- 36", 21- 48", 6- V-panels)
  - 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 DEW Committee Member for forwarding to International 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, 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. Those interested in judging at the State ROAD-E-O will complete the online registration form provided at the regional event.
2. Each person chosen to be a judge at the State ROAD-E-O, will be notified of confirmation of acceptance to be a state judge by the State Committee Chairperson/designee one week prior to the event.
3. 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.
4. Judges will be selected for course events only; other activities are the responsibility of the Support Personnel.
5. 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.

**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, DEW 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 July/August, if possible.
8. Provide all Regional and State results to the DEW Pupil Transportation office.

**STATE COMMITTEE MEMBERS****Ohio Department Of Education & Workforce (DEW)**

<p><b>Evette Moody</b> West Region Pre-Service Instructor Madison-Champaign County ESC 2200 S US Hwy 68 Urbana, Ohio 43078 937-484-1557 evette.moody@mccesc.org</p>	<p><b>Lori Fanger</b> Northeast Region Pre-Service Instructor Ashtabula County ESC 2630 West 13th Street Suite A Ashtabula, Ohio 44004 440-576-9023 lori.fanger@ashtabulaesc.org</p>	<p><b>Heather Free</b> Program Administrator Department Of Education &amp; Workforce 25 S Front Street 4th Floor Columbus, Ohio 43215 614-981-9044 heather.free@education.ohio.gov</p>
---	--	--

**Ohio Association Of Pupil Transportation (OAPT)**

<p><b>Mike Puhalla</b> Transportation Supervisor Urbana City Schools 711 Wood St Urbana, Ohio 43078 937-653-1411 mike.puhalla@urbanacityschools.org</p>	<p><b>Jacob Wilhite</b> Transportation Supervisor Bethel Local Schools 7490 State Route 201 Tipp City, Ohio 45371 937-845-9414 wilhitej@blsk12.org</p>	<p><b>Jacob Glasgow</b> Director of Transportation &amp; Food Services Indian Valley Local Schools 7497 Wolfe's Crossing Rd. SE, Gnadenhuutten, OH. 44629 Office - 740-254-4702 jacob.glasgow@ivschoools.org</p>
---	--	--

**Ohio Education Association (OEA)**

<p><b>Paula McCabe</b> Bus Driver &amp; OBI Streetsboro City Schools 1891 Annalane Dr Streetsboro, Ohio 44241 pmccabe@scsrockets.org</p>	Vacant Seat	Vacant Seat
--	-------------	-------------

**OAPSE/AFSCME**

<p><b>Lucas Schang</b> Bus Driver &amp; OBI Wauseon Exempted Village Schools 930 E Oak St Wauseon, Ohio 43567 LSchang@wauseonindians.org</p>	<p><b>Michelle Schuler</b> Bus Driver &amp; OBI Meigs Local Schools 41765 Pomeroy Pike Pomeroy, OH 45769 michelle.schuler@meigslocal.org</p>	Vacant Seat
--	--	-------------

**Appointed At Large Members**

<p><b>Ken Stevenson</b> Substitute Bus Driver &amp; OBI Madeira City Schools 8115 Camarg Rd. Cincinnati, Ohio 45243 k Stevenson4@yahoo.com</p>	<p><b>Robert Ball - Secretary</b> Transportation Supervisor Ridgemont Local Schools 560 W Taylor St Mt. Victory, Ohio 43340 robert.ball@ridgemont.org</p>	<p><b>Bruce Berry</b> Transportation Supervisor Highland Local Schools (Medina Co) 3880 Ridge Rd. Medina, Ohio 44256 bberry@highlandschools.org</p>
--	---	---

**Treasurer Advisor To The State Committee: Doug Neading****Advisor To The State Committee: Terri Jones**

## OHIO SCHOOL BUS DRIVER PRE-SERVICE REGIONAL OFFICES

<p><b>Northwest Region</b>  <b>Joe Dietrich, Instructor</b>            Allen County ESC            1920 Slabtown Rd            Lima, Ohio 45801            (419) 222-1836 ext. 110  <a href="mailto:joe.dietrich@allencountyesc.org">joe.dietrich@allencountyesc.org</a>  <a href="https://www.allencountyesc.org/BusDriverPre-ServiceTraining.aspx">https://www.allencountyesc.org/BusDriverPre-ServiceTraining.aspx</a></p>	<p><b>Northeast Region</b>  <b>Lori Fanger, Instructor</b>            Ashtabula County ESC            2630 West 13th St Suite A            Ashtabula, Ohio 44004            (440) 576-9023  <a href="mailto:lori.fanger@ashtabulaesc.org">lori.fanger@ashtabulaesc.org</a>  <a href="https://www.ashtabulaesc.org/school-bus-driver-information">https://www.ashtabulaesc.org/school-bus-driver-information</a></p>
<p><b>West Region</b>  <b>Evette Moody, Instructor</b>            Madison-Champaign County ESC            2200 S US Hwy 68            Urbana, Ohio 43078            (937) 484-1557  <a href="mailto:evette.moody@mccesc.org">evette.moody@mccesc.org</a>  <a href="https://www.mccesc.org/support-services/preservice-transportation">https://www.mccesc.org/support-services/preservice-transportation</a></p>	<p><b>North Region</b>  <b>Jim Sullivan, Instructor</b>            Medina County ESC            275 Center St            Seville, Ohio 44273            (330) 723-6393 ext. 601550  <a href="mailto:jsullivan@medinaesc.org">jsullivan@medinaesc.org</a>  <a href="https://medina-esc.org/en-US/transportation-365750c1">https://medina-esc.org/en-US/transportation-365750c1</a></p>
<p><b>Central Region</b>  <b>Bill Ellis, Instructor</b>            Pickaway County ESC            2050 Stoneridge Dr            Circleville, Ohio 43113            (740) 474-7529  <a href="mailto:william.ellis@pickawayesc.org">william.ellis@pickawayesc.org</a>  <a href="https://www.pickawayesc.org/page/school-bus-driver-training">https://www.pickawayesc.org/page/school-bus-driver-training</a></p>	<p><b>South Region</b>  <b>Marvin Pennington, Instructor</b>            Pike County Career &amp; Technical Center            175 Beaver Creek Rd PO Box 577            Piketon, Ohio 45661            (740) 289-4243 ext. 308  <a href="mailto:mpennington@pikectc.org">mpennington@pikectc.org</a>  <a href="https://www.pikectc.org/SRPreService.aspx">https://www.pikectc.org/SRPreService.aspx</a></p>
<p><b>East Region</b>  <b>Rob Higgenbotham, Instructor</b>            East Central Ohio ESC            834 East High Ave            New Philadelphia, Ohio 44663            (330) 308-9939  <a href="mailto:rob.higgenbotham@ecoesc.org">rob.higgenbotham@ecoesc.org</a>  <a href="https://www.ecoesc.org/preservice/">https://www.ecoesc.org/preservice/</a></p>	<p><b>Southwest Region</b>  <b>Brandon Anness, Instructor</b>            Warren County ESC            1879 Deerfield Rd            Lebanon, Ohio 45036            (513) 695-2927  <a href="mailto:brandon.anness@warrencountyesc.com">brandon.anness@warrencountyesc.com</a>  <a href="https://warrencountyesc.com/services/ohio-pre-service-program-2/">https://warrencountyesc.com/services/ohio-pre-service-program-2/</a></p>



# APPENDIX

<b>Regional Registration Page</b>	<b>Pg. 16</b>
<b>Interference Form</b>	<b>Pg. 17</b>
<b>Road-E-O Time Schedule</b>	<b>Pg. 18</b>
<b>List Of Awards For Road-E-O's</b>	<b>Pg. 19</b>
<b>International Road-E-O Reimbursement Form</b>	<b>Pg. 20</b>
<b>Events Explanation Guide</b>	<b>Pg. 21</b>
<b>General Instructions For Drivers</b>	<b>Pg. 22-23</b>
<b>Road-E-O Events</b>	<b>Pg. 24-49</b>
<b>Tabulations Form</b>	<b>Pg. 50</b>



## REGIONAL REGISTRATION PAGE OHIO SCHOOL BUS DRIVER SAFETY ROAD-E-O

Please visit the State Road-E-O website or your regional pre-service office website to locate the official online registration link specific to your region. All entries, driver or judge, are to be electronically completed and must be submitted using the registration link provided.

**State Road-E-O Website:** <https://www.ohioschoolbusroadeo.com/>

**Northeast Region:** <https://www.ashtabulaesc.org/school-bus-driver-information>

Counties of: Ashtabula, Geauga, Lake, Mahoning, Portage, Summit & Trumbull

**North Region:** <https://medina-esc.org/en-US/transportation-365750c1>

Counties of: Ashland, Crawford, Cuyahoga, Erie, Huron, Lorain, Medina, Ottawa, Richland & Sandusky

**Northwest Region:** <https://www.allencountyesc.org/BusDriverPre-ServiceTraining.aspx>

Counties of: Allen, Defiance, Fulton, Hancock, Hardin, Henry, Lucas, Paulding, Putnam, Seneca, Van Wert, Williams, Wood & Wyandot

**West Region:** <https://www.mccesc.org/support-services/preservice-transportation>

Counties of: Auglaize, Champaign, Clark, Darke, Greene, Logan, Madison, Mercer, Miami, Montgomery, Preble & Shelby

**Central Region:** <https://www.pickawayesc.org/page/school-bus-driver-training>

Counties of: Delaware, Fairfield, Franklin, Hocking, Knox, Licking, Marion, Morrow, Perry, Pickaway & Union

**East Region:** <https://www.ecoesc.org/preservice/>

Counties of: Belmont, Carrol, Columbiana, Coshocton, Guernsey, Harrison, Holmes, Jefferson, Monroe, Morgan, Muskingum, Noble, Stark, Tuscarawas & Wayne

**South Region:** <https://www.pikectc.org/SRPreService.aspx>

Counties of: Adams, Athens, Gallia, Highland, Jackson, Lawrence, Meigs, Pike, Ross, Scioto, Vinton & Washington

**Southwest Region:** <https://warrencountyesc.com/services/ohio-pre-service-program-2/>

Counties of Brown, Butler, Claremont, Clinton, Fayette, Hamilton & Warren

## REGIONAL & STATE ROAD-E-O INTERFERENCE FORM

Drivers who feel that an interference or problem affected their event(s) **must verbally notify the Head Judge at the final event before walking away from the competition area.** The Head Judge will then give them an interference form to complete with a time stamp starting the 10 minute countdown.

**Drivers filing an interference complaint must complete the interference form within 10 minutes of notifying the Head Judge at the final event.** The interference form must be turned back into the Head Judge at the final event.

If the interference is upheld, the driver will be permitted to repeat the 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 INTERFERENCE 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.

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

---

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 am	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)

**LIST OF AWARDS FOR ROAD-E-O'S (subject to change)***Other awards at the discretion of the State ROAD-E-O Committee***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

**Internationals**

**Top 4 Eligible Drivers:** Those who are the top 4 eligible drivers advanced to the international competition must contact the ODEW representative on the State Road-e-o Committee in order to have entrance fee covered by ODEW. Failure to do so will result in non-reimbursement of entry fee for the international competition.

Top Placing Transit (public or contractor):	Reimbursement of expenses for lodging (up to 3 nights), travel, and meals (not to exceed \$1000.00) for competing at the International ROAD-E-O event ( <b>DRIVER MUST COMPLETE INTERNATIONAL EVALUATION INCLUDING FINAL PLACEMENT AND SUBMIT WITH EXPENSE REPORT FOR REIMBURSEMENT WITHIN 30 DAYS OF INTERNATIONALS</b> )
Top Placing Conventional (public or contractor):	Reimbursement of expenses for lodging (up to 3 nights), travel, and meals (not to exceed \$1000.00) for competing at the International ROAD-E-O event ( <b>DRIVER MUST COMPLETE INTERNATIONAL EVALUATION INCLUDING FINAL PLACEMENT AND SUBMIT WITH EXPENSE REPORT FOR REIMBURSEMENT WITHIN 30 DAYS OF INTERNATIONALS</b> )

**\*\*Other drivers may also qualify for Internationals, but will not be eligible for reimbursement from The Ohio School Bus Driver Safety Road-E-O Committee if not the overall top placing driver in their respective category.**

*Eligibility Requirements For The International Safety Competition Can Be Referenced In The NSTA Handbook Located On The NSTA Website - <https://yellowbuses.org/>.*

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

(Only applicable for drivers sponsored by State Committee)

**This form must be returned and fully completed prior to any reimbursement can be processed. All receipts must be attached to this form. Drivers have 30 days from the completion of Internationals to submit this form for reimbursement of expenses.**

Driver's Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

Travel Expense: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Meals Expense: \_\_\_\_\_

Email: \_\_\_\_\_

Total Expenses: \_\_\_\_\_

Final Placement In Category Competed In: \_\_\_\_\_

### EVALUATION OF INTERNATIONAL ROAD-E-O

<u>Lodging</u>	1 Poor	2 Disappointed	3 Average	4 Good	5 Excellent
<u>Meals At Road-E-O</u> (if provided at location)	1 Poor	2 Disappointed	3 Average	4 Good	5 Excellent
<u>Driver's Briefing</u>	1 Poor	2 Disappointed	3 Average	4 Good	5 Excellent
<u>Explanation Of Events</u>	1 Poor	2 Disappointed	3 Average	4 Good	5 Excellent
<u>Difficulty Of Events</u>	1 Poor	2 Disappointed	3 Average	4 Good	5 Excellent
<u>Assistance From</u> <u>On-Site Staff</u>	1 Poor	2 Disappointed	3 Average	4 Good	5 Excellent
<u>Quality Of Staff</u> <u>At Events</u>	1 Poor	2 Disappointed	3 Average	4 Good	5 Excellent
<u>Value You Received</u> <u>From The Events</u>	1 Poor	2 Disappointed	3 Average	4 Good	5 Excellent
<u>Overall Rating Of</u> <u>Your Experience</u>	1 Poor	2 Disappointed	3 Average	4 Good	5 Excellent

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

\_\_\_\_\_

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

\_\_\_\_\_

Comments & Recommendations: \_\_\_\_\_

\_\_\_\_\_

# **EVENTS EXPLANATION GUIDE**

## **Driving Course Number Of Judges/Support Persons**

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.
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**

<b>Events</b>	<b>Number of Judges</b>
General Knowledge (Written for both Region and State)	2
Pre-Trip Inspection Event	4
Right/Left Turn	3
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
Forward/Reverse Serpentine	3
Turnaround	4
Post Trip	3
<b>Support Areas</b>	<b>Number of Support Personnel</b>
Tabulation Room	6
Runners	4
Bus Delivery Drivers	12
Course Set-up	8
Mirror/Seat Adjusters	2
Starters (inside, outside, at line)	4

## 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 and Workforce 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. The 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 road course not provided to the Head Judge at the final event before exiting the bus at the end of the course 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
7. Drivers must compete in the bus type (conventional or transit) in which they registered for, both at the regional level and at the state level. Drivers may not switch bus types between regional level and state level competition. Drivers found switching the type of bus used may be disqualified from the competition either at the regional or state level.

### Disqualifications for Drivers

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. Mirrors shall not be adjusted after leaving the starting line while out on the road course.
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, bluetooth devices, AI glasses, or other personal electronics during the ROAD-E-O while participating in the written exam, driving events or any other events that require concentration while actively participating in the ROAD-E-O.
9. Drivers are not permitted to use any type measuring device at any time during the competition or during the viewing of the buses. Such actions will result in immediate disqualification from the competition.



# 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 & Workforce 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 January 2025 Pre-Service Manual

# Hands-On Pre-Trip Inspection

## SPECIFICATIONS SHEET

**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. CDL Section 11 (2023 edition - HSY7605 10/23)

**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 at 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 in order to check lights and accessories. 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.



# Hands-On Pre-Trip Inspection

## SCORE SHEET (2)

**Participant Number:** \_\_\_\_\_

**Bus # Inspected:** \_\_\_\_\_

**Maximum Score: 75 Points**

### Pre-trip Defect Scoring Form

	Defect Found & Location	Points Earned (15 POINTS EACH)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
	Time to be completed by judge: _____ Actual Time: _____	
	Sequence to be completed by judge: _____ Times on Bus: _____ Times off bus: _____	

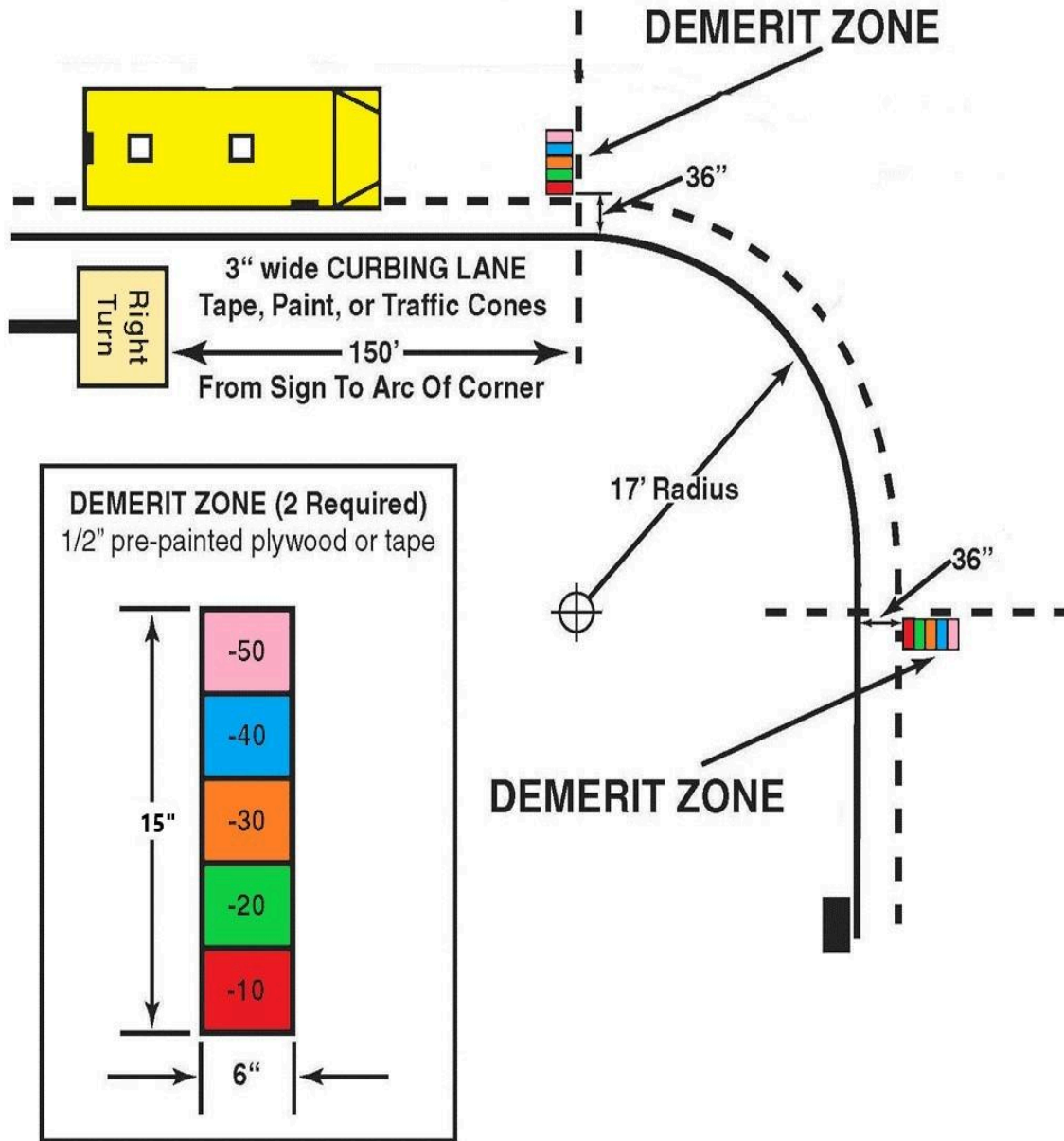
**(10 demerits for each time on and off the bus over 3 times)**

**75** - Total Possible Points  
 (subtract from 75) — \_\_\_\_\_ - Points Earned  
 -----  
 \_\_\_\_\_ - Total Demerits

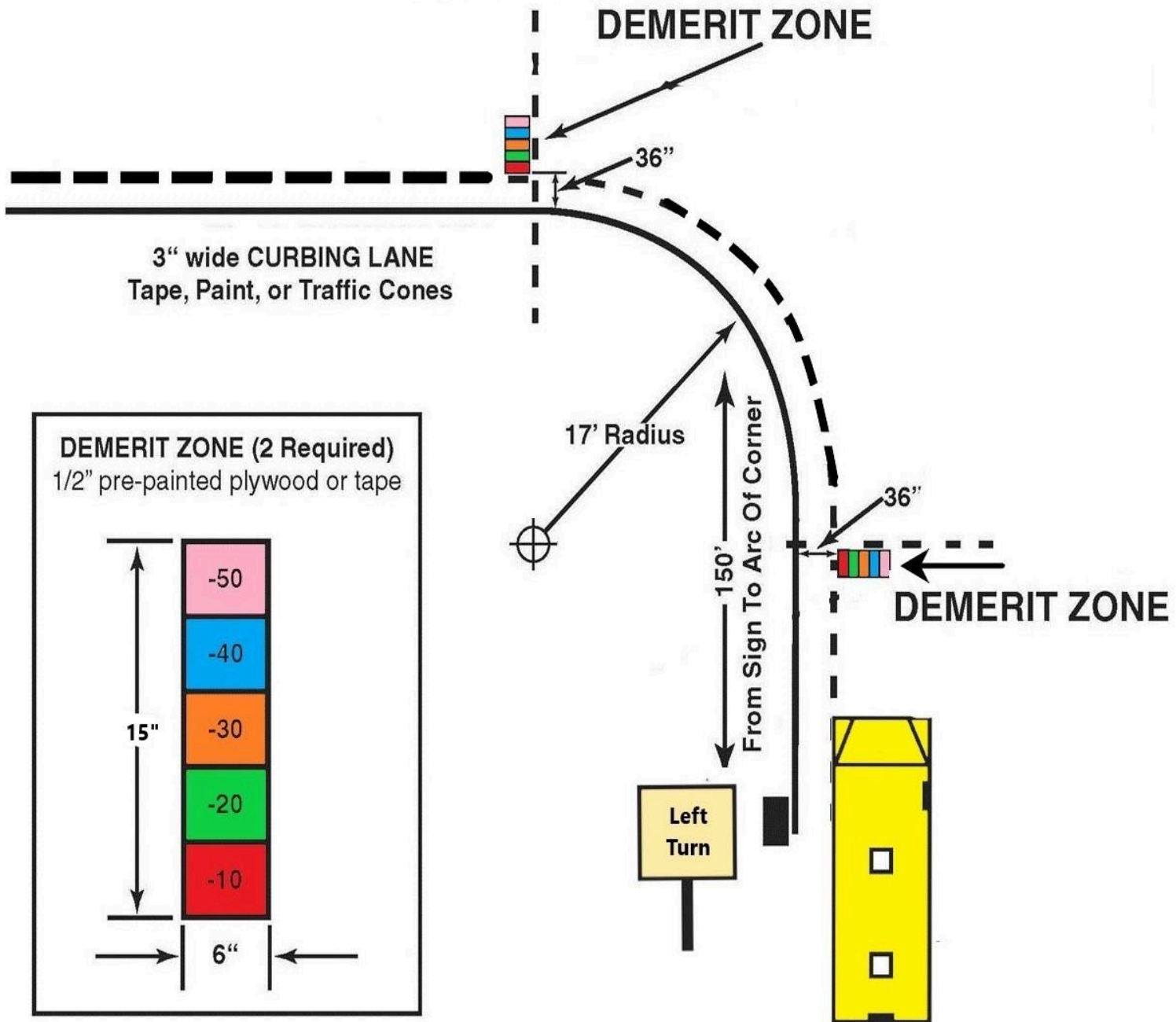
**Head Judge's Signature:** \_\_\_\_\_



# RIGHT TURN EVENT



# LEFT TURN EVENT



# OFFSET STREET EVENT

## SPECIFICATIONS AND SCORE SHEET (4)

Participant Number: \_\_\_\_\_

Bus Driven: \_\_\_\_\_

Transit    Conventional

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.

<u>Judge's Description</u>	<u>Demerit Value</u>	<u>Demerits Taken</u>
<u>Charge 10 demerits</u> for each cone/base touched (circle number of cones/bases touched) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16	Max 75	
<u>Charge 5 demerits</u> for each time bus stops forward motion (circle number of times bus stopped) 1 2 3 4 5 6 7 8 9 10 <i>**This is a continuous motion event**</i>	Max 50	
<u>Charge 50 demerits</u> for bus reversing after entering the approach lane (passes starting cones)	50	
Raising self-off seat/Driver sticks head out window (each worth 10 demerit - circle violation)	Max 20	
Failure to take part in and or complete the event	75	
Driver fails: to wear seatbelt correctly, use of headlights, uses improper hands on steering wheel, abuses any equipment, goes off course, shows unsportsmanlike qualities	75	
Driver adjusts mirrors prior to or during the event	75	

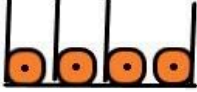
Head Judge's Signature: \_\_\_\_\_

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

# OFFSET STREET EVENT

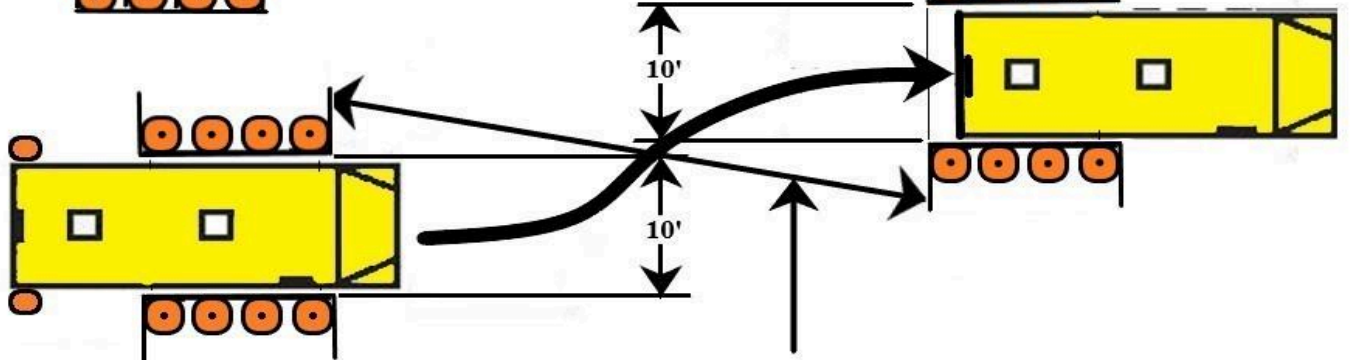
Exact Measurements for 48" Pylons:

0', 3'6", 6'8" & 10'

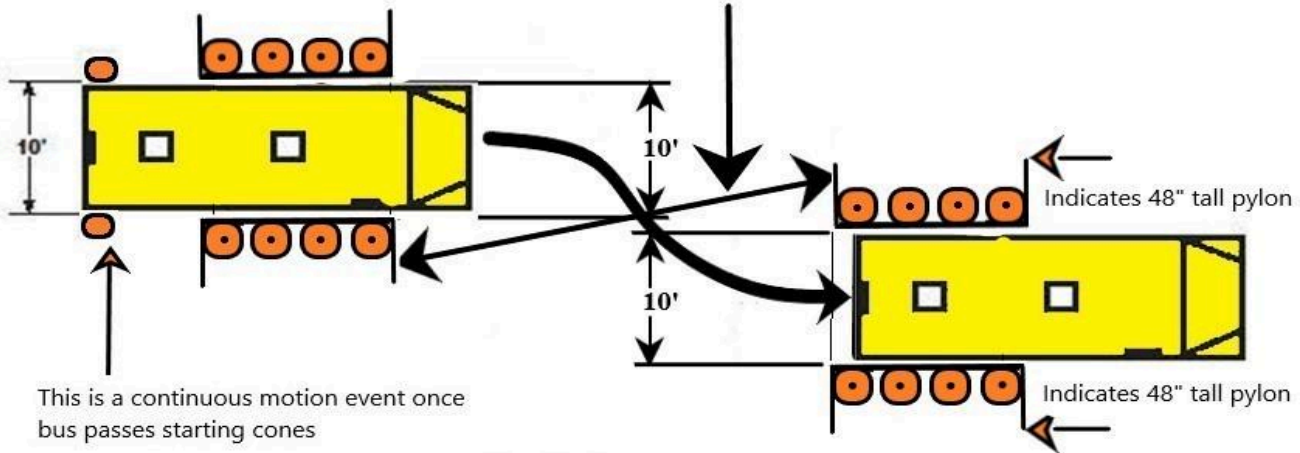


Contact of any type with the base of the pylon counts as touching the entire pylon

10' Equal Spacing - Outer Edge to Outer Edge of pylons



Distance between the 10' barriers is the length of the bus PLUS an additional 4'



This is a continuous motion event once bus passes starting cones

**NOTE:** Base of pylons are to be painted white for visibility purposes for this event



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

## SPECIFICATIONS & SCORE SHEET (5)

Participant Number: \_\_\_\_\_

Bus Driven: \_\_\_\_\_

Transit    Conventional

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.

### RIGHT SIDE STUDENT PICK-UP

<u>Judge's Description</u> <i>**Circle specific violation missed while judging**</i>	<u>Demerit Value</u>	<u>Demerits Taken</u>
Driver fails to do in order (1) Check Traffic approaching stop, (2) activate warning lights, (3) Count number of students on approach or when stopped prior to opening door, (4) have proper steering before reaching for parking brake	20	
Driver fails to actuate warning lights correctly	60	
Driver stops with entire entrance door before the mat Driver stops with entire entrance door past the mat	15	
Driver fails to do in order (1) setting parking brake, (2) shifting bus into neutral, (3) opening service door, (4) maintaining pressure on brake pedal and (5) holding hand up towards students	60	
Driver fails to do in order (1) cover horn with opposite hand, (2) check mirrors and traffic before dropping hand, (3) makes eye contact with student(s) before slowly dropping hand straight down	25	
Driver fails to do in order (1) count and greet students boarding and (2) checking overhead mirror to make sure students are seated	25	
Driver fails to do in order (1) shifting bus into gear, (2) proper verbal (and pointing to) mirror count looking for late arrivals, (3) closing service door, (4) releasing parking brake and (5) checking right and left mirrors prior to pulling away from stop	60	
Failure to take part in, fails to pick up inside judge prior to starting event and or complete the event	125	
Driver fails: to wear seatbelt correctly, use of headlights, uses improper hands on steering wheel, abuses any equipment, goes off course, shows unsportsmanlike qualities	125	

## Right Side Student Drop Off

<b>Judge's Description</b> <i>**Circle specific violation missed while judging**</i>	<b>Demerit Value</b>	<b>Demerits Taken</b>
Driver Fails to do in order (1) check traffic approaching stop, (2) activate warning lights and (3) have proper steering before reaching for parking brake	20	
Driver fails to actuate warning lights correctly	60	
Driver stops with entire entrance door before the mat Driver stops with entire entrance door past the mat	15	
Driver fails to do in order (1) setting parking brake, (2) shifting bus into neutral, (3) opening service door, (4) maintaining pressure on brake pedal and (5) gathering students for instructions with red warning lights on	60	
Driver fails to instruct students of the following ( <i>must state bold keywords</i> ):  If it is safe, <b>go</b> directly <b>to your</b> designated <b>place of safety</b> which is " <b>the cone</b> " and ( <b>remain/stay/wait</b> ) <b>there until the bus leaves</b> .	25	
<b><u>If I blow my horn that means danger. Recheck traffic</u></b> – if you see nothing, look back at me for further instructions.”	25	
Driver fails to do in order (1) check traffic/mirrors before student(s) exit, (2) count number of students exiting, (3) has horn covered with opposite hand and (4) recounting number of students at designated place of safety	60	
Driver fails to do in order (1) shifting bus into gear, (2) proper verbal (and pointing to) mirror count, (3) closing service door, (4) releasing parking brake and (5) checking right and left mirrors prior to pulling away from stop	60	
Failure to take part in and or complete the event	125	
Driver fails: to wear seatbelt correctly, use of headlights, uses improper hands on steering wheel, abuses any equipment, goes off course, shows unsportsmanlike qualities	125	

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

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

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

Total Demerits for Right Side Pick Up & Drop Off: \_\_\_\_\_

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

## SPECIFICATION & SCORE SHEET (6)

Participant Number: \_\_\_\_\_

Bus Driven: \_\_\_\_\_

Transit    Conventional

Max 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 the 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

<u>Judge's Description</u> <i>**Circle specific violation missed while judging**</i>	<u>Demerit Value</u>	<u>Demerits Taken</u>
Driver fails to do in order (1) Check Traffic approaching stop, (2) activate warning lights, (3) Count number of students on approach or when stopped prior to opening door, (4) have proper steering before reaching for parking brake	20	
Driver fails to actuate warning lights correctly	60	
Driver stops closer than 10' from the P.O.S.	15	
Driver fails to do in order (1) setting parking brake, (2) shifting bus into neutral, (3) opening service door, (4) maintaining pressure on brake pedal and (5) holding hand up towards students	60	
Driver fails to do in order (1) cover horn with opposite hand, (2) check mirrors and traffic before dropping hand, (3) makes eye contact with student(s) before slowly dropping hand straight down	25	
Driver fails to do in order (1) count and greet students boarding and (2) checking overhead mirror to make sure students are seated	25	
Driver fails to do in order (1) shifting bus into gear, (2) proper verbal (and pointing to) mirror count looking for late arrivals, (3) closing service door, (4) releasing parking brake and (5) checking right and left mirrors prior to pulling away from stop	60	
Failure to take part in, fails to pick up inside judge prior to starting event and or complete the event	125	
Driver fails: to wear seatbelt correctly, use of headlights, uses improper hands on steering wheel, abuses any equipment, goes off course, shows unsportsmanlike qualities	125	

## LEFT SIDE STUDENT DROP-OFF

<b>Judge's Description</b> <i>**Circle specific violation missed while judging**</i>	<b>Demerit Value</b>	<b>Demerits Taken</b>
Driver Fails to do in order (1) check traffic approaching stop, (2) activate warning lights and (3) have proper steering before reaching for parking brake	20	
Driver fails to actuate warning lights correctly	60	
Driver stops closer than 10' from the P.O.S.	15	
Driver fails to do in order (1) setting parking brake, (2) shifting bus into neutral, (3) opening service door, (4) maintaining pressure on brake pedal and (5) gathering students for instructions with red warning lights on	60	
Driver fails to instruct students of the following ( <i>must state bold keywords</i> ): "Walk <b>10 steps</b> (or more) along the side of the roadway <b>to the front of the bus &amp; wait for my hand signal. When I drop my hand, walk to the center of the road &amp; stop there to check traffic on your own</b> before crossing.	25	
If it is safe, go directly <b>to your</b> designated <b>place of safety</b> which is " <b>the cone</b> " and ( <b>remain/stay/wait</b> ) there until the bus leaves.	25	
<b>If I blow my horn that means danger. Recheck traffic</b> – if you see nothing, look back at me for further instructions."	25	
Driver fails to do in order (1) check traffic/mirrors before student(s) exit, (2) count number of students exiting, (3) has horn covered with opposite hand and (4) recounting number of students at designated place of safety	60	
Driver fails to do in order (1) shifting bus into gear, (2) proper verbal (and pointing to) mirror count, (3) closing service door, (4) releasing parking brake and (5) checking right and left mirrors prior to pulling away from stop	60	
Failure to take part in and or complete the event	125	
Driver fails: to wear seatbelt correctly, use of headlights, uses improper hands on steering wheel, abuses any equipment, goes off course, shows unsportsmanlike qualities	125	

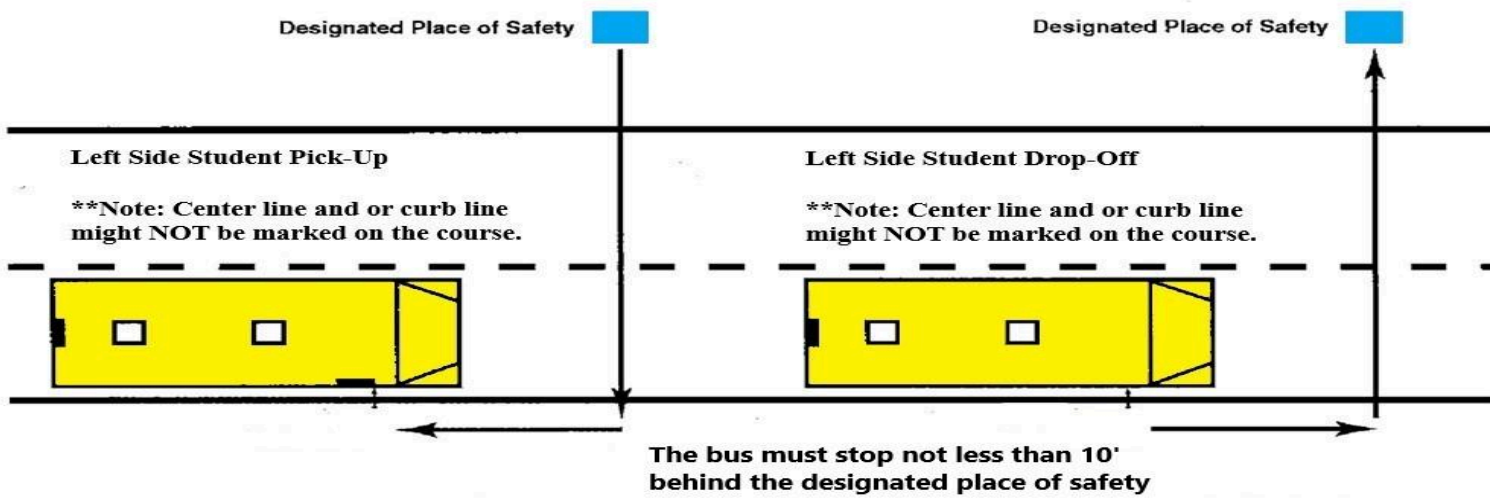
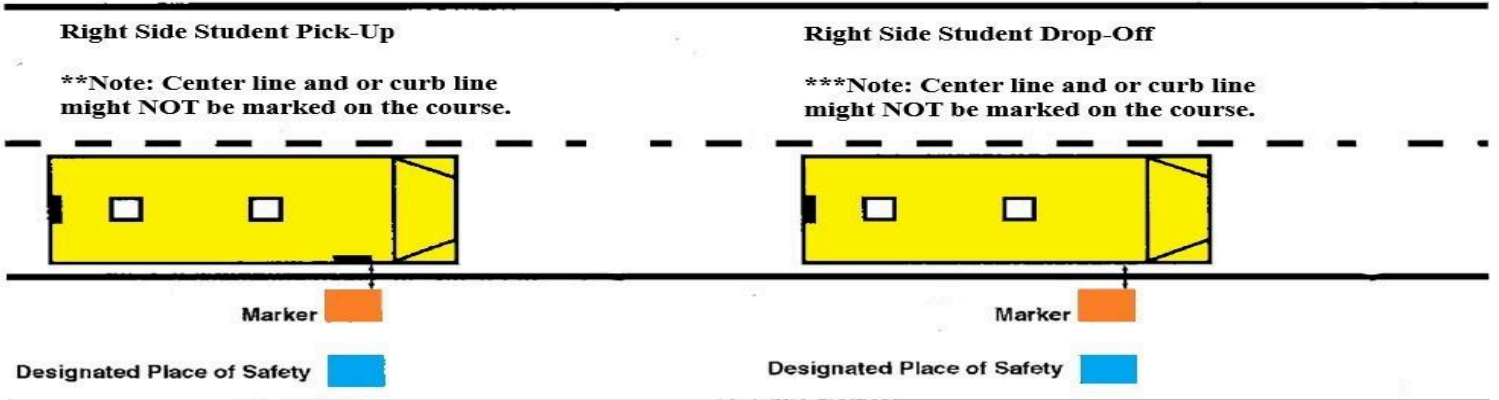
Note: **BOLD** words must be scored with exact wording!

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

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

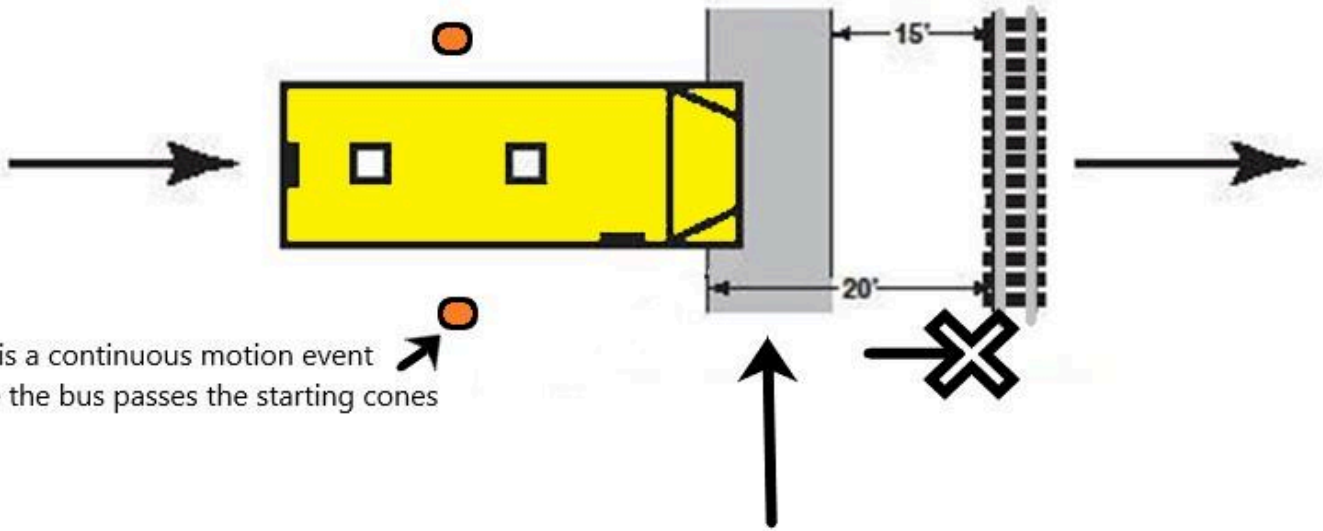
Total Demerits For Both Left Side Pick Up & Drop Off: \_\_\_\_\_

# STUDENT DROP OFF & PICKUP EVENT





# RAILROAD CROSSING EVENT



This is a continuous motion event once the bus passes the starting cones

Gray highlighted area indicates the 5' measuring zone  
Distance marks are **NOT** marked on the course prior to event starting



# REGIONAL LEVEL

## FORWARD STOP LINE EVENT

### SPECIFICATIONS AND SCORE SHEET (8)

Participant Number: \_\_\_\_\_

Bus Driven: \_\_\_\_\_

Transit    Conventional

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.

<u>Judge's Description</u>	<u>Demerit Value</u>	<u>Demerits Taken</u>
Wheels are not between approach cones	50	
If any portion of the bumper extends over the stop line. **DOES NOT INCLUDE BUMPER MOUNTED CROSSING ARMS** <u>All measurements must be made from the center of the bumper.</u>	50	
Driver fails to do in order (1) set parking brake and (2) shift into neutral in order for judges to measure	50	
Driver fails to sound horn to start measurement from judges	50	
Measurement from the stop line: -6" - 0" = 50 Demerits (ORANGE) 0" - 4" = 0 Demerits (GREEN) 4" - 12" = 25 Demerits (YELLOW) 12" - 18" = 50 Demerits (RED)	Max 50	
<u>Charge 5 demerits</u> for each time bus stops forward motion (circle number of times bus stopped) 1 2 3 4 5 <u>**This is a continuous motion event**</u>	Max 25	
Raising self-off seat/Driver sticks head out window (each worth 10 demerit - circle violation)	Max 20	
Failure to take part in and or complete the event	50	
Driver fails: to wear seatbelt correctly, use of headlights, uses improper hands on steering wheel, abuses any equipment, goes off course, shows unsportsmanlike qualities	50	

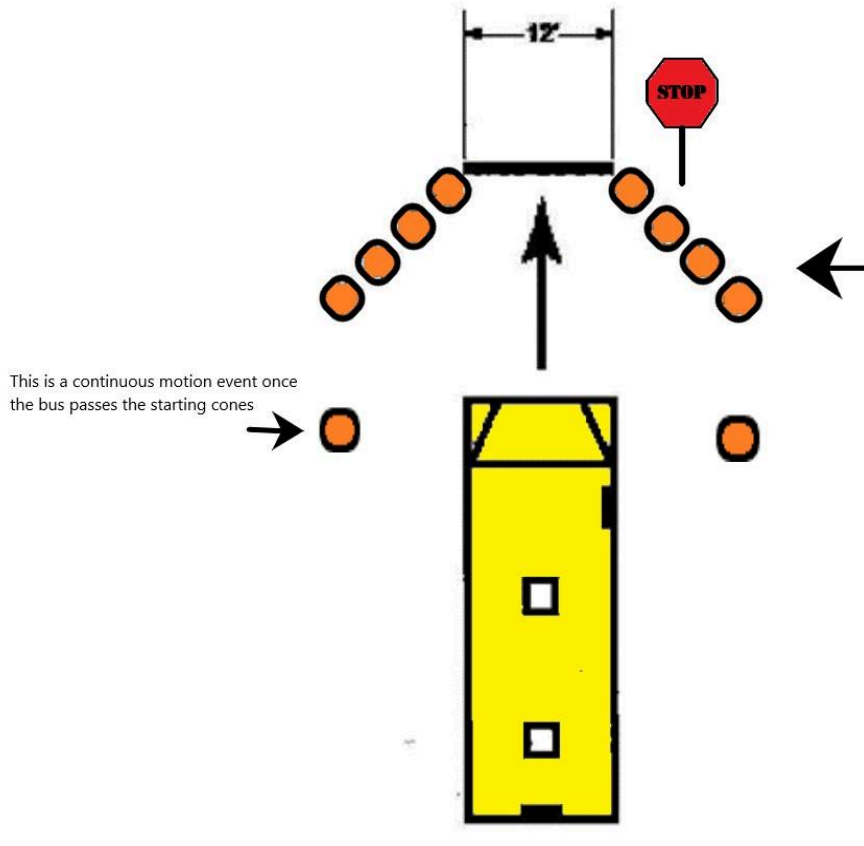
MEASUREMENT FROM COLOR ZONE: \_\_\_\_\_

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

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



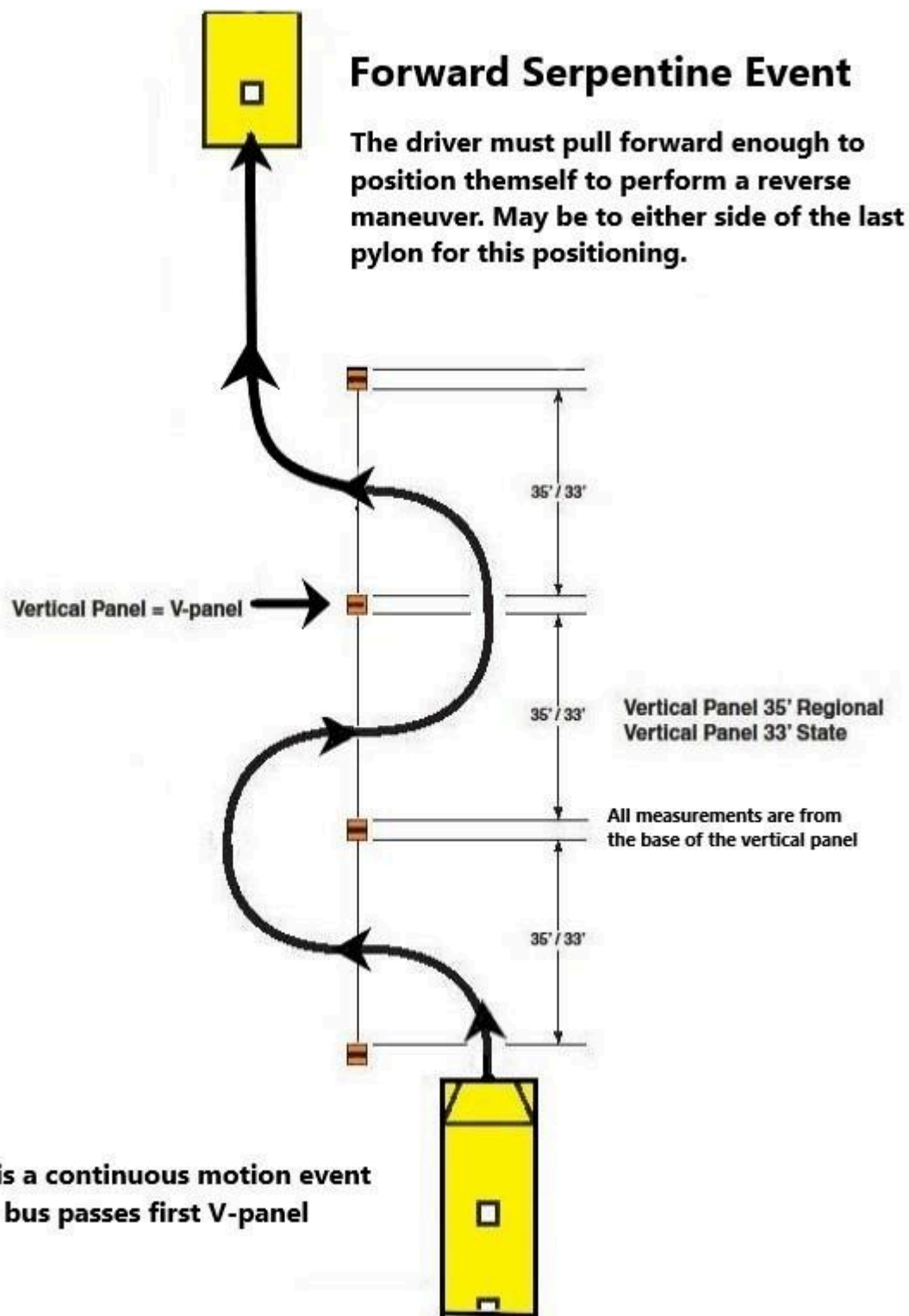
# STOP LINE EVENT



There is no set distance between the cones and the stop line. All measurements are taken from the bumper to the front edge of the stop line. Student crossing arms are not part of the measurement.



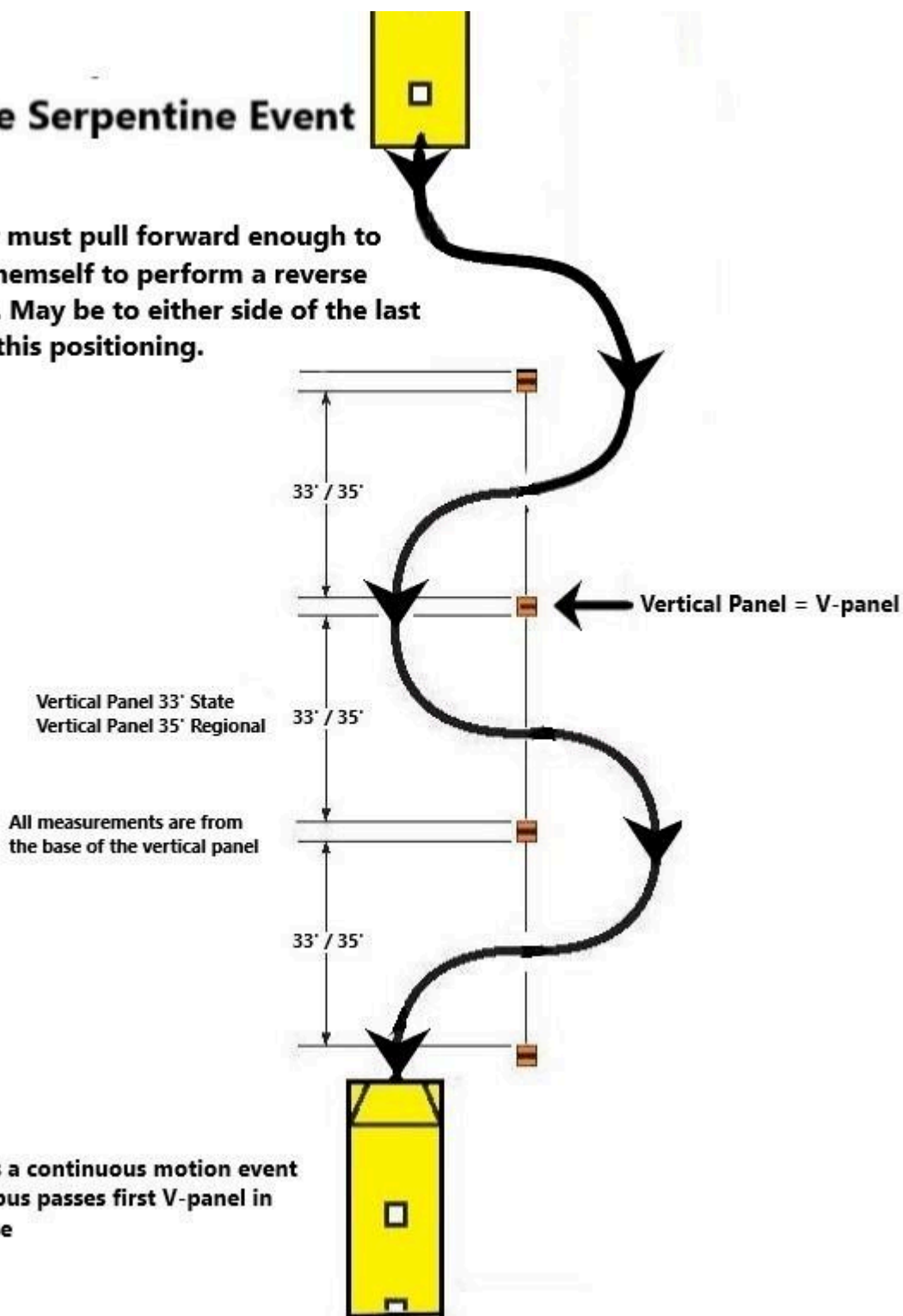




**Drivers may start to the left OR right of the V-panels. The driver must end the event on the opposite side of the first V-panel they started from.**

## Reverse Serpentine Event

The driver must pull forward enough to position themselves to perform a reverse maneuver. May be to either side of the last pylon for this positioning.



The driver must end the event on the opposite side of the first V-panel they started from.

**TURNAROUND EVENT****SPECIFICATIONS AND SCORE SHEET (10)****Participant Number:** \_\_\_\_\_**Bus Driven:** \_\_\_\_\_**Transit Conventional****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.

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

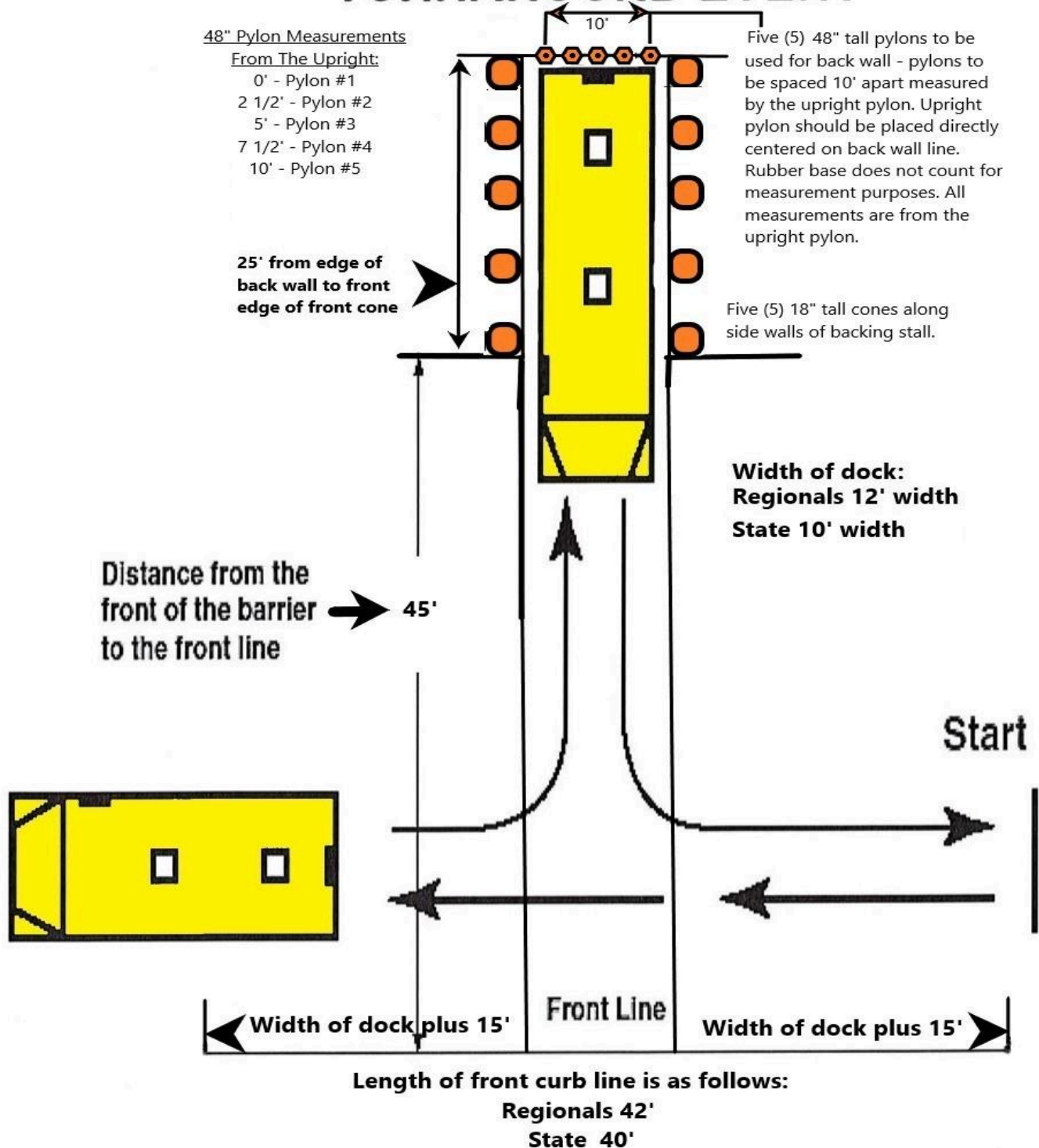
Before backing, the bus shall be parallel between the right curb and the left curb (front line).

<b>Judges Description</b>	<b>Demerit Value</b>	<b>Demerits Taken</b>
Driver fails to activate hazard lights prior to passing first barrier when starting event	15	
Bus is not near parallel between left and right curbs (driver is slanted/angled to start)	10	
Driver is charged 10 demerits for each adjustment needed once event starts (forward or backward motion) Adjustments: 1 2 3 4 5 (Circle all that apply - 10 demerits each)	Max 50	
Failure to sound horn before backing each time bus is put into reverse Number of times: 1 2 3 4 5 (Circle number of times horn not sounded - 10 demerits each)	Max 50	
<u>Any portion of the bus</u> crosses over the front line while backing in OR pulling out (circle: <u>backing in</u> <u>pulling out</u> - 25 demerits each)	Max 50	
Tires and or undercarriage parts of the bus make contact with any of the cones (including base of the cone), <b>DOES NOT</b> include rear overhang when backing in (unless undercarriage parts touch cones - example exhaust pipe/mudflaps/fuel cage). Deduct 10 demerits for number of cones struck: 1 2 3 4 5 6 7 8 9 10	Max 50	
Driver fails to (1) set parking brake, (2) puts transmission in neutral, (3) sound horn for measurement of closest part of the bus to back barrier	50	
Demerits shall be charged for each 6" increment over 18" from the closest point of the bus to the rear wall, demerits are the following: Makes Contact With The Rear Wall/Pylons = 50 Demerits 18" or Less = No Demerits 18" - 24" = 10 Demerits 24" - 30" = 20 Demerits 30" - 36" = 30 Demerits 36" - 42" = 40 Demerits 42" - 48" = 50 Demerits	Max 50	
Driver fails to deactivate hazard lights and activate left turn signal prior to pulling out of turn around stall	15	
Raising self-off seat/Driver sticks head out window (each worth 10 demerits - circle violation)	Max 20	
Failure to take part in and or complete the event OR Driver adjusts mirrors prior to or during the event (Circle which line item scored - 50 demerits each)	Max 50	
Driver fails: to wear seatbelt correctly, use of headlights, uses improper hands on steering wheel, abuses any equipment, goes off course, shows unsportsmanlike qualities	50	

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

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

# TURNAROUND EVENT



ANY PORTION OF THE BUS EXTENDING PAST THE VERTICAL PLANE OF THE REAR WALL OR THE FRONT BOUNDARY LINE, THIS INCLUDES ALL MIRRORS, LIGHTS & ACCESSORIES EXTENDING OUT OFF THE BUS, WILL BE CONSIDERED AS IF CONTACT WAS MADE WITH THE REAR WALL OR FRONT BOUNDARY LINE AND THE PROPER DEMERITS WILL BE TAKEN.

# DIMINISHING CLEARANCE EVENT

## SPECIFICATIONS AND SCORE SHEET (11)

Participant Number: \_\_\_\_\_

Bus Driven: \_\_\_\_\_

**Transit Conventional****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 (96") plus 10 inches
Second pair	Width of the bus (96") plus 8 inches
Third pair	Width of the bus (96") plus 6 inches
Fourth pair	Width of the bus (96") plus 4 inches
Fifth pair	Width of the bus (96") plus 2 inches

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

Judge's Description	Demerit Value	Demerits Taken
Charge 5 demerits for each time forward motion of bus stops Number of times stop: 1 2 3 4 5 <u>**This is continuous motion event**</u>	Max 25	
Charge 10 demerits for each instance of touching the cone/base of cone Number of times: 1 2 3 4 5	Max 50	
Charge 50 demerits for bus reversing during event	50	
Raising self-off seat/Driver sticks head out window (each worth 10 demerit - circle violation)	Max 20	
Failure to take part in and or complete the event	50	
Driver fails: to wear seatbelt correctly, use of headlights, uses improper hands on steering wheel, abuses any equipment, goes off course, shows unsportsmanlike qualities	50	
Driver adjusts mirrors prior to or during the event	50	

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

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

# DIMINISHING CLEARANCE EVENT

This event measures 100' from the 1st set of cones to the 5th set of cones at intervals of 25' between each set of cones

The measurement used to space the distance between each set of cones is 96 inches plus the following:

1st Set = 10 inches + 96 inches = 106 inches

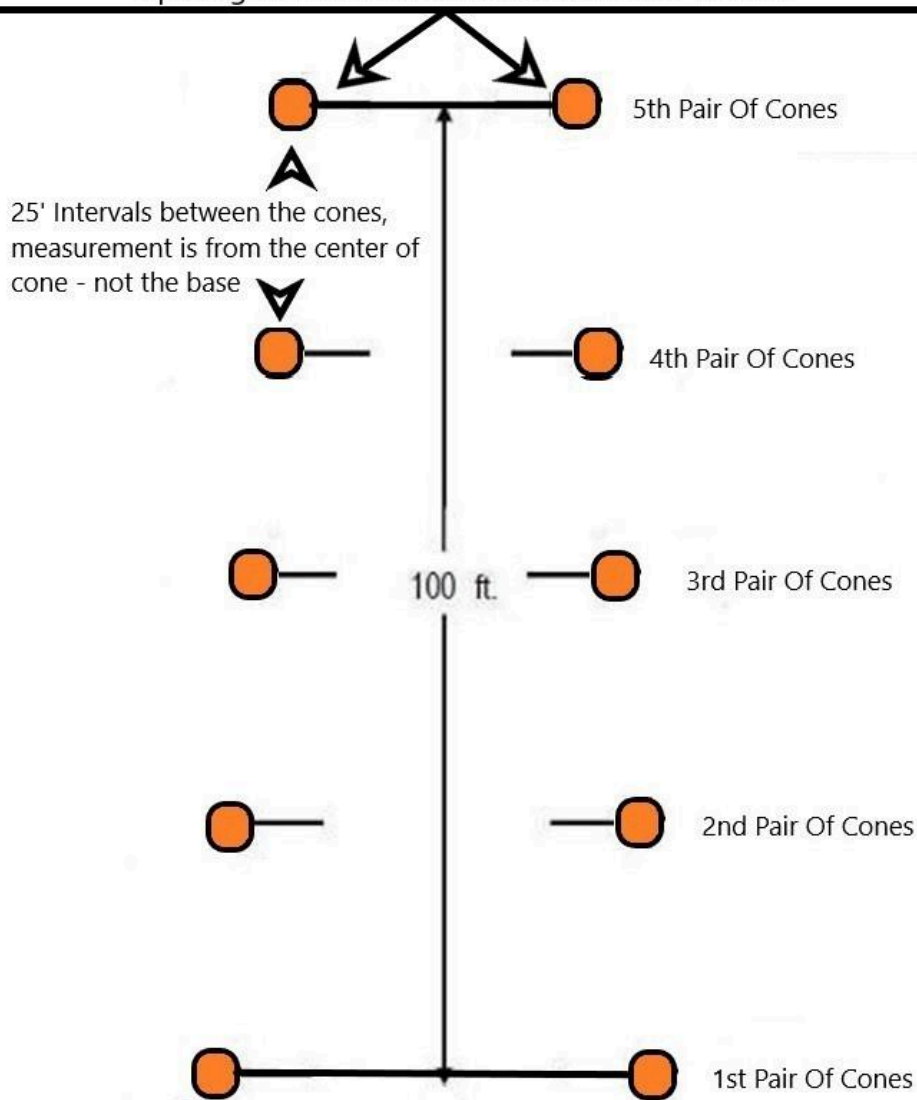
2nd Set = 8 inches + 96 inches = 104 inches

3rd Set = 6 inches + 96 inches = 102 inches

4th Set = 4 inches + 96 inches = 100 inches

5th Set = 2 inches + 96 inches = 98 inches

Spacing between the cones is from base to base



This is a continuous motion event once the bus passes the first set of cones

# POST TRIP EVENT TABULATION SHEET (13)

**Participant Number:** \_\_\_\_\_

**Bus Driven:** \_\_\_\_\_

**Transit    Conventional**

**Maximum Score 50**

**PURPOSE OF TEST:** To observe the driver's ability to properly complete a proper post trip inspection once done driving.

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

### Post Trip Scoring Sheet

Judges Description	Demerit Value	Demerits Taken
Driver fails to do in order (1) setting the parking brake and (2) putting the bus in neutral once back from road-course	50	
Driver fails to do a walk-back post trip inspection of bus (driver must be seen physically looking into every seat and behind last seats for left behind students during walk back of bus)	50	
Driver exhibits unsportsmanlike conduct either on the bus or exiting the bus	50	

**Head Judge's Signature:** \_\_\_\_\_

**Total Demerits Earned:** \_\_\_\_\_



# TABULATION FORM

## REGIONAL and STATE

**Driver #** \_\_\_\_\_ **Bus Number #** \_\_\_\_\_ **Bus Type:** Conventional Transit  
**Name** \_\_\_\_\_ **Final Position** \_\_\_\_\_  
**School District** \_\_\_\_\_  
**Region** \_\_\_\_\_

<u>Name of Event:</u>	<u>Demerits Earned Per Event</u>
(1) General Knowledge Test	_____
(2) Pre-Trip Inspection	_____
(3) Right/Left Turn	_____
(4) Offset Street	_____
(5) Student Right Pick-up and Drop-off	_____
(6) Student Left Pick-up and Drop-off	_____
(7) Railroad Crossing	_____
(8) Forward Stop Line	_____
(9) Forward & Reverse Serpentine	_____
(10) Turnaround	_____
(11) Diminishing Clearance	_____
(12) Post Trip	_____

**Total Possible Earned Points:** 800  
 (Subtract) —  
**Total Of Demerit's Earned:** \_\_\_\_\_  
  
**Final Earned Score:** \_\_\_\_\_

**Attested By Official Scoring Judge:** \_\_\_\_\_

**Date Of Event:** \_\_\_\_\_

Score of 640 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.