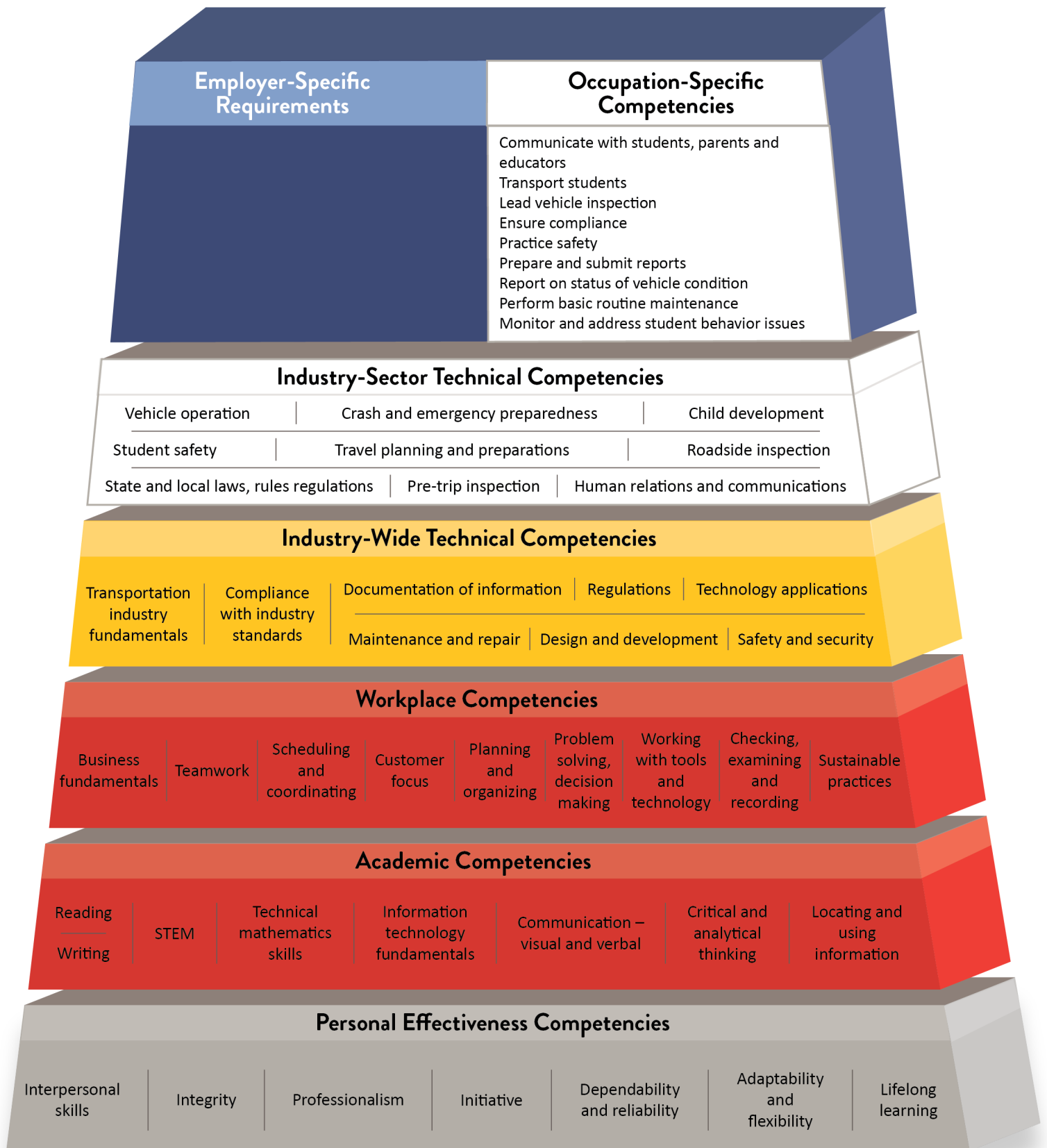


Minnesota Dual-Training Pipeline

Competency Model for Transportation

Occupation: School Bus Driver



Based on: Transportation, Distribution and Logistics Competency Model, Employment and Training Administration, United States Department of Labor, August 2018. For more detailed information about competency model creation and sources, visit dli.mn.gov/business/workforce/transportation.



Competency Model for School Bus Driver

School Bus Driver – A school bus driver transports students from home to school and school to home safely. They might also transport students to field trips, sporting events and off-campus activities. Depending on type of school bus being driven, drivers of school buses must obtain the necessary license(s) and/or endorsements, such as CDL license, school bus endorsement and passenger endorsement that is required by Minnesota Department of Public Safety to operate in Minnesota.

*Pipeline recommends the Industry-sector Technical Competencies as formal training opportunities (provided through related instruction) and the Occupation-specific competencies as on-the-job training opportunities.

Industry-Sector Technical Competencies

Related Instruction for dual training means the organized and systematic form of education resulting in the enhancement of skills and competencies related to the dual trainee's current or intended occupation.

- **Human relations and communications** – Know how to talk and interact with many people who connect to student transportation. Demonstrate appropriate and positive behavior and boundaries with students, parents, school staff, fellow drivers, and the public.
- **Student safety** – Work with students to ensure that they are both safe on the bus and while waiting for the bus and getting on/off the bus.
- **Vehicle operation** – Know how to safely drive the school bus and operate it on the roadways.
- **Child development** – Have a basic understanding of the development stages of children and know how that might impact their actions and behavior while riding the school bus.
- **Crash and emergency preparedness** – Understand and determine the necessary course of action and documentation in relation to vehicle breakdown, crash, weather, and passenger injury or illness.

- **Travel planning and preparations** – Prior to travel, review route, inspect the mechanical operation of the school bus and report any problems, and upon return perform post-trip inspection.
- **State and local laws, rules regulations** – Understand the types of school buses, obtain a school bus and passenger endorsement, follow all state and local laws, rules and regulations while operating the school bus.
- **Roadside inspection** – Perform roadside inspections, either random or in a terminal.
- **Pre-trip inspection** – Understand how to conduct an inspection of the school bus to ensure passenger safety before beginning a route.

Occupation-Specific Competencies

On-the-Job Training (OJT) is hands-on instruction completed at work to learn the core competencies necessary to succeed in an occupation. Common types of OJT include job shadowing, mentorship, cohort-based training, assignment-based project evaluation, and discussion-based training.

- **Communicate with students, parents, and educators** – Confer with students and parents about their bus route and general safe practices for riding on the school bus. Talk to educators about transportation plans for field trips, sporting events, etc.
- **Transport students** – Pick up and drop off students at regularly scheduled neighborhood locations, following strict times and schedules. May also pick up and drop off students from sporting events and other school activities.
- **Lead vehicle inspection** – Check the condition of a vehicle’s tires, brakes, windshield wipers, lights, oil, fuel, water, and safety equipment to ensure that everything is in working order.
- **Ensure compliance** – Comply with traffic regulations to operate school bus in a safe and courteous manner.
- **Practice safety** – Follow safety rules as students board and exit buses or cross streets near bus stops.
- **Prepare and submit reports** – Document information which might include the number of students or trips, hours worked, mileage, or fuel consumption.

- **Report on status of vehicle condition** – Notify the garage if there are any bus malfunctions in need of repair and/or other issues with the overall performance of the bus.
- **Perform basic routine maintenance** – Perform basic routine maintenance of the school bus like making sure it has its oil changed, filling up the fuel, changing windshield wipers, ensuring it has washer fluid, fill up air in the tires, etc.
- **Monitor and address student behavior issues** – Monitor student behavior on the bus and if necessary, take the proper and safe steps to address inappropriate behavior that occurs on the bus.

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