



## Bus Driver Road Performance Observation Form

All drivers employed by a Head Start program, a school district, a private contractor, or other agency must adhere to safety requirements while driving young children. Program directors and transportation coordinators can use this form to evaluate the driving performance of bus drivers. Programs can adapt this sample to comply with the vehicle operation of the Head Start Performance Standards ([45 CFR §1303.72\(d\)\(3\)](#)).

Name of driver \_\_\_\_\_

Center \_\_\_\_\_

Name of bus monitor \_\_\_\_\_

Date \_\_\_\_\_

Observation made by \_\_\_\_\_

Position \_\_\_\_\_

Weather conditions \_\_\_\_\_

Number of children on bus \_\_\_\_\_

Performance Area	Observed		Comments
	Yes	No	
The daily bus log has been completed in all areas and every day.			
The safety inspection was completed today.			
The following are posted on the bus: a. Current insurance			
b. Current registration			
c. Emergency procedures			
d. Daily schedule with times (Protect children's personally Identifiable information (PII). See <a href="#">45 CFR §1303.20</a> )			



Performance Area	Observed		Comments
	Yes	No	
The following are readily available: a. Emergency cards (Protect PII. See <a href="#">45 CFR §1303.20</a> )			
b. Detailed pick-up and drop-off times with child's name (Protect PII. See <a href="#">45 CFR §1303.20</a> )			
c. Notes regarding route for the day			
The bus driver appropriately communicates with program management, dispatch, and other drivers.			
All children are transported in height-, weight-, and age-appropriate child restraint devices.			
The bus is in clean and safe condition and no items are blocking the aisles or emergency exit areas.			
The driver can show how to use the following equipment: a. Fire extinguisher			
b. Bi-directional triangles			
c. First aid kit			
The bus driver follows the prescribed trip routes that ensure children are not on the bus more than an hour.			
The driver uses safe driving practices and follows expected rules of the road.			
The bus driver crosses railroad tracks in accordance with the law and local procedure.			
The bus monitor uses a seat belt.			
The bus driver uses a seat belt at all times.			
Bus monitors and volunteers get off the bus to assist the children on and off the bus.			



Performance Area	Observed		Comments
	Yes	No	
The driver is friendly to the children and parents.			
Adults use positive conversation with the children.			
Appropriate discipline is used on the bus. The driver and monitor use preventative measures to avoid misbehavior and enforce rules.			
Children are never left unattended.			
An approved adult is present before a child is released.			
An adequate amount of time is allowed for pick-up or drop-off.			
At the end of the trip, the driver ensured that no child was left behind. (See <a href="#">ACF-IM-HS-14-04</a> )			
Other observations			

