

# Passenger Endorsement Table of Contents

## **Chapter 1 Post-Crash Procedures . . . . . 1**

- Classroom, Lab, and Range Recommendations
- Introduction
- Assessing the Scene
- Using a Fire Extinguisher
- Warning Others
- Communicating with Others
- Getting Tested
- Key Learnings
- Post-Crash Procedures *Quiz Answer Key*

## **Chapter 2 Other Emergency Procedures . . . . . 13**

- Introduction
- Planning and Attitude are Key
- Preparation Starts Before the Trip
- Medical Emergencies
- Emergency Evacuations
- Fires
- Managing Security Breaches
- Key Learnings
- Other Emergency Procedures *Quiz Answer Key*

## **Chapter 3 Vehicle Orientation . . . . . 37**

- Classroom, Lab, and Range Recommendations
- Introduction
- Vehicle Size
- Wheels, Rims, & Tires
- Mirrors
- The Driver’s Seat
- Windshield & Wipers
- Lighting
- Engine Compartment
- Electrical System
- Brake System
- Key Learnings
- Vehicle Orientation *Quiz Answer Key*

## **Chapter 4 Pre-Trip, En-Route, and Post-Trip Inspection . . . . . 59**

- Classroom, Lab, and Range Recommendations
- Introduction
- The Importance of Inspections
- Completing a Pre-Trip Inspection
- Performing En-Route Inspections
- The Post-Trip Inspection
- Key Learnings
- Pre-Trip, En-Route, and Post-Trip Inspection *Quiz Answer Key*

## **Chapter 5 Fueling . . . . . 81**

- Classroom, Lab, and Range Recommendations
- Introduction
- When to Refuel
- Selecting a Fueling Station
- Safety Equipment
- Other Safety Precautions
- Key Learnings
- Fueling *Quiz Answer Key*

<b>Chapter 6</b>	<b>Idling</b> .....	<b>87</b>
■	Introduction	
■	The Effects of Idling	
■	Reducing Idling	
■	Idling Laws	
■	Key Learnings	
■	Idling <i>Quiz Answer Key</i>	
<b>Chapter 7</b>	<b>Baggage and/or Cargo Management</b> .....	<b>93</b>
■	Introduction	
■	Handling Baggage	
■	Key Learnings	
■	Baggage and/or Cargo Management <i>Quiz Answer Key</i>	
<b>Chapter 8</b>	<b>Passenger Safety Awareness Briefing</b> .....	<b>107</b>
■	Classroom, Lab, and Range Recommendations	
■	Introduction	
■	Pre-Trip Safety Awareness Briefing	
■	Key Learnings	
■	Passenger Safety Awareness Briefing <i>Quiz Answer Key</i>	
<b>Chapter 9</b>	<b>Passenger Management</b> .....	<b>115</b>
■	Introduction	
■	Selecting a Loading Area	
■	The Boarding Process	
■	After the Boarding Process	
■	Unloading Passengers	
■	Standing Passengers	
■	Dealing With Disruptive Passengers	
■	Key Learnings	
■	Passenger Management <i>Quiz Answer Key</i>	

**Chapter 10 ADA Compliance . . . . . 125**

- Classroom, Lab, and Range Recommendations
- Introduction
- The Americans with Disabilities Act (ADA)
- Treating All Customers with Respect
- Using a Wheelchair Lift
- Stops
- Key Learnings
- ADA Compliance *Quiz Answer Key*

**Chapter 11 Hours of Service (HOS) Requirements . . . . . 139**

- Classroom, Lab, and Range Recommendations
- Introduction
- Fatigue as a Safety Concern
- Hours-of-Service Regulations
- Key Learnings
- Hours of Service (HOS) Requirements *Quiz Answer Key*

**Chapter 12 Safety Belt Safety . . . . . 163**

- Introduction
- The Importance of Seat Belts
- Seat Belt Regulations
- Key Learnings
- Safety Belt Safety *Quiz Answer Key*

**Chapter 13 Distracted Driving . . . . . 169**

- Introduction
- Recognizing Driving Distractions
- Distracting Technology
- Key Learnings
- Distracted Driving *Quiz Answer Key*

**Chapter 14 Railroad (RR)-Highway Grade Crossings and Drawbridges . . . . 175**

- Classroom, Lab, and Range Recommendations
- Introduction
- The Regulations
- Highway-Rail Grade Crossings
- Driver Disqualification
- Signs and Signals
- Signals
- Safety Tips
- Drawbridges
- Key Learnings
- Railroad (RR)-Highway Grade Crossings and Drawbridges *Quiz Answer Key*

**Chapter 15 Weigh Stations . . . . . 187**

- Introduction
- Weigh Stations
- Key Learnings
- Weigh Stations *Quiz Answer Key*

**Chapter 16 Security and Crime . . . . . 193**

- Introduction
- The Risk of Being a Driver
- Identifying Threats
- Responding to Injuries
- Key Learnings
- Security and Crime *Quiz Answer Key*

<b>Chapter 17</b>	<b>Roadside Inspections</b> .....	<b>203</b>
■	Introduction	
■	Roadside Inspection Basics	
■	Who Gets Inspected	
■	Types of Inspections	
■	Preparing for an Inspection	
■	The Roadside Inspection Process	
■	Roadside Inspection Report & Results	
■	How to File a Complaint	
■	Key Learnings	
■	Roadside Inspections <i>Quiz Answer Key</i>	
<b>Chapter 18</b>	<b>Penalties and Fines</b> .....	<b>219</b>
■	Introduction	
■	Manage Your Risk	
■	Citations & Fines	
■	Safety Records	
■	Audits & Safety Ratings	
■	Pre-Employment Screening Program	
■	Financial Penalties	
■	Driver Disqualification	
■	Key Learnings	
■	Penalties and Fines <i>Quiz Answer Key</i>	
<b>Passenger Endorsement Glossary</b>	<b>.....</b>	<b>229</b>

# School Bus Endorsement Table of Contents

## **Chapter 1 Danger Zones and Use of Mirrors . . . . . 1**

- Classroom, Lab, and Range Recommendations
- Introduction
- Danger Zones
- Mirrors & Their Adjustment
- Dart-Outs
- Signaling
- Report Bus-Stop Hazards
- Training Students
- Key Learnings
- Danger Zones and Use of Mirrors *Quiz Answer Key*

## **Chapter 2 Loading and Unloading. . . . . 15**

- Classroom, Lab, and Range Recommendations
- Introduction
- Dangers of Loading & Unloading
- Safety Equipment & Its Use
- Approaching a Bus Stop
- Stopping at a Bus Stop
- Special Dangers
- Key Learnings
- Loading and Unloading *Quiz Answer Key*

## **Chapter 3 Vehicle Orientation . . . . . 31**

- Classroom, Lab, and Range Recommendations
- Introduction
- Knowing Your Vehicle & the Space Around It
- Reference-Point Driving
- Wheels, Rims, & Tires
- Mirrors
- The Driver’s Seat
- Windshield & Wipers
- Lighting & Reflective Tape
- Engine Compartment
- Electrical System
- Brake System
- Key Learnings
- Vehicle Orientation *Quiz Answer Key*

## **Chapter 4 Post-Crash Procedures . . . . . 53**

- Classroom, Lab, and Range Recommendations
- Introduction
- Assessing the Situation
- First Aid Kits & Their Use
- Emergency Equipment
- Emergency Evacuation
- Interacting with Law Enforcement
- Documenting the Crash
- Key Learnings
- Post-Crash Procedures *Quiz Answer Key*



**Chapter 5 Emergency Exit and Evacuation . . . . . 73**

- Introduction
- Understanding Your Role
- Preparing for an Evacuation
- Deciding if Evacuation is Required
- Increasing Safety Before Evacuation
- Evacuation Procedures
- Key Learnings
- Emergency Exit and Evacuation *Quiz Answer Key*

**Chapter 6 Railroad-Highway Grade Crossings . . . . . 91**

- Classroom, Lab, and Range Recommendations
- Introduction
- The Danger of Highway-Rail Grade Crossings
- Types of Crossings
- Warning Signs & Devices
- Crossing Procedures
- When Stopping is not Required
- Special Situations
- Driver Disqualification
- Key Learnings
- Railroad-Highway Grade Crossings *Quiz Answer Key*

**Chapter 7 Student Management . . . . . 101**

- Introduction
- Behavior Management Roles
- Developing Good Behaviors
- Strategies for Disciplining Students
- Critical Driving Tasks
- Other Tips & Strategies
- Bullying & Harassment
- Key Learnings
- Student Management *Quiz Answer Key*

**Chapter 8 Special Safety Considerations . . . . . 117**

- Classroom, Lab, and Range Recommendations
- Introduction
- Assessing & Reacting to Unexpected Situations
- Safety Equipment
- Responding to Weather Conditions
- Safe Backing Techniques
- Rear Overhang & Tail Swing
- Key Learnings
- Special Safety Considerations *Quiz Answer Key*

**Chapter 9 Pre- and Post-Trip Inspections . . . . . 131**

- Classroom, Lab, and Range Recommendations
- Introduction
- Why Inspections are Critical
- The Pre-Trip Inspection
- En-Route Inspections
- The Post-Trip Inspection
- Key Learnings
- Pre- and Post-Trip Inspections *Quiz Answer Key*

**Chapter 10 School Bus Security . . . . . 149**

- Introduction
- Security Begins with You
- Follow Local Security Policies
- Set Behavior Expectations
- Pre-Trip Security Inspections
- Recognize Potential Security Threats
- Responding to an Active Threat
- Key Learnings
- School Bus Security *Quiz Answer Key*

**Chapter 11 Route and Stop Reviews . . . . . 159**

- Classroom, Lab, and Range Recommendations
- Introduction
- Route Planning
- Your School Bus Route
- Reporting a Hazardous Situation
- Planning an Extracurricular Trip
- Key Learnings
- Route and Stop Reviews *Quiz Answer Key*

**School Bus Endorsement Glossary . . . . . 169**