

**South Carolina School Bus Driver  
Physical Performance Tests:  
Administration Guidelines**



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## **The Physical Performance Tests: Basic Guidelines**

A school bus driver must be able to focus his or her attention both on the control of the bus and on the general welfare of all passengers, pedestrians, and other motorists. In addition, a school bus driver must be alert and able to perform an emergency evacuation of the bus at any time. To ensure that all school bus drivers are able to perform these duties, in 2001 the South Carolina General Assembly amended State Board of Education Regulation 43-80 by adding the following mandate: "All school bus drivers, while being licensed or certified, must complete a physical performance test to demonstrate their physical ability to operate the school bus and to carry out the evacuation of students from the school bus." Our state requires that school bus drivers meet higher standards than those required of operators of other vehicles.

The following criteria apply to all drivers of state-owned school buses in South Carolina:

- A. The school bus driver must meet Federal Motor Carrier Safety Regulations vision standards (49 C.F.R. § 391.41(10)):

Has distant visual acuity of at least 20/40 (Snellen) in each eye without corrective lenses or visual acuity separately corrected to 20/40 (Snellen) or better with corrective lenses, distant binocular acuity of at least 20/40 (Snellen) in both eyes with or without corrective lenses, field of vision of at least 70 deg. in the horizontal Meridian in each eye, and the ability to recognize the colors of traffic signals and devices showing standard red, green, and amber.

- B. The school bus driver must be able, without difficulty or restrictions, to scan the roadway and mirrors for potential hazards and problems.
- C. The school bus driver must be able to communicate with all passengers and give oral warnings or instructions quickly, loudly if necessary, while maintaining control of the bus.
- D. The school bus driver must be able to exercise good judgment and react quickly in any adverse situation.
- E. The school bus driver must be able to maintain control of both the bus and the passengers under normal and adverse circumstances.
- F. The school bus driver must be able, during practice drills or an actual emergency situation, to conduct an evacuation of the bus and get the passengers to a place of safety. An evacuation may necessitate the driver's carrying or dragging passengers as well as quickly and repeatedly exiting and entering the bus.

For these and other reasons, a South Carolina school bus driver must take and pass the South Carolina School Bus Driver Physical Performance Tests (PPT). PPT standards are a measure of the driver's ability to fulfill the responsibilities of his or her job. We can never forget that at any

time the passengers of the school bus may be children ages from two months to twenty-one years, with a variety of special needs.

The purpose of the PPT is to assess the specific physical performance abilities of the school bus drivers in a way that goes beyond the state and local school district medical requirements. The PPT will be used to evaluate the ability of an individual to meet the physical demands of conducting an emergency evacuation of a school bus and of driving, handling, and maneuvering a school bus safely. A driver's failure to fulfill all requirements of the PPT will result in the loss of his or her authorization to drive any vehicle for which a South Carolina Department of Education's (SCDE) School Bus Certification is required.

## **PPT IMPLEMENTATION CRITERIA AND DATES**

The PPT is used as part of the initial and renewal licensing process and as part of the interim behind-the-wheel assessment. Once a school bus driver has passed the PPT, he or she will be required to take it again every two and a half years, on average. The school district, or its contractor, can establish policies and procedures requiring the physical evaluation of a driver more frequently, as may be necessary (for example, if a driver's physical ability has become questionable).

### **A. New Drivers**

Beginning November 1, 2002, all new drivers entering or participating in the school bus driver's training program will be required to take and pass the PPT. The testing must occur within 180 days of a candidate's beginning the school bus driver licensing process.

No new candidate who fails the PPT or any one of the individual standards will be allowed to drive a school bus until he or she has retaken the entire battery of tests and passed all the standards. All retests must be authorized by the local school district's transportation official. If retest authorization is granted, the new driver must successfully complete the PPT within the established 180-day licensing process period to avoid being disqualified from the training program. The driver will only be allowed to take the PPT a maximum of three times during the established 180-day licensing process period.

### **B. Existing Drivers**

An existing driver who fails any one of the required standards as part of the interim behind-the-wheel assessment, license renewal evaluation, random evaluation, or an evaluation for cause will not be allowed to drive any vehicle for which an SCDE school bus driver certificate is required until he or she has passed all of the standards. A driver will be allowed to take the PPT a maximum of three times. If unsuccessful after a third attempt or if their driver's license expires prior to successful completion of the PPT he/she will be required to repeat the entire school bus driver certification process.

### **C. Carrying Forward a Passed Standard**

Drivers will not be allowed to carry forward a passed standard from a previous testing session to a new testing session. When a standard is failed the driver must re-test on all standards each time the test is administered. All standards must be completed and passed in a single session that conforms to the time restraints of a typical school day.

### **BUSES USED FOR THE PPT**

All parts of the PPT except the test for Standard 6 must be conducted on a 54-passenger or larger school bus. The bus must have an air operated front service door, a minimum of *three* service door steps, and a rear floor-level emergency door exit.

### **WHO ADMINISTERS THE PPT**

Only a certified SCDE Physical Performance Tester is authorized to administer the PPT. SCDE Physical Performance Tester's may also determine if the driver meets the standards of the PPT when monitoring the driver during all other phases of the school bus driver training and licensing processes.

### **FILLING OUT THE PPT SCORE SHEET**

#### **A. Basic Information Required**

**Form S-8, "South Carolina School Bus Driver Physical Performance Tests Score Sheet," must be used for scoring the PPT.** The test administrator must print on the form the following information on the driver who is being tested: the individual's name and address, his or her driver's license number, and the class of license, endorsements, and restrictions as stated on the driver's license. The test administrator must also state the number of the particular test kit being used, the name of the driver's school district, the specific location where the test was administered (the test site may be a school, school bus maintenance shop, or other facility designated by the test administrator), and the capacity of the particular school bus being used.

In addition, the test administrator must visually confirm that the driver's appearance matches that on the license, and the driver must sign the form before the testing begins.

## B. Completion Times for the Individual Tests

The test administrator must specify in the appropriate space on the form the **number of seconds** the driver takes to complete the action for each standard, whether the driver passes or fails the particular test. Timing of the driver's performance on the tests must be done with a **stopwatch** that can be stopped and restarted. Timing cannot be measured by the administrator's looking at a second hand on a standard clock or watch and estimating the elapsed time. Measuring the time for each test must begin with the administrator's giving the driver the "**start**" **command** and ending when the administrator determines either that the required task is completed or that the driver is unable to complete the task.

## C. Scoring the Individual Tests

The tests for the standards are scored on the basis of three performance levels: *Pass*, *Fail*, and *UTC* ("unable to complete"). The test administrator must record the driver's score on each standard by **circling the appropriate term** on the test score sheet:

**Pass:** The driver *passes* the test for the standard if he or she completes the required action within the required time and according to the required instructions.

- The test administrator must circle "**Pass**" on the appropriate line on the test score sheet and must enter the **number of seconds** in which the driver was able to complete the test for the particular standard.

**Fail:** The driver *fails* the test for the standard if he or she does not complete the required action within the required time and/or if he or she violates the required instructions.

- The test administrator must circle "**Fail**" on the appropriate line on the test score sheet, enter the **number of seconds** that the driver actually took to complete the required action, and write a description of any violation of test instructions.
- The test administrator must ask the driver to initial the test score sheet on the line for any standard for which he or she has received a score of **Fail**.

**UTC:** The driver must be given a score of **UTC** if he or she is physically unable to complete the action required for a test.

- The test administrator must circle "**UTC**" on the appropriate line on the test score sheet.
- The test administrator must advise the driver of the degree to which he or she did complete the standard and must record the information on the test score sheet.
- The test administrator must ask the driver to initial the test score sheet on the line for any standard for which he or she has received a score of **UTC**.

#### **D. Test Administrator's Written Comments**

On the test score sheet the administrator may write a brief evaluation of the driver's performance on a particular test standard if the driver either *failed* the test or was *unable to complete* the test. For example, the administrator might want to explain what portion of the test (e.g., repetitions, distance) the driver did complete or to describe in some other way the progress that the driver made toward completing the standard. If the driver has a recognizable physical limitation, the test administrator might want to comment on the way that such a condition may have affected the driver's performance on the test.

If the driver has failed a standard because he or she violated the test instructions, the test administrator must record on the score sheet the specific instructions that were violated and write a brief explanation of the particular violation.

#### **PPT RECORDS KEEPING**

If the results of any test in the PPT battery are challenged, the test administrator will need to provide detailed information concerning the testing procedure and equipment.

Therefore, after the test administrator has completed and signed the PPT score sheet, he or she must make two photocopies of the document: one copy must be given to the driver, and the other copy must be given to the SDE-employed safety officer of jurisdiction. The original must be put in the driver's permanent folder at his or her place of employment.

Test administrators must complete **Form S-9, "South Carolina School Bus Driver Physical Performance Tests Equipment Inventory Verification,"** for the test kit used in the administration of the PPT. Form S-9 must be completed prior to the administration of the PPT and filed in the test administrator's records. If any test equipment is ever changed or replaced, the administrator must complete a new S-9 for the test kit and file it as part of his or her own records. Form S-9 must always be completed and put on file to support a completed Form S-8.

## Administering the Physical Performance Tests

**STANDARD 1:** The bus driver must be able to go up and down the school bus steps rapidly.

**MEASUREMENT:** 3 times within 30 seconds

**EQUIPMENT:** stopwatch

**JUSTIFICATION:** The test for Standard 1 evaluates the ability of the driver to enter and exit the vehicle effectively. Beginning and ending their route is not the only time that drivers must climb and descend the bus steps. They may also be required to perform this action to check for students around the bus, to operate a wheelchair lift, or to assist a child outside the bus—and they will be required to perform the action multiple times when evacuating children during practice drills or in an actual emergency.

### DRIVER INSTRUCTIONS

Field testing has shown that most individuals can perform this task in less than 10 seconds. The time has been extended to 30 seconds to emphasize the point that there is no need to rush.

Before starting the test, the test administrator will explain to the driver that he or she

- a. must use *only one hand* on the handrail or door handle when going up the steps,
- b. must *not* use his or her hands to pick up a leg,
- c. must *not* jump or skip over a step while ascending or descending,
- d. must *turn around* at the top of the steps (i.e., must *not* attempt to exit the bus backwards),
- e. must *alternate feet* as he or she ascends and descends the steps, and
- f. must have *only one foot* on a step at any given time.

### ASSISTANCE

The test administrator may count out loud each 5-second period as it is completed—“5 seconds, 10 seconds,” and so on until 30 seconds have passed.

### TEST PROCEDURE

1. The test begins with the driver standing on the ground, approximately 6 inches from the first step, facing the stepwell entrance. The test administrator will give the driver the “**start**” **command**.

2. The test administrator will **activate the stopwatch** when the driver lifts his or her first foot from the ground.
3. The driver walks up all three bus steps, turns around at the top of the steps, walks down to the ground, turns around, and repeats this task 2 more times.
4. When the driver has descended the stepwell the third time and has both feet on the ground, the test administrator will **stop the watch** and record on the test score sheet the **number of seconds** that have elapsed.
5. If 30 seconds elapse and the driver has not met the standard (and the test administrator did not declare a **UTC**), the administrator must continue the timing until the driver completes the 3 repetitions and must record on the test score sheet the **number of seconds** that the driver has taken to complete the task.

## **FINAL SCORE**

**Pass:** The driver has followed the instructions correctly and has completed the 3 repetitions in 30 seconds or less.

- The test administrator must circle “**Pass**” on the line for Standard 1 on the test score sheet and must enter the **number of seconds** in which the driver was able to complete the test for the standard.

**Fail:** The elapsed time is greater than 30 seconds, and/or the driver did not follow the instructions.

- The test administrator must circle “**Fail**” on the line for Standard 1 on the test score sheet, enter the **number of seconds** that the driver actually took to complete the required action, and write a description of any violation of test instructions.
- The test administrator must inform the driver of the reason for the failure (i.e., the **number of seconds** that the driver actually took to complete the standard and/or the specific instructions that were violated).
- The test administrator must ask the driver to initial the test score sheet on the line for Standard 1.
- When a driver fails the test for a particular standard, the administrator must ask the driver at that point if he or she wishes to continue with the tests for the other standards that remain. If the driver does wish to take the rest of the tests, he or she may do so, even though one of the standards will not have been met.

**UTC:** The driver is unable complete the 3 repetitions.

- If it is clear to the test administrator that the driver cannot accomplish the standard within 60 seconds, the administrator must stop the testing procedure and inform the driver of how many repetitions he or she did complete during the first 30 seconds of the test.
- If at any point during the test the administrator comes to believe that continuing would cause injury to the driver, the administrator must stop the testing procedure and inform the driver of how many repetitions he or she did complete during the first 30 seconds of the test.
- The test administrator must circle “**UTC**” on the line for Standard 1 on the test score sheet and record on the score sheet the number of repetitions the driver did complete.
- The test administrator must ask the driver to initial the test score sheet on the line for Standard 1.

**STANDARD 2:** The bus driver must be able to alternate quickly between the throttle and the service brake.

**MEASUREMENT:** 10 times in 10 seconds.

**EQUIPMENT:** stopwatch

**JUSTIFICATION:** The test for Standard 2 evaluates the driver's ability to operate the brake and throttle effectively. In any number of situations while driving a school bus, the driver is required to quickly move his or her right foot from the throttle to the brake and back again. A driver must repeat this action very often in a normal day, likely more than a hundred times.

### **DRIVER INSTRUCTIONS**

Before starting the test, the test administrator will explain to the driver that he or she

- a. must be seated and secured (seat belt fastened) in the driver's seat throughout the test;
- b. must have *both feet on the floor* of the bus when the test starts;
- c. must use *only* his or her *right foot* to accomplish the measurement (*using the left foot will constitute an automatic failure of the standard*);
- d. must move his or her right foot from the bus throttle to the bus service brake and back to the bus throttle, repeating this 10 times within 10 seconds; and
- e. must depress the throttle and brake only slightly.

The test administrator must illustrate for the driver the speed that is necessary to successfully complete the standard. While demonstrating the required action, the administrator must count each depression of the throttle and brake through the ten repetitions. During the test, the driver may count out loud each depression of the throttle or brake pedal as it is completed—"one, two, three," and so on.

### **TEST PROCEDURE**

The test administrator must be in a position to clearly see that each pedal is at least briefly depressed and that the required number of repetitions are done.

1. The test must start with the driver seated and secured (seat belt fastened) in the driver's seat, with both feet on the floor of the bus. Once the driver is in position, the test administrator will give the driver the **"start" command**. The driver is to move his or her right foot from the throttle to the brake and back to the throttle.
2. The test administrator must **activate the stopwatch** when the driver first depresses the throttle.

3. At the end of 10 repetitions (when the driver has depressed the brake for the tenth time), the test administrator must **stop the watch** and record on the test score sheet the **number of seconds** that have elapsed.
4. If 10 seconds elapse and the driver has not met the standard (and the test administrator did not declare a **UTC**), the administrator must continue the timing until the driver has completed the 10 repetitions and must record on the test score sheet the **number of seconds** that the driver has taken to complete the task.

## **FINAL SCORE**

**Pass:** The driver has followed the instructions correctly and has completed all 10 repetitions in 10 seconds or less.

- The test administrator must circle “**Pass**” on the line for Standard 2 on the test score sheet and must enter the number of seconds in which the driver was able to complete the test for the standard.

**Fail:** The elapsed time is greater than 10 seconds, and/or the driver did not follow the instructions.

- The test administrator must circle “**Fail**” on the line for Standard 2 on the test score sheet, enter the **number of seconds** that the driver actually took to complete the required action, and write a description of any violation of test instructions.
- The test administrator must inform the driver of the reason for the failure (i.e., the **number of seconds** that the driver actually took to complete the standard and/or the specific instructions that were violated).
- The test administrator must ask the driver to initial the test score sheet on the line for Standard 2.
- When a driver fails the test for a particular standard, the administrator must ask the driver at that point if he or she wishes to continue with the tests for the other standards that remain. If the driver does wish to take the rest of the tests, he or she may do so, even though one of the standards will not have been met.

**UTC:** The driver is unable to complete the 10 repetitions.

- If it is clear to the test administrator that the driver cannot accomplish the standard within 20 seconds, the administrator must stop the testing procedure and inform the driver of how many repetitions he or she did complete during the first 10 seconds of the test.

- If at any point during the test the administrator comes to believe that continuing would cause injury to the driver, the administrator must stop the testing procedure and inform the driver of how many repetitions he or she did complete.
- The test administrator must circle “UTC” on the line for Standard 2 on the test score sheet and record on the score sheet the number of repetitions the driver did complete.
- The test administrator must ask the driver to initial the test score sheet on the line for Standard 2.

**STANDARD 3:** The bus driver must be able to depress fully and maintain constant, unassisted pressure on the brake pedal.

**MEASUREMENT:** 60 seconds

**EQUIPMENT:** stopwatch

**JUSTIFICATION:** The test for Standard 3 evaluates the driver's ability to operate the vehicle's brake pedal effectively and continually. In the normal operation of a school bus, the driver must use hard continuous braking very frequently—when picking up passengers, when stopping at railroad grade crossings, when stopping on inclines, and when at traffic lights, for example.

### **OTHER REQUIREMENTS**

This evaluation must be conducted with the engine running and, if an air brake bus is used, the air pressure must be allowed to build up to at least 100 psi before the test is begun.

### **DRIVER INSTRUCTIONS**

Before starting the test, the test administrator will explain to the driver that he or she

- a. must be seated and secured (seat belt fastened) in the driver's seat throughout the evaluation,
- b. must have *both feet on the floor* of the bus when the evaluation starts,
- c. must use *only* his or her *right foot* to accomplish the measurement (*using the left foot will constitute an automatic failure of the standard*),
- d. must *fully engage* the brake pedal, and
- e. must depress the bus service brake for a *continuous* 60 seconds.

### **TEST PROCEDURE**

The test administrator must be in a position where he or she can clearly see that the brake pedal is fully depressed.

As advance preparation for conducting this test, the administrator must determine how far the brake pedal will have to be depressed to fully engage the brakes. The test administrator can then visually evaluate the brake pedal position when brake pedal is being depressed and held by the driver.

1. The test must start with the driver seated and secured (seat belt fastened) in the driver's seat, with both feet on the floor of the bus. Once the driver is in position, the test administrator will give the driver the **"start" command**. The driver must fully depress the brake pedal.

2. The test administrator will **activate the stopwatch** when the driver's right foot first depresses the brake pedal.
3. When the driver has completed the 60 seconds, the test administrator shall give the command to "**release**" the brake pedal.
4. If the driver releases the brake pedal before 60 seconds have elapsed, the test administrator must **stop the watch** at the point of release.

## **ASSISTANCE**

During the test, the test administrator may count out loud each 10-second period as it is completed—"10 seconds, 20 seconds," and so on until 60 seconds have passed.

## **FINAL SCORE**

**Pass:** The driver has followed the instructions correctly, and the elapsed time is 60 seconds or longer.

- The test administrator must circle "**Pass**" on the line for Standard 3 on the test score sheet.

**Fail:** The driver releases the brake before 60 seconds have elapsed and/or did not follow the instructions.

- The test administrator must circle "**Fail**" on the line for Standard 3 on the test score sheet, enter the **number of seconds** that the driver actually had the brake pedal engaged, and write a description of any violation of test instructions.
- The test administrator must inform the driver of the reason for the failure (i.e., the actual **number of seconds** that the brake pedal was engaged and/or the specific instructions that were violated).
- The test administrator must ask the driver to initial the test score sheet on the line for Standard 3.
- When a driver fails the test for a particular standard, the administrator must ask the driver at that point if he or she wishes to continue with the tests for the other standards that remain. If the driver does wish to take the rest of the tests, he or she may do so, even though one of the standards will not have been met.

**UTC:** The driver is unable to maintain constant, unassisted pressure on the brake pedal.

- If it is clear that the driver cannot complete the standard, the administrator must stop the testing procedure and advise the driver of the actual **number of seconds** the brake pedal was engaged.
- If at any point during the test the administrator comes to believe that continuing would cause injury to the driver, the administrator must stop the testing procedure and inform the driver of the actual **number of seconds** the brake pedal was engaged.
- The test administrator must circle “**UTC**” on the line for Standard 3 on the test score sheet and record on the score sheet the actual **number of seconds** the brake pedal was engaged.
- The test administrator must ask the driver to initial the test score sheet on the line for Standard 3.

**STANDARD 4:** The bus driver must be able to rapidly activate the manual service door release valve, push open the service door and exit the bus, starting from a seat belted position.

**MEASUREMENT:** 15 seconds

**EQUIPMENT:** stopwatch

**JUSTIFICATION:** The test for Standard 4 evaluates the driver's ability to perform the task of releasing the service door air pressure in the event an emergency evacuation becomes necessary. In an emergency, the driver must be able to manually open the service door to create an evacuation escape exit.

### **DRIVER INSTRUCTIONS**

Before starting the test, the test administrator will explain to the driver that he or she

- a. must be seated and secured (seat belt fastened) in the driver's seat;
- b. must have *both hands* on the steering wheel of the bus when the evaluation starts;
- c. must release the seat belt system when the test administrator gives the "start" command;
- d. must then stand up, *walk* to the service door and on the upper left side of the door activate the service door air pressures lever; and
- e. manually push open the service door and exit the bus.

### **TEST PROCEDURE**

The test administrator must be positioned in a location inside the bus to properly witness that the door is fully closed.

1. The test must start with the driver seated and secured (seat belt fastened) in the driver's seat, with both hands on the steering wheel. The door must be in the closed position. The test administrator will give the driver the "**start**" command.
2. The test administrator will **activate the stopwatch** when the driver's right hand is removed from the steering wheel.
3. When the driver has descended the service door steps and has both feet on the ground, the test administrator will **stop the watch** and record on the test score sheet the **number of seconds** that has elapsed.
4. If 15 seconds elapse and the driver has not met the standard (and the test administrator did not declare a **UTC**), the administrator must continue the timing until the driver has

completed the standard and must record on the test score sheet the **number of seconds** that the driver has taken to complete the task.

## **FINAL SCORE**

**Pass:** The driver has followed the instructions correctly and has completed the standard in 15 seconds or less.

- The test administrator must circle “**Pass**” on the line for Standard 4 on the score sheet and must enter the number of seconds in which the driver was able to complete the test for the standard.

**Fail:** The elapsed time is greater than 15 seconds, and/or the driver did not follow the instructions.

- The test administrator must circle “**Fail**” on the line for Standard 4 on the test score sheet, enter the **number of seconds** that the driver actually took to complete the required action, and write a description of any violation of test instructions.
- The test administrator must inform the driver of the reason for the failure (i.e., the **number of seconds** that the driver actually took to complete the standard and/or the specific instructions that were violated).
- The test administrator must ask the driver to initial the test score sheet on the line for Standard 4.
- When a driver fails the test for a particular standard, the administrator must ask the driver at that point if he or she wishes to continue with the tests for the other standards that remain. If the driver does wish to take the rest of the tests, he or she may do so, even though one of the standards will not have been met.

**UTC:** The driver is unable to complete the standard.

- If it is clear to the test administrator that the driver cannot accomplish the standard within 15 seconds, the test administrator must stop the testing procedure and inform the driver he or she did not complete the standard.
- If at any point during the test the administrator comes to believe that continuing would cause injury to the driver, the administrator must stop the testing procedure and inform the driver he or she did not complete.
- The test administrator must circle “**UTC**” on the line for Standard 4 on the test score sheet and record on the score sheet the driver did not complete.
- The test administrator must ask the driver to initial the test score sheet on the line for Standard 4.

**STANDARD 5:** The bus driver must be able to move rapidly through the interior of the bus and exit from the rearmost floor-level emergency door, starting from a seat-belted position.

**MEASUREMENT:** 20 seconds

**EQUIPMENT:** stopwatch and gym mat

**JUSTIFICATION:** The test for Standard 5 evaluates the driver's ability to move freely throughout the bus and to use a secondary exit, as might be required during an emergency evacuation of the bus.

### **DRIVER INSTRUCTIONS**

Before starting the test, the test administrator will explain to the driver that he or she

- a. must be seated and secured (seat belt fastened) in the driver's seat with both hands on the steering wheel when the test starts;
- b. must release the seat belt system when the test administrator gives the "start" command;
- c. must then stand up, *walk* through the interior of the bus to the rearmost exit door, open this exit door, and exit through it;
- d. must *not jump* out the emergency exit but rather must use the "sit and scoot" method that is taught to passengers for evacuation; and
- e. must *not* open and *swing* the door violently (because it may rebound and hit him or her).

### **TEST PROCEDURE**

The test administrator must be positioned outside the bus entrance door to start the standard and meet the driver at the back exit door as the driver exits the bus.

1. The test administrator must confirm that the rearmost exit door is closed and locked.
2. The test must start with the driver seated and secured (seat belt fastened) in the driver's seat. Once the driver is in position, the test administrator will give the driver the "**start**" **command**. The driver is to release the seat belt, walk to the rearmost emergency exit on the bus, open the emergency door, and exit through the emergency door to the ground.
3. The test administrator will **activate the stopwatch** when the driver removes one or more hands from the steering wheel.
4. The test administrator must **stop the watch** when the driver has completed the required action and both feet touch the ground. The administrator must record on the test score sheet the **number of seconds** that have elapsed.

5. If 20 seconds elapse and the driver has not met the standard (and the test administrator did not declare a **UTC**), the administrator must continue the test until the driver has completed the required action and must record on the test score sheet the **number of seconds** the driver has taken to complete the task.

## **ASSISTANCE**

The test administrator may count out loud each 5-second interval during the evaluation—“5 seconds, 10 seconds,” and so on until 20 seconds have passed.

The test administrator may also employ some of the following suggestions to help make the test operate more smoothly and safely:

- The bus must be parked on a level and flat surface that includes the rear of the bus and the area where the driver will land after exiting through the rear door. The test administrator may want to park the bus in a grassy area for this test.
- A gym mat is provided in the test kit, although it is used only at the test administrator’s discretion. On grass and other soft ground surfaces, the mat may be unnecessary. When the mat is used, it should be placed on the ground under the bus emergency door, where it will not only help to cushion the driver’s knees and ankles from shock when he or she is jumping to the ground but will also provide a more comfortable surface if a driver falls forward after landing.
- It is permissible to have another individual present on the ground near the rearmost exit door of the bus to “spot,” as is done in gymnastics activities to help prevent stumbling or falling. The individual who is spotting must not touch or otherwise assist the driver in exiting the bus but should be available to help if the driver starts to fall after touching the ground.
- It is permissible for the test administrator to catch the door (with caution) and hold it to keep it from swinging back and striking the driver.

## **FINAL SCORE**

**Pass:** The driver has followed the instructions correctly and has completed the required action in 20 seconds or less.

- The test administrator must circle “**Pass**” on the line for Standard 5 on the score sheet and must enter the number of seconds in which the driver was able to complete the test for the standard.

**Fail:** The elapsed time is greater than 20 seconds, and/or the driver did not follow the instructions.

- The test administrator must circle “**Fail**” on the line for Standard 5 on the test score sheet, enter the **number of seconds** that the driver actually took to complete the required action, and write a description of any violation of test instructions.
- The test administrator must inform the driver of the reason for the failure (i.e., the **number of seconds** that the driver actually took to complete the standard and/or the specific instructions that were violated).
- The test administrator must ask the driver to initial the test score sheet on the line for Standard 5.
- When a driver fails the test for a particular standard, the administrator must ask the driver at that point if he or she wishes to continue with the tests for the other standards that remain. If the driver does wish to take the rest of the tests, he or she may do so, even though one of the standards will not have been met.

**UTC:** The driver is unable to complete the required action.

- If at any point during the test the administrator comes to believe that continuing would cause injury to the driver, the administrator must stop the testing procedure and inform the driver of the degree to which he or she did complete the standard.
- If it is clear to the test administrator that the driver cannot accomplish the standard within 40 seconds, the administrator must stop the testing procedure and inform the driver of what he or she accomplished during the first 20 seconds of the test.
- The test administrator must circle “**UTC**” on the line for Standard 5 on the test score sheet and write a description of the degree to which the driver did complete the standard.
- The test administrator must ask the driver to initial the test score sheet on the line for Standard 5.

**STANDARD 6:** The bus driver must be able to drag individuals rapidly in a bus emergency.

**MEASUREMENT:** 125-pound object dragged 30 feet in 30 seconds

**EQUIPMENT:** stopwatch and special equipment as described below

The testing equipment for the drag evaluation has been standardized. Compliance with the following procedures will ensure that all school bus drivers are tested uniformly and fairly:

- A. The rubber floor mat must be attached to a level floor, parking lot surface, or sidewalk surface. The mat is marked with “start” and “stop” lines to show the 30-foot distance. The rubber mat may be attached permanently to a floor surface or taped to the floor just for the test. The rubber bus floor mat was chosen to standardize the testing surface and to simulate the actual floor surface of a school bus. No coating may be used on the flooring or paved surface to make it slippery and therefore easier for the bag to slide on.
- B. The duffel bag has a strap attached to it to assist the driver in pulling the weight across the flooring. The duffel bag includes a corset to secure the weights (see next item) in a compact upright position. No coating may be used on the duffel bag to make it slippery and therefore easier to slide.
- C. Five certified 25-pound disk-shaped barbell weights shall be used for the evaluation. *No other weights may be used.* The five 25-pound weights must be stacked and secured in the corset in such a way that prevents them from flopping around in the duffel bag.

**JUSTIFICATION:** The test for Standard 6 evaluates the driver’s ability to move an incapacitated student off the bus and away from the vehicle in the event of an emergency.

## **DRIVER INSTRUCTIONS**

Before starting the test, the test administrator will explain to the driver that he or she

- a. does *not* need to hurry or risk injury—field practices have proven that it is possible to complete this task in 6 to 10 seconds;
- b. may route the duffel bag’s pull strap over one shoulder, across the back, and under the arm of the other shoulder or may hold the pull strap in any other position that is comfortable;
- c. is encouraged to bend his or her *knees*, not just bend from the waist, to get lower to the ground and thus to create a pulling point as close as possible to the rubber floor mat;
- d. must demonstrate his or her pulling position before starting the test;

- e. is encouraged to take continuous small steps backward so that the motion will not be a series of jerks on the duffel bag—*starting* the dragging motion is the hardest part, and a continuous pulling will mean that the motion has to be started only once;
- f. is allowed to take a *pretest* pull or two on the duffel bag, if desired, to demonstrate the ease with which the dragging can be performed;
- g. must stand on the rubber floor mat at the “start” line facing the duffel bag in a position that will allow him or her to walk backward down the mat;
- h. must *drag* the duffel bag down the mat from the “start” line across the “stop” line in 30 seconds;
- i. must *not* allow his or her feet or the duffel bag to leave the rubber floor mat while the driver is completing the test; and
- j. may *not* carry the duffel bag, due to the potential for injury.

## TEST PROCEDURE

This standard must not be performed on a school bus because of the difficulty in moving the weight into and out of the bus. The test for Standard 5 has already demonstrated the driver’s ability to move through the bus.

The test administrator must be positioned at the starting line to witness the start and must be at the “stop” line to meet the driver at the end of the 30 feet. The duffel bag must be placed on the rubber floor mat *behind* the “start” line.

1. When the test administrator gives the driver the “**start**” **command**, the driver is to begin pulling the duffel bag down the rubber floor mat.
2. The test administrator will **activate the stopwatch** when the driver begins to move the duffel bag.
3. The test administrator must **stop the watch** when the bag fully crosses the “stop” line on the rubber floor mat. The test administrator must record on the test score sheet the **number of seconds** the driver took to complete the task.
4. If 30 seconds elapse and the driver has not met the standard (and the test administrator did not declare a **UTC**), the administrator must continue the test and must record on the test score sheet the **number of seconds** the driver takes to complete the task.

## ASSISTANCE

The test administrator will count out loud each 5-second interval as the standard is being completed—“5 seconds, 10 seconds,” and so on until 30 seconds have passed.

## FINAL SCORE

**Pass:** The driver has followed the instructions correctly and has completed the required action in 30 seconds or less.

- The test administrator must circle “**Pass**” on the line for Standard 6 on the score sheet and must enter the number of seconds in which the driver was able to complete the test for the standard.

**Fail:** The elapsed time is greater than 30 seconds, and/or the driver did not follow the instructions.

- The test administrator must circle “**Fail**” on the line for Standard 6 on the test score sheet, enter the **number of seconds** that the driver actually took to complete the required action, and write a description of any violation of test instructions.
- The test administrator must inform the driver of the reason for the failure (i.e., the **number of seconds** that the driver actually took to complete the standard and/or the specific instructions that were violated).
- The test administrator must ask the driver to initial the test score sheet on the line for Standard 6.
- When a driver fails the test for a particular standard, the administrator must ask the driver at that point if he or she wishes to continue with the tests for the other standards that remain. If the driver does wish to take the rest of the tests, he or she may do so, even though one of the standards will not have been met.

**UTC:** The driver is unable to drag the weight 30 feet.

- If at any point during the test the administrator comes to believe that continuing would cause injury to the driver, the administrator must stop the testing procedure and inform the driver of what he or she accomplished during the first 30 seconds of the test.
- If it is clear to the test administrator that the driver cannot accomplish the standard within 60 seconds, the administrator must stop the testing procedure and inform the driver of what he or she accomplished during the first 30 seconds of the test.
- The test administrator must circle “**UTC**” on the line for Standard 6 on the test score sheet and write a description of the degree to which the driver did complete the standard.
- The test administrator must ask the driver to initial the test score sheet on the line for Standard 6.

# South Carolina School Bus Driver Physical Performance Tests Score Sheet

Evaluation type:    initial    renewal    interim assessment\*

<b>Driver's name:</b> _____ last                                  first                                  middle initial <b>Street address:</b> _____ <b>City, state, zip:</b> _____ <b>Driver's license number:</b> _____ <b>CDL class/endorsements/restrictions:</b> _____	<b>Driver's signature:</b> _____ <b>Test kit number:</b> _____ <b>School district:</b> _____ <b>Test location:</b> _____ <b>Type C school bus capacity:</b> _____
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### TEST ADMINISTRATOR

Follow SDE guidelines for administering the PPT. Circle "Pass" or "Fail" for each completed test. Enter the number of seconds the driver takes to complete the required action. Circle "UTC" (*unable to complete*) if the driver cannot complete the required action. Evaluations may be written for "Fail" or "UTC" performances. All instruction violations *must* be explained.

<b>STANDARD 1: Going Up and Down Bus Steps</b>	<b>Time:</b>	<b>seconds</b>	<b>Pass</b>	<b>Fail</b>	<b>UTC</b>
Performance evaluation/instruction violation (for "Fail" or "UTC" only):					
					Driver initials: _____
<b>STANDARD 2: Alternating between Throttle and Brake</b>	<b>Time:</b>	<b>seconds</b>	<b>Pass</b>	<b>Fail</b>	<b>UTC</b>
Performance evaluation/instruction violation (for "Fail" or "UTC" only):					
					Driver initials: _____
<b>STANDARD 3: Braking with Continuous Pressure</b>	<b>Time:</b>	<b>seconds</b>	<b>Pass</b>	<b>Fail</b>	<b>UTC</b>
Performance evaluation/instruction violation (for "Fail" or "UTC" only):					
					Driver initials: _____
<b>STANDARD 4: Exiting Service Door</b>	<b>Time:</b>	<b>seconds</b>	<b>Pass</b>	<b>Fail</b>	<b>UTC</b>
Performance evaluation/instruction violation (for "Fail" or "UTC" only):					
					Driver initials: _____
<b>STANDARD 5: Exiting Emergency Door</b>	<b>Time:</b>	<b>seconds</b>	<b>Pass</b>	<b>Fail</b>	<b>UTC</b>
Performance evaluation/instruction violation (for "Fail" or "UTC" only):					
					Driver initials: _____
<b>STANDARD 6: Dragging Weight</b>	<b>Time:</b>	<b>seconds</b>	<b>Pass</b>	<b>Fail</b>	<b>UTC</b>
Performance evaluation/instruction violation (for "Fail" or "UTC" only):					
					Driver initials: _____

### TEST ADMINISTRATOR DECLARATION

(Certified Safety Officer/Certified Behind-the-Wheel Trainer\*)

In accordance with the State Board of Education Regulation 43-80 and the applicable SDE guidelines and with knowledge of the test results presented above, I certify that the above-named driver is

qualified by the PPT                       not qualified by the PPT

<b>Name:</b> (please type or print)	<b>Signature:</b>	<b>Certificate #:</b>	<b>Date:</b>
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*\*The certified behind-the-wheel trainer can conduct only an interim assessment.*

• A copy of this PPT score sheet shall be given to the evaluated driver. • A second copy of this PPT score sheet shall be filed in the driver's file with the SDE. • The original copy of this PPT score sheet shall be placed in driver's file with his or her employer.

**South Carolina School Bus Driver  
Physical Performance Tests Equipment Inventory Verification**

Test administrators (certified safety officers and certified behind-the-wheel trainers) must complete this inventory form for each test kit assigned to them and must retain the form in their files. If the test administrator discovers that any piece of equipment is damaged and must be replaced or if the SDE replaces any piece of equipment for any reason, the test administrator must complete a new inventory verification form and retain it as a part of their records.

<b>Contents Verification</b>		<b>Test kit number:</b> _____  <b>Date:</b> _____
<b>ITEM</b>	<b>VERIFIED</b>	
Duffel bag	<input type="checkbox"/>	
Weight corset	<input type="checkbox"/>	
Five 25-pound weights	<input type="checkbox"/>	
Stopwatch	<input type="checkbox"/>	
35-foot rubber bus floor mat	<input type="checkbox"/>	
Gym mat	<input type="checkbox"/>	
<b>Certified Safety Officer/Certified Behind-the-Wheel Trainer Statement</b>  <i>I certify that the test equipment specified above has not been altered in any way to affect the results of a test and is in compliance with SDE requirements.</i>		
Name (please print or type):		
Signature:		Date: