

## Passenger Endorsement Theory Syllabus

**Trainee Name** \_\_\_\_\_

**License/CLP #** \_\_\_\_\_

**Start Date** \_\_\_\_\_

**End Date** \_\_\_\_\_

**School District** \_\_\_\_\_

### **Unit C.1.1**

#### **Post-Crash Procedures**

Assessing your Own Physical Condition

Notifying Authorities

Protect the Area

Obtain Emergency Medical Assistance

Avoiding Subsequent Crashes

Triangles, Flashers, etc.

How to Use a Fire Extinguisher

Post-Testing Controlled Substances and Alcohol Testing

### **Unit C1.2**

#### **Other Emergency Procedures**

### **Unit C1.3**

#### **Vehicle Orientation**

### **Unit C1.4**

#### **Pre-Trip, Enroute, and Post-Trip Inspection**

FMCSA 392.7 Equipment, Inspection, and Use

FMCSA 396.11 Driver Vehicle Inspection Reports

Report Content

**Corrective Action**

**Retention Period for Reports**

**Appropriate Locations**

**Pre-Trip**

**The Approach**

**Under the Hood**

**Air Compressor**

**Steering**

**Frame**

**Coolant**

**Alternator**

**Belt and Fan**

**Water Pump**

**Shocks, U-Bolts, Brake Hoses**

**Spring Mount**

**Leaf Springs**

**Brakes**

**Brake Caliper**

**Tires and Splash Guard**

**Rim, Lug Nut, Hub and Drum**

**Service Door**

**Handrail, Steps and Release Valve**

**Triangles**

**Fire Extinguisher**

**First Aid Kit, Body Fluid Kit, Seatbelt Cutter and Radio**

**Student Mirror and Shade Visor**

**Seatbelt, Driver's Window and Documents**

**Mirrors**

**Windshield**

**SAFE START**

**ABS**

**Light Indicators**

**Gauges**

**Heaters, Defrosters and Interior Lights**

**Horn and Steering Wheel**

**Wipers and Washers**

**Air Brake Test**

**Seating**

Walls, Windows, and Ceiling

Emergency Window Exits

Emergency Roof Hatch Exits

Emergency Rear Door Exits

Lift Door

Flooring

Rear Heaters

External Light Inspection

Clearance Lights

Student Lights

Headlights (low and high beam)

Hazard Lights

Turn Signals (left and right)

Stop Arm

Taillights

Brake Lights

Entry Lights

Reflectors

Frame and Exhaust

**Rear Tires and Splash Guards**

**Bud Rims/Spacers**

**Springs and Spring Mounts**

**Rear Brakes**

**Air Bags, Air Bag Mounts**

**Torque Arm**

**Fuel Tank/Fuel Cage**

**Fuel Cap/Fuel Door**

**Drive Shaft**

**Air Dryer and Retarder**

**Stop Arm**

**Battery Box**

**Electric Box/Panel**

**Enroute Inspections**

**Post Trip Inspections**

**Student Check**

**Walk Around**

**Articles Left on Bus**

**Open Windows/Doors**

Vandalism Damage

Mechanical Problems

Operational Problems

**Unit C1.5**

**Fueling**

**Unit C1.6**

**Idling**

**Unit C1.7**

**Baggage and/or Cargo Management**

**Unit C1.8**

**Passenger Safety Awareness Briefing**

**Unit C1.9**

**Passenger Management**

**Unit C1.10**

**Americans with Disabilities Act (ADA) Compliance**

**Unit C1.11**

**Hours of Service (HOS) Requirements**

Requirements Applicable for Different Industries

FMCSA Summary of HOS

Consequences of Violating the HOS Regulations

Fines and Penalties

Drivers' Daily Log

Paper

Electronic

Timesheet

Logbook Recap (if applicable)

**Unit C1.12**

**Safety Belt**

**Unit C1.13**

**Distracted Driving**

Improper Cell Phone Use

Texting

Use of In-Cab Technology

Visual Attention (eye on the road)

Manual Control (hands on the wheel)

Cognitive Awareness (mind on task)

**Unit C1.14**

**Railroad-Highway Grade Crossings and Drawbridges**

Federal/State RR Grade Crossing Regulations

RR Grade Crossing Environments

Obstructed View Conditions

Clearance Around the Tracks

Rail Signs and Signals

Emergency Notification Systems

**Unit C1.15**

**Weigh Stations**

**Unit C1.16**

**Security and Crime**

Truck Stops and Rest Areas

**Unit C1.17**

**Roadside Inspections**

Driver Violations classified as Out-Of-Service (OOS)

**Unit C1.18**

**Penalties and Fines**

Penalties of Operating a CMV when OOS

**Passenger Endorsement Test Score** \_\_\_\_\_

**Trainee Initials** \_\_\_\_\_

List of Videos Shown

Date

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**Trainee Printed Name** \_\_\_\_\_

**Trainee Signature** \_\_\_\_\_

Trainer(s) Full Signature(s)

Date(s)

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**Copy of Syllabus and Certificate of Completion**

\_\_\_\_\_ Trainee

\_\_\_\_\_ District Personnel File

\_\_\_\_\_ Trainer File

\_\_\_\_\_ Sent to Mississippi Department of Education, Division of Pupil Transportation



## Passenger Endorsement Range and Road Syllabus

**Trainee Name** \_\_\_\_\_

**License/CLP#** \_\_\_\_\_

**Start Date** \_\_\_\_\_

**End Date** \_\_\_\_\_

**School District** \_\_\_\_\_

### **REQUIRED DOCUMENTATION PRIOR TO DRIVING ANY VEHICLE**

\_\_\_\_\_ **Trainee Behind the Wheel Self-Certification Form**

#### **Unit C2.1 Vehicle Orientation**

Driver-trainees must demonstrate their familiarity with basic passenger carrying CMV physical and operational characteristics including overall height, length, width, ground clearances, rear overhang, gross vehicle weight and gross vehicle weight rating, axle weights, wheels and rims, tires, tire ratings, mirrors, steer wheels, lighting, windshield, windshield wipers, engine compartments, basic electric system, and spare tire storage. Additionally, driver-trainees must demonstrate techniques for proper driver's seat and mirror adjustments.

#### **Unit C2.2 Pre-Trip, Enroute, and Post-Trip Inspection**

Driver-trainees must demonstrate proficiency in conducting such pre-trip, enroute and post-trip inspections of buses and key components of §§392.7 and 396.11, and demonstrate their ability to inspect the following: (1) Emergency exits; (2) Passenger-carrying CMV interiors (including passenger seats as applicable); (3) Restrooms and associated environmental requirements; (4) Temperature controls (for maintaining passenger comfort); and (5) Driver and passenger seat belts. Additionally, driver-trainees must demonstrate their knowledge of procedures, as applicable, in security-related inspections, including inspections for unusual wires or other abnormal visible materials, interior and exterior luggage compartments, packages or luggage left behind, and signs of cargo or vehicle tampering. Driver-trainees must be familiar with the operation of cycling- accessible lifts and the procedures for inspecting them for functionality and defects. For passenger-carrying vehicles equipped with said lifts and tie-down positions, trainee must demonstrate their ability to operate the cycling-accessible lifts

#### **Unit C2.3 Baggage and/or Cargo Management**

In this unit, driver-trainees must demonstrate their ability to: (1) Properly handle passenger baggage and containers to avoid worker, passenger, and non- passenger related injuries and property damage; (2) Visually inspect baggage and containers for prohibited items, such as hazardous materials and identify such items; (3) Properly handle and secure devices associated with ADA compliance including oxygen, wheeled mobility devices, and other associated apparatuses.

**Unit C2.4 Passenger Safety Awareness Briefing**

Driver-trainees must demonstrate their ability to brief passengers on safety on topics including - Fastening seat belts, emergency exits, emergency phone contact information, fire extinguisher location, safely walking in the aisle when the bus is moving, and restroom emergency push button or switch.

**Unit C2.5 Passenger Management**

In this unit, driver-trainees must demonstrate their ability to safely load and unload passengers prior to departure and to deal with disruptive passengers.

**Unit C2.6 Railroad-Highway Grade Crossings**

Driver-trainees must demonstrate proper procedures for safely navigating railroad-highway grade crossings in a passenger-carrying CMV.

**I certify that \_\_\_\_\_ has demonstrated proficiency in all of the above stated skills and has successfully completed the Range and Road Training.**

Trainer(s) Full Signature(s)

Date(s)

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**Copy of Syllabus and Certificate of Completion**

\_\_\_\_\_ **TOTAL CLOCK HOURS**

\_\_\_\_\_ Trainee

\_\_\_\_\_ District Personnel File

\_\_\_\_\_ Trainer File

\_\_\_\_\_ Sent to Mississippi Department of Education, Division of Pupil Transportation