



Fifth Annual Indiana Special Needs Team Safety Competition June 18, 2011

Location: Franklin Township Community School Congratulations on taking part in a great learning experience!

Whether this is your first Special Needs Team Safety Competition or your 5th, we want to make your experience as enjoyable and positive as possible. The purpose of this packet is to prepare you for the competition June 18, 2011. Go over this packet with your team member as it includes the actual score sheets judges will be using during the competition as well as explanations of constant procedures. The written test will be given before the Competition starts.

If you have ANY questions or concerns, please contact

Martha Allen, 317-247-9761 .

**Event Location: Franklin Township Community Corporation
Kitley Intermediate School
8735 Indian Creek Rd.
Indianapolis, IN 46259**

**Sponsored by:
School Transportation Association of Indiana**

**TEAM REGISTRATION FORM
INDIANA SPECIAL NEEDS TEAM
SAFETY COMPETITION
June 18, 2011
Indianapolis, In**



Team Registration (one form per team)

Driver _____ Years of Driving Experience _____

Attendant _____ Years of Experience _____

School/Contractor _____

Address _____

City _____ State _____ Zip _____

Daytime Phone _____ Email _____

PLEASE SUBMIT ENROLLMENT FORM AND ENTRY FEE (checks payable to S.T.A. I.) of **\$40.00** to
STAI SPECIAL NEEDS TEAM SAFETY COMPETITION
MARTHA ALLEN, SP ED CHAIRMAN
WAYNE TOWNSHIP SCHOOL CORP
4205 W MORRIS ST
INDIANAPOLIS IN 46241.

PLEASE INDICATE SIZE FOR T-SHIRT:

DRIVER XXXL XXL XL L M S ATTENDANT XXXL XXL XL L M S

When completed, submit to your transportation director or supervisor for verification of accident information, length of service and signature. Driver must be accident free for one (1) year prior to competition - from June 18, 2010 to competition on June 18, 2011.

SIGNATURE OF DIRECTOR/SUPERVISOR FOR ACCIDENT-FREE VERIFICATION

_____ DATE _____

Please submit entry form by Friday, June 10, 2010

A copy of the Yellow Certification Card from the Indiana Department of Education and CDL license must be faxed with this registration.

VOLUNTEER FORM

FIFTH ANNUAL INDIANA SPECIAL NEEDS TEAM SAFETY COMPETITION

Name _____

Address _____

Phone _____

School Corporation _____

During the driving test, drivers and attendants simultaneously face a "challenging student passengers" scenario in which they're graded on how effectively they handle two students with emotional disabilities as they "act out" on the bus. The student roles are realistically played by adult judges who are familiar with the characteristics of such children so they know some background about them and their special needs.

DO YOU HAVE A SPECIFIC ASSIGNMENT OR ARE YOU AVAILABLE TO ASSIGN AS NEEDED?

HAVE ASSIGNMENT _____ ASSIGN AS NEEDED _____
(List assignment)

PLEASE INDICATE SIZE FOR T-SHIRT 3XL XXL XL M S

PLEASE FAX FORM BY FRIDAY, JUNE 10, 2011, TO:

Martha Allen, Special Needs Chairman
Wayne Township School Corp.
4201 W. Morris St.
Indianapolis IN 46241
Ph - 317-247-9761
Fx - 317-243-5534
martha.allen@wayne.k12.in.us

Directions

Kitley Intermediate School
8735 Indian Creek Rd.
Indianapolis, IN 46259

FROM INTERSTATE I- 65

Southbound

Heading South get off at exit 103 (Southport Rd)

Turn left on Southport Rd.

Continue on Southport Road to Franklin Rd (approximately 5 miles)

Turn left on Franklin Rd.

Turn right on Indian Creek Rd.

School is on right about 1/4 mile.

FROM INTERSTATE I- 65

Northbound

Heading North get off at exit 103 (Southport Rd)

Turn right on Southport Road

Turn left on Franklin Rd.

Turn right on Indian Creek Rd.

School is on right about 1/4 mile

LODGING FOR EVENT WEEKEND

<p>Courtyard by Marriott 4650 Southport Crossing Dr Indianapolis, IN 46237 317-885-9799 I-65 - exit 95 (Whiteland) 2 mi N of Whiteland Rd on 31 Ingle or Double Indoor Pool/Hot tub</p>	<p>Holiday Inn Express 1180 Wilson Dr Greenwood, IN 46143 317-881-0600 I-65 exit 101 (County Line Rd.) Single or Double Indoor Pool Free Continental Breakfast</p>
<p>Lees Inn 1281 Southport Dr Greenwood, IN 46143 317-865-0100 I-65 - exit 99 (Main Street) Single or Double Indoor Pool/Fitness Center Free Continental Breakfast</p>	
<p>Quality Inn Motel 4345 Southport Crossing Dr Indianapolis, IN 46237 317-859-8888 I-65 - exit 95 (Whiteland) 2 mi N of Whiteland Rd on 31 Single or Double Indoor Pool Free Continental Breakfast</p>	<p>Red Roof Inn 110 Sheek Rd., Greenwood, IN 46143 317-887-1515 I-65 - exit 99 (Main Street) Indoor Pool Free Continental Breakfast</p>

COMPETITION INFORMATION

Driving course events for the Special Needs Competition take place with a small school bus. The Special Needs driving course is similar to the "regular" bus competition, but with fewer events. As in the real world, during the Special Needs driving course, driver and attendant will also have to contend with the distractions of managing two emotionally disturbed "students." The two students will be picked up at the start of the course and dropped off at the end. *Note: attendant MAY assist driver (observing, alerting, etc.) during any driving course event.*

Course Events:

Alley Dock	Precheck
Car Seat Securement	Railroad Crossing
Emergency Event & Student Profiles	Serpentine
Managing Challenging Behavior & Student Profiles	Wheelchair Loading
Money Stop (not scored)	Wheelchair Securement

Scores will be recorded and contestants will be given a return package of test and scoring results.

There will be additional cash prizes, tee shirts and certificates of completion.

All contestants will go over the course the morning of the Safety Competition, receiving instructions on course maneuvers.

The time for the event will be from 7:30 a.m. till approximately 1:30 p.m. Please arrive by 7:00 a.m. for registration.

The top winner in each class will go to the National Special Needs Team Safety Competition in March.

Entry fee is \$40.00 and must be received by Friday, June 18, 2011, to be eligible.

A free continental breakfast and a lunch will be provided for judges & participants. Additional lunches will be available for purchase by guests. Each participant and judge will be furnished a shirt to wear on competition day.

THE ENTRANCE REQUIREMENTS ARE

1. Participants must meet the requirements necessary for an Indiana School Bus Driver.
2. The Regional Champion from the previous year will receive an automatic invitation to defend his/her championship.
3. A driver must hold a valid CDL, must have driven for one year for the corporation where they are employed, and have had no chargeable accidents in a school bus since June 18, 2010. The aide must have one year experience.

The National Safety Council's Safe Driver Award Plan defines a chargeable (preventable) accident as:

"ANY ACCIDENT INVOLVING AN ORGANIZATIONAL VEHICLE WHICH RESULTS IN PROPERTY DAMAGE AND/OR PERSONAL INJURY, REGARDLESS OF WHO WAS INJURED, WHAT PROPERTY WAS DAMAGED, TO WHAT EXTENT, OR WHERE IT OCCURRED, IN WHICH THE DRIVER IN QUESTION FAILED TO EXERCISE EVERY REASONABLE PRECAUTION TO PREVENT THE ACCIDENT."

REGULATIONS

Contestants are to report to the registration area.

1. Contestants will be required to stay in the driver preparation area until called for competition.
2. Contestants will be assigned the next available bus.
3. Any bus driver who knowingly accepts signals from spectators may be automatically disqualified. All spectators will be required to stay in the spectator area.
4. In all events, the bus doors must be kept closed unless rules and regulations of the competition event require that they be open.

It shall be assumed that the driver has pupil passengers on board from the start of the contest, and therefore, must conduct himself accordingly. Five (5) demerits will be charged for any bus door being opened during the operation of the vehicle unless the event requires they be open.

5. Each safety competition contestant will be required to maintain proper driving position at all times, except when the competition rules and regulations require the contestant to leave the seat of the vehicle. Proper driving position is being firmly in the seat with feet firmly planted on the floor or on the controls. The contestant will not be permitted to put his head out the bus window. Seat belts must be worn and snugly fastened during the competition. Use of cellular phones during the competition will be prohibited. To report an emergency and an immediate need to use a cellular phone, contact a judge. There will be a complete disqualification in the event any infraction concerning the above occurs.
6. Although various School Corporations have different regulations, the contest rules shall apply, even if they differ from the rules and regulations under which the driver normally would operate.
7. Due to the fact that contestants will be in groups during the Safety Competition, each team is placed on their honor not to assist another team in any way. In the interest of fair play, teams should not discuss the bus defects with each other or even with spectators, as this could result in total disqualification.
8. Each team will be given adequate time in which to become familiar with the instrumentation and controls of the bus prior to the operation of the vehicle to be driven and for the vehicle pre-trip activity. Teams should inform the judge when they are ready to begin the inspection or the driving part of the contest.
9. Mirrors can only be adjusted to provide the driver vision that would normally be required for safely operating the vehicle and getting the maximum field of vision. No mirror adjustments will be allowed with mirrors positioned to see the ground only. Competition officials will establish a uniform focus.
10. The maximum time limit for competition on the bus inspection test is ten (10) minutes. Safety competition officials will advise contestants prior to competition if under hood or engine start-ups will be required.
11. No changes in the course will be allowed after the competition starts. However, the Safety Competition Directors may determine to disqualify any event during the competition.
12. Grievance Procedure-Contestants may file a written grievance during any portion of the contest. The Grievance Committee, which will consist of the Safety Competition Director, the Competition Committee Chairman of the course, set up and a driver selected by the contestants will review the grievance. The committee's decision will be final and once scores have been finalized and winners announced, no grievance or change in scores can occur.

ALLEY DOCK

MAXIMUM SCORE: **50 POINTS**

TIME LIMIT: **Three (3) minutes**

PURPOSE OF EVENT:

INSTRUCTIONS AND SCORING:

Each stall (or Bay) is identified by parallel white lines on the pavement, ten feet apart. Each front cover is marked by upright standards that will not interfere with the backing of the bus. In order to limit the driver to the established maneuvering room, there is a front wheel limitation line on the pavement perpendicular to the parallel stall marker lines. Drivers may approach the back-up stall from the right-hand side only. The distance from the front stall standards to the wheel limitation line will be the length of the conventional bus plus four feet.

Each contestant is allowed only one back-up, after approach, before demerits are charged for excessive backing. Drivers receive five demerits for each instance of backing more than once. Upon completion of the test, drivers must park the bus as nearly in the center of the ten-foot stall as possible (both ends of the bus).

Two demerits are given for each inch, or fraction thereof, the bus is off the two-inch centerline. Centering is determined by the relationship of the center of the front and rear bumpers to the center of the stall, with only the single greatest distance off center (front or rear) being used to compute demerits.

Drivers receive five demerits for each six inches, or fraction thereof, where the bus is parked in excess of one foot from the rear barrier. Contestants will sound the horn upon completion of parking maneuver.

A maximum of three minutes are allowed for this event.

CAR SEAT SECUREMENT

ITEM	WHAT TO LOOK FOR
Check for label	Participant must check car seat and identify label to ensure compliance with FMVSS.
Positioning of seat	Car seat must be in upright position and must fully fit on seat. It must not be placed in a seat with an emergency exit window. Car seat must not be placed in aisle position with an ambulatory child in the window position of the same seat.
Safety seat	Bus lap belt must be properly routed through the car seat as per the manufacturer's instructions. The car seat must be very tight against the bus seat. Participant must check the tightness of the installation at the belt path. The car seat is tight when the participant cannot move the seat forward or backward more than one inch or side to side more than one inch. The seat buckle must be forward of the belt path.
Secures child in car seat	Harnesses must be buckled and used correctly. Harnesses must be threaded through the correct harness slot. Harnesses must be snug. A snug harness should not allow slack on the child's body. Participants should test the snugness of harness by trying to "pinch" the webbing together near the shoulder. The harness retainer clip must be connected and placed at armpit level.

EMERGENCY EVENT

Driver and attendant are allowed two minutes to inspect bus, student securement, etc. prior to start of event. Students are seated at start of event. Judges and any non-participating observers should be identified to driver and attendant. Driver and attendant should take their seated positions before event begins and should be wearing their seat belts. *Important: Driver should NOT move bus during this event.* Emergency scenario will be read two times to the contestant team. Event (and timing) begins at conclusion of second reading.

Students:

Amelia: She is a 14 year old young lady with the diagnosis of cerebral palsy. She weighs approximately 200 lbs. and is transported in a motorized wheelchair, which she uses for mobility. She has recently had questionable seizure activity. She is attended to by a nurse.

Bobby: He is an 8 year old boy who is emotionally disturbed. He was physically abused as a young child. He has emotional outbursts and tends to run if he is frightened. Bobby is transported in a safety vest.

Stephanie: She is a 6year old girl with the diagnosis of arthrogyriposis. She is able to walk with her braces and a walker. She uses a safety vest on the school bus.

Jason: He is a 5 year old boy with a diagnosis of spina bifida. Since he uses a sports style wheelchair, he transfers to the school bus seat and he uses a seat belt.

MANAGING CHALLENGING STUDENT BEHAVIOR

Adults acting as emotionally disturbed students also serve as judges for this event. This event occurs simultaneously with the driving course. The scenario is that driver and attendant are substituting on an alternative educational program route and transporting these two students for the first time. The two "students" are waiting to board your bus at the same bus stop (a school transfer point)

Emotionally Disturbed Students:

Cara: She is a 17-year old girl with a diagnosis of bipolar II disorder. She has been prescribed lithium and it has seemed to help with her symptoms of major depression and hypomania. On occasion Cara decides she does not need her medication and does not take it. When this happens she can become very irritable and high strung. She currently lives at home with her parents and is attending therapy 3 days a week. Since being on the lithium, she is experiencing some side effects.

Jamie: She is a 16 year old with a diagnosis of social phobia. Jamie was in a relationship with Dan and they had a fight. On the way to school the following morning, Dan was killed, along with his mother by a drunk driver. Jamie's social phobia onset was sudden. She has also shown signs of major depression. The school district is trying her in a new school to assist her with her fears and depression. She is very withdrawn on the bus but does find comfort in the attendant on board.

MONEY STOP

MAXIMUM SCORE: NOT A SCORED EVENT

PURPOSE OF EVENT: For fun

INSTRUCTIONS:

Driver must stop their bus with the front left tire completely covering a \$20.00 bill.

If the driver is successful, \$20.00 will be awarded at the awards ceremony.



Pre-Check

Driver and attendant may perform the pre-check together or individually. The scenario for this pre-check event is that you have been assigned a new bus with which you are unfamiliar. *Important: Every item checked must be verbalized as well as visually examined, touched or pointed out.*

Item	Procedure
Antenna	Must be pointed out.
Battery compartment	All mirror brackets must be physically checked, proper adjustment must be checked from the driver seat.
Body damage	Exterior of bus is visually checked for dents, scrapes, cracked glass, etc.
Cleanliness	Interior cleanliness is a DOT inspection item and important to health of children with special needs; status of floor, dash/driver area, and trash cans must be inspected.
DOT sticker, registration	Must be identified.
Emergency brake	Rolling emergency brake check is explained verbally but not conducted.
Exhaust, drive shaft, springs and shocks	Must be pointed out and checked for breaks, broken shackles and hangers, etc.
Fuel cap	Door must be opened and cap tested by hand.
Gauges	All gauges must be identified and checked with engine running.
Hood	Latches must be pointed out and status checked.
Interior lights	All are operated and checked, including emergency exit.
Lights	All lights must be activated and checked.
Mirrors	Latches must be pointed out and status checked.
Mud flaps	Must be pointed out.
Pressure leaks	While engine is running, area beneath engine is checked for signs of leaking fluids.
Reflectors and reflective tape	Must be pointed out and checked.
Reverse beeper	Must be activated and checked.
Service brake	Air brake buses: a complete static air brake check must be conducted, as follows: engine is run to build air; wigwag is set; spring brake is released; engine is shut off but key left in accessory position; 1 minute check for system leaks while monitoring air gauge; pump down check for low air warning devices (wigwag, light, buzzer - each must be named); pump down check for spring brake operation; engine restarted to check air build. Hydraulic brake buses: with engine off, brake pedal checked for firmness and booster pump checked.
Static leaks	Before engine is started, area underneath bus is checked for signs of leaking fluids.
Switches and controls	Every switch and control must be operated and checked.
Wheels and tires	All items listed must be examined and checked for each tire; lightly kicking inside dual tires does not constitute an adequate check for inflation.

RAILROAD CROSSING

MAXIMUM SCORE:

50 POINTS

PURPOSE OF EVENT:

The railroad crossing represents one of the greatest hazards in so far as mass casualties or fatalities are concerned. This test evaluates the driver's degree of care and knowledge of laws, rules and regulations when required to operate a school bus across railroad tracks.

INSTRUCTIONS:

A simulated railroad crossing is laid out as follows:

1. A 60-foot roadway crossing one parallel set of tracks.
2. A railroad crossing sign in the proper position at the right side of the roadway.

SCORING:

Drivers are judged from the time they approach the crossing until they reach the other side of the crossing. They will be checked on use of directional signals and mirrors, stopping the bus, opening the door and window, checking tracks, driving across the railroad tracks, etc. While most violations charged in this and other tests are violations of fixed laws and regulations, some are based on generally accepted safe driving procedures.

The following procedures for school bus drivers at railroad grade crossings are listed as a guideline and taken from recommended national standards:

1. The driver of any school bus, whether carrying passengers or not, must before crossing any track or tracks of railroad, bring the bus to a full and complete stop at least 15 feet and not more than 50 feet from the rails nearest the front of the bus.
2. When drivers are making stops for railroad crossings, they shall carefully observe traffic and reduce speed far enough in advance to avoid trapping other motorists in panic stops or rear-end collisions with the bus. On multiple lane roadways, all stops shall be made in the right-hand lane.
3. Special signs, signals or flashers designated for use on school buses shall be activated while the bus is stopped or stopping for this purpose.
4. The driver, when stopped, shall fully open the service door, and must, after the stop and while so stopped, listen and look in both directions along the

track or tracks for approaching engines, trains, or cars. Upon resumption of motion, the driver may close the service door.

5. If the view of the track or tracks, for a distance of one thousand feet in either direction is not clear or is obstructed in any way, no portion of the bus may be propelled onto the tracks until, by personal observation, the driver has made certain that no train is approaching. In no instance may a signal indicating safety be considered as conclusive or serve to abrogate this precaution.
6. Drivers shall, in every instance, cross in gear that will not necessitate changing gears while traversing such a crossing and shall not, under any circumstance, shift gears while actually crossing tracks or railroad crossings.
7. In the event that a train has passed over the crossing, no bus driver shall drive the bus onto the track or tracks until the train has sufficiently cleared the crossing so that the driver is certain that no train, hidden by the first train, is approaching on an adjacent track.
8. For improved vision and hearing, the driver should open a window at the driver's left and turn off all noisy equipment (fans, etc.) until the bus has cleared the crossing.

SERPENTINE

MAXIMUM SCORE:

70 POINTS

PURPOSE OF EVENT: To determine the driver's ability to maneuver the bus through an 'S' curve formed by barrels.

INSTRUCTIONS: Driver should begin the event on the right hand side of the first barrel and proceed on a curved path around each of 4 barrels without crossing curb lines or backing up the bus.

SCORING: Drivers receive ten demerits for each instance time the bus touches a barrel, crosses a curb line or backs up the bus.

Wheelchair Loading

Event begins with driver and attendant seated with seat belts fastened. The scenario is that you are picking up one student using a wheelchair. Important: the bus will not be moved during this event. Driver will verbalize his/her actions while simulating 'pulling up to the stop'. Driver or attendant must verbally indicate when loading is completed and the student is ready to be secured.

ITEM	WHAT TO LOOK FOR
Student flashers	Driver should verbalize activating ambers as approaching stop and reds when stopped.
Emergency brake	For safety, brake should be set as event starts; driver should simulate and verbalize setting it.
Mirrors	Driver should verbalize checking roadway for approaching traffic while pulling up and stopping.
Lift zone	Driver should verbalize checking stop area for best location to drop lift.
Lift door	Driver or attendant (their choice) should open lift door fully and secure with chain or latch.
Lift	Lift should be lowered and roll stops physically checked.
Greeting passenger	Driver or attendant should quickly go to and warmly greet the waiting student.
Postural belt and wheelchair	Driver or attendant should check that passenger is wearing a properly adjusted postural belt and that the wheelchair is in safe condition (spokes, brakes, hand and foot rests, etc.)
Passenger on lift	Passenger should be gently wheeled onto lift, facing away from bus; passenger should be placed in proper centered position on lift platform, not to one side.
WC brakes	WC brakes should be set as soon as passenger is placed on lift platform.
Hands on lap	Driver or attendant must remind passenger to keep hands in lap for safety as lift is raised.
Riding with passenger	If driver or attendant rides lift with passenger, five points are deducted (unsafe practice).
Hold chair	Either driver or attendant or both must have a firm grip on the wheelchair at all times while on the lift.
Head clearance	Driver or attendant must check for head clearance entering the bus; check must be verbalized.
Informing passenger	Passenger should be notified before lift is operated.
Moved to station	Once lift is raised, passenger in WC should be quickly moved from platform to the chosen securement station inside the bus; WC brakes must be set.
Lift door	After lift is stowed, lift door should be shut and secured.
Time	Passenger should be safely positioned in chosen securement station inside bus within five minutes or five points are deducted; event should be terminated after eight minutes if not complete and tasks remained should be considered deducts.

Wheelchair Securement

Securement event begins after loading event is finished and judges have completed their score sheets for the loading event. Driver and attendant are to secure the wheelchair and passenger just loaded. Driver or attendant must verbally indicate when wheelchairs, and passenger, are fully secured to their satisfaction.

ITEM	WHAT TO LOOK FOR
Communication	Driver and attendant should interact warmly with passenger throughout the event.
Station choice	If more than one securement station is available, wheelchair is NOT placed in rearmost station. If a position between front and rear axle is available, it should be utilized.
Position in station	As much as possible, wheelchair should be centered in the selected securement station.
Floor attachments	Four tie-down straps should be utilized; attachment points should be selected that allow for adequate tightening and minimize strap contact with wheelchair components. Floor attachment points should be laterally symmetrical.
Wheelchair securement points	Tie-down straps should be attached to identified securement points ("D" rings) on transportable wheelchairs or at or near welded joints as near as possible to the center of mass (bottom of seat) on the main wheelchair frame on older wheelchairs -never to removable components, wheel spokes, or crossbars; tie-down hooks should be fully engaged so they can not come loose; tie-down straps should not be twisted more than a turn and hooks should be symmetrically oriented; tie-down straps should not cross or contact wheelchair components unless there is no alternative. (Note: driver or attendant may bring their own commercially available removable certified attachment "loops" to assist in attaching tie-downs if they wish.)
WC brakes	WC brakes must be released before tightening tie-downs or five points are deducted.
Tightening tie-downs	All four tie-down straps must be very tight; with wheelchair brake released, no wheelchair wheel should move more than one inch on the bus floor.
Lap/shoulder restraint	Lap belt must be routed as close to passenger hips as possible, not over wheelchair components (arm rests, wheels) unless there is no alternative; lap belt should be snug over hips, not across stomach; lap belt buckle should be positioned at hip, not middle of stomach; shoulder belt should lie across collar bone and be snug but not excessively tight; lap and shoulder belt should be attached to proper points for system being used. Driver and attendant may consult posted operating instructions for restraint belts if they wish.
Informing Passenger	Before conducting a "shake test," passenger is alerted.
Shake test	With wheelchair brake released, driver or attendant attempts to move secured wheelchair. If chair isn't tight enough, situation is corrected.
Wheelchair brake	Wheelchair brake should be set after satisfactory shake test.
Time	Wheelchair be secured within ten minutes or five points are deducted; driver and attendant should verbally indicated when they are finished; event should be terminated after twelve minutes if not complete and tasks remained should be considered deducts

**Thanks to everyone who
participated and
volunteered in the 2010
Special Needs Team
Safety Competition!!**

**Watch for details in
January regarding
Safety Competition
2012!**

