

## 2019 TAPT Special Needs Team Safety Rodeo

### Contestant Packet

Congratulations on taking part in a great learning experience! We want to make your experience is as enjoyable and positive as possible!

The purpose of this packet is to prepare you for the 2019 State Competition. Review this packet carefully with your team member, as it includes the actual score sheets that the judges will be using, as well as contestant procedures and the open-book Knowledge Exam.

Each contestant team **must complete the Written Knowledge Exam before** arriving for the Contestant Orientation and submit a copy at Sign In. (Be sure to make a copy)

If you have ANY questions or concerns, please contact Rey Sanchez, (956) 569-3057 [reymundosanchez@smisd.net](mailto:reymundosanchez@smisd.net), Rey@tapt.com.

**Registration** – Contestant must pick up his/her own packet at the TAPT Registration Counter in the lobby of the Anatole Hotel and must be present at Orientation in order to compete.

**Pre-Orientation Classes: (optional)** 2:00 PM, Peacock Terrace, Anatole.

**Contestant orientation meeting** – Friday, Peacock Terrace, Anatole Hotel, Dallas. June 28, 2019, 4:15 pm

**Competition Date/Time:** Saturday, June 29, 2019. Times to be announced at orientation/registration. Shuttles for contestants and judges will leave Anatole at 6:00 am.

**Location:** West Mesquite High School, 2500 Memorial Pkwy, Mesquite, Tx. Shuttles Provided.

Shuttles for family and observers will start at 6:30.

#### Packet Contents:

Pre-Check Score Sheet

Pre-Check Contestant Procedures

Wheelchair Loading Score Sheet

Wheelchair Loading Contestant Procedures

Wheelchair Securement Score Sheet

Wheelchair Securement Contestant Procedures

Car Seat Securement Score Sheet

Car Seat Securement Contestant Procedures

Emergency Event Score Sheet (Sample only)

Emergency Event Contestant Procedures

Managing Challenging Student Behavior Score Sheet

Managing Challenging Student Behavior Contestant Procedures

Driving Course Score Sheets and Contestant Procedures

**School bus specifications:** 43-Passenger International with 236 wheel base, 30 feet in length.

Judge#1: \_\_\_\_\_ Judge#2: \_\_\_\_\_ Team#: \_\_\_\_\_

# 2019 TAPT Special Needs Team Safety Road-e-o Score Sheet SPECIAL NEEDS BUS PRE-CHECK EVENT - # 1

Possible Score: 79 Points

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Instructions for Judges: Add check mark for every item adequately inspected per Judges Guide.  
Record total time for event

## EXTERIOR INDICATORS

- Clearance/markers lights
- Headlights - low
- Headlights - high
- Sign lights
- Rear running lights
- Rear license plate light
- Turn signals
- 4-way flashers
- Amber pre-warning flashers
- Red student flashers
- Brake lights
- Reverse lights
- Reverse beeper
- Reflectors
- Reflective tape

## EXTERIOR EQUIPMENT

- Exhaust pipe intact
- Drive shaft guards
- Springs and shocks (visual)
- Mud flaps (if present)
- Antenna (if present)
- Battery compartment (inside)
- Mirrors secure/adjusted
- Hood latched
- Static vehicle leaks
- Pressure engine leaks
- Body damage
- Tire inflation
- Tire tread
- Sidewalls
- Wheel rims
- Grease seals
- Lugs
- Valve stems intact
- Fuel cap secure

## INTERIOR – Driver Area

- All switches and controls
- All gauges
- DOT sticker (if present)
- Registration/Insurance
- Service brake/static check -verbalize
- Emergency brake - verbalize
- Dome lights
- Step well light
- Handrail
- Emergency exit lights
- Wipers and washers
- Horn
- Seat belt cutter(s)
- 2-way radio on (if present)
- First aid kit
- Body fluid kit (if present)
- Fire extinguisher
- Reflectors
- Fire/Evacuation blanket (if present)
- Steering wheel play
- Driver seat adjustment
- Driver seat belt functional

## INTERIOR – Other Areas

- Interior cleanliness
- Emergency windows - open, buzzer, label
- Emergency doors - open, buzzer, label
- Emergency roof hatches - open, buzzer
- Seat cushions fastened
- Seat belts functional and accessible
- WC securement straps
- WC passenger restraints
- WC restraint instructions displayed
- Lift operation - deploy, lower, raise, stow
- Lift platform roll stops functional
- Lift safety shut-offs and lights functional
- Manual lift operation - accurate explanation

Time: \_\_\_\_Minutes \_\_\_\_Seconds

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Instructions for Scoring: One (1) point for every item checked box.  
Add ten (10) points if time is 12:00 minutes or less

Checked boxes (out of 69 Points): \_\_\_\_\_  
Time is 12:00 minutes or less (10 Points): \_\_\_\_\_

**TOTAL SCORE (out of 79 Points):** \_\_\_\_\_

Judge #1: \_\_\_\_\_ Judge #2: \_\_\_\_\_ Team #: \_\_\_\_\_

**2019 TAPT Special Needs Team Safety Road-e-o Score Sheet**  
**WHEELCHAIR LOADING EVENT - # 2**  
**Possible Score: 90 Points**

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*Instructions for Judges: Add check mark for every item adequately inspected per Judges Guide.  
Record total time for event*

- Turns on student loading flashers (amber, red) - verbalize
- Setting emergency brake - verbalize
- Check mirrors to ensure traffic is stopping - verbalize
- Prior to activation of lift, check for adequate clearance in lift zone - verbalize
- Open and secure lift door
- Check roll stops after deploying and lowering lift
- Greet passenger promptly and positively
- Check passenger postural belt and check wheelchair for transport-worthiness
- Place passenger on lift facing outward from bus, in proper position on platform
- Set WC brakes promptly after placing WC on lift
- Remind passenger to keep hands in lap
- Moves off lift before raising passenger
- Driver and/or attendant grasp WC at all times while on lift
- Check head clearance into bus - verbalize
- Inform passenger before raising lift
- WC moved to securement station promptly and WC brakes set
- Lift door closed and secured

Time: \_\_\_\_Minutes \_\_\_\_Seconds

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*Instructions for Scoring: Five (5) points for every item checked box.  
Add five (5) points if time is 5:00 minutes or less*

Checked boxes (out of 85 Points): \_\_\_\_\_  
Time is 5:00 minutes or less (5 Points): \_\_\_\_\_

**TOTAL SCORE (out of 90 Points):** \_\_\_\_\_

Judge #1: \_\_\_\_\_ Judge #2: \_\_\_\_\_ Team #: \_\_\_\_\_

**2019 TAPT Special Needs Team Safety Road-e-o Score Sheet  
WHEELCHAIR SECUREMENT EVENT - # 3**

**Possible Score: 90 Points**

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*Instructions for Judges: Add check mark for every item adequately inspected per Judges Guide.  
Record total time for event*

**General Procedure:**

- Provides continuous communication and shows sensitivity toward passenger
- Wheelchair not placed in rearmost position if other position available
- Centers wheelchair in securement station
- Attaches tie-down straps to 4 appropriate floor pockets/mounts

**Wheelchair tie-down:**

Tie-down straps attached to 4 suitable locations on the wheelchair:

- Left rear tie-down
- Right rear tie-down
- Left front tie-down
- Right front tie-down
  
- WC brake released prior to tightening tie-downs

Tie-down straps tightened adequately:

- Left rear tie-down
- Right rear tie-down
- Left front tie-down
- Right front tie-down

**Passenger Securement:**

- Occupant lap and shoulder restraints properly routed, attached, and secured
- Passenger informed prior to "shake" test
- Stability "shake" test conducted prior to re-setting mobility device brake
- WC brake re-set when securement completed

Time: \_\_\_\_Minutes \_\_\_\_Seconds

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*Instructions for Scoring: Five (5) points for every item checked box.  
Add five (5) points if time is 10:00 minutes or less*

Checked boxes (out of 85 Points): \_\_\_\_\_

Time is 10:00 minutes or less (5 Points): \_\_\_\_\_

**TOTAL SCORE (out of 90 Points):** \_\_\_\_\_

**2019 TAPT Special Needs Team Safety Road-e-o Score Sheet**  
**MANAGING CHALLENGING STUDENT BEHAVIOR EVENT- #4**  
**Possible Score: 100 Points**

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*Instructions for Judges: Add check mark for every item adequately inspected per Judges Guide.*

**LOADING**

- Uses student flashers properly when loading students
- Sets parking brake when loading students
- Attendant disembarks to supervise students approaching bus
- Greets students in a positive manner to establish rapport
- Explains bus rules to students in a friendly but firm manner

**IN BUS BEHAVIOR**

- Attempts to keep misbehaving students apart
- Attempts to keep students out of rear seats
- Attempts to reasonably enforce stated rules
- Attendant attempts to sit behind students
- Attempts to ignore and extinguish minor irritating behaviors
- Attempts to engage students in distracting discussions and/or activities
- Uses positive language to establish communication with students
- Intervenes appropriately to stop unsafe student actions
- Attendant and driver maintain verbal self control at all times and avoid unnecessary physical confrontations
- Attendant and driver maintain verbal communication and mutual support throughout the bus ride

**UNLOADING**

- Sets parking brake when unloading students
- Uses student flashers properly when unloading students
- Instructs students in proper unloading behaviors before releasing them
- Attendant disembarks to supervise students as they get off bus
- Driver and attendant say goodbye to students in a positive fashion regardless of what has transpired

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*Instructions for Scoring: Five (5) points for every item checked box.*

Checked boxes (out of 100 Points): \_\_\_\_\_

**TOTAL SCORE (out of 100 Points):** \_\_\_\_\_

Judge #1: \_\_\_\_\_ Judge #2: \_\_\_\_\_ Team #: \_\_\_\_\_

**2019 TAPT Special Needs Team Safety Road-e-o Score Sheet  
CAR SEAT SECUREMENT EVENT - # 5**

**Possible Score: 120 Points**

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*Instructions for Judges: Add check mark for every item adequately inspected per Judges Guide.  
Record total time for event*

**CAR SEAT INSTALLATION**

- Checks and identifies label to be sure car seat is in compliance with FMVSS
- Chooses appropriate position/ location for car seat
- Checks that car seat fits fully on the bus seat
- Bus lap belt is properly routed through car seat
- Participants check tightness of installation at belt path
- Car seat does not move more than one inch forward, backward, or side to side
- The seatbelt buckle is forward of the belt path

**CHILD SECUREMENT**

- Harnesses are buckled and used correctly
- The harness does not allow any slack on the child's body
- Harnesses must be threaded through the correct harness slot
- The harness retainer clip must be connected and placed at armpit level

Time: \_\_\_\_Minutes \_\_\_\_Seconds

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*Instructions for Scoring: Ten (10) points for every item checked box.  
Add ten (10) points if time is 10:00 minutes or less*

Checked boxes (out of 110 Points): \_\_\_\_\_

Time is 10:00 minutes or less (10 Points): \_\_\_\_\_

**TOTAL SCORE (out of 120 Points): \_\_\_\_\_**

Judge #1: \_\_\_\_\_ Judge #2: \_\_\_\_\_ Team #: \_\_\_\_\_

**2019 TAPT Special Needs Team Safety Road-e-o Score Sheet**  
**RAILROAD CROSSING EVENT - # 6**

**Possible Score: 100 Points**

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*Instructions for Judges: Add check mark for every item adequately inspected per Judges Guide.  
Record total time for event*

- Activate hazard lamps upon approach to tracks
- Silence the students upon approach to the tracks and when stopped by raising hand in view of judges
- Check mirrors for traffic behind the bus (verbalize)
- Stop front of bus 15' to 50' before nearest rail of tracks
- Open driver's window and entrance door to listen
- Leaves off alternating flashing lamps during R.R. crossing
- Close door before proceeding across tracks
- Check carefully in both directions, moving actively in the bus seat to look around view obstructions on the bus, before proceeding across the track
- Avoids proceeding across tracks until flashing R. R. lights are off
- Cancels 4-way hazard lamps after completely across tracks

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*Instructions for Scoring: Ten (10) points for every item checked box.*

Checked boxes (out of 100 Points): \_\_\_\_\_

**TOTAL SCORE (out of 100 Points):** \_\_\_\_\_

Judge #1: \_\_\_\_\_ Judge #2: \_\_\_\_\_ Team #: \_\_\_\_\_

**2019 TAPT Special Needs Team Safety Road-e-o Score Sheet**  
**SERPENTINE EVENT - #7**  
**Possible Score: 70 Points**

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*Instructions for Judges: Add check mark for every item adequately inspected per Judges Guide.  
Record total time for event*

**Barrel Passes:**

- Driver begins event on the right hand side of the barrel
- Completely clears (no contact) 1<sup>st</sup> barrel
- Completely clears (no contact) 2<sup>nd</sup> barrel
- Completely clears (no contact) 3<sup>rd</sup> barrel
- Completely clears (no contact) 4<sup>th</sup> barrel

**Curb lines:**

- Crossed curb lines zero times

**Backing Maneuver:**

- Backed up bus up zero times

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*Instructions for Scoring: Ten (10) points for every item checked box.*

Checked boxes (out of 70 Points): \_\_\_\_\_

**TOTAL SCORE (out of 70 Points):** \_\_\_\_\_



Judge #1: \_\_\_\_\_ Judge #2: \_\_\_\_\_ Team #: \_\_\_\_\_

**2019 TAPT Special Needs Team Safety Road-e-o Score Sheet**  
**REAR ALLEY DOCK EVENT - # 8**  
**Possible Score: 83 Points**

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*Instructions for Judges: Add check mark for every item adequately inspected per Judges Guide.  
 Record total time for event*

- Driver sounds horn prior to backing
- Attendant observes from inside rear of bus before and during backing
- Bus backs into stall in single motion without any extra forward motions
- Bus avoids touching front posts
- Wheel avoids touching alley side line or side markers
- Wheel avoids touching alley front limit line or marker posts
- Bus avoids touching alley or crossing rear limit line or marker posts

**Rear Bumper to End Line** - Distance to rear bumpers: Enter the minimum distance in inches from the rear bumper to the rear bumper end line

\_\_\_\_\_ inches

**Left Edge of Rear Front and Rear Bumpers to Side Line** - For side measurement, mark both bumpers and take the lowest score of the front or rear bumper.

\_\_\_\_\_ inches

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*Instructions for Scoring: Five (5) points for every item checked box.  
 Rear end line and Side line – From Chart,  
 compare measurement to points*

Checked boxes (out of 35 Points): \_\_\_\_\_

Rear Bumper end line (out of 30 Points): \_\_\_\_\_

Bumper Left Edge side line (out of 18 Points): \_\_\_\_\_

**TOTAL SCORE (out of 70 Points):** \_\_\_\_\_

Rear Bumper		Side Bumper	
in.	pts.	in.	pts.
6	5	6	0
12	10	7	3
18	15	8	6
24	20	9	9
30	25	10	12
36	30	11	15
42	30	12	18
48	25	13	18
54	20	14	15
60	15	15	12
66	10	16	9
72	5	17	6
		18	3

Judge #1: \_\_\_\_\_ Judge #2: \_\_\_\_\_ Team #: \_\_\_\_\_

## 2019 TAPT Special Needs Team Safety Road-e-o Score Sheet EMERGENCY EVACUATION EVENT - # 9

**Possible Score: 180 Points**

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### EVACUATION PLANNING

Asks students to stay calm and for their help \_\_\_\_\_ (10 pts)

Radioing dispatch:

- Gives bus number info \_\_\_\_\_ (5 pts)
- Give location info \_\_\_\_\_ (5 pts)
- Gives incident info \_\_\_\_\_ (5 pts)

### EVACUATION PROCEDURES

Driver and attendant work as a team \_\_\_\_\_ (10 pts)

Reassures Students: (**check only one** of the three options)

- More than 5 times \_\_\_\_\_ (10/5/0 pts)
- Between 3-5 times \_\_\_\_\_
- Less than 3 times \_\_\_\_\_

- Driver or Attendant stays between students and stranger. \_\_\_\_\_ (10 pts)
- Driver or Attendant intervene with Stranger \_\_\_\_\_ (10 pts)
- Assures **Tray That it is ok but need to leave bus** \_\_\_\_\_ (10 pts)
- Assist Tray down the steps \_\_\_\_\_ (10 pts)
- Assist Lisa and Mary off the bus \_\_\_\_\_ (10 pts)
- keep Willy calm and from running away \_\_\_\_\_ (10 pts)
- Team makes sure Kiki is out of bus with Tray \_\_\_\_\_ (10 pts)

### EVACUATION PROCEDURE

Evacuation method (**check only one** of two options) \_\_\_\_\_ (20/10 pts)

- Evacuate using front service door
- Evacuate using emergency back door

Always stayed with students \_\_\_\_\_ (10 pts)

### EVACUATION PROCEDURE

- Driver or attendant slowly move students to the front and out of bus. \_\_\_\_\_ (20 pts)
- Take bus keys ----- (10 pts)

Evacuate yelling for help \_\_\_\_\_ (5 pts)

Time: \_\_\_\_ Minutes \_\_\_\_ Seconds

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*Instructions for Scoring: Add points as noted for each line or choice from options.*

**SAMPLE SCORE SHEET**

**TOTAL SCORE (out of 180 Points):** \_\_\_\_\_ (Score depends on scenario)

**FOR SCORING ONLY !!!**

## 2019 TAPT Special Needs Team Safety Road-e-o JUDGES GUIDE

### SPECIAL NEEDS BUS PRE-CHECK EVENT - # 1

The team may perform the pre-check together or individually. If the team splits up, one judge should go with each team member. All checks must be verbalized as well as touched or pointed to. Judges should say clearly to the team, "If I don't hear it, you didn't check it."

ITEM	WHAT TO LOOK FOR
Lights and signals	All lights, signals, and flashers are to be operated and checked for proper function and cleanliness.
Reverse beeper	Must be activated and checked.
Reflectors and reflective tape	External reflectors and reflective tape must be pointed out and checked.
Tires and wheels	Tires are inspected for tread wear, cuts, bulges, and inflation. Rims are checked for dents or cracks. Grease seals should indicate no leaks. Lug nuts must be grasped and checked for looseness.
Mud flaps	Must be pointed out.
Antenna	Must be pointed out.
Battery compartment	Compartment door must be opened to visually examine interior of compartment for unusual items, etc.
Exhaust, drive shaft, springs and shocks	Drive shaft and guards must be visually checked. Exhaust pipe, springs, and shocks must be pointed out for cracks, broken shackles and hangers, etc.
Mirrors	All mirror brackets must be physically checked, proper adjustment must be checked from the driver seat.
Hood	Latches must be pointed out and status checked.
Engine leaks	Before engine is started, area underneath bus is checked for signs of leaking fluids. Engine pressure leaks should be checked with engine running.
Body damage	Exterior of bus is visually checked for dents, scrapes, cracked glass, etc.
Fuel cap	Door must be opened and cap tested by hand.
Driver seat & belt	Driver must determine if seat is properly adjusted; seat belt must be latched and working properly.
Emergency brake	Rolling emergency brake check is explained verbally but not conducted.
Service brake – verbalize	Air brake buses: a complete static brake check must be conducted as follows: engine is run to build air: Wigwag is set (if applicable); spring brake is released; engine is shut off but key left in accessory or on 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 brakes buses: with engine off, brake pedal checked for firmness and booster pump checked.
Handrail	Must be physically examined.
Switches, steering, horn	All switches, horn, wipers, and washers must be operated and checked for proper function. Steering wheel must be checked for excessive play or binding.
Gauges	All gauges must be identified and checked for proper status with engine running.
DOT sticker/ Insurance	Must be identified
Radio	Radio check must be simulated – i.e., calling base; radio operation is essential when transporting children with special needs.
Cleanliness	Cleanliness is important to the health of special needs students: floor, dash/driver area, trash cans must be inspected

<b>Emergency exits</b>	<b>All emergency exits must be inspected and opened fully. Exit lights and buzzers must be checked. Roof hatches must be fully opened for egress, not just venting, and then properly closed and secured.</b>
<b>Seats</b>	<b>All passenger seats must be checked by pushing on the seat backs and pulling up on the seat cushions to see if they're secured. All seat belts must be visually accessible.</b>
<b>Emergency equipment</b>	<b>Reflectors, first aid kit, body fluid kit, fire extinguisher (including charge status), seat belt cutter, and fire blanket must be checked. First aid kit and body fluid kit should be opened.</b>
<b>Lift door</b>	<b>Must inspect the lift door handle, hinges, latch, and securement device for proper operation.</b>
<b>Lift operation</b>	<b>Lift should be operated through entire cycle; roll stops and safety shut offs should be physically checked; status lights should be checked. Manual lift operation should be explained to judge – team may consult posted operating instructions.</b>
<b>WC securement straps and occupant restraints</b>	<b>Team must determine that there is a full complement of properly matched WC securement straps present for all wheelchair stations. Straps and mechanisms must be inspected for wear and function. Team must determine that suitable WC occupant restraints are present and in good condition for all wheelchair stations.</b>
<b>Time</b>	<b>Maximum points are awarded for any time less than 12 minutes. All times must be noted as a possible tie-breaker.</b>

**2019 TAPT Special Needs Team Safety Road-e-o JUDGES GUIDE  
WHEELCHAIR LOADING EVENT - # 2**

<b>ITEM</b>	<b>WHAT TO LOOK FOR</b>
Timing	Timing begins when the yellow lights are activated and end when the chair is in position to be secured and the lift door is closed and secured.
Activate flashing lamps	Driver must activate alternating flashing lamps in anticipation of loading a student, and then red flashers. This action must be verbalized.
Setting emergency brake	Driver must check that emergency brake is set – check <u>must</u> be verbalized - before opening door of bus to load student. Bus <u>must continuously have brake set</u> during this event – judge must double-check.
Mirrors	Driver should verbalize checking the roadway for approaching traffic while pulling up and stopping.
WC transport-worthiness	Check WC for obvious defects such as no passenger positioning belt, defective brakes, broken spokes, missing footrests, etc. Must be verbalized.
Lift zone	Before the lift is lowered, one team member must inspect the lift zone for adequate clearance, hazards, etc. Check must be verbalized.
Open and secure lift door	One team member must open and secure the lift door with chain or latch. Either driver or attendant may be outside bus – decision is up to the team.
Check safety lip on lift platform	Safety lips on lift platform should function automatically when lift is lowered.
Greeting	Driver or aide should quickly go to and warmly greet the waiting student.
Place passenger on lift	Team member must place passenger, centered on platform of the lift, facing outward.
Set wheelchair brake	Team member must set wheelchair brake, checking to insure brake holds the WC in place, and must not ride the lift with student.
Hands on lap	Before the lift is raised, one team member must sensitively remind the student to keep hands in their lap, and the team member should monitor this until the passenger is off the lift and inside the bus.
Maintain hold on wheelchair at all times	One member must maintain a physical hold on the WC and supervise student at <u>all</u> times during operation of lift and loading. A single momentary lapse results in points off. WC must be “handed off” from the team member outside the bus to the team member inside the bus.
Check head clearance	Team member must demonstrate (i.e., hold hand over head) and verbalize checking head clearance to avoid bumping student’s head on door opening.
Sensitivity toward student	Team must communicate and exhibit sensitivity toward student at all times by respecting their space, and treating them as a person. Student must be informed of what is happening during the loading process.
Move chair into bus, close and secure lift door	WC should be moved from the lift to the position inside the bus where the chair will be secured. WC brakes should be set. After lift is stowed, lift door should be shut and secured.

**2019 TAPT Special Needs Team Safety Road-e-o JUDGES GUIDE  
WHEELCHAIR SECUREMENT EVENT - # 3**

<b>ITEM</b>	<b>WHAT TO LOOK FOR</b>
Timing	Judges should confirm that the team is ready to begin securement before starting to time the event. Timing starts with WC in position after the loading event, and ends when team states they are done.
Communication	Team should be warmly interacting 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	WC should be positioned in the center of the WC station.
Floor attachments	Four tie-down straps should be used. 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	Team must attach tie-down straps at or near a welded joint as near as possible to the bottom of the seat on the main frame, or approved attachment point on the WC. Straps can not be attached to a removable or folding component or the WC wheels. Straps can't be twisted or crossed and shouldn't hit any WC component between the floor and the securement point. (Note: Team may bring their own commercially available, removable, certified attachment "loops" to assist in attaching tie-downs, if they wish.)
Release brake	Team must release the brake on the WC prior to tightening tie-downs, to avoid an undetected securement problem.
Tighten tie-down straps	Each strap must be tight enough to prohibit movement of the WC by no more than one inch, on the floor of the bus, with the brakes released.
Occupant restraints	Occupant restraints must be properly connected and adjusted as per the manufacturer's instructions. Shoulder belt should cross the student's collarbone, not the neck. Lap belt should be across the student's pelvic bone, not the stomach, and cannot be outside the WC armrests. Both belts must be snug but not too tight.
"Shake" test	Team must perform a "shake" test by grasping the secured WC and trying to move it on the floor prior to setting the wheelchair brake. Student should be alerted of the test beforehand
Re-set brake	WC Brake must be reset when the securement is complete

## 2019 TAPT Special Needs Team Safety Road-e-o JUDGES GUIDE

### MANAGING CHALLENGING STUDENT BEHAVIOR EVENT- #4

The “students” on the bus judge this event. After the team has finished the event, the “students” discuss how they did and complete the score sheet, as another pair of “students” takes the next assigned bus.

ITEM	WHAT TO LOOK FOR
Scoring	Filling out the score sheet should be done by “students” on the bus immediately after the driving course has been completed.
Alt. flashing lamp system	The alternating flashing lamp system should be used appropriately for loading and unloading students.
Greet students	The initial interaction with students can set the tone for the bus ride. Smiling, showing interest in the student, friendliness and patience are important when students first board the bus.
Bus rules	Team must explain to students in a cogent but calm and friendly manner what the expectations are for riding the bus. (Read bus rules)
Separate students	Team should attempt to separate misbehaving students by changing seats or switching seat companions.
Keep students from the rear & front seats	Team should try to keep students from the rear and front seats (if possible) of the bus by diverting their attention (i.e., engaging in conversation, giving them a job to help with etc.), repeating safety rules, or other non-physical methods.
Enforce rules	Team members should try to enforce the rules by stating achievable, realistic consequences that would normally be within the authority of a driver or attendant.
Use positive language	Positive language may improve communication with the students. Negative phrases, sarcasm, belittling terms, scare tactics, etc. should be avoided.
Unsafe action	Team members should quickly intervene if students engage in any unsafe action.
Selective ignoring	Team members must try to avoid getting caught in a “conflict spiral” with emotionally disturbed students who may enjoy provoking adult anger.
Maintain self control	Both team members must maintain self control at all times, verbally as well as physically, avoiding expressions of anger, dislike, unrealistic threats, or physical confrontations.
Communication & support	Team members should maintain communication with each other during the bus ride. Driver should try to be aware of what the bus attendant is involved in, but cannot become distracted from driving. If a serious incident is developing and the attendant needs the driver’s help, the driver should stop the bus in a safe location.
Timing	Timing begins when the bus proceeds to the pick-up point. Students must be loading within 6 minutes. Judges note time it takes to load the students in the space at bottom of score sheet.

**2019 TAPT Special Needs Team Safety Road-e-o JUDGES GUIDE**  
**CAR SEAT SECUREMENT EVENT - # 5**

<b>ITEM</b>	<b>WHAT TO LOOK FOR</b>
<b>Positioning Car Seat</b>	Participant must check car seat labels to ensure compliance with FMVSS. Car Seat must be in upright position. Car seat must fit fully on seat, and must be forward-facing for the <u>2012</u> road-e-o. Car seat must <u>not</u> be placed in a seat with an emergency exit window, and must <u>not</u> be placed in the aisle position with an ambulatory child in the window position of the same seat.
<b>Safety seat</b>	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.
<b>Secures Child in Car Seat</b>	Harnesses must be buckled and used correctly. Harnesses must be threaded through the correct harness slot. Harnesses must be snug, and should not allow slack on the child's body. Participants should test the snugness of the harness by trying to "pinch" the webbing together near the shoulder. The harness retainer clip must be connected and placed at armpit level.



**2019 TAPT Special Needs Team Safety Road-e-o JUDGES GUIDE**  
**RAILROAD CROSSING EVENT - # 6**

<b>ITEM</b>	<b>WHAT TO LOOK FOR</b>
Activate 4-way hazard lamps	Driver must activate 4-way hazard lamps upon approach to the crossing, 200' before coming to a stop (if space allows).
Silence students	Team must silence the students by raising hand in view of judges. Judges must carefully watch for this sign and return a gesture of acknowledgment to the driver.
Turn off fans and radio	Judges must watch carefully for this action.
Check for traffic	Driver should verbalize this action upon approach to tracks.
Stop bus	Driver must stop the bus 15' to 50' before the closest rail. Judges should measure the distances and mark the pavement inconspicuously before the Road-e-o begins.
Open window and door	Driver must open driver window and entrance door to listen for a train. No points should be awarded unless both actions are performed.
Don't use alternating flashing loading lamps	Alternating flashing loading lamps shall not be used, even for a short time, while approaching or stopped at the crossing. If student lights are activated at any point during the approach, stop, or crossing, no points should be awarded.
Check carefully	Driver must look down the track both ways, moving upper torso forward and back to compensate for any view obstructions. If driver does not check carefully and actively, no points should be awarded.
Flashing RR lights	Driver must not proceed across the tracks until the flashing RR lights are off. If road-e-o equipment does <u>not</u> include flashing lights, judges should automatically award these points to all teams.
Leaves 4-way hazard lamps on until across tracks	Driver should leave 4-way hazard lamps on until entirely across the tracks.
Deactivate 4-way hazard lamps after crossing	Driver must deactivate the 4-way hazard lights after crossing tracks. Judges must watch buses as they leave the area to make sure 4-way hazard lamps are turned off.

**2019 TAPT Special Needs Team Safety Road-e-o JUDGES GUIDE**  
**SERPENTINE EVENT - # 7**

<b>ITEM</b>	<b>WHAT TO LOOK FOR</b>
<b>Begin on right</b>	Driver must enter this event on the right hand side of the first barrel.
<b>Backing up</b>	Driver should attempt to perform the serpentine maneuver without backing the bus. Judges are cautioned to be alert for sudden backing maneuvers while standing near the bus.
<b>Touching barrels</b>	Driver must not touch the 4 barrels with any part of the bus. Judges must position themselves so they can see each barrel as the bus approaches it.
<b>Curb Lines</b>	Bus wheels must not cross the curb line on either side, which has been marked as the allowable width of the maneuver. If the curb line is touched or crossed the score is reduced.

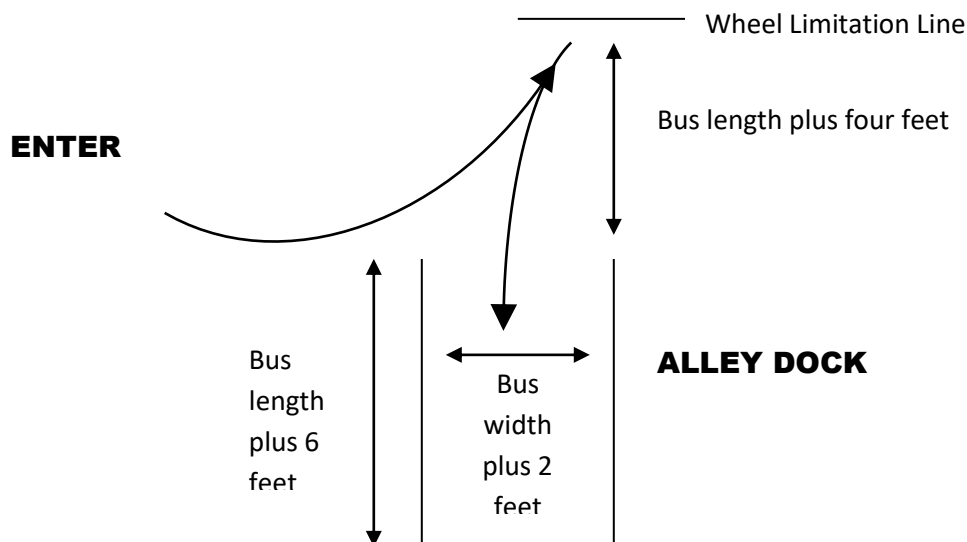
**NOTE:** The distance between the each barrel should be no more than six (6) feet plus the length of the bus. The distance can be less, as a means to increase the level of difficulty. The curb line should be placed at a distance from the barrels to allow for the bus to pass within a safe distance from the barrels, but not running over the curb line. The length of the bus will determine the distance.

## 2019 TAPT Special Needs Team Safety Road-e-o JUDGES GUIDE

### REAR ALLEY DOCK EVENT - # 8

Four corner posts, two at the front of the dock and two at the rear define the “alley” that the bus must back into. The alley is 6 feet longer than the bus used in the Road-e-o. Two parallel sides are marked on the ground (with tape, paint or rope) the width of the bus body plus two feet. A “Wheel Limitation Line” is marked in front of the alley the length of the bus plus 4 feet. The driver must approach the alley from the right and avoid touching the sides and rear of the dock or have the bus wheels cross the front limitation line while positioning the bus. The goal is to “center” the bus in the dock, equally spaced front-to-back and side-to-side. Bus attendant shall stay on the bus during this event and should assist driver from inside the bus. If bus attendant and/or students leave the bus during this event, the event is stopped and zero points are awarded.

ITEM	WHAT TO LOOK FOR
Sounds horn	Driver sounds horn before backing. (Tapping not blast) If horn is not sounded until backing has begun, no points should be awarded. When the bus is in the space, the driver should secure the bus and honk the horn to signal the judges that it is safe to measure. No points will be assessed beyond this point if the bus is not secured and the horn is not honked.
Attendant observes	Attendant should be positioned near the inside rear of the bus, looking out the rear windows and communicating with the driver to assist in backing. Attendant (and students) must stay <u>on</u> the bus.
Backing maneuvers	Backing into the stall should be done in a single motion. Additional forward and backing motions result in losing points.
Avoids touching front posts	The bus should not touch the front posts – touches result in losing points.
Avoid touching rear dock line	Driver should avoid touching the rear posts or dock line. Touches result in losing points.
Avoid side marker	The bus wheels must not touch the alley side markers. Touches result in losing points.
Center bus front to back in dock	Driver must position the bus to be equidistant from the front and rear of the dock lines. The rear bumper should be 36” from the rear dock line. Measurement will be taken at the center of the rear bumper.
Center bus side to side in the dock	Driver must position the bus to be equidistant from both sides of the dock. Bus should be 12” from the side lines. Measurements will be taken at front and rear bumpers. <u>Lowest</u> point total from front <u>or</u> back will be used.



**2019 TAPT Special Needs Team Safety Road-e-o JUDGES GUIDE  
EMERGENCY EVACUATION EVENT - # 9**

<b>ITEM</b>	<b>WHAT TO LOOK FOR</b>
Radio for assistance	Driver must give complete information regarding bus number, location, and the nature of the emergency as soon as possible in the emergency.
Shut off bus (if appropriate for scenario)	Immediately after radio transmission is completed, driver should shut off bus if fire is suspected (verbalize).
Reassure students	Both team members must reassure and communicate with students using calm voices as early as possible in the emergency and a number of times during the event.
Use best exit(s)	Team should choose the exit furthest away from the source of danger (i.e., fire, smoke, body of water, etc.) Exit must be operational and not open onto a dangerous situation outside the bus.
Safest method of evacuating	All actions with students must be appropriate for their specific disabilities (see student profiles). Some students can evacuate a bus without help, others require extensive assistance. Some have medical conditions requiring extra caution and gentleness. In addition, the driver and attendant must take care not to injure themselves during an evacuation. Students cannot be helped if the adults are hurt.
Move students 100' from bus to a safe location	All students must be moved 100' away from the bus within 2 minutes. Hazardous conditions outside the bus (i.e., traffic, smoke, wires, and severe weather conditions) must be taken into account in deciding where to evacuate.
Administer first aid	If the scenario calls for it, team must give first aid as needed.
Timing	After entering the bus, teams are allowed ONE minute to examine the bus and students before taking their seats. Timing begins as soon as the scenario has been read two times to the team. Timing stops when one member of the team indicates they're done by waving their arms and yelling "Done." Teams should indicate they're done as soon as all students involved in the scenario are safe. In an emergency evacuation due to a fire, this means being at least 100' away from the bus in a safe location. In other types of emergency scenarios it could mean something different. Each emergency scenario is different and unique. (Note: Timing judges must make themselves familiar with the stopwatches they will be using.)
Safety	Contestants must not undertake an action that clearly exposes them or their "students" to risk of injury. A judge can and should stop the event if in his or her opinion injury is likely.