

2019 SPECIAL NEEDS TEAM SAFETY ROAD-EO

CONTESTANTS' PACKET

Congratulations on taking part in a great learning experience! We want to make your participation a positive and enjoyable experience. The purpose of this packet is to prepare you for the competition on **July 25, 2019**. Go over this packet with your team member as it includes the actual score sheets judges will be using during the Road-EO, as well as explanations of contestant procedures. Remember this is a fun learning experience so enjoy and GOOD LUCK!

If you have ANY questions or concerns, please contact:

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Road-EO Location: Sugarloaf USA (Church parking lot)

Road-EO Date/Time: July 25, 2019

Group A (1:30-2:20); Group B (2:30-3:20); Group C (3:30-4:20)

Packet Contents: Events, Score Sheets and Student Profiles

Event #1

- ✓ **Special Needs Pre-Check Score Sheet**
- ✓ **Special Needs Pre-Check Contestant Procedures**

Event #2

- ✓ **Wheelchair Loading Score Sheet**
- ✓ **Wheelchair Loading Contestant Procedures**

Event #3

- ✓ **Wheelchair Securement Score Sheet**
- ✓ **Wheelchair Contestant Procedures**

Event #4

- ✓ **Emergency Event Score Sheet**
- ✓ **Emergency Event Contestant Procedures and Student Profiles**

Event #5

- ✓ **Student Management Event Score Sheet**
- ✓ **Student Management Event Contestant Procedures and Student Profiles**

Instructions to contestants before events begin:

	<u>Possible score</u>
Pre-Check Events -	79
Wheelchair Loading Event -	180
Wheelchair Securement Event -	145
Emergency Evacuation Event -	100
Managing Challenging Student Behavior Event -	<u>100</u>
	604 possible total score

- All events are timed
- Teams will be identified by a team #
- Teams will be directed when to go to an event (a segregated waiting area will be provided)
- Teams will not be allowed to watch other teams
- Teams should not discuss what they did during each event with other teams that have not yet done that event
- Judges will keep score sheets (a runner will collect them from judges)
- Any changes to an event will be decided by Special Needs Coordinator
- Scores will be given to contestants after awards are presented on Friday

2019 M.A.P.T. Special Needs Team Safety Road-eo Score Sheet

SPECIAL NEEDS BUS PRE-CHECK EVENT

Possible Score: **79**

Instructions: EVERY item must be verbalized by contestant or it does not count. Add one point for every item checked. Maximum time allowed is 15 minutes.

EXTERIOR INDICATORS

- Clearance/marker 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

- All switches and controls
- All gauges
- DOT sticker (if present)
- Registration/Insurance
- Interior cleanliness
- Service brake – static check
- 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 spill kit (if present)
- Fire extinguisher
- Reflectors
- Fire/Evacuation blanket (if present)
- Steering wheel play
- Driver seat adjustment
- Driver seat belt functional
- Emergency windows – 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
- Pre-check completed in 12 minutes or less (10 pts)

TIME: _____ (tie-breaker only)

TOTAL SCORE (out of 79): _____

(Low time wins the tie)

Revised July 19, 2018

Special Needs Team Safety Road-eo Pre-Check Contestant Procedures

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
Lights	All lights must be activated and checked.
Reverse beeper	Must be activated and checked.
Reflectors and reflective tape	Must be pointed out and checked.
Exhaust, drive shaft, springs and shocks	Must be pointed out and checked for breaks, broken shackles and hangers, etc.
Mud flaps	Must be pointed out.
Antenna	Must be pointed out.
Battery compartment	Compartment door or hood must be opened to visually examine interior of compartment for unusual items, 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.
Static leaks	Before engine is started, area underneath bus is checked for signs of leaking fluids.
Pressure leaks	While engine is running, area beneath engine is checked for signs of leaking fluids.
Body damage	Exterior of bus is visually checked for dents, scrapes, cracked glass, etc.
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.
Fuel cap	Door must be opened and cap tested by hand.
Switches and controls	Every switch and control must be operated and checked.
Gauges	All gauges must be identified and checked with engine running.
DOT sticker, registration	Must be identified.
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.
Service brake	Air brake buses: a complete static air brake check must be conducted, as follows: engine is run to build air; wigwag (if present) is set or low air alarms are off; 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 if present); pump down check for spring brake operation; engine restarted to check air build within appropriate time. Hydraulic brake buses: with engine off, brake pedal checked for firmness and booster pump checked.
Emergency brake	Rolling emergency brake check is explained verbally but not conducted.

Special Needs Team Safety Road-eo Pre-Check Contestant Procedures

ITEM	PROCEDURE
Interior Lights	All are operated and checked including emergency exit lights (if available)
Handrail	Must be physically examined.
Wipers and washers	Must be operated and checked.
Horn	Must be sounded; if air horn present, must also be checked.
Seat belt cutters	Location(s) must be identified.
Radio	Radio check must be simulated - i.e., calling base; radio operation is essential when transporting children with special needs and conditions.
First aid, body spill kits	Location must be identified; kits must be opened and contents examined.
Fire extinguisher	Location must be identified and status of extinguisher must be examined.
Reflectors	Location must be identified; box must be opened to determine if reflectors are present and functional.
Fire blanket or Drag Blanket (if present)	Location must be identified; sheath must be opened to determine if blanket is present.
Steering wheel	Physical check for excessive play must be conducted.
Driver seat and belt	Driver must determine if seat is properly adjusted; seat belt must be latched.
Emergency exits	Each exit must be opened to full arm extension; presence of labels must be noted; buzzer operation must be noted; operation of emergency door hold latch must be checked.
Seats and belts	seat bight (where back meets cushion) should be checked for cushion securement on each seat; all seat belts must be visually accessible.
WC straps and restraints	Straps and restraints should be visually inspected (i.e., removed from the stow bag) to determine if operational, matching, etc. Posted WC restraint operating instructions should be located.
WC lift	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.
Time	Entire pre-check should be completed in 12 minutes or less. Exact time is noted as a tie-breaker; if team is not finished by 15 minutes, pre-check event will be terminated.

Special Needs Team Safety Road-eo Score Sheet

WHEELCHAIR LOADING EVENT

Possible Score: 180

Instructions: Each item successfully completed and checked is worth +5 points. Maximum time allowed is 5 minutes. Event will be terminated and scoring stops at maximum allowed time.

Perform

Verbalize

Preparation:

- Student 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
- After deploying and lowering lift, check roll stops

Sensitivity and Awareness:

- Greet passenger promptly and positively
- Check passenger postural belt and check wheelchair for transport-worthiness
- Remind passenger to keep hands in lap

Loading onto Platform:

- Checks rear safety plate
- Place passenger on lift facing outward from bus, in proper position on platform
- Set WC brakes promptly after placing WC on lift
- Secure lift safety strap (if one is present)

Raising Lift:

- Driver and/or attendant moves off lift before raising passenger
- Driver and/or attendant grasp WC at all times while on lift
- Inform passenger before raising lift
- Raises lift and checks front safety plate after it clears surface
- Check head clearance into bus – **verbalize**
- Secure lift control onto door
- Passenger is attended at all times for full duration WC is on lift platform

Loading into Bus:

- WC backed into bus, moved to securement station promptly and WC brakes set
- Lift placed in stowed position, lift door closed and secured
- Loading completed in 5 minutes or less

TIME _____ (tie-breaker only)

TOTAL SCORE (out of 180): _____

Special Needs Team Safety Road-eo

Wheelchair Loading Event Contestant Procedures

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 the 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 waitin 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	Driver or attendant should not ride lift with passenger (unsafe practice).
Hold chair	Either driver or attendant or both must have a firm grip on the wheelchair at <u>all</u> 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 5 minutes. Event is terminated after eight minutes and scoring will stop if not completed.

Judge #1: _____ Judge #2: _____ Team #: _____

Special Needs Team Safety Road-eo Score Sheet

WHEELCHAIR SECUREMENT EVENT

Possible Score: 145

Instructions: Five points for each checked item done adequately. Maximum time will be 12 minutes.

At 12 minutes event will be terminated and scoring will stop.

Perform

Verbalize

General Procedure:

- Continuous communication and sensitivity toward passenger
- Wheelchair placed in forward most position available
- Center wheelchair in securement station
- Tie-down straps attached to 4 appropriate floor pockets/mounts

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

Tie-down straps tightened adequately:

- Occupant lap and shoulder restraint 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
- Securement completed in 10 minutes or less

TIME _____ (tie-breaker only)

TOTAL SCORE (out of 145) _____

Special Needs Team Safety Road-eo

Wheelchair Securement Event Contestant Procedures

Securement event begins after loading event is finished and judges have completed their score sheets for the loading event (if the event stations are combined for these events). Driver and attendant are to secure the wheelchair and passenger just loaded. Driver or attendant must verbally indicate when wheelchair and passenger are fully secured.

ITEM	WHAT TO LOOK FOR
Communication	Driver and attendant should be warmly interacting with passenger throughout the event.
Station choice	if more than one securement station is available, wheelchair should be placed in forwardmost position. 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 cannot come loose; tie-down straps should not be twisted more than 1/2 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.
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 bones 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 should be secured within ten minutes. Driver and attendant should verbally indicate when they are finished; event and scoring will be terminated after twelve minutes if not completed.

1. **Richard:** A 9 year old student who has autism. He has sound sensory issues and does not like to be restrained.
2. **Solomon:** A 12 year old student who uses a wheelchair. He often displays an angry attitude towards others and likes to pick on younger students.
3. **Cindy:** An 11 year old student who tends to be argumentative with others. She does have a bee sting allergy.

2019 M.A.P.T. Special Needs Team Safety Road-eo Managing Challenging Student Behavior Event

Possible Score: 100 points

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 supervises students entering 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

UNLOADIING

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

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

TOTAL SCORE (out of 100 Points): _____

This is an sample score sheet. Actual score sheet will be given at time of event.

Judge #1: _____ Judge #2: _____ Team # _____

2011 M.A.P.T. Special Needs Team Safety Road-eo EMERGENCY EVACUATION EVENT

- Radios in to Dispatch: (Choose only one of the three options).....** _____ (15/10/5 pts)
- Gives bus number, location and incident info (15 points)
 - Gives bus number and location (10 points)
 - Gives bus number (5 points)
- Driver and Attendant work as a team** _____ (5 pts)
- Driver and/or Attendant instruct Carolyn to evacuate the bus with assistance: (Choose only one of the two options).....** _____ (5 /0 pts)
- With assistance (5 points)
 - Without assistance (0 points)
- Driver and/or Attendant provide assistance to Carolyn once she is outside the bus, to a safe place** _____ (5 pts)
- Reassures Students: (check only one of the three options).....** _____ (10/5/0 pts)
- More than 5 times (10 points)
 - Between 3-5 times (5 points)
 - Less than 3 times (0 points)
- Driver and/or Attendant ask for help from bystander** _____ (5 pts)
- Driver and/or Attendant take Nick out of seat with harness attachments still connect to harness.....** _____ (5 pts)
- Driver and/or Attendant physically assist Nick out of the bus** _____ (5 pts)
- Driver and/or Attendant assign someone to hold onto Nick.....** _____ (10 pts)
- Driver and/or Attendant check on bystander assisting with students already evacuated from the bus.....** _____ (5 pts)
- Driver and/or Attendant verbalize to Brandi what is happening all throughout the evacuation (Choose only one of the two options).....** _____ (10/5 pts)
- 2 or more times (10 points)
 - Less than 2 times (5 points)
- Driver and/or Attendant move all children minimally 100 feet to a safe place once evacuated from the bus.....** _____ (10 pts)
- Event is completed in 2 minutes or less.....** _____ (10 pts)

Time: _____ Minutes _____ Seconds

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

TOTAL SCORE (out of 100 Points): _____

Special Needs Team Safety Road- Emergency Evacuation Event Contestant Procedures

(Sample scenario only; actual scenario will be given at time of event)

The bus has broken down on a sharp curve. There is smoke coming into the driver's area and coming out from under the hood.

You have the following students on board:

- One in a wheelchair
- One in a car seat or vest who is diagnosed with autism and subject to sudden outbursts
- One blind student with no restraints

The actions below are the appropriate responses for scoring the event:

Driver and Aide must work together.

Driver:

- Contacts Dispatch or 911 to give all information
- Turns off and secures the bus
- Speaks to the students and lets them know what has happened (continue talking to them)
- Teamwork with Aide and Bystander
- Uses the best exit
- Uses acceptable evacuation techniques to minimize risk of injury to the students
- Moves all students away from the bus to a safe spot (100ft+ away from the road and in the direction of traffic approaching in the same lane)
- Puts out flares or triangles if necessary
- Driver or Aide rechecks the vehicle to make sure that all students are off
- Signals when finished

Aide:

- Talks to students
- Teamwork with Driver and Bystander
- Appropriate use of bystander to assist
- Proper order of evacuation
- Proper use of lift (if required) to assist in evacuation
- Driver or aide rechecks the vehicle to make sure it is clear and leaves to the safe spot with the others. Signal when finished

Event will end when team indicates they are finished. Judges may choose to review and go over choices made during the event with contestants at end of event.