

# Michigan ROADEO GUIDE 2024

## I. Introduction

Welcome to the **Annual Michigan Small Bus Roadeo**.

The Michigan Roadeo is an opportunity for drivers to gain recognition for their driving skills. While there are awards for the top finishers, winning is not the primary reason for this competition. The Michigan Roadeo is an opportunity to test your limits, meet others in the profession and, above all, have a good time.

The following information is being supplied to all contestants and judges so that everyone will be familiar with the Roadeo events, the course layout, rules of conduct and scoring.

**Please refer to the schedule posted on the Roadeo webpage for event-specific information.**

# Michigan Roadeo Rules of Conduct

In order to clarify some common-sense rules regarding the competition, the committee has adopted the following rules of conduct:

1. Uniforms are optional, but professional dress is required. Contestants must wear name badges at all times.
2. Following the initial walk through of the course, drivers will not be allowed on the driving course for any reason (except for their actual competition).
3. Drivers must remain outside of the pre-trip inspection and passenger assistance areas until they are called to participate in these events. Spectators must always remain outside of stationary element areas.
  - a. Picture-taking is not allowed within the stationary element areas.
4. **Once completed with the competition, drivers are not to discuss the competition with drivers who are still waiting to compete.**
5. Each driver will be assigned to a squad. Drivers must follow the instructions of their squad captain.
6. Drivers are not to engage in unnecessary talking with judges.
7. No alcoholic beverages will be permitted at the Roadeo site by any attendee, including spectators.
8. Unsportsmanlike conduct of any kind will not be tolerated. This includes profanity, aggressive behavior toward another contestant or official, abuse of equipment and unsafe driving maneuvers.
9. Violations of the rules of conduct are to be reported to the Course Marshal as soon as possible.
10. The Course Marshal shall have the sole authority to determine if a violation has occurred and the corrective action to follow. Depending on the severity of the infraction, the corrective action may include either deduction of points from a contestant's score or suspension from the competition.
11. **Always watch out for vehicles! Avoid endangering yourself and others.**

**Course Marshal: Ken Jimkoski**

## II. Special Notes for the Individual Exercises

### Competition Format

Maximum Points: **1000**

<b>Written Test</b>	<b>Driving</b>	<b>Passenger Assistance</b>	<b>Pre-Trip</b>
125 points (12.5%)	525 points (52.5%)	200 points (20.0%)	150 points (15.0%)

The Otis Reed Jr. Driver of the Year Award – Presented by Q'Straint/Sure-Lok – will be determined by the driver with the highest combined score from the written test, passenger assistance and pre-trip components of the competition.

These guidelines are for use by **both** judges and drivers. As such, you will see instructions for judges mixed in with instructions for drivers. In this way, all those involved in the competition will be aware of the same information.

**Note:** The actual order of the exercises on the course may differ from the order in which they are presented in this Guide.

#### **A. Written Test**

Maximum Points: **125**

Time Limit: **30 minutes**

*Occurs during drivers' meeting on Saturday*

The written test consists of 25 questions valued at 5 points each. Questions are either in True/False or Multiple-Choice format. Questions for the test are taken from basic training materials used for transit driver training. If requested in advance, the test can also be administered orally by a proctor.

## **B. Pre-Trip Inspection**

Maximum Points: **150**

Safety Defects: **100**

Logical Order: **25**

Time Limit: **25**

Time Limit: **7 Minutes**

Judges will read a script to each contestant addressing the rules of this obstacle before the contestant begins the pre-trip.

### **Exercise Format**

- **Safety Defects:** Four (4) safety defects are pre-set on the vehicle. These will be the same for all contestants. Drivers will receive twenty-five (25) points for each pre-set safety defect found — up to a maximum of 4 defects.
  - Safety defects may be found anywhere on the vehicle, **including under the hood.** (The hood will remain unlatched for each driver to access.)
- **Logical Order:** Contestants must conduct their pre-trip inspections in a logical and systematic manner (i.e., moving from front of the vehicle to the back, left to right, or top to bottom). Drivers will earn twenty-five (25) points for doing so.
  - We realize that every transit system may have different pre-trip inspection checklists. As a result, all participants will be offered a standard pre-trip checklist with their Roadeo packet but are free to use any pre-trip inspection checklist with which they are comfortable. Defects that have been pre-set should be familiar to everyone.
- **Time Limit:** Drivers will earn another twenty-five (25) points for completing the inspection within the 7-minute time limit.
- **To keep the competition fair, do not discuss the defects that you found with other contestants until after the Roadeo is completed.**

### **During Inspection**

#### Contestants

**Inspection:** Each contestant shall conduct their inspection in two parts: by verbalizing what they are inspecting, and then physically doing so.

For certain elements of the inspections, contestants shall:

1. Perform a visual/verbal inspection of the lift and its immediate surroundings.
2. Verbalize all areas under the hood that they would (if there was allotted time) inspect and check.
3. Due to the time constraints of a Roadeo, the brake check will be limited to verifying that the service brake pedal is firm.

**Defects:** As contestants identify defects, they will describe that defect to the judge. Contestants may identify more than 4 defects although they will only get credit for the 4 pre-set by the Rodeo Committee (maximum 100 points). If a contestant has identified 4 or more defects and has not yet completed the full vehicle inspection, he/she must finish the inspection in order to earn the twenty-five (25) points for logical and/or systematic manner of inspection.

Contestants **shall not**

1. Complete a full lift/engine interlock inspection or cycle the lift.
2. Brake Inspection: Contestants will not be allowed to set the parking brake and attempt to move the vehicle.

### Judges

**Inspection:** Upon request, judges **can** assist contestants with their inspections, though for specific tasks only. For instance, the judge may press the brake pedal, and shift the transmission into reverse with the ignition switch in the “on” position, but without the engine running. The judge can also assist the contestants in checking turn signals, brake and back-up lights, and turning on the lights.

**Defects:** The judge shall write the defects described by the contestant on the contestant’s Pre-Trip Inspection score sheet. a maximum of 4 pre-set defects.

## C. Passenger Assistance

Maximum Points: **200**

Sensitivity and Awareness: **32**

Loading onto Platform: **48**

Raising Lift: **36**

Wheelchair Securement: **64**

No Wheelchair Movement: **20**

Time Limit: **7 minutes**

Clock stops while judges test wheelchair securement

When time reaches 7 minutes, contestant is stopped and scored on performance at that point

### Exercise Format

- Contestants assist judges as if they are passengers to be transported.
  - The contestant must verbalize to the passenger all of the activities that he/she will perform in the process of loading and securing them in the vehicle. Contestants must say these activities loud enough for the judges to hear
- **Wheelchair Securement.** Contestants shall verify the security of the following elements:
  - Rear safety plate on lift
  - Front safety plate on lift (contestants will not be penalized for removing hand from wheelchair to check)
  - In-vehicle securement position (tie-downs, wheel locks, lap belt/shoulder harness)
- Contestants shall not ride the lift platform
- Contestants may not utilize a printed checklist or instruction sheet during this portion of the competition. Any contestants observed using such an aid will lose all possible points from this section, subject to the decision of the Course Marshall
- Any permanent visual aids present on vehicles, equipment or facilities that are visible to all drivers may be referenced.

### During Passenger Assistance

#### Contestants

At the start of the Passenger Assistance exercise, the contestant will meet a passenger and judge. The contestant should approach the passenger as though the passenger were a person to be transported.

Each contestant shall conduct passenger assistance in two parts: by verbalizing what they intend to do, and then physically doing so. For example, the contestant must say

that they are checking the handgrips on the wheelchair, and physically try to twist them. The contestant does not have to memorize a specific statement, but they must tell the passenger what they are going to do before they do it!

After loading the passenger into the vehicle, the contestant must secure the wheelchair and passenger. After the contestant has positioned the wheelchair in the securement area, secured the front and rear tie downs, set the wheel locks and secured the lap belt/shoulder harness, time stops. The driver will then exit the vehicle. At this point, you have completed the exercise.

### Judges

**Wheelchair Securement:** Once contestant announces they have completed securement, the judge shall release the wheel locks and attempt to roll the wheelchair and passenger forward and backward. If it does not roll or slide in either direction, the contestant will receive 20 points. If the wheelchair rolls or slides by any amount, the contestant will receive zero (0) points for this portion of the exercise. Judges must be consistent in evaluating this portion of the exercise.

**Time Limit:** The judge or passenger will use a stop watch to record the elapsed time for this exercise, from the time that the contestant first greets them to the time that the contestant has completed securing the wheelchair. There is a 7-minute time limit for the performance of this exercise. After 7 minutes, the exercise stops, and the contestant is scored based on their performance to this point.

**Verbal and Performance:** You will note on the scoring page that almost every item for this exercise indicates a point value for “verbal”, and a point value for “performance”. These are the points that the contestant receives for verbalizing what is being performed, and for the actual performance. If contestants do not verbalize what they are going to do before they do it, they do not receive the verbal point value. If they verbalize it, but they do not perform it, they do not receive the performance point value. Judges may want to mark the successfully completed steps as the contestants earns points and total them at the end of the exercise.

The score sheet lists activities and their point values in a particular order. The items performed under “Sensitivity & Awareness” do not necessarily have to be performed in the exact order listed. However, the other activities **do** follow a logical order that must be followed. If contestants perform these activities out of order, they will not receive points for the activity that they skipped or performed late. For example, if a contestant does not check the front safety plate until after he/she has backed the wheelchair into the vehicle, they would not receive 14 points for that item.

## **D. Driving Course**

Maximum Points: **525**

Time Limit: **7 minutes**

At 7 minutes, contestant loses 1 point per second up until 8 minutes, for a maximum loss of 60 points. Contestant is allowed to finish course beyond limit.

### Contestants

- Contestants must complete the course in the order it is laid out. If an obstacle is missed, the contestant receives 0 points for that obstacle.
- Contestants lose points for hitting cones; the points for any single cone can only be deducted once. See individual score sheets for cone point values.
  - Sometimes it may be better for a contestant to take a 5-point back-up penalty than to hit a 25-point cone!
- Contestants lose points for shifting into reverse in any instance that isn't required by an obstacle.
- It is permissible for a contestant to stop on the course. Penalty points will not be assessed for a stop, only for transmission shifts into reverse that are not required by the exercise. The clock will continue to run during a stop as long as the stop is not required by a judge.
- Seatbelts must be worn by drivers and all on-board judges. There will be a 5-point penalty for not verifying use. The penalty will be assessed by the on-board judge.
- The use of turn signals is required on the course. Turn signals must be used on all skill tests that require a turn or lane change. Three (3) points will be deducted for each improper use of turn signals. Turn signals will not be required for un-scored left or right turns necessary to follow the course, and points will not be deducted if the signals are used for these turns. Turn signal use will be scored by the judges on the course for that particular exercise.
- The penalty assessed for each non-required transmission shift into reverse is 5 points.
- Spectators may not follow vehicles through the course; they must remain in designated viewing areas.

### Judges

- A judge is responsible for monitoring a contestant as they finish the prior obstacle until the contestant clears the obstacle for which the judge is scoring.
- Judges must render objective evaluations of each contestant. Judges should note where the score sheet indicates they should stand for viewing the exercise, without interfering with the contestant's ability to perform the exercise.
- Under no circumstances should judges cross in front of vehicles as they are being driven. It is dangerous and breaks the contestant's concentration.
- Judges should indicate on the tablet each cone that a contestant hits as the vehicle hits those cones. A point deduction for any single cone is only counted once.



- Note that different cones have different point values at the various exercises.
- A cone is “hit” when any portion of the vehicle touches the cone or its base. This includes the tires, body and bumpers. A cone does not have to be knocked over to be “hit”
- If a cone is being dragged, the judge must get the contestant’s and the on-board judge’s attention so that the vehicle can be stopped, and the cone removed. The timekeeper should stop the clock under these circumstances and restart it when the cone is cleared, and the contestant continues the course.
- If a dragged cone hits other cones before the vehicle is stopped, the judges must determine if the cone(s) that was (were) hit by the dragged cone would have been hit by the vehicle if the cone was not being dragged. Judges should use their best judgement and be consistent.
- Judges must reset the cones, or the curb, after they have been touched or hit. Do not reset the cones until after the vehicle clears the exercise.
- Place the cones or curb in the same place. Do not make any adjustments to the course by altering the placement of the cones! Cone placements will have chalk markings on the pavement.
- The penalty assessed for each non-required transmission shift into reverse is 5 points. This is assessed at each obstacle. There is a button to press for each shift into reverse.
- It is permissible for a contestant to stop on the course. Penalty points will not be assessed for a stop, only for transmission shifts into reverse that are not required by the exercise. The clock will continue to run during a stop as long as the stop is not required by a judge.
- The key to a fair course is that the exercises are judged and set up the same for all contestants.
- Be careful not to unintentionally give the contestants guidance through hand signals. You are not directing the contestants; you are scoring them.
- Spectators should not be following vehicles through the course. If you notice one, please ensure they safely return to the designated viewing areas, or inform a runner or the Course Marshal to help.
- **On-Board Drivers.** Please note the specific penalties that on-board drivers should pay attention to:
  - There is a 7-minute time limit. Contestants requiring more than 7 minutes to complete the driving course will be assessed a penalty of 1 point per second over 7 minutes. At 8 minutes the clock will stop and point accrual will cease. The on-board timer will announce the 7-minute mark but will not announce the 8-minute mark
  - Seatbelts must be worn by drivers and all on-board judges. There will be a 5-point penalty for not verifying use. The penalty will be assessed by the on-board judge.
  - The use of turn signals is required on the course. Turn signals must be used on all skill tests that require a turn or lane change. Three (3) points will be deducted for each improper use of turn signals. Turn signals will

not be required for un-scored left or right turns necessary to follow the course, and points will not be deducted if the signals are used for these turns. Turn signal use will be scored by the judges on the course for that particular exercise.

### **Individual Driving Exercises**

Keep in mind that the actual order of the exercises on the course may differ from the order in which they are presented in this Guide. The size and configuration of the Rodeo site may require a different order. Each exercise has notes for the judge underneath the formal scoring instructions.

**If you have any questions about these instructions, please ask them at the Drivers Meeting or at the “walk through” of the Rodeo course.**

**\*\*\*\*The following diagrams represent the actual score sheets used for each obstacle. It should be noted that the actual course order of obstacles may not be the same order as the numbered score sheets as follows. For those using this guide for your own Rodeo or practice each problem must be customized based on the vehicle dimensions and turning radius. \*\*\*\***

# PRE-TRIP INSPECTION

Contestant Number \_\_\_\_\_

Vehicle Number \_\_\_\_\_

This test will judge how thoroughly an operator checks his/her vehicle before taking it out on the road. There will be a vehicle at the Roadeo set up by maintenance personnel with four known defects to identify.

- |           |    |  |
|-----------|----|--|
| Penalties | 1. | 25 points off for each item missed (4 items).                          |
|           | 2. | 25 points off for not completing the inspection.                       |
| logical   | 3. | 25 points off for not performing the inspection in a systematic manner |

NOTE: Maximum Penalty Points - 150

Points Possible \_\_\_\_\_ 150

Point Deductions 1. Each Pre-Set Item Missed \_\_\_\_\_ x 25 = \_\_\_\_\_

2. Inspection not completed \_\_\_\_\_ x 25 = \_\_\_\_\_

3. Inspection not logical/systematic \_\_\_\_\_ x 25 = \_\_\_\_\_

Total points off (add 1 through 3) - \_\_\_\_\_

Points earned \_\_\_\_\_

# PRE-TRIP INSPECTION

**Maximum Score:** 150 points

**Description:** Each operator will be given 7 minutes to perform a typical inspection of a vehicle being placed in service at the beginning of the day. The vehicle will have 4 known defects that would routinely be identified on a pre-trip inspection report. The operator must verbally indicate to the judge the defects found.

**Penalties:**

25 points for each defect that is not found

25 points off for not completing the inspection

25 points off for not performing the inspection in a logical and systematic manner

**Judge's Script:**

The Pre-Trip Inspection is worth a maximum of 150 points. You have 7 minutes to pre-trip the vehicle and identify 4 pre-determined defects. You may find more than four defects, but your score is dependent on you finding the **pre**-determined defects. Each defect is worth 25 points. Defects may be found anywhere on the vehicle, including under the hood. You do not fix the defect; only identify it. Completing the inspection in 7 minutes or less is worth 25 points – (7:01 or greater = 0 points). At 7 minutes, the judge will stop the clock, and all scoring will cease. Finally, you will be judged on your ability to inspect the vehicle in a logical and systematic manner and can earn up to 25 points.

During this exercise you are expected to verbalize all items and areas of inspection. Due to the time constraints you will **not** be required to check fluids, move the vehicle to check brakes or cycle the lift. You must verbalize that those actions should be done.

Example:

VERBALIZE: *"I would check the tire wear and tread depth"*

ACTION: Visual inspection of tire tread

NOTE: You will be allowed to use a pre-trip inspection form as a guide during your inspection.

**\*\*\* JUDGES NOTE: It is not necessary to have the vehicle engine running. However, it is recommended that occasionally the engine be turned on to maintain a charged battery.\*\*\***

# Passenger Assistance & Wheelchair Securement

Contestant Number \_\_\_\_\_

Vehicle Number \_\_\_\_\_

## A. Sensitivity & Awareness (order not critical)

- \*Greet and introduces self to passenger in a positive manner (5 pt)..... \_\_\_\_\_
- \*Asks passenger if they need assistance in boarding (5 pt)..... \_\_\_\_\_
- \*Asks passenger if they have all their belongings (5 pt) ..... \_\_\_\_\_
- \*Checks hand grips on wheelchair (5 pt verbal, 8 pt perf)..... \_\_\_\_\_
- \*Asks passenger to place hands in lap ( 4 pt verbal)..... \_\_\_\_\_

Possible Points = 32 Actual points \_\_\_\_\_

## B. Loading Onto the Platform

- \*Checks rear safety plate (4 pt verbal, 8 pt perf)..... \_\_\_\_\_
- \*Backs passenger onto the platform (4 pt verbal, 8 pt perf)..... \_\_\_\_\_
- \*Secures wheelchair locks (4 pt verbal, 8 pt perf)..... \_\_\_\_\_
- \*Looks for lift belt and secures, if present (4 pt verbal, 8 pt perf)..... \_\_\_\_\_

Possible Points = 48 Actual points \_\_\_\_\_

## C. Raising Left

- \*Raises lift and checks front safety plate after it clears surface (4 pt verbal, 10 pt perf)..... \_\_\_\_\_
- \*Holds wheelchair with one hand while raising lift (2 pt verbal, 6 pt perf)..... \_\_\_\_\_
- \*Secures lift control onto door or lift (2 pt)..... \_\_\_\_\_
- \*Backs wheelchair into vehicle and secures at least one brake (2 pt verbal, 10 pt perf)..... \_\_\_\_\_

**JUDGES NOTE – Do not allow passenger to remain on lift unattended.**

Possible Points = 36 Actual points \_\_\_\_\_

## D. Wheelchair & Passenger Securement (order not critical)

- \*Positions wheelchair into securement location facing forward, sets brakes (2 pt verbal, 6 pts perf)..... \_\_\_\_\_
- \*Attach front securement to the floor and wheelchair frame and tighten tiedowns (4 pt verbal, 10 pt perf)..... \_\_\_\_\_
- \*Attach back securement to the floor and wheelchair frame and tighten tiedowns (4 pt verbal, 10 pt perf)..... \_\_\_\_\_
- \*Releases wheel locks in an attempt to gently roll wheelchair to insure no movement (2 pt verbal, 6 pt perf).... \_\_\_\_\_
- \*Reapply wheelchair brakes (2 pt verbal, 4 pt perf)..... \_\_\_\_\_
- \*Secures lap belt at passenger’s hip and shoulder belt at the center of the chest (2 pt verbal, 8 pt perf)..... \_\_\_\_\_
- \*Places lift in the “stow” position (4 pt verbal ONLY)..... \_\_\_\_\_

Possible Points = 64 Actual points \_\_\_\_\_

**E. Judge** checks wheelchair to determine any movement (20 pt) ..... Actual points \_\_\_\_\_

**TOTAL TIME** \_\_\_\_\_

**TOTAL ACTUAL POINTS** \_\_\_\_\_  
Penalty for standing on lift (-25) - \_\_\_\_\_

**Total Points Earned** \_\_\_\_\_

## PASSENGER ASSISTANCE

**Maximum Score:** 200

### **Judge's Script**

The Passenger Assistance and Wheelchair Securement section is worth a maximum of 200 points. You have 7 minutes to perform this segment of the course. The judge will announce 7 minutes, at which point you must cease all actions.

Almost every item for this exercise indicates a point value for "verbal", and a point value for "performance". These are the points that you receive for verbalizing what is being performed, and for the actual performance. If you do not verbalize what you are going to do before you do it, you do not receive the verbal point value. If you verbalize it, but do not perform it, you will not receive the performance point value.

DO NOT leave passenger on lift.

You will **not** be penalized for removing your hand from the wheelchair to check the front and rear safety plate. For the purposes of this Roadeo, you will **not** be permitted to ride the lift platform. The penalty for riding the lift is 25 points off your score.

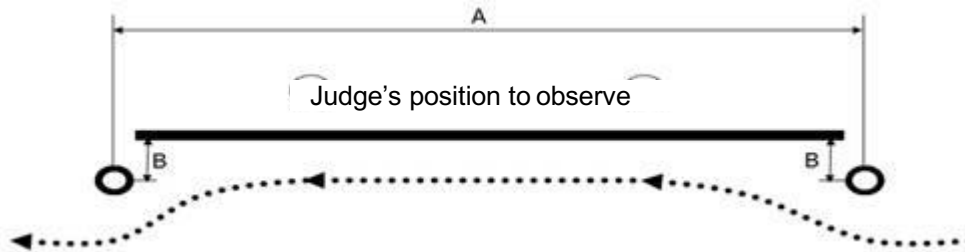
Do not stow the lift after moving the passenger into the vehicle. However, you must verbalize that you would stow the lift in an actual situation. Failure to verbalize this step will result in the loss of 4 points.

When you have completed the securement of the wheelchair and occupant you must inform the judges that you are finished. Time will stop and you will not be permitted to touch the wheelchair or occupant and must exit the vehicle. After you have exited the vehicle a judge will determine movement of the wheelchair. If the wheelchair does not roll or slide in any direction, you will receive 20 points. If it rolls or slides by any amount, you will receive zero (0) points for this test.

**PASSENGER STOP**

Contestant Number \_\_\_\_\_

Vehicle Number \_\_\_\_\_



**Penalties**

1. 25 points off for touching cones at either end of Passenger Stop
2. 25 points off for touching curb with tires
3. FRONT TIRE --1 point off per inch beyond 6 inches from curb
4. REAR TIRE --1 point off per inch beyond 15 inches from curb
5. 5 points off for each transmission shift into reverse
6. 3 points off for not using turn signals (entering and exiting)

NOTE: Maximum Penalty Points - 50

Points Possible \_\_\_\_\_ 50

Point	1.	End cones touched	_____ x 25 = _____
Deductions	2.	Touched curb	_____ x 25 = _____
	3.	Front tire actual measurement	_____ - 6 = _____
	4.	Rear tire actual measurement	_____ - 15 = _____
	5.	Shifts into reverse	_____ x 5 = _____
	6.	Non-use of turn signal	_____ x 3 = _____

Circle each cone touched. Measure the distance from curb to the front & rear tires

Total points deducted (add 1 through 6) - \_\_\_\_\_

Points earned \_\_\_\_\_

# PASSENGER STOP

**Maximum Score:** 50 points

**Description:** The operator must make a passenger stop at a location approximately two vehicle lengths long. The stop must be made without the vehicle or tires touching any cones (simulating parked vehicles) or the curb, simulated by 4X4's or a painted or marked line. The front tire on the vehicle should be 6" or less from the curb, and the rear tire should be 15" or less from the curb. Once the vehicle stops, the judges will measure the distance from the tires to the curb. Operators must put the vehicle in park and the sound the vehicle's horn. This will indicate to the on-board judge to stop the time on the stop watch, and also notify the on field judges it is safe to measure the obstacle. After the measurements have been taken on the course, the judge will tap the side of the vehicle indicating it is safe for the driver to proceed through the course. The driver should put the vehicle in drive and tap the horn so the on-board judge will begin the stop watch.

## **Penalties:**

25 points for touching the "vehicle cones" at either end of the stop location

25 points for touching the curb with either the front or rear tires, upon entering or leaving the stop

1 point per inch for each inch or part of an inch that the front tire is measured beyond 6" from the curb (i.e., 8" measured for the front tire would equal 2 points)

1 point per inch for each inch or part of an inch that the rear tire is measured beyond 15" from the curb

5 points for each transmission shift into reverse

3 points off for non-use of turn signal

## **Dimensions:**

A Two lengths of vehicle

B Width of vehicle plus 12 inches

## **NOTES FOR JUDGE**

Consistency in measurement is vital to this exercise. Measure the distance from the top edge of the curb, 4 x 4, or simulated curb to the center of the tire below the axle at the same height as the top of the curb. Make sure to measure both the front and back tires, and note the maximum distances from the curb for front and back tires (6 and 15 inches, respectively). (If we use a tape or other line, measure the distance at the pavement level.) Be sure that the yard stick is perpendicular to the curb when you

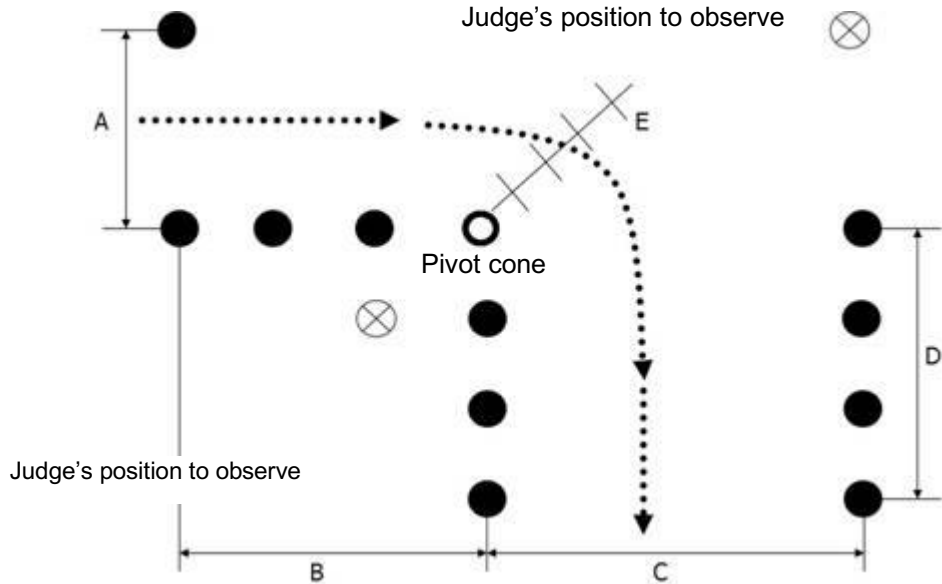


measure. Measurements are rounded up. If you measure 8 1/4" or 8 3/4", it should be recorded as 9" on the score sheet. Hitting the curb or cones anytime, either entering or departing the stop, loses points, so be careful to watch the cones and curb as the vehicle departs the exercise. The contestant must beep the horn to indicate to the judges that it is safe to measure the distance between the curb and the tires. The timekeeper must stop the clock when the horn is sounded and restart the clock when the vehicle is put into motion. **(Turn signals required when entering and exiting the passenger stop.)**

# RIGHT TURN

Contestant Number \_\_\_\_\_

Vehicle Number \_\_\_\_\_



**Penalties**

1. 10 points off for each cone touched
2. 5 points off for each 6" segment over and above the first 6" of the rear tire clearance
3. 5 points off for each transmission shift into reverse
4. 25 points off for touching pivot cone
5. 3 points off for not using turn signals

Note: Maximum Penalty Points - 50

Points Possible \_\_\_\_\_ 50

Point	1.	Cones touched	_____ x 10 = _____
Deductions	2.	Excessive rear tire clearance	_____ x 5 = _____
	3.	Shifts into reverse	_____ x 5 = _____
	4.	Pivot cone touched	_____ x 25 = _____
	5.	Non-use of turn signal	_____ x 3 = _____

Total points deducted (add 1 through 5) \_\_\_\_\_

Points Earned \_\_\_\_\_

# RIGHT TURN

**Maximum Score:** 50 points

**Description:** This skill test measures the operator's ability to negotiate a tight 90 degree right turn. The corner is marked with a pivot cone. The rear tire of the vehicle is to pass within 6" of the corner. To measure this, a line is marked out at 45 degrees from the corner and divided into 6" increments. The judge must see which increment the outside edge of the rear tire passes over in order to score the operator.

**Penalties:**

25 points for touching pivot cone

10 points for each course cone touched

5 points for each 6" increment over and above the first 6" increment over which the outside rear tire passes.

5 points for each transmission shift into reverse

3 points for non-use of turn signal

**Dimensions:**

- A Width of vehicle plus 6 inches
- B Length of vehicle
- C Start with width and half of vehicle, widen as needed
- D 16 feet overall
- E 36 inches divided into 6 inch increments

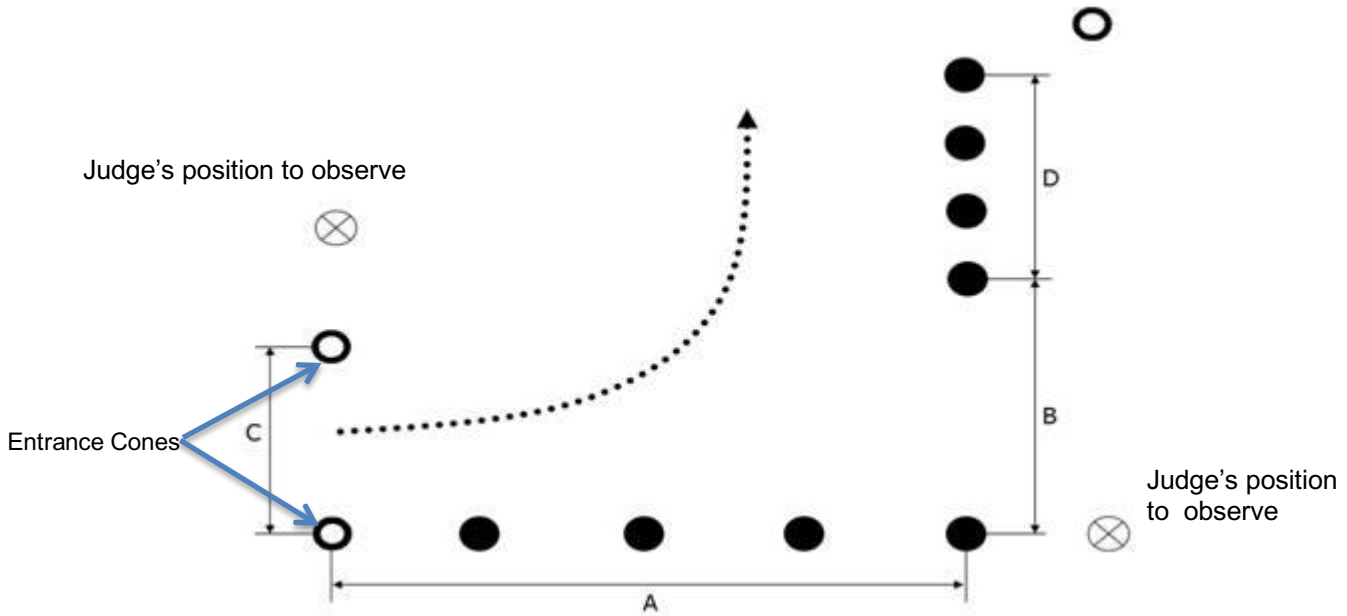
**NOTES FOR JUDGE**

Note the location of the right, outside rear tire as it crosses the 45-degree line from the pivot cone. This is the point at which you must decide which interval the tire has crossed. If any portion of the line marking the next 6" increment on the 45-degree line is visible as the tire crosses the 45-degree line, penalty points are earned. The cones most likely to be hit are the driver's side entrance cone (tail swing), the pivot cone and the exit cones. **(Turn signal required.)**

# LEFT TURN

Contestant Number \_\_\_\_\_

Vehicle Number \_\_\_\_\_



- Penalties
1. 10 points off for each cone touched
  2. 5 points off for each transmission shift into reverse
  3. 25 points off for each entrance cone touched
  4. 3 points off for non-use of turn signals

NOTE: Maximum Penalty Points - 50

Points Possible \_\_\_\_\_ 50

Point	1. Cones touched	_____ x 10 =	_____
Deductions	2. Shifts into reverse	_____ x 5 =	_____
	3. Entrance cone touched	_____ x 25 =	_____
	4. Non-use of turn signal	_____ x 3 =	_____

Total Points Deducted (add 1 through 4) - \_\_\_\_\_

Total points earned \_\_\_\_\_

## **LEFT TURN**

**Description:** This skill test measures an operator's ability to negotiate a tight left turn. The operator must turn the vehicle through a 90 degree turn and not touch any of the cones outlining the turn, even though some of the cones will be out of sight during the turn.

**Penalties:**

25 points for each entrance cone touched

10 points per other cone touched

5 points for each transmission shift into reverse

3 points for non-use of turn signal

**Dimensions:**

- A Length of vehicle plus 3 feet
- B Width and half of vehicle
- C Width of vehicle plus 6 inches
- D Length and half of vehicle

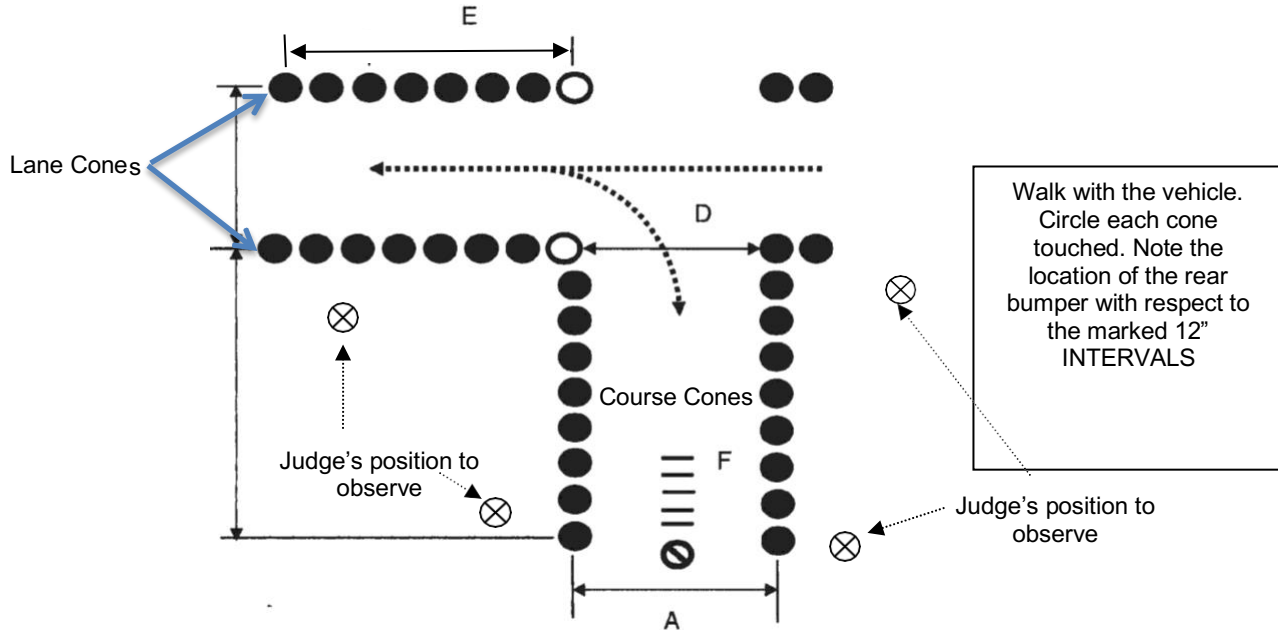
**NOTES FOR JUDGE**

The two entry cones are the ones most likely to be hit. Remember, they each have a 25-point value. Watch for the right entry cone being hit by the tail swing of the vehicle. **(Turn signal required.)**

# LEFT HAND REVERSE

Contestants Number \_\_\_\_\_

Vehicle Number \_\_\_\_\_



- Penalties
1. 10 points off for each "course" cone touched
  2. 5 points off for each "lane marker" cone touched
  3. 5 points off for each 12" beyond 36" limit from rear marker
  4. 5 points off for each transmission shift into reverse after initial shift into reverse
  5. 25 points off for touching "rear" cone

NOTE: Maximum Penalty Points - 50

Points Possible .....50

Point Deductions	1.	Course cones touched	_____ x 10 = _____
	2.	Lane marker cones touched	_____ x 5 = _____
	3.	# 12" increments beyond 36" rear clearance	_____ x 5 = _____
	4.	Shifts into reverse	_____ x 5 = _____
	5.	Touched rear cone	_____ x 25 = _____

Total points off deducted (add 1 through 5) - \_\_\_\_\_

Total points earned.....

# LEFT HAND REVERSE

**Maximum Score:** 50 points

**Description:** This obstacle tests the operator's ability to back the vehicle into a confined area. The vehicle must be backed to the left around a course marker into a narrow lane, and be stopped within 3' of a cone directly behind the vehicle. The vehicle must not touch the cones marking the sides of the lane, or marking lanes, nor the rear cone. This skill test measures the operator's use of mirrors and depth perception. Operators must put the vehicle in park and the sound the vehicle's horn. This will indicate to the on-board judge to stop the time on the stop watch, and also notify the on field judges it is safe to measure the obstacle. After the measurements have been taken on the course, the judge will tap the side of the vehicle indicating it is safe for the driver to proceed through the course. The driver should put the vehicle in drive and tap the horn so the on-board judge will begin the stop watch.

## **Penalties:**

10 points off for each "course" cone touched

5 points off for each "lane marker" touched

5 points off for each 12" increment beyond 36" from the rear cone

5 points off for each transmission shift into reverse after the initial shift into reverse

25 points off for touching the rear cone

## **Dimensions:**

- A Width of vehicle plus 12 inches
- B Length of vehicle plus 4 feet (3 foot centers)
- C Length and half of vehicle (widen as required)
- D Width of vehicle plus 18 inches
- E 44 feet (4 foot centers)
- F 3 feet marked at 12 inch increments

## **NOTES FOR JUDGE**

The vehicle must come to a stop so that the judges can determine where the rear bumper of the vehicle is with respect to the rear marker cone. The contestant must sound the horn to signal the judges that the backing maneuver is complete, and it is safe to measure the distance from the rear of the vehicle to the rear marker cone. The timekeeper must stop the clock when the driver sounds the horn and start the clock when the vehicle begins to move. Judges should determine the location quickly. All contestants and judges should note that the various marking cones have different point values. These exercises are likely to experience a cone lodged between the tires and

the body. Be ready to alert the contestant to stop the vehicle if necessary. Judges must remember to watch the vehicle as it departs the exercise because points are deducted for cones that are hit while exiting the exercise, keeping in mind that a cone can only be hit once. **(Turn signal not required.)**





# RIGHT HAND REVERSE

**Maximum Score:** 50 points

**Description:** This obstacle tests the operator's ability to back the vehicle into a confined area. The vehicle must be backed to the right around a course marker into a narrow lane, and be stopped within 3' of a cone directly behind the vehicle. The vehicle must not touch the cones marking the sides of the lane, or marking lanes, nor the rear cone. This skill test measures the operator's use of mirrors and depth perception. Operators must put the vehicle in park and sound the vehicle's horn. This will indicate to the on-board judge to stop the time on the stop watch, and also notify the on field judges it is safe to measure the obstacle. After the measurements have been taken on the course, the judge will tap the side of the vehicle indicating it is safe for the driver to proceed through the course. The driver should put the vehicle in drive and tap the horn so the on-board judge will begin the stop watch.

## **Penalties:**

10 points off for each "course" cone touched

5 points off for each "lane marker" touched

5 points off for each 12" increment beyond 36" from the rear cone

5 points off for each transmission shift into reverse after the initial shift into reverse

25 points off for touching the rear cone

## **Dimensions:**

- A Width of vehicle plus 12 inches
- B Length of vehicle plus 4 feet (3 foot centers)
- C Length and half of vehicle (widen as required)
- D Width of vehicle plus 18 inches
- E 44 feet (4 foot centers)
- F 3 feet marked at 12 inch increments

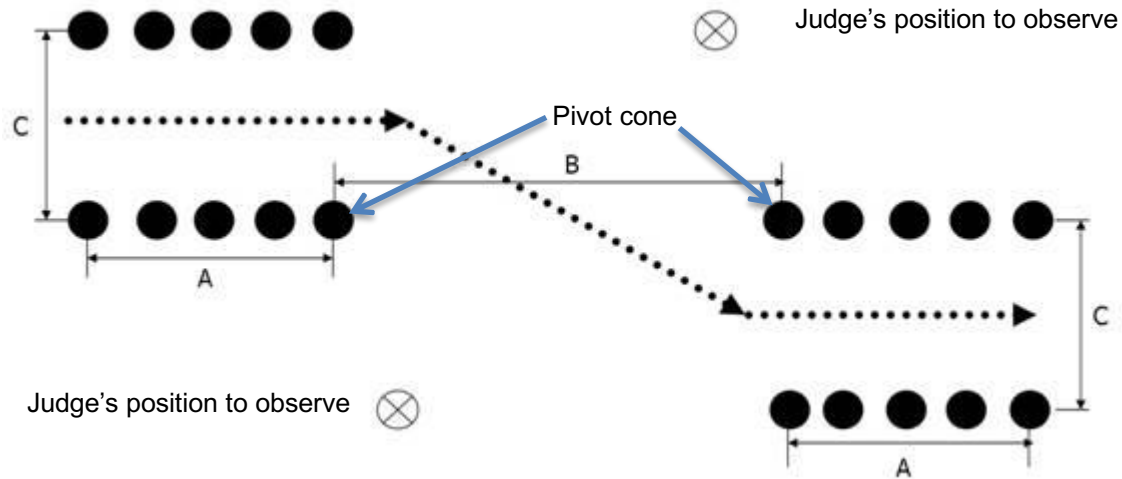
## **NOTES FOR JUDGE**

The vehicle must come to a stop so that the judges can determine where the rear bumper of the vehicle is with respect to the rear marker cone. The contestant must sound the horn to signal the judges that the backing maneuver is complete, and it is safe to measure the distance from the rear of the vehicle to the rear marker cone. The timekeeper must stop the clock when the driver sounds the horn and start the clock when the vehicle begins to move. Judges should determine the location quickly. All contestants and judges should note that the various marking cones have different point values. These exercises are likely to experience a cone lodged between the tires and the body. Be ready to alert the contestant to stop the vehicle if necessary. Judges must remember to watch the vehicle as it departs the exercise because points are deducted for cones that are hit while exiting the exercise, keeping in mind that a cone can only be hit once. **(Turn signal not required.)**

# FORWARD OFFSET STREET

Contestant Number \_\_\_\_\_

Vehicle Number \_\_\_\_\_



- Penalties
1. 5 points off for each cone touched
  2. 5 points off for each transmission shift into reverse
  3. 10 points off for touching a pivot cone
  4. 3 points off for not using turn signal

Note: Maximum Penalty Points - 50

Points Possible \_\_\_\_\_ 50

Point	1.	Cones touched	_____ x 5 = _____
Deductions	2.	Shifts into reverse	_____ x 5 = _____
	3.	Pivot cone(s) touched	_____ x 10 = _____
	4.	Non-use of turn signals	_____ x 3 = _____

Total Points Deducted (1 + 2 + 3 + 4) -- \_\_\_\_\_

Points Earned \_\_\_\_\_

# FORWARD OFFSET STREET

**Maximum Score:** 50 points

**Description:** In this skill test, the operator is required to drive through two separate narrow lanes that are offset one full lane width from each other.

**Penalties:**

- 5 points for each cone touched
- 5 point for each transmission shift into reverse
- 10 points off for touching pivot cone
- 3 points off for non-use of turn signals

**Dimensions:**

- A Length of vehicle
- B Length and half of vehicle
- C Width of vehicle plus 6 inches

**NOTES FOR JUDGE**

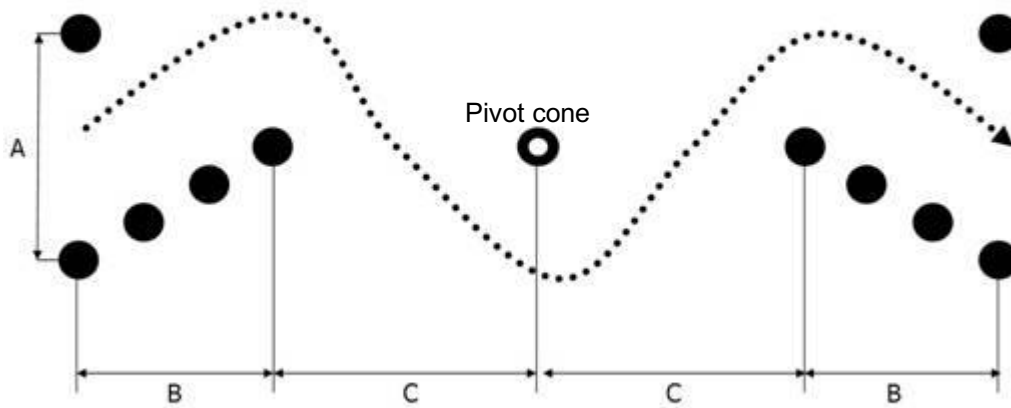
Judges should be careful to watch the last cone in the entrance set on the driver's side. This cone is likely to be hit as the rear of the vehicle swings through the turn. Watch the entrance cones on the second set for bumper contact and watch the tires of the bus as they pass by the base of the cones. **Judges:** A cone is considered "hit" whether the tires touch the base of a cone or the body of the cone. **(Turn signal required.)**

# SERPENTINE

Contestant Number \_\_\_\_\_

Vehicle Number \_\_\_\_\_

⊗ Judge's position to observe



Judge's position to observe ⊗

- Penalties
1. 10 points off for each cone touched
  2. 5 points off for each transmission shift into reverse
  3. 25 points off for touching pivot cone

Note: Maximum Penalty Points - 50

Points Possible \_\_\_\_\_ 50

- Point Deductions
1. Cones touched \_\_\_\_\_ x 10 = \_\_\_\_\_
  2. Shifts into reverse \_\_\_\_\_ x 5 = \_\_\_\_\_
  3. Pivot cone touched \_\_\_\_\_ x 25 = \_\_\_\_\_

Total Points -- \_\_\_\_\_

Points Earned \_\_\_\_\_

# SERPENTINE

**Maximum Score:** 50 points

**Description:** This skill test measures the operator's ability to negotiate a series of tight turns. The operator is required to enter the course, weave in and out through 3 cones, and exit the skill test. The vehicle is not permitted to touch any portion of any cone.

**Penalties:**

10 points for each cone touched  
5 points for each transmission shift into reverse  
25 points for touching pivot cone

**Dimensions:**

- A Width of vehicle plus 6 inches
- B Length of vehicle
- C Length and half of vehicle
- D Length and half of vehicle (may be adjusted based on turning radius of the vehicle)

**NOTES FOR JUDGE**

The cones that are most likely to be hit are the two entrance cones, the point and the pivot cones. Contestants are likely to stop and shift into reverse, so you must remember to check to see if cones are hit when the vehicle is traveling backwards. Remember, a cone can only be hit once, and additional points are not lost for hitting the same cone two or more times. **(Turn signals not required.)**

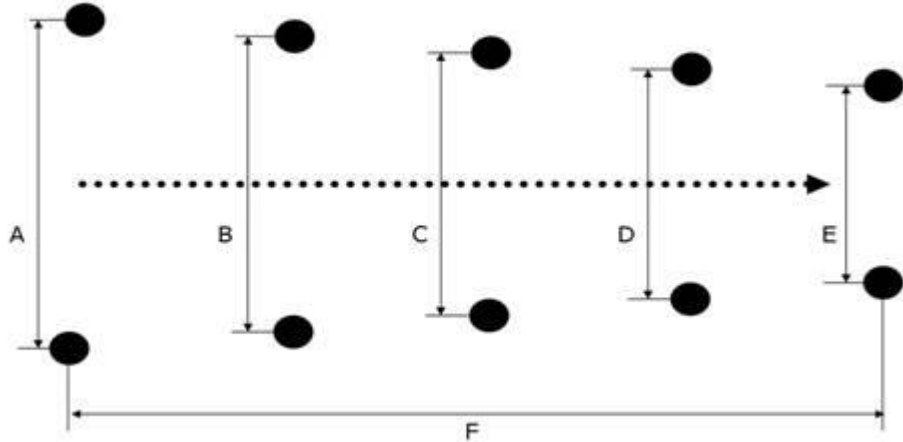
# RIGHT TIRE CLEARANCE

Contestant Number \_\_\_\_\_

Vehicle Number \_\_\_\_\_



Judge's position to observe



Judge's position to observe

Circle each cone touched

**Penalties**

1. 20 points off for each "A" marker touched
2. 16 points off for each "B" marker touched
3. 8 points off for each "C" marker touched
4. 4 points off for each "D" marker touched
5. 2 points off for each "E" marker touched

NOTE: Maximum penalty points - 50

Points Possible \_\_\_\_\_ 50

Point Deductions	1.	"A" marker touched _____ x 20 = _____	
	2.	"B" marker touched _____ x 16 = _____	
	3.	"C" marker touched _____ x 8 = _____	
	4.	"D" marker touched _____ x 4 = _____	
	5.	"E" marker touched _____ x 2 = _____	

Total points deducted (add 1 through 5) - \_\_\_\_\_

Points earned \_\_\_\_\_

# RIGHT TIRE CLEARANCE

**Maximum Score:** 50 points

**Description:** This test measures a driver's ability to properly align the vehicle. The vehicle must be driven so that the right tires pass through a lane that is slightly wider than the tires, and progressively narrows.

**Penalties:**

20 points off for each A marker touched

16 points off for each B marker touched

8 points off for each C marker touched

4 points off for each D marker touched

2 points off for each E marker touched

5 points off for each transmission shift into reverse

**Dimensions:**

- A Width of tires plus 10 inches
- B Width of tires plus 9 inches
- C Width of tires plus 8 inches
- D Width of tires plus 7 inches
- E Width of tires plus 6 inches
- F Length of vehicle

Space between markers should be half of the length of vehicle divided by 5

**NOTES FOR JUDGE**

Judges may need to crouch down to see if obstacle markers are being hit. It makes no difference if the obstacle markers are hit by the front or rear tires. Once a marker is hit, points are lost. Markers can be hit only once. Keep in mind that the markers have varying point values. If a hit marker hits another, the judges must use their judgment to determine if that marker would have been hit by the tire anyway. Again, be consistent. **(Turn signals not required.)**

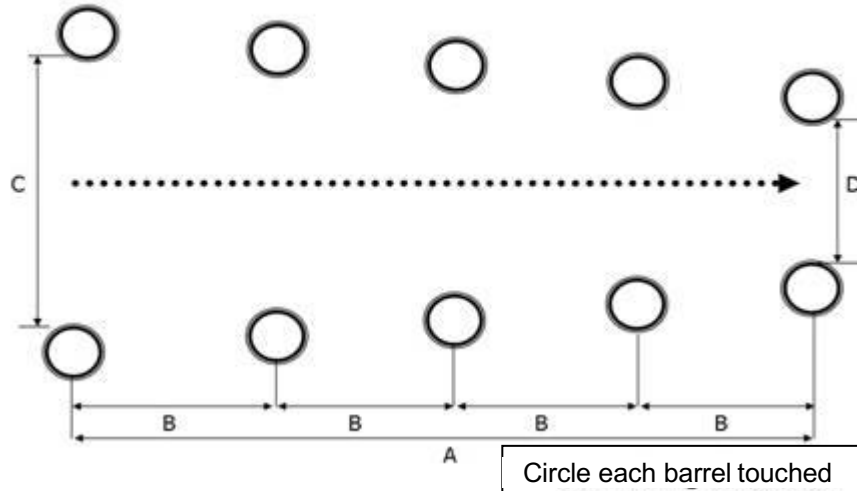


# DIMINISHING CLEARANCE

Contestant Number \_\_\_\_\_

Vehicle Number \_\_\_\_\_

⊗ Judge's position to observe



⊗ Penalties

1. 20 points off for each "C" marker touched
2. 16 points off for each "D" marker touched
3. 8 points off for each "E" marker touched
4. 4 points off for each "F" marker touched
5. 2 points off for each "G" marker touched
6. 25 points off for insufficient speed

Points Possible \_\_\_\_\_ 50

NOTE: Maximum penalty points - 50

Point	1.	"C" marker touched _____ x 20 = _____	
Deductions	2.	"D" marker touched _____ x 16 = _____	
	3.	"E" marker touched _____ x 8 = _____	
	4.	"F" marker touched _____ x 4 = _____	
	5.	"G" marker touched _____ x 2 = _____	
	6.	Insufficient speed _____ x 25 = _____	

Total points off (add 1 through 6) - \_\_\_\_\_

Points earned \_\_\_\_\_

# DIMINISHING CLEARANCE

**Maximum Score:** 50 points

**Description:** This problem tests the operator's ability to judge the position and speed of their vehicle. The operator must drive the vehicle through a tapered lane outlined by cones or barrels. The vehicle must enter the tapered lane at a speed greater than or equal to 20 mph.

**Penalties:**

20 points off for each "C" cone/barrel touched  
16 points off for each "D" cone/barrel touched  
8 points off for each "E" cone/barrel touched  
4 points off for each "F" cone/barrel touched  
2 points off for each "G" cone/barrel touched  
25 points off for insufficient speed

**Dimensions:**

- A Length of vehicle
- B Length of vehicle divided by 5
- C Width of vehicle plus 24 inches
- D Width of vehicle plus 20 inches
- E Width of vehicle plus 16 inches
- F Width of vehicle plus 12 inches
- G Width of vehicle plus 8 inches

**NOTES FOR JUDGE**

In this exercise, the vehicle must be traveling at least 20 mph upon entering the barrels. The radar gun, not the vehicle speedometer is the official speed measurement device, so judges must watch the signal of the radar gun operator. Judges should be careful to stand away from the barrels. They travel fast when hit at 20 mph. **(Turn signals not required.)**

**JUDGEMENT STOP**

Contestant Number \_\_\_\_\_

Vehicle Number \_\_\_\_\_



Judge's position to observe



- Penalties
1. 50 points off for the 18" marker being touched
  2. 1 point off for each 1" beyond the initial 6"
  3. 25 points off for making more than one full stop

NOTE: Maximum Penalty Points - 50

Points Possible \_\_\_\_\_ 50

Point Deductions	1. 18" marker touched	_____ x 50 = _____
	2. inches beyond initial 6"	_____ x 1 = _____
	3. Stops over 1	_____ x 25 = _____

Total points deducted (add 1 through 3) \_\_\_\_\_

Points earned \_\_\_\_\_

# JUDGEMENT STOP

**Maximum Score:** 50 points

**Description:** This test measures the operator's ability to judge closing distances between the vehicle and small objects directly ahead. After exiting the Diminishing Clearance test, the operator must bring the vehicle to a full stop within 6" of a marker cone. The distance will be measured between the front bumper and the marker cone. Operators are not permitted to make multiple stops, or bring the vehicle to a creeping stop. Operators must put the vehicle in park and sound the vehicle's horn. This will indicate to the on-board judge to stop the time on the stop watch, and also notify the on field judges it is safe to measure the obstacle.

## **Penalties:**

1 point off for each inch or part of an inch greater than 6 inches from the marker cone.  
(i.e., 6" inches equals 1 point off)  
50 points off for touching the marker cone  
25 points for making more than one complete stop

## **Dimensions:**

Place marker cone in the center of the lane and 100 feet from exit of diminishing clearance test.

## **NOTES FOR JUDGE**

In measuring the distance between the cone and the front bumper of the vehicle, it is very important to be consistent in your measurements. Measure the distance from the cone to the bumper by placing the yardstick on top of the cone, with the 1" increments on the yardstick starting at the end toward the vehicle. The yardstick should be kept parallel to the ground (level), and perpendicular to the front of the vehicle. Read the distance where the yardstick crosses the outside of the cone. Measurements are rounded up. If you measure 8 1/4" or 8 3/4", it should be recorded as 9" on the score sheet. **(Turn signals not required.)**

# Smoothness of Operation And Elapsed Time

Contestant Number \_\_\_\_\_

Vehicle Number \_\_\_\_\_

Evaluate each operator on his/her ability to deliver a smooth ride. The total travel time will be recorded for each operator. Time stops for mechanical troubles and emergencies.

## PART 1

Penalties for each instance

- 1. 3 points off for each sudden start
- 2. 3 points off for each sudden stop
- 3. 3 points off for each abrupt turn
- 4. 5 points off for failure to use driver's seat belt/shoulder harness or informing judges to use seat belts

Points Possible \_\_\_\_\_ 25

Point Deductions	1. Sudden starts	_____ x 3 = _____
	2. Sudden stops	_____ x 3 = _____
	3. Abrupt turn	_____ x 3 = _____
	4. Non-use of seat belt	_____ x 5 = _____
	Total points deducted (add 1 through 4)	- _____

Points earned \_\_\_\_\_

### **NOTIFY DRIVER OF 7 MINUTE MARK**

## PART 2

Enter total elapsed time \_\_\_\_\_minutes \_\_\_\_\_seconds

Enter the time in seconds greater than seven minutes \_\_\_\_\_

Last obstacle completed prior to reaching the 8 (eight) minute mark # \_\_\_\_\_

# SMOOTHNESS OF OPERATION AND TIMEKEEPING

**Maximum Score:** 25 points

**Description:** An on-board vehicle Judge will evaluate the operator's ability to deliver a smooth ride through all the course maneuvers. Each operator's total elapsed time through the course will be measured. In the event of a tie score, the operator with the lower elapsed time will be ranked higher.

**Penalties:**

3 point for each sudden start

3 points for each sudden stop

3 points for each abrupt turn

5 points for failure to use driver's seatbelt/shoulder harness

## **NOTES FOR JUDGES**

### ***Smoothness of Operation***

The on-board judge will determine if contestants make any sudden starts, stops or abrupt turns, and will indicate whether contestants wear their seat belt/shoulder harness while driving the course. The judge should be consistent in scoring all contestants.

### ***Time keeper***

The time keeper (who is also the on-board judge) starts the clock when the vehicle is put in motion at the start line. The clock is stopped when the vehicle comes to a stop at the right- and left-hand reverse exercises and the passenger stop and started again when vehicle is put into motion. The clock is stopped when the vehicle comes to a final stop at the judgment stop. One point will be deducted for each second over the 7 minutes required to complete the course. Time keepers are required to notify contestants when they have reached the 7-minute mark and instruct contestants that they have one minute remaining to complete the course. If the contestant is still on the course after 8 minutes, the time keeper will make a note as to the last completed obstacle and no further points will accrue. Points will be deducted by the scorekeepers for each obstacle incomplete. (Note: After the 7 minute mark no time points will be announced and contestants will be permitted to complete the course) Time keepers must note the total elapsed time required to complete the course.

All contestants are ranked by score with the highest score being the winner, second highest score being second place and so on. The total driving time is used as a tie breaker in the event of a tie score between two or more contestants. In the event of a tie, the contestant with the lower elapsed time will be scored higher.

# COMPLETED SCORE SHEETS

Contestant Number \_\_\_\_\_ and/or Contestant Name \_\_\_\_\_

Course Vehicle Number \_\_\_\_\_

Maximum Points Possible      1000

<u>EVENT</u>	POINTS POSSIBLE	POINTS EARNED	TIME
1. Pre-trip Vehicle Inspection	150	_____	_____
2. Passenger Assistance	200	_____	_____
3. Passenger Stop	50	_____	
4. Right Turn	50	_____	
5. Left Turn	50	_____	
6. Left Hand Reverse	50	_____	
7. Right Hand Reverse	50	_____	
8. Offset Street	50	_____	
9. Serpentine	50	_____	
10. Right Tire Clearance	50	_____	
11. Diminishing Clearance	50	_____	
12. Judgment Stop	50	_____	
13. Smoothness of Operation	25	_____	_____
14. Written Test	125	_____	
	Sub Total	_____	
	Deduct Seconds Over Seven Minutes	- _____	
	CONTESTANT'S FINAL SCORE TOTAL*	_____	

SCORER 1 INTL \_\_\_\_\_ SCORER 2 INTL \_\_\_\_\_ SCORER 3 INTL \_\_\_\_\_

*\*In the event of a Final Score tie, scorekeepers must look at the total time, of those tied, for completion of the driving portion. Should there be another tie; look at time to complete Wheelchair Boarding and Securement. The lowest overall time is declared the winner.*