

# Converse County School District #2

## BUS DRIVER HANDBOOK



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## **FOREWORD**

This handbook is prepared for the purpose of providing instruction to all the bus drivers of Converse County School District Number Two. This informative handbook is designed to provide basic and comprehensive information that will permit the district’s drivers to effectively and safely transport children.

## **NONDISCRIMINATION STATEMENT**

**Converse County School District #2 does not discriminate on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status in admission or access to, treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504, and the Americans with Disabilities Act may be referred to the Converse County School District #2 Central Office, 120 Boxelder Trail, Glenrock, WY 82637 (307) 436-5331.**

\*\*Portions of this manual have been used with the expressed consent from Uinta County School District #1.

## **Goal**

- To provide information for driver applicants and drivers.

## **Objectives**

- To define steps for interviews, testing, hiring and training.
- To define minimum qualifications and district drivers.
- To outline operational procedures regarding pay, mileage, absenteeism, substitutes, reports and staff/student relations.
- To provide operation procedures for bus routing and scheduling.
- To provide essential procedures regarding bus safety.
- To provide operational procedures consistency regarding student behavior.
- To define driver responsibility regarding bus operation.
- To define accident procedures regarding vehicle/pedestrian.

## **GENERAL INFORMATION**

This handbook is not intended to be an exclusive manual to train drivers. It is intended to be an information guide for prospective applicants and drivers.

The School District bus fleet is operated as a service to the community. The bus ride is a privilege extended to the students. The bus driver must evaluate his/her position in this respect. Each driver shall conduct him/herself with due consideration in personal appearance and in personal actions regarding students, instructors, administrators and fellow workers.

### **Applicant Selection**

#### **Application**

Applications for bus driving positions can be obtained at the District Website [www.converse2.org](http://www.converse2.org). Completed applications will be forwarded to the Transportation Director for review and interview. All applicants must be at least 21 years of age to be considered for the position. He/she must possess or be capable of obtaining a Wyoming Class B or A license, with a "P" (passenger) and "S" (school bus) endorsement. Applicants must pass a physical during the initial bus driver training phase and submit to and pass a pre-employment drug and alcohol test. Additionally, the Transportation Department will conduct a check of the applicant's driving record. Each school bus driver must possess a Commercial Driver License.

All employees with the Converse County School District Number Two who possess a Commercial Driver's License must comply with drug and alcohol testing. This testing is both a federal requirement and a school board policy. See Appendix for the school board policy EEACCA.

#### **Motor Vehicle Operation of District Vehicles**

Annual GB Risk Control Modules may be required before operating a district vehicle.

- Motor Vehicle Record Checks are required for all applicants and employees where motor vehicle operation is a requirement of the job;
- Annual MVR checks will be completed for all employees who drive a CCSD #2 motor vehicle
- Driver's must have a valid Wyoming Driver's License with correct classification (i.e. CDL with Passenger & School bus endorsements for bus drivers.)
- Current Medical certificate (if required)

## **High Risk Drivers:**

The following are considered High Risk Drivers and are not permitted to drive CCSD #2 motor vehicles:

- Conviction for an alcohol/drug related driving offense within the last five years.
- Refusal to submit to a Blood Alcohol Content test
- Conviction for reckless driving
- Three or more moving violations within the past 5 years
- 4 chargeable (“At Fault”) accidents within the last 3 years
- Leaving the scene of an accident
- Felony conviction involving a vehicle
- Three (“At Fault”) physical damage claims in a 12 month period.

## **Employment**

### **Training**

The applicants who are successful will be scheduled for a comprehensive training period. All new drivers will be required to have a minimum of twelve (12) classroom study hours. All new drivers will be required to have a minimum of twelve (12) hours behind the wheel -- actually driving the bus. (See Appendix I for Curriculum)

All training sessions applicable to each individual will be mandatory. Each driver will be required to successfully complete a CPR and First Aid course. Each Transportation Department employee will also be required to receive instruction on “Right to Know “ laws, Sexual Harassment Prevention training and Blood borne Pathogens regulations. Annual Physical Performance Test (PPT) will also be required and will be conducted at the beginning of each school year or within 30 days of hire.

### **Physical Exam**

All Drivers will be required to complete a DOT Physical. Drivers will be reimbursed up to the lowest current rate at either the Glenrock Health Center or Oregon Trail Rural Health Clinic.

### **Reimbursement**

All reimbursements for Driver’s Licenses and DOT Physicals will not be issued until after 6 months of service. (Does not include summer months)

### **Compensation**

Paychecks will be issued on the 25<sup>th</sup> of each month. New drivers will be paid at the rate of \$17.11/hr when on training status, and at the same rate when placed on full-time or

substitute basis. Activity drivers will be paid for the entire time they are on an activity. The exception is on overnight trips when eight (8) hours are not paid for sleep time.

## **Personal Information**

It is the responsibility of each driver to keep the Transportation Office informed of all changes to his/her address and telephone number.

## **Absences**

A planned absence must be submitted to the Transportation Office at least five (5) days in advance. Notification of at least one (1) hour before departure time must be given in emergencies.

## **Documentation**

It will be the responsibility of each driver to document the daily happenings that occur on the bus, i.e. discipline problems, mechanical problems, etc. Daily pre-trip inspection, mileage and pupil attendance sheets are required to be turned in daily. Pupil attendance sheets are required to be filled out upon completion of each run (i.e. after am and after pm)

## **Substitute Drivers**

Substitute drivers must meet the same standards and requirement as a regular driver. All substitute driver assignments will be arranged through the dispatcher.

## **Staff/Student Relationship**

Do not place yourself in a compromising position with students on the bus. Do not be suggestive in actions or words. Make sure professional level of rapport with all students is maintained at all times.

## **Student Transportation**

Bus Drivers will not transport any student for any reason in his/her own personal vehicle. If an emergency arises, contact the Transportation Dispatcher or Supervisor for assistance.



## **Bus Routes and Bus Safety**

### **Route**

No driver will leave his/her stops ahead of time, vary the route or make additional stops. Drivers will only transport assigned students. Recommendation for route change will be made to the Transportation Supervisor. No route changes will be made without approval from the Transportation Coordinator. Routes are posted at each school and at the Bus Garage.

According to state law W.S. 21-3-131, School bus routing and seating plans shall be coordinated to eliminate standing passengers or exceeding the manufacturer's rating capacity for the school bus. It is with student safety in mind that the Transportation Director will coordinate with the CCSD #2 School Board to achieve this goal.

### **Schedule**

Each driver is assigned a specific route with designated times for pick-up and drop-off. It is the responsibility of the driver to ensure that this schedule is adhered to. To ensure safety in transportation of District students, drivers should allow plenty of time to arrive to work and check his/her vehicle. During winter months it is necessary to arrive earlier and drive slower.

### **Loading and Unloading**

The State and District require each child to be instructed as to the correct loading principles that will be used in the district. It is the responsibility of the driver to ensure the children adhere to these directions. Only load children at approved loading zones at each school.

### **Pre-trip and Post-trip Inspection**

Pre-tripping or checking the bus is a daily requirement, possibly the most important function of the day. Each driver should be his/her vehicle's most severe critic. Submit to the Shop Manager the proper form daily any problems with the bus. This will allow the staff to identify and correct mechanical difficulties in a timely manner. Post check is also important. Proper post checking the bus will avert many problems. Pre-trip is State Law.

### **Fire Drills**

The district and the state require that the bus driver conduct at least two- (2) emergency evacuation drills annually. Drills will be supervised and conducted upon school property whenever possible.

### **Seat Belts**

School buses now come equipped with seat belts installed from the manufacturer. Any passenger occupying one of these seats must have their seat belt secured at all times the vehicle is in motion.

### **Eight-light Warning System**

The eight-light warning system must be used whenever loading or unloading children. Ambers should be activated at least 100' prior to stopping. The State Law requires traffic to stop only if the bus is completely stopped and the red lights are flashing. Control the traffic before opening the service door. State Law requires the door be completely closed before the bus moves.

### **Other Safety Requirements**

In addition to the above standards the following safety requirements apply.

1. Drivers must use seatbelts at all times.
2. Drivers must stop at all railroad crossings and activate hazard flashers. The driver must open service door and window on driver's side before crossing the railroad tracks. If safe to proceed close service door and proceed without shifting or stopping.
3. School buses shall operate with lighted headlamps at all times the vehicle is in motion.
4. Drivers must have both hands on the steering wheel.
5. Drivers are to scan all mirrors periodically.
6. When loading or unloading students at other than schools, drivers must stop the bus as far to the right as possible, yet remain on the main traveled portion of the roadway.
7. Service door must remain entirely closed whenever the bus is in motion.

### **Safety Inspection**

All school buses shall undergo a safety inspection not less than two (2) times each school year, with one (1) inspection conducted by a person not employed by the school district. Copy of the inspection reports shall be filed in the office of the Transportation Coordinator.

## **Operating Procedures for the Bus**

### **Daily Inspection**

This inspection will include the following areas:

1. All Emergency Equipment - first aid kit, body fluid kit, fire extinguishers
2. Windows - damage, cleanliness
3. Lights - all operative and clean
4. Tires - inflated and in good condition -- wheel lug nuts tight and none missing
5. Mirrors - adjusted properly and none broken
6. Exhaust System - check for leakage -- tail pipe collapsed
7. Brakes - working properly and parking brake adjusted to hold bus from moving
8. Steering System - working smoothly
9. Emergency Door - opens and closes smoothly
10. Service Door - opens and closes smoothly
11. Horn, Windshield, Wipers and Defroster - gauges all operative
12. Switch Panel - familiarization
13. Fluid Leaks
14. Child reminder system if so equipped

### **Cleaning**

The drivers are responsible to clean the inside of their buses including windows and the outside windows if needed. Brooms, garbage sacks, and cleaning materials, sprays, etc. are available from the Transportation Office.

### **Handling the Vehicle**

The drivers must be certified that they are capable of safely starting, stopping, backing and parking the bus. Every school bus driver must practice defensive driving.

**NOTE** Backing a bus can and is a very dangerous action and should not be attempted once on the streets except in emergency situations. This maneuver should be practiced in the bus parking lot. Regulations applying to backing procedures should always be observed.

In handling vehicle, the driver must also adhere to the following:

1. Stop Sign - complete stop, before the sign -- no roll through.
2. Traffic Lights - no running red or yellow lights
3. Right Turns - no jumping over curbs. Give proper clearance to corner obstacles such as poles, signs, pedestrians, etc.

4. Left Turns - same as right turns with proper lane placement
5. Lane Changes - proper signaling and placement of vehicle for lane changes
6. Intersections - proper safety techniques when entering and intersection should be observed, i.e. slow for intersection and watch movement of traffic from both right and left.
7. Railroad Crossings - activate hazard flashers, stop at all crossings. Stop 15'-50' from the nearest track. Open the service door and driver's window. No shifting until vehicle has completely cleared the tracks. Close door before moving across the tracks. Once across shut off yellow hazard lights.
8. Steep Hills - Use same gear or one lower to go downhill, that you use to go up the hill.
9. Curves - reduce speed before entering a curve and slightly accelerate through curve for better traction.

### **Handling Traffic Conditions**

1. Right of Way - proper right-of-way to be given at all yield signs and uncontrolled intersections.
2. Movement with Traffic - proper speed, following distance and lane placement -- no jumping lanes.
3. Use of Signals - proper signals for turning, lane changes, stopping, etc.
4. Passing - smoothness and safety, proper clearance of vehicle being passed
5. Acceleration and Shifting - smooth -- no fast accelerating or deceleration
6. Use of Mirrors - proper scanning of all mirrors at intervals to keep aware of any situations within area of bus
7. Load/Unload - it is important to properly place the bus as close to the curb as possible for loading or unloading at schools. Proper lane placement and activated flashers when loading other than at specified schools are mandatory. The bus will use the complete lane, do not pull off the road surface. The bus must be completely stopped and parking brake set before the service door is opened.

### **Handling Weather Conditions**

The bus driver will be aware of the following weather conditions:

1. Fog - use low beam headlights, reduce speed, and scan ahead for other vehicles/pedestrians.
2. Rain- the highway is most slippery during the first few minutes of rain fall, slow down. During heavy rain use low beam headlights. To prevent hydroplaning, slow down.

3. Snow and Ice - drive at reduced speed. Do not change speed or direction suddenly; watch for ice on bridges and shaded areas. Keep window clear of snow, slush and ice. Slow gradually and smoothly before stopping or turning. Never lock your brakes -- fan or pump brakes for greatest stopping ability. Make sure ice is broken free from emergency door at all times.
4. Wind - watch for open spaces after driving in a protected area. Be ready to make steering corrections because of changes in the wind.
5. Blizzards - if you become stranded in an isolated area, stay with the bus. Run the engine and heaters sparingly and only with a window open for ventilation. Check the tail pipe for blockage. Use hazard flashers to alert traffic/road crews. Contact the Transportation Department by radio and advise them of your situation.
6. **Important** - use white strobe light whenever in a reduced visibility status.

## **ACCIDENTS**

If involved in a vehicle accident, check immediately for injuries. Use the emergency card to call for help and assistance. DO NOT MOVE THE BUS. A driver may not move the school bus from the scene of an accident until approved by the Highway Patrol or other Law Enforcement Officers.

### **Information**

The driver should not discuss the accident or cause, or any contributing factors with any person other than the Police Officer in uniform and your supervisor. Drivers are required to furnish only the following information:

1. Name
2. Driver's license number
3. Bus license number and number of bus
4. Name, address, and phone number of Transportation Coordinator
5. Name of our insurance agent

### **Witnesses**

Get names, addresses and phone numbers of all witnesses of the accident as soon as possible. Get the names of all the students on the bus at the time of the accident.

### **Register Owners and Drivers**

Copy the names and addresses of the registered owners from the registration slip and name and address of the driver from his/her driver's license. Write down all drivers' license and license plate numbers.

## **Accident Report**

A full and complete accident report and “Notice of Loss” must be made of every accident regardless of size and filed with the Transportation Department on the same day as the accident. If damage exceeds \$1000.00 or injury or death is involved, a report must be made and filed within ten (10) days with the State of Wyoming Highway Patrol. The “Notice of Loss” will be filed with the school insurance company and the insurance company will notify the Wyoming Highway Department of your financial responsibility within five (5) days. Failure to do so may result in loss of your license! Any accident involving a school bus which is required to be reported under W.S. 31-5-1106 shall also be reported to the state department of education on forms approved by the department.

## **Drug and Alcohol Test**

If you are involved in an accident you will be required to comply with a drug and alcohol test.

## **Student Injuries and Accidents**

Student accidents and injuries must also be reported to the Transportation Supervisor on the day of the mishap. A written description will be filed with the Transportation Supervisor as soon as possible.

## **Damage to the Bus**

All damage to the bus will be reported as soon as possible regardless of how minimal. All drivers are responsible for his/her assigned Bus.

## **Mechanical Failure**

If the bus is not working properly stop the bus as soon as it is safe to stop, get all wheels on the shoulder if possible. Activate hazard flashers. Place the emergency reflectors accordingly. Contact the Transportation Department immediately.

## **Fire**

Evacuate the bus immediately using the door farthest from the fire. Aim the fire extinguisher at the base of the source of the fire. Contact the Transportation Department as soon as safely possible.

### **Stalled on Railroad Tracks**

Evacuate the bus immediately even if no train is in sight. Only after the children are in a safe area away from the tracks should the driver attempt to restart the bus. If all else fails, push the bus off the tracks with another vehicle. Contact Transportation Department if Bus cannot be moved.

### **First Aid**

All school bus drivers should know how to administer first aid. Courses in First Aid and CPR will be conducted during training.

## **SECTION I**

### **School Bus Driver Training Procedure**

#### **Goal**

- Train each driver employed by this School District to function in the safest manner possible.

#### **Objective**

- To meet and maintain District, State, & Federal Driver requirements.
- To provide training in pre-trip inspections.
- To provide orientation as to the internal functions and structure of transportation.
- To provide uniform loading and unloading procedures.
- To provide procedure for emergency situations.
- To provide clear understanding of driver responsibility.

## **Bus Driver Qualifications**

### **Qualifications**

The school bus driver applicant should be capable of obtaining a Wyoming Commercial Driver's License, be at least 21 years of age and have an excellent driving record. Additionally, all applicants must successfully pass a drug and alcohol test.

The State of Wyoming requires that the school bus driver be familiar with all the laws and regulations pertaining to the operation of a school bus and motor vehicle. Information about these laws and regulations can be found in the State of Wyoming School Bus Driver's License Manual.

A driver will be required to have a physical examination bi-annually as well as annual PPT. A copy of the physical will be kept on file in the Transportation Office.

The State requires a minimum of six (6) hours of classroom training and six (6) hours of actual driving time before a driver transports children. The district will require twelve (12) hours of classroom training and twelve (12) hours of behind the wheel driving experience.

### **Driver's Responsibility**

Driver will be responsible for:

- A. Possession of a Commercial Driver's License with appropriate endorsements and delivery of a copy of such to the Transportation Office.
- B. Possession of evidence of a bi-annual physical, no later than August 1<sup>st</sup> of every other year and delivery of such to the Transportation Office.
- C. Possession of and application of information within the Wyoming State Driver's Guide.
- D. Adherence of the Bus Driver's Agreement.
- E. Attendance at all training meetings and become and remain qualified.
- F. Unhesitating submission to drug and alcohol tests when required to do so.
- G. Drive the bus in a safe legal manner at all times while protecting the safety and welfare of pupils. Stop the bus in a safe place and do not continue until pupils are orderly and under control.
- H. Obey laws, time schedules, consider weather condition delays, be in control of the bus and its passengers at all times, and enforce these policies.
- I. Stop only at regular stops and discharge or board only authorized pupils.
- J. Provide a clean, sanitary bus.
- K. Report all infractions of policies to the Transportation Director/or Dispatcher as soon as possible.



- L. Remove physically in any practical manner at any time and at any place a pupil or other person who threatens the health and safety of others or who refuses to obey reasonable requests.
- M. Complete pre-trip inspections of the bus and its special equipment.
- N. Complete required reports in the manner prescribed by the administration.
- O. Drivers shall dress appropriately for the job. Drivers are not to wear short shorts, cut-offs, tight or revealing clothing, or footwear such as sandals, thongs or open toe shoes which may impede the use of the foot pedals. Drivers will act and dress as professionals.

### **Driver's Training Schedule Checklist**

Each new driver will be given a training schedule and will be paid regular wages during the training. The Check List will act as a guide and be a part of the driver's permanent record. The driver will sign the Check List at the end of the training, verifying that he/she has received the training.

### **Bus Driver's Agreement**

The Bus Driver's Agreement is a written and signed agreement between the bus driver and the School District. The Bus Driver Agreement will be kept in the driver's file.

## **SECTION II**

### **District Report and Forms**

#### **Pre-Trip Inspection Form**

The Pre-trip Inspection Form will be covered in detail on Section III.

#### **Daily Route Report**

1. Daily Report Forms are to be kept daily.
2. Fill in the top of the form at the beginning of the day.
3. During each trip for both morning and afternoon routes count all the children that ride the bus. Total the count at the end of the day.
4. These forms are to be turned in at the end of each day to the Transportation Dispatcher.

### **Notice of Misconduct**

These forms will be discussed in detail in Section IV on Student Behavior.

### **Notice of Loss**

All vehicular accidents must be reported. Forms may be obtained in the Transportation Office.

### **Physicals**

1. A bi-annual physical is required to be on file in the Transportation Office.
2. All physicals must be turned into the Transportation Office no later than August 1<sup>st</sup> of each alternating school year.
3. PPT will be performed annually prior to the start of each school year.

### **Emergency Numbers**

1. Each driver will be issued a card with emergency numbers on it to be kept on the bus.
2. Sheets with emergency phone numbers, road and weather conditions, and School District Transportation Offices in other locations around the state are found in the activity folders.

### **Lost and Found**

1. Lost and found - items will be collected from the bus each day and turned in to the Transportation Office for a period of time. Any unclaimed items will be given to charity or disposed of at the end of the school year.
2. Books - Senior High books will be turned in to the High School Library. Middle School and Elementary books will be turned in to the Principal's office for proper distribution.
3. "Kindergarten-Kids" - Be especially aware of Kindergarten kids leaving clothes, book bags, etc.

## **SECTION III**

### **Vehicle Maintenance-Radio Communication**

### **Pre-Trip Inspection**

The Pre-trip Inspection is one of the driver's most important daily functions and it is State law. It is a stepping stone to safety and it is preliminary to any successful trip. It is the most significant way for the driver to influence the mechanical readiness of his/her bus. The pre-trip form is a tool for the driver to communicate with the Transportation Office. The problems noted on the pre-trip form are given to the Transportation Shop Manager for correction. The Supervisor must be informed immediately if there is a serious problem which would jeopardize the safety on the bus route. There is also a daily "Walk Around Inspection" form that can be found in the office. This form should be completed and hand carried to the Shop Manager if a mechanical problem is found that needs immediate attention.

### **Cleaning**

Each driver will be responsible for cleaning the inside of the bus. A dirty bus is a safety hazard. The driver should have a broom, trashcan, trash bags, paper towels and other cleaning materials on the bus. These may be obtained from the Transportation Office.

### **Radio Communication**

Each bus is equipped with a mobile radio for communication with the Transportation Office. It is the responsibility of the driver to make a radio check each morning before leaving the bus yard. The driver is also responsible to see that the radio is used in a professional manner.

### **Cell Phone Use**

Drivers are only permitted to use their cell phones when the bus is stopped and safely pulled over. If you receive a call from the outside do not answer. If the call is from the Bus garage, pull over safely and answer the call. Per State and Federal laws and Regulations it is illegal for a driver to use a handheld mobile device while operating a commercial vehicle. This includes taking pictures and videos.

## **How to do a Pre-trip Inspection**

### **Before Engine is Started**

Have in your possession:

- A. Pre-trip inspection form

- B. Pencil
- C. Cloth or paper towel for cleaning
- D. Flashlight

### **Under Hood**

1. First check the oil.  
**Note:** Never check the oil when the engine is running or when engine is hot. Allow for the oil to drain from the engine if the engine is running.
2. Check the coolant level in the radiator.  
**Note:** Always check the level of the coolant in the radiator when the engine is cool. The liquid should be 1” to 2” below the radiator cap. The level should always be above the upper radiator hose. Never stick a pencil down in the neck to check the coolant level. The preferred method of checking the coolant level is through the sight glass to see the level.
3. Check the radiator for leaks and feel around the radiator hose connections for liquid which may indicate a leak.
4. Test the tension on all belts to make sure that they are tight.
5. Feel the underside of each belt for signs of wear or cracking.  
**Note:** The belts may be frayed which is an indication that it might break; the belt may be burned or slick, which may be a sign of slipping.

### **Undercarriage**

1. Check under the bus. Look for any signs of leaks, such as motor oil, transmission oil, antifreeze, or power steering fluid, etc.
2. Look for anything hanging loose from the undercarriage.
3. Check the drive train (visually).
4. Check the exhaust system (visually).
5. Check the back sides of all the tires. Visually note if there is any obvious problems such as nails in tire, cracks, bulges, etc.

### **Start the Engine**

1. Be sure the bus is in neutral. On automatic transmissions the bus will only start if it is in neutral.
2. Be sure the park brakes are pulled out or the hand brake is set.
3. Start the engine.
4. Turn on all lights:
  - A. Headlamps
  - B. Clearance light
  - C. Master switch for 8-way flash unit
  - D. Hazard warning lights

**Note:** On cold winter days do not turn on all lights, heaters and radios at the same time. This drains the battery power severely. Check certain lights then turn off. Check additional lights then turn off. Check heaters one at a time after all lights have been checked.

### **Cold Start**

The Transportation Department has requested that the following procedures be used during cold weather:

- A. Wait for glow plug light to go out, if applicable.
- B. Start.
- C. Keeps RPM's about 1100 to 1300 for warming-up.
- D. After the engine has been running several minutes, push throttle in to about 900 RPM's. Do not let the engine race higher than 1300 RPM's.

### **Outside Walk Around**

1. Walk around the outside of the bus checking the following:
  - A. Headlamps
  - B. Clearance lights
  - C. 8-way flash unit (ambers & reds)
  - D. Hazard lights
  - E. Turn signals
  - F. Tail lamps
  - G. Side markers
  - H. Stop arm lights
2. Check all reflectors - make sure none are broken or missing

### **Wheels and Tires**

1. Carry the tire bar to strike the tires. Hit in the center of the tread.  
**Note:** You will be able to hear the difference in a tire that is going flat.
2. Feel each lug nut to see if any are loose. Look to see if there are any chatter marks, broken studs or indications of loose nuts.
3. Check the valve stems to ensure the cap is on or if it is rubbing against the rim.
4. Visually inspect on-spot chains. Make sure no chains are broken and no chains are touching the ground while the chains are in the raised position.
5. In the winter keep ice and snow from "balling up" on the entire chain unit. Do not hammer ice off the air cylinder.

## **General Appearance**

Check to see if the bus is clean, if the headlamps, tail lamps, and all lights are free from dirt, mud or snow. If needed wipe the lamps to free them from obstruction.

## **Exhaust**

At the end of the bus try to move the tail pipe, if you can get a great amount of movement it may indicate a problem with the exhaust system. **DO NOT DO THIS WHILE BUS IS RUNNING!!**

## **Inside Inspection**

1. Check the fire extinguisher
2. Check the First Aid Kit. Check the seal to see that none of the contents have been removed.
3. Look inside the red Emergency Reflector Box. Be sure that they have not been removed.

## **Rear of Bus**

1. Open the Emergency Door. It should be opened once a day. The Emergency Door Buzzer should sound whenever the door is opened if the bus is running. In the winter open the door more than once per day to break the ice and snow that has caked on the edges of the door.
2. Walk toward the front of the bus. Pull on each seat to see if it is loose. Also visually check each seat to see if it has been torn or cut.  
At this time you should make an inspection of bus cleanliness.  
**Note:** The responsibility of a clean bus is with the driver on that bus. The driver needs to sweep all litter and clean the inside of the bus as needed or when directed to do so by the Transportation Supervisor.
  - A. Check all seat windows, the windshield, window washer and windshield wipers. Activate both the windshield washer and the windshield wipers to see that they both work.
  - B. Sound the horn.
  - C. Turn on lights and dash lights one at a time then turn them off. Make sure they work.
  - D. Turn on and off each heater button, defroster button and fan button.  
**Note:** When the engine is hot and the heaters only blow cold air, consult the Transportation Supervisor.
  - D. Check each mirror. They should be clean, free of dirt and frost. They should be adjusted properly for good vision all around the bus.

**Note:** Especially check the crosswalk mirrors. Small children may be hidden from view if the crosswalk mirrors are not properly adjusted for good vision.

3. Check Brakes
  - A. Put bus in gear -- see if hand brake holds
  - B. Take hand brake off -- see if foot pedal holds

**Note:** If any brakes do not hold, report it immediately to the Transportation Supervisor.
4. Visually check each of the following gauges
  - A. Air pressure gauge or the vacuum gauge
  - B. Oil pressure
  - C. Water temperature
  - D. Ammeter
  - E. Fuel gauge
  - F. Voltage gauge

### **Undercarriage Inspection**

1. For all automatic transmission buses, check the transmission oil level only after the bus has been moved. This should be checked each day after the morning run.

**Note:** Some buses are equipped with “cool” and “hot” readings. If the transmission oil on the dipstick is cool or warm to the touch use the cool reading. If it is hot use the hot reading.

Check when transmission is in neutral and the bus is idling on flat ground.
2. Check power steering fluid. The reservoir should be about 1/3 to 1/2 full.

### **Final Check**

Finally check the service door control (Double check the 8-way flasher unit when door is open. Recheck child reminder system if so equipped)

1. At the end of each route check the inside of your bus for children hiding or sleeping, damage or lost articles and vandalism. This step is extremely important!
2. Post trip check should include:
  - A. Lights off
  - B. Windows up
  - C. Doors shut and locked
  - D. Floors cleaned
  - E. Heater off
  - F. Two-way radio turned off, etc.
3. Look back at your bus as you leave, this permits you to see fluid leaks and to ensure all lights are turned off.

## **TWO WAY RADIO PROCEDURE**

### **Equipment Safety**

1. Transmitting while someone is grounding the antennae could result in electrocution.
2. Do not transmit if the antenna has been damaged. You could burn up the radio and start an electrical fire.

### **Transmitting**

The F.C.C. (Federal Communications Commission), is the governmental agency which controls the licensing of radios, frequencies and equipment to commercial enterprises such as radio and television stations as well as licensing many other users of radios. The frequency assigned to Converse County School District #2 is specifically designed for school bus use. It must be kept in mind that transmission should pertain to the safety of our passengers and equipment as well as efficient operations.

Unnecessary transmission, use of bad language, or any conversation not pertaining to the matter at hand can lead to revocation of license. Airways are monitored by F.C.C. personnel. It can't be stressed enough how serious it is if infractions of general radio use occurs.

Keep remarks pertinent to the situation; inappropriate remarks can cause serious public relation damage. Many ears are listening and children exploit remarks at home. Also, many patrons in the district have scanners and are tuned into our frequency. **THINK** before you press the button and say something you might regret later.

### **Radio Rules**

1. Maintain frequency -- make sure no one else is using it. Never interrupt another call except in an emergency.
2. Use your normal speaking voice. **DO NOT SHOUT.**
3. Speak slower than normal conversation speed and enunciate words as clearly as possible. If possible speak in a lower tone rather than a high pitch.
5. Say the name of person or the bus number you are calling first then give your bus number or name. Example: "Glenrock bus 34 this is Glenrock bus 58".
6. When you have finished your message, indicate so by saying, "\_\_\_\_ (bus #) clear."
7. Do not interrupt when someone else is speaking; wait your turn.
8. Always take the microphone out of the holding clip and hold it in your hand while transmitting. Do not leave the microphone in the clip and try to talk by leaning over and talking loudly.
9. In case you do not understand what the other person is saying, ask for a "repeat".



10. If you are experiencing an actual emergency, i.e. fire on the bus, fist fight on your bus that is out of hand, first one on the scene of an accident or you are involved in a vehicular accident, etc., simply say “This is Glenrock bus \_\_\_\_\_. I have an emergency”. All other people using our radios will stay off the air. You need to give your location and as clearly and calmly as possible give us the details to your emergency.

**Remember:** Be courteous and use a pleasant tone of voice. Speak on the radio just as you would want others to speak to you.

**It is advisable to use PLAIN ENGLISH to expedite matters**

Message acknowledged  
Accident w/other vehicle  
Need ambulance  
Breakdown  
Where are you  
Estimated time of arrival

## SECTION IV

### Student Management

#### **Student Behavior**

The bus driver must be aware that the safety of the students that are passengers on the bus are the major concern. The bus driver must also be aware of the special problems that may be faced when dealing with the behavior of students.

The procedures dealt with in this section follow District Policy and should be followed at all times. Never at any time place yourself in a compromising situation with a student.

The ideas and suggestions given in this section are tools for use in handling behavior problems and discipline.

#### **Discipline**

All formal discipline must follow outlined District Policy and must be submitted on Notices of Unsatisfactory Conduct forms.

1. Bus drivers should be familiar with the rules of conduct as outlined in this section.
2. General Behavior rules include:

- A. Observe the same conduct as in the classroom
  - B. No profane language
  - C. No eating on the bus
  - D. Keep bus clean
  - E. Cooperate with the driver
  - F. No smoking, chewing tobacco, alcohol or controlled drugs on bus
  - G. Do not be destructive
  - H. Stay in seats
  - I. Keep hands, feet, head and arms inside the bus
  - J. Do not stand or walk in aisles while bus is moving
  - K. No hitting, fighting, or etc.
3. Driver is authorized to assign seats
  4. Bus driver is not allowed to kick a student off the bus during a trip. Misbehavior must be dealt with in another manner.
  5. **Helpful Hint Regarding Discipline**
    - A. State what behavior you want
    - B. Continually compliment students for good behavior
    - C. Deal with misbehavior immediately
    - D. Stop bus if the students are not behaving in a manner in which you can operate the bus safely. Continue your route only when the bus is under control.
    - E. Avoid anger when dealing with students. **BE PROFESSIONAL**

### **Discipline Problems on the Bus**

The bus driver will write up the student for a violation of bus rules and give the accused student the write up sheet to be signed by the student's parents or legal guardian before the student shall ride the school bus again.

1. When behavior of a specific student cannot be tolerated and all other methods of persuasion have been tried, use the **Bus Conduct Report** form.
2. The **Bus Conduct Report** form is a triplicate form. It is to be filled out by the bus driver. Adequate space is provided if it is necessary to explain the misbehavior.
3. The white copy is to go to the student. It is the official notice to the parents. (If the student destroys the paper before his/her parents see it, it is still considered parent notification. Report to the Transportation Office immediately if you know a student destroyed a notice.) Parents must sign this copy before the student is allowed back on the bus.
5. The yellow and pink copies are to be kept on file in the Transportation Office. (See Appendix II for example)

### **First Offense**

Student will receive one week riding in the front of the bus unless it was a serious enough violation to warrant further action.

### **Second Offense**

Student will be suspended from bus privileges for three (3) days.

### **Third Offense**

Student will receive ten (10) days suspension from bus privileges.

### **Fourth Offense**

Student will receive one (1) semester suspension from bus privileges.

### **Notes**

Students are only to be loaded and unloaded at designated bus stops. Students must ride from pick-up point to unloading point and back. The only exception to this rule is through “NOTES”. Parents may request stop changes for their children through a note written to the driver or to their school. The school should pass this information on to the driver. Only the Transportation Office can grant final approval on all changes to stops.

**Attention**      Requests will be honored if 1) a written request is submitted to the principal before the effective date 2) space is available 3) the requested stop is an authorized stop 4) all bus behavior rules as per the School Board Policy are adhered to by the students and 5) the change is temporary in nature (5 days or less).

### **Log Book**

Drivers are encouraged to use logbooks on their routes. These logbooks are to have daily entries, both positive and negative about events on their bus. This information may be used as documentation to protect the driver.

The drivers are encouraged to explain in the logbook details about situations that may become serious. They are also encouraged to explain their feelings and events that led up to the particular situation.

### **Seating Charts**

Seating and seating charts will be at the discretion of the individual driver.

## **SECTION V**

### **Loading and Unloading**

The district requires that all students be instructed in proper bus loading and unloading principles. It is essential to maintain a uniform procedure for all drivers. Because of the number of children and scattered locations of facilities it is also essential to maintain a loading plan at each school.

### **Driver's Responsibility**

The driver is responsible to ensure that students adhere to loading and unloading principles at each stop.

The driver is responsible to make sure that the bus is on time at each stop on his/her route.

### **Loading and Unloading Policy**

1. Driver must always use the seat belt.
2. The bus is not to be used for any other purpose than that of transporting students to and from school.
3. The school bus driver should know and observe all State and local rules, regulations and laws that govern school bus operations.
4. The interval method should be used with four (4) to six (6) seconds between the bus and other vehicles while in motion.
5. Driver should always follow the designated route established by the Transportation Office for the purpose of taking on or discharging students.
6. Never leave the bus with the motor running.

### **Late Procedure**

Call the Transportation Office on the radio and tell them how late you will be and what school(s) will be affected. Send bus students, as a group into their building. Have them go directly to the Office. Have them tell the secretary or principal that their bus was late. The Transportation Office will also call the buildings so the principal will be aware the bus will be late.

### **Eight-way Flasher units**

1. Each bus is equipped with an eight-way flasher unit. There are four- (4) amber and four (4) red lights that flash alternately when activated.
2. The flashing unit must not be misused. Use only in or at designated bus stops. Red lights are activated only when the bus is at a complete stop and in the process of loading or unloading children.
3. Activate amber lights 100 ft. to 500 ft. before bus stop.

4. When the bus is completely stopped, activate the red flashers by opening the door.  
**Note:** Do not activate the red flashing unit when the traffic in the rear or front of the bus is too close to stop safely.
5. After the traffic has been controlled use hand and eye control to get students on or off the bus.
6. If students have to cross the roadway the students should advance ten (10) feet in front of the bus. When traffic is safe both ways wave students across.
7. Shut the door to de-activate the red flasher unit.
8. Do not move the bus until all students are seated or all students are clear from the area around the bus.  
**Important Note:** Check crosswalk mirror and rear vision mirrors before moving the bus.
9. Students should load one at a time in a controlled manner using the handrail.

### **District Loading Procedure**

1. Because of large number of school buses that occupy loading zones a specific loading plan (bus line-up) has been established.
2. Find your bus number on the loading plan. The loading plan can be found later in this section.
3. If you need to settle the students down do it before the other buses are ready to leave the loading zone.
4. All windows should be up in the loading zone except on warm days when windows can be down two notches from the top.
5. Close doors and move out with all the other buses.
6. Follow the traffic flow pattern which you have been assigned.
7. When you have finished picking students up at each school proceed on your route following the directions outlined in the sub folder. Students are to be delivered and picked up at their assigned stop.

## SECTION VI

### **EMERGENCY PROCEDURES AND DRIVING FUNDAMENTALS**

#### **Emergencies**

One of the best ways of handling any emergency situation is by prior preparation and forethought. The intent here is to help the driver BE PREPARED!

1. Each driver will be responsible for conducting at least two (2) evacuation drills during the school year.
2. Each driver will be responsible to know how to operate a fire extinguisher.
3. Each driver will be responsible to adhere to inclement weather procedures.
4. Each driver will be responsible to have an Emergency Telephone Number card in their possession.
5. Each driver will be responsible for checking road conditions and will drive accordingly.

#### **Evacuation**

1. The School District requires two- (2) emergency evacuation drills each school year.
2. The drill should be conducted on a hard surface or in the bus parking area.
3. If evacuation is caused by an actual emergency, stop the bus at the nearest safe spot, set the hand brake, turn on the four-way flashing lights, (if emergency has nothing to do with an electrical fire). Radio Transportation giving your location and what the problem is. Then and only then will you turn off the engine.

#### **Front Evacuation**

1. The front-door evacuation begins with the right front seat and the seats are evacuated alternately to the rear.
2. Have the first person off the bus stand by the door and be the door monitor. This student will assist others off the bus.
3. Have the second person off the bus lead the children to a “safe” area away from the bus. Have the children hold hands.  
**Note:** A “safe area” would be one at least 100 ft. from the bus, away from other traffic and in an area where the students would be safe if the bus were hit and forced off the road. Tell elementary children to take fifty (50) giant steps. This also helps keep children from running.

4. The driver should face the students and give quick, definite instructions. The students should walk in an orderly manner off the bus.

### **Rear Door Evacuation**

1. The rear door evacuation begins with the back seats emptying alternately.
2. The rear door should never be opened until instructed to do so by the driver.
3. Extra care should be given to small children. The rear door monitors should help children off the bus. Small children should be instructed to sit on the floor with feet outside the door. Small children can easily drop to the ground from this position.

**Note:** Converse County School District #2 fire drill procedure is:

**SIT AND SLIDE FOR ALL ELEMENTARY CHILDREN!**

4. The first person off the bus after the door monitors should be instructed to lead the group of students to a “safe area”. Have students hold hands and stay in a group. See item #6 above.

### **Front-Rear Evacuation**

The front and rear door evacuation is conducted in the same manner as the first two evacuations. The group is divided in the middle of the bus and students are instructed to leave the bus in an orderly manner alternating seats from the front and rear. Children nearest the doors exit first.

### **Final Check**

1. In all cases while students are evacuating the bus the driver should hand the first aid kit, reflectors, and the fire extinguisher to students to be carried off the bus.
2. No longer do you turn the radio volume to high, open the driver’s window, and hang the microphone outside. This is no longer practiced because you are now required to shut the engine off after you notify the Transportation Base. When the engine is shut off you cut electricity to the radio off and it will not transmit or receive.
3. When the school bus is empty, the driver should walk to the back of the bus checking to see that all the students are off the bus.  
**Note:** There is the possibility that a student may be frightened, injured, or unconscious and cannot get off the bus on his/her own.
4. The driver should check with the group of students in the “safe area” to see if there are any injured.

### Alternate Method of Evacuation

1. Good judgment must be used in each individual emergency. If there is a fire and it is threatening or choking the students near it, alternate plans should come into use, such as:
  - A. When a fire is at the rear of the bus the driver may have to direct the students from the rear of the bus to evacuate first and use the front door.
  - B. When necessary, injured persons may need to be evacuated first.
  - C. In all cases, **DO NOT PANIC**. Use calm, forceful, clear instructions. When possible, use student names to make the instructions clear.
2. If your radio is inoperable flag down a passing motorist for help. If no motorists are nearby then send two or three (2 or 3) students in a group to the nearest telephone to report the emergency. Use the Emergency Telephone Number card which should be in the bus.
3. Flares or reflectors should be set:

<b><u>On a Two Lane</u></b>	100 ft. from the front of the bus
	10 ft. from the rear of the bus
	100 ft. from the rear of the bus
<b><u>On a Divided</u></b>	10 ft. from the rear of the bus
	100 ft. from the rear of the bus
	200 ft. from the rear of the bus
4. In all emergency situations, your attitude is the most important feature. **DO NOT PANIC**. Conduct the emergency in a calm, efficient manner. Let common sense and your training guide you through an emergency.

### Fire

Types of fires include:

1. Electrical fires (under control panel)
2. Fuel fires
3. Under the hood fires
4. Paper and trash fires
5. Tires, wheel bearing, or brake fires
6. Fires caused by accidents

### Extinguisher

1. The school bus is equipped with a 5 lb. ABC chemical extinguisher and is adequate in fighting electrical fires, combustible solids, and flammable liquid fires.
2. To operate the fire extinguisher:



- A. Remove it from the bracket
- B. Hold it firmly in an upright position
- C. Pull the safety pin
- D. Stand up-wind from the fire (if possible)
- E. Squeeze the handle and release
- F. Use a side-to-side sweeping motion
- G. Aim at the base of the fire
- H. Do not use all the chemical, save as much as possible in case of additional fire

### **Emergency Stop, Railroad Crossing, and Accidents**

1. If the bus should stall on a railroad crossing evacuate the bus immediately even if there is no train in sight.
2. All accidents must be reported to the Transportation Office.
3. A sample copy of an accident report form can be found in the Appendix.
4. In case of an accident, assess the situation immediately:
  - A. Are there any injuries?
  - B. Do you need to evacuate the bus?
  - C. Can the bus be seen by oncoming traffic?
  - D. Is there any possibility of a fire?

**Note:** If any of the conditions exist, follow the proper steps.
5. Obtain the following information from others involved in the accident:
  - A. Name, address, license number, description of vehicle, and name and address of insurance company of all involved in the accident.
  - B. Name(s) and address(es) of witness(es).
  - C. Names of all students involved.
  - D. Note time and exact location of the accident.
6. In case of an accident know the following about the bus. This information is found in the tool bag in the glove compartment:
  - A. The bus number, serial and registration numbers.
  - B. The bus make and year.
  - C. The name of the insurance company that covers the bus.
7. In order to report the accident correctly know the following:
  - A. The location of the accident
  - B. The time
  - C. The weather condition
  - D. The road condition
  - E. The position of all vehicles involved
  - F. The amount of property damage
8. Following an accident make an entry in your logbook noting exactly everything that occurred. Including; what, when, where, how and why.
9. **DO NOT ADMIT ANY WRONG DOING TO ANYONE AT THE SCENE.**

### **Approaching an Accident**

1. When approaching an accident scene make a quick evaluation as to the safe parking distance of your vehicle. If there are fluids running over the ground, fumes in the air, nails, wood, or etc., make a judgment of the situation. If it is an unsafe condition, take alternate appropriate measures.
2. Report on the radio where, how many vehicles, if vehicles are on fire, number of people injured, and a description of the vehicle(s).
3. Remember each situation will be individual. Others at the scene may not see the accident as you do. Think for yourself.

### **Inclement Weather Procedures**

1. It is necessary in cold weather to be able to respond to emergencies. Take with you on your route hat, gloves, sunglasses, boots, coat, flashlight, matches, etc.
2. Be sure that the fuel level in the bus is never under 1/4 tank. Add diesel anti-gel fluid to the tank for all diesel buses. Follow the directions on the anti-gel container for proper ratio of anti-gel fuel.
3. Cold weather starts:
  - A. Turn the key to the on position.
  - B. Wait for glow plug light to shut off, if applicable.
  - C. Start engine.

**Note:** Do not rev engine. When oil gauge rises, set RPM's at 1100
4. During blizzard or snowstorm be sure that kindergarten students or other young students are delivered to their house or to a parent in a vehicle whenever possible.
5. Be sure that you see the child get into the house if you deliver the student to his/her home.
6. If there is no one waiting for him/her at the bus stop in a car wait a few extra minutes.
7. If it is impossible to deliver the child to home or car, return the child to the school from which he/she was picked up. The school will call the family and make arrangements for the safe delivery of the student.
8. If the bus becomes stranded in a winter storm follow these cold weather hints:
  - A. Be prepared
  - B. Remember the wind chill factor
  - C. Stay with your vehicle. No walking!
  - D. Look at your fuel gauge. Divide the amount of hours it should take for help to arrive. Only run the bus each hour for the amount of time for which you have fuel.
  - E. If the front radiator is clogged with snow you may need to dig the snow away and put a covering in front of the radiator. Use cardboard, paper, or material such as a jacket. Then push snow up to hold covering in place.

- F. If you are running your engine keep bus ventilated. Be aware of the possibility of carbon monoxide entering the bus. Open two or three (2 or 3) windows several notches.
- G. Snow can be used as insulation around the bus.
- H. Use flashers when engine is running to attract attention.
- I. Keep a positive attitude and keep calm. Sing, play the radio when possible, tell fun stories, etc.
- J. Frostbite: Do not rub with snow. Warm it up slowly.
- K. If there is food on the bus try to share it with others. Divide the food and use good judgment.

### **Driving Fundamentals**

- 1. School bus driving leaves no room for mistakes. Safety First! At all times drive defensively.
- 2. Drivers should know and observe all state and local traffic rules.
- 3. Drivers should know and observe district policies and procedures regulation school buses.
- 4. Obey all speed limits:
  - A. Residential - 20 M.P.H.
  - B. On school property - 10 M.P.H.
  - C. Highway - 65/75 M.P.H.
  - D. All other areas are posted. Adjust speed for existing conditions.
- 5. Driver should participate in all training classes when held.

### **Starting/Stopping**

- 1. These actions should be practiced until they become second nature. Care should be taken to start and stop smoothly so you will not throw passengers around. **Never, never** slam on the brakes to make children behave or sit down.
- 2. When putting on brakes to stop at a designated bus zone it should be noted that the road is built with a crown. If the road is icy the bus may pull downhill into the stop. In icy conditions stop the bus before you reach the bus zone, then pull forward.
- 3. Remember, it takes more distance to stop on wet or slick surfaces. Roads become more slippery just after they become wet. Moisture combines with road film and causes road surfaces to become extra slippery.

## **Shifting**

1. Most of the district's school buses are built with automatic transmissions. There are still cases when it is necessary to shift.
2. If it is necessary to drive up or down a steep hill on your route, remember this rule:  
**“ALWAYS GO DOWN THE HILL IN THE SAME GEAR YOU USED TO GO UP THE SAME HILL OR A LOWER GEAR TO PREVENT UNDUE WEAR ON THE BRAKES AND MAINTAIN SAFE SPEED!”**

## **Backing**

1. Do not get into a situation where you have to back up the bus with the exception of the bus yard.
2. If you have to back up, know what is behind you. This may require walking around the bus. Study the path you have decided upon when you back up. Note all the dangerous areas. Pick out points to refer to when you back up.
3. Use the mirrors. Check all mirrors to help you better observe what is around you.
4. Back slowly.
5. If possible use a person to guide you.

## **Passing**

There are some vehicles on the road slower than a school bus. If the case arises where you need to pass follow these suggestions:

- Choose an open area; no hills or corners
- Check mirrors to see that no one is passing you
- Make sure the road is clear further than the distance it takes for you to pass
- Signal your intentions clearly and early
- After passing make sure that the end of the bus has cleared the other vehicle before pulling back into your lane of traffic

## **Manipulating a Corner/Curve**

1. Reduce your speed as you enter a curve to stabilize the bus; accelerate slightly as the bus comes out of the corner to increase traction.
2. Always allow enough room when going around corners so the rear end of the bus clears curbs or corners. REMEMBER, the rear of the bus turns in a smaller radius than the front of the bus.

## **Soft Shoulder**

Soft shoulders on the edge of the road can be frustrating. The first impulse may be to jerk the steering wheel to get the bus on the road. Instead, take your foot off the

accelerator, avoid braking and gradually ease the bus back onto the road. Brake only when your speed is reduced considerably and it is safe to do so.

### **Interstate Driving**

If it is necessary to take the bus onto an interstate highway always use the outside lane and take extra care with on and off ramps. Use appropriate turn signals as required.

### **Bridges**

1. Obey all posted weight limits. Know the weight of your bus.
2. **On a Two Lane Bridge**  
The weight will be posted on each side. The weight limit is the total of posted weights. A loaded bus may be close to the posted weight, therefore, the bus is definitely safe if it is the only vehicle on the bridge.

### **On a One Lane Bridge**

The posted weight is the total weight limit, therefore, one vehicle at a time may cross the bridge. Yield the right-of-way on one lane bridge.

### **Railroad Crossings**

1. School buses **STOP** at all railroad crossings.
2. Signal intentions early by activating the 4-way hazard lights.
3. Stop 15-50 feet behind the crossing. Open the service door and driver's side window. Look both directions and listen for an oncoming train.
4. Cross without stopping or shifting. Close service door before passing through crossing.

### **Signs**

1. Know and observe all road, vehicle, traffic, pavement, and pedestrian signs.
2. Know the physical description of the 84 passenger bus:
  - A. Length - 39' 9"
  - B. Width - 8' 4"
  - C. Height - 10' 8" - 10' 12"
  - D. Gross Weight - 34,000 lbs. (with passengers on board)  
27,500 lbs. (no passengers on board - approximate weight)

### **Driving Emergencies**

Even in the best of conditions emergency situations arise. The safe operation of the school bus will depend upon two things:

- Do not panic
- Know what action to take

### **Brake Failure**

Almost all of the school buses are equipped with air brakes. In case of problems here are some suggestions to slow the bus:

- Shift to a lower gear
- Pull on hand brake
- Use obstacles on roadside to slow the bus down, such as; brush, guardrails, snow banks
- Use the horn to warn other drivers

### **Skidding**

Skidding may be caused by sudden braking or quick acceleration. To prevent skidding, do not slam on the brakes. Slowly take pressure off the accelerator, gently apply brakes and steer into the direction of the skid. (If the back of the bus is going to your left, steer left). **Do not over correct.**

### **Stuck Accelerator**

1. If the accelerator sticks, tap it a couple of times. If it does not release and if you have the room try to put your toe under to pry it up.  
**Note:** Never reach down with your hand. Do not take your eyes off the road.
2. If you run out of time, turn off the key and brake to stop. Remember, when your key is turned off your power steering will not work.

### **Tire Blowout**

If you have a tire blowout, take a firm grip on the steering wheel. Do not over correct, swerve or pull. Do not slam on the brakes. Take foot off the accelerator. When a safe place has been reached, slow speed then brake smoothly, and easily pull off the road in a “safe” place.

### **Animals**

Do not endanger the school bus or its passengers trying to miss an animal. Use good judgment. If your choice is to strike an animal or run off the road - then strike the animal.

### **Defensive Driving Techniques**

You will receive separate instruction in the following:

1. **The conditions for safe driving area**
  - A. Lights

- B. Road
- C. Vehicle
- D. Weather
- E. Traffic
- F. Driver

2. How each of these conditions effect driving:

A. **Lights**

I. **Headlights**

- It takes two-three (2-3)-football fields for eyes to adjust to passing headlights.
- Driver may OVERDRIVE headlights
- Look to the right edge of the roadway when passing oncoming lights.

II. **Too little light**

- Overcast, dusk, dawn, fog, etc.
- Use lights to see and to be seen

III. **Brightness**

- Area hazard - Snow blindness
- Use dark glasses. Polarized sunglasses are most effective

B. **Road**

- I. The shape of the road is important. It is crowned or flat.
- II. Know where you are going - Stay between the lines - Do not cross any solid lines
- III. Surface -- construction, wet/icy, shoulders/potholes, etc.

C. **Vehicles**

- I. Pre-trip
- II. Preventative maintenance

D. **Weather**

I. **Rain**

- Light rain/oil mix makes a very slick surface
- Use headlights to see and be seen
- Inability to see as well
- Hydro-planing

II. **Snow**

- Bridges, underpasses, and overpasses freeze soonest
- Ground blizzards
- High beams reflect - use low beams

III. **Fog**

- Use low beam headlights - high beam lights reflect back into your eyes
- Only go as fast as visibility allows

E. **Traffic**

- Traffic congestion
  - Motorcyclists
  - Mirrors and blind spots
- F. **Driver**
- Alcohol, smoking and prescription drugs
  - Exhaustion
  - Anger
  - Eyes, ears, physicals
  - Exuberance
3. **DANGER AREAS (Six positions of driving)**
- A. Ahead
  - B. Behind
  - C. Passing
  - D. Being passed
  - E. On coming
  - F. Intersections
4. What should you do in these areas?
- A. **Ahead**
    - The two (2) second rule - six (6) seconds for a bus
    - Stay alert
    - Stay ahead of the situation
    - Stay back
    - Begin stopping sooner
  - B. **Behind**
    - Signal early
    - Slow down smoothly
    - Do not tailgate
  - C. **Passing**
    - Only when necessary
    - Check mirrors, make sure no one is in your blind spot
    - Do not cut in too soon
    - Have enough distance in front
    - Signal
  - D. **Being passed**
    - Maintain safe speed/slow down if necessary
    - Be sure that you do not put on 8-way flashers when a vehicle is trying to pass
  - E. **Oncoming**
    - Read the road ahead
    - Slow down
    - Drive to the right of the road
  - F. **Intersections**
    - Be prepared to stop at all intersections



- Remember, the driver to the right has the right-of-way or first driver to intersection
- Remember, other drivers may not observe this rule, use caution

5. Seat Belts **Always!**