

## SCHOOL BUS PROCEDURES

### Turnaround Procedures

- A. Check traffic
- B. Tap the Brakes well in advance to warn the traffic approaching from the rear
- C. Turn on the Hazard Lights [**OAC 3301-83-12(C)(3)**] before the front of the bus reaches the road or lane where the turnaround will be made
- D. Stop the bus in the proper position for backing, making sure the bus is completely past the road or drive to be used for the turnaround up to one bus length
- E. Bus is clearly visible to the other motorists **500** feet in both directions
- F. Shift into Reverse Gear
- G. Check the traffic (**both front and rear**) for vehicles, which may try to pass the bus or pull up close behind the bus. If possible assign one responsible rider, seated in the back to watch the rear while backing to warn of danger
- H. Sound the horn twice to give adequate warning prior to backing
- I. Back into the road or drive on the right side. [**OAC 3301-83-12(C)(2)**]
- J. Check to the left at least twice while turning
- K. Stop the bus in the proper position; behind stop line, crosswalk, sidewalk or point of vision
- L. Shift into Drive
- M. Turn off Hazards
- N. Actuate Turn Signal
- O. Check traffic in both directions. When clear, continue on route

**Note:** If there is a Stop Sign prior to Turnaround, turn on Hazards **AFTER** stopping

## SCHOOL BUS PROCEDURES

### Pick-Up Procedures - Right Side of the Roadway

- A. Check Traffic while approaching designated **PICK-UP POINT**
- B. Actuate Amber Warning Lights approximately **300** feet in advance
- C. Count students on approach to the bus stop
- D. Keep both hands firmly on the Steering Wheel, at 9 o'clock and 3 o'clock, until the bus has come to a complete stop at Pick-Up Point. **Stop 10 feet back if anyone is in the Danger Zone. "Pupils shall wait in a location clear of traffic and away from the bus stop." {3301-83-08(C)(2)}**
- E. Set the Parking Brake. Drivers **MUST** maintain light pressure on the Service Brake to engage the Brake Lights
- F. Shift Gear into Neutral
- G. Check Traffic
- H. Open the Service Door to actuate the Red Warning Lights
- I. Raise Hand toward students to hold them at their Designated Place of Safety
- J. Place opposite Hand over the horn to warn student(s) of any potential danger
- K. Check Mirrors and Traffic before dropping hand
- L. When it is safe, make Eye Contact with student(s) and drop hand slowly straight down
- M. Greet and count the students as they board the bus
- N. While students are being seated, check for late arrivals
- O. Check Student Mirror to make sure all passengers are seated before shifting into Drive
- P. Shift Gear into Drive
- Q. Check Mirrors by counting them out loud in the proper sequence. Look for any students in front of the bus, the most **DANGEROUS AREA!**
- R. Close the Service Door to cancel the Red Warning Lights.
- S. Release the Parking Brake, check Traffic, in Mirrors, right then left and safely proceed

Get      Gear  
More    Mirrors  
Donuts Door  
Please Parking Brake

## SCHOOL BUS PROCEDURES

### Pick-Up Procedures for Crossing Students

- A. Check Traffic while approaching designated **PICK-UP POINT**
- B. Actuate Amber Warning Lights approximately **300** feet in advance
- C. Count students on approach to the bus stop
- D. Keep both hands firmly on the Steering Wheel, at 9 o'clock and 3 o'clock, until the bus has come to a complete stop ten feet or more back from the Pick-Up Point. **"Pupils shall wait in a location clear of traffic and away from the bus stop." {3301-83-08(C)(2)}**
- E. Set the Parking Brake. Drivers **MUST** maintain light pressure on the Service Brake to engage the Brake Lights
- F. Shift Gear into Neutral
- G. Check Traffic
- H. Open the Service Door to actuate the Red Warning Lights
- I. Raise Hand toward students to hold them at their Designated Place of Safety
- J. Place opposite Hand over the horn to warn student(s) of any potential danger
- K. Check Mirrors and Traffic before dropping hand
- L. When it is safe to cross, make Eye Contact with student(s) and drop hand slowly straight down
  - 1. **Student(s) should check for traffic on their own before crossing the roadway.**
  - 2. **Student(s) should walk straight across the roadway and out of the danger zone.**
- M. Greet and count the students as they board the bus
- N. While students are being seated, check for late arrivals
- O. Check Student Mirror to make sure all passengers are seated before shifting into Drive
- P. Shift Gear into Drive
- Q. Check Mirrors by counting them out loud in the proper sequence. Look for any students in front of the bus, the most **DANGEROUS AREA!**
- R. Close the Service Door to cancel the Red Warning Lights.
- S. Release the Parking Brake, check Traffic, in Mirrors, right then left and safely proceed

## SCHOOL BUS PROCEDURES

### Drop-off Procedures - Right Side of the Roadway

- A. Check Traffic while approaching designated **DROP-OFF POINT**
- B. Actuate Amber Warning Lights approximately **300** feet in advance
- C. Keep both hands firmly on the Steering Wheel, at 9 o'clock and 3 o'clock, until the bus has come to a complete stop at the Drop-off Point. **"Pupils shall wait in a location clear of traffic and away from the bus stop." {3301-83-08(C)(2)}**
- D. Set the Parking Brake. Drivers **MUST** maintain light pressure on the Service Brake to engage the Brake Lights
- E. Shift Gear into Neutral
- F. Open the Service Door to actuate the Red Warning Lights. Put your right arm, palm away from student, across the aisle to gather students for their exiting instructions
- G. Explain two-step exiting instructions to students as follows:
  - 1. **"If it is safe, go directly to your Designated Place of Safety WHICH IS.... And stay there till the bus leaves."**
  - 2. **"If I blow my horn that means DANGER! Check traffic. If you see no danger, look back to me for further instructions. Do you understand these instructions?"**
- H. Check Traffic and Mirrors before students exit the bus
- I. Count students exiting the bus
- J. Cover the Horn with your hand to warn students of any potential danger
- K. Observe and verbalize students exiting the bus and heading to Designated Place of Safety
- L. Re-count students in their Designate Place of Safety
- M. Shift Gear into Drive
- N. Check Mirrors by counting them out loud in the proper sequence. Look for any students in front of the bus, the most **DANGEROUS AREA!**
- O. Close the Service Door to cancel the Red Warning Lights
- P. Release the Parking Brake, check Traffic, in Mirrors, right then left and safely proceed

Get        **GEAR**  
More      **MIRRORS**  
Donuts    **DOOR**  
Please     **PARKING BRAKE**

## SCHOOL BUS PROCEDURES

### Drop-off Procedures for Crossing Students

- A. Check Traffic while approaching designated **DROP-OFF POINT**
- B. Actuate Amber Warning Lights approximately **300** feet in advance
- C. Keep both hands firmly on the Steering Wheel, at 9 o'clock and 3 o'clock, until the bus has come to a complete stop ten feet or more back from the Drop-off Point.
- D. Set the Parking Brake. Drivers **MUST** maintain light pressure on the Service Brake to engage the Brake Lights
- E. Shift Gear into Neutral
- F. Open the Service Door to actuate the Red Warning Lights. Put your right arm, palm away from student, across the aisle to gather students for their crossing instructions
- G. Explain four-step crossing instructions to students as follows:
  - 1. **"When you exit the bus, walk 10 giant steps in front of the bus, along the side of the road, where I can see you and you can see my hand in the front window."**
  - 2. **"When I drop my hand, I want you to walk to the center of the road, traffic edge of the bus and STOP."**
  - 3. **"You are to check traffic in both directions ON YOU OWN! When you see that it is clear, cross to your Designated Place of Safety WHICH IS.... And stay there till the bus leaves.**
  - 4. **"If I blow my horn that means DANGER! Check traffic again. If you see no danger, look back to me for further instructions. Do you understand these instructions?"**
- H. Check Traffic and Mirrors before students exit the bus
- I. Count students exiting the bus
- J. Raise the palm of your hand up and out toward the windshield and aimed at the students. Place opposite hand over the horn to warn students of any potential danger
- K. Check Mirrors and Traffic for safe crossing and count the number of students waiting to cross the roadway
- L. When it is safe to cross, make Eye Contact with student(s) and give the crossing signal by dropping your hand slowly straight down. (For training purposes: Observe and verbalize students stop at the center of the road and cross)
- M. Re-count students in their Designate Place of Safety
- N. Shift Gear into Drive
- Q. Check Mirrors by counting them out loud in the proper sequence. Look for any students in front of the bus, the most **DANGEROUS AREA!**
- P. Close the Service Door to cancel the Red Warning Lights
- Q. Release the Parking Brake, check Traffic, in Mirrors, right then left and safely proceed

Get - GEAR  
More - MIRRORS

DONUTS - DOOR  
Please - PARKING BRAKE

**SCHOOL BUS PROCEDURES**  
**OAC 3301-83-12 (B)**

**Railroad Track Procedures**

- A. Check traffic while approaching
- B. Ask for silence approximately 300 feet prior to the tracks
- C. Noise makers off; heaters, defrosters, etc. (Noise Suppression Switch)
- D. Hazards on 100 feet prior to tracks
- E. Open window prior to stopping
- F. Keep both hands firmly on the steering wheel until the bus comes to a complete stop. Hands at 9 o'clock and 3 o'clock
- G. Stop between 15-50 feet from the nearest rail, in the far right lane if possible
- H. Set the Parking Brake. Maintain light pressure on the Service Brake
- I. Shift to Neutral
- J. Open Service Door
- K. Look and listen twice each way, through an open door and window, for an approaching train, engines or train cars
- L. Put bus in gear that will take the bus across the track without shifting on tracks. Check for proper outage on the other side of the crossing
- M. Close Service Door. Check traffic and continue to look for trains on the tracks
- N. Release the Parking Brake and proceed across the tracks when safe to do so.
- O. Continue to look and listen while crossing the tracks
- P. Approximately 50 feet past the last rail cancel Hazards. Turn on noise makers as necessary (Deactivate Noise Suppression Switch)
- Q. Check traffic

**SCHOOL BUS PROCEDURES**  
**OAC 3301-83-12 (B)**

**Railroad Track Procedures - Driver Speech**

As I approach the tracks, I check traffic. I ask for silence approximately 300 feet prior to the tracks and turn off all noise makers. I turn my Hazards on 100 feet prior and open my window. I bring the bus to a complete stop 15-50 feet from the nearest rail. I set the Parking Brake, maintaining light pressure on the Service Brake, shift into Neutral and open the Service Door.

I'm looking and listening out my open window, looking and listening out my open door. I'm looking and listening out my open window, looking and listening out my open door. Seeing no trains, I'll put the bus in a gear that will take the bus across the track without shifting on tracks, check for proper outage and close the Service Door while continuing to look for trains.

I release the Parking Brake and proceed across the tracks when safe to do so. I continue to look for trains as I cross the tracks.

Once the back of the bus is 50 feet past the last rail and clear of the tracks, I will turn off my Hazards and thank the passengers for being quite.

As I drive away, I will check traffic, close my window and turn on noise makers as necessary.

## **SCHOOL BUS PROCEDURES**

### **Emergency Pullover Procedures**

#### **Approach**

- A. Check traffic.
- B. Actuate Turn Signal.
- C. Move to the correct lane. Normally, the right-most travel lane.
- D. Decelerate. Do not coast. Pull into the breakdown lane safely and expeditiously.
- E. Ensure the bus is completely off the travel portion of the roadway.

#### **Stop**

- F. Keep both hands firmly on the Steering Wheel until the bus has come to a complete stop.
- G. Ensure the bus is parallel to the curb and is not blocking traffic, a driveway, or fire hydrant.
- H. Set the Parking Brake.
- I. Shift Gear into Neutral.
- J. Turn off Signal.
- K. Turn on the Hazard Lights.

#### **Resume**

- L. Check traffic. Look for "hole" in traffic to allow bus to merge into the flow.
- M. Turn off Hazards.
- N. Actuate Turn Signal.
- O. Shift into Drive.
- P. Release the Parking Brake.
- Q. Check traffic.
- R. Accelerate and merge into the travel lane safely and expeditiously.
- S. Turn off Signal.
- T. Check traffic.