

## NON-INSTRUCTIONAL OPERATIONS

### Rules for School Bus Drivers

1. Every school bus driver shall be thoroughly familiar with all state and local rules and regulations pertaining to the operation of the school bus in his/her charge.
2. No school bus driver shall allow a passenger or other unauthorized person to operate the school bus at any time, nor shall any person except the driver be allowed to sit in the driver's seat.
3. No school bus driver shall leave the driver's seat without first setting the emergency brake, placing the transmission in neutral, shutting off the motor, and removing the key from the ignition. The keys shall be kept in the driver's possession.
4. School bus drivers shall have the primary responsibility for the safety of passengers while they are boarding the bus, while they are on the bus, and while they are disembarking the bus and crossing the roadway. If passengers must cross the road, the driver shall take reasonable action to assure that they cross safely. The driver shall take reasonable action to assure that passengers boarding or disembarking from the bus are within his/her view at all times and that they pass in front of the bus and **never** behind the bus.
5. No school bus driver shall leave the immediate vicinity of his/her bus while there are passengers aboard. In the event of a bus breakdown, assistance shall be sought in accordance with local district policy.
6. School bus drivers shall pick up only the students and persons designated by an authorized school district administrator.
7. A student may be permitted to leave the bus at other than his or her regular stop, provided that permission is first obtained pursuant to district policy.
8. School bus drivers, prior to commencement of any trip, shall assure that the windshield and rear window of the bus are clean.
9. Tools and other miscellaneous articles shall be carried in appropriate compartments. They shall not be carried unsecured within the passenger compartment of the school bus.
10. School bus drivers shall be certain that all brakes, lights, stop signs, warning signal lamps, and other safety devices are working properly before starting on any trip and shall assure that the bus is equipped with a first aid kit, mess kit, and a fire extinguisher.
11. School bus drivers shall check the latch, safety lock, and warning system for emergency doors prior to each start; no bus may be operated with passengers aboard if the emergency

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- exit is not functioning properly. The jump seat must function properly.
12. No bus shall be in motion with any of the exit doors open or partly open.
  13. School bus drivers shall immediately report any suspected malfunction or needed repair of the school bus in their charge.
  14. School bus drivers shall observe all driving regulations set forth in the laws of the State of Washington relating to the operation of motor vehicles at all times. Cell phones will not be used by drivers or attendants for any reason while on duty unless the bus is safely pulled over off of the roadway, in emergency situations, or if dispatch has requested them to do so.
  15. The speed of a school bus shall not be allowed to exceed the legal truck speed or any other applicable posted speed limit.
  16. When it is necessary to overtake and pass a slow-moving vehicle, school bus drivers shall take reasonable action to assure that no third vehicle is drawing near. There shall be a clearance of at least 800 feet.
  17. All buses shall slow down to ten miles an hour or less and give the proper signal before making a ninety-degree right or left turn.
  18. The speed of a school bus shall not exceed 10 miles per hour when passing another school bus which has stopped to load or unload students when loading or unloading may be done without the use of the stop sign and warning signal lamps.
  19. School bus drivers shall not change gears while proceeding downhill. Necessary gear changes shall be made before starting down a hill.
  20. No school bus driver shall disengage the clutch and allow the bus to coast.
  21. Backing a school bus is prohibited unless an adult flagman assists or an emergency exists. In the event of an emergency, the backing of a bus shall be permitted only when there is no danger to pedestrians or passengers. Any deviation from this regulation shall first be approved by an authorized school district administrator.
  22. School bus drivers shall yield the right of way to emergency vehicles.
  23. All school buses shall stop at all railroad crossings except:
    - a. Where traffic is controlled by a police officer or flagger.
    - b. Where a functioning traffic control signal is transmitting a green light

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- c. Where the tracks are used exclusively for a streetcar or industrial switching purposes.
  - d. Where the utilities and transportation commission has approved the installation of an “exempt” sign; or
  - e. Where the crossing is abandoned and is marked with a sign indicating it is out-of-service
24. The driver shall activate the 4-way hazard lights and come to a complete stop 15-50 feet from the nearest set of tracks. He/She must set the emergency brake, place the transmission in neutral, open the service door and driver window to listen for approaching trains, and shall not proceed until the door is closed, visibility is clear, and the bus can proceed with safety. The driver will deactivate the 4-way hazard lights once the entire bus has cleared all tracks. The driver shall not change gears while the bus is crossing a railroad track.
25. No bus shall stop on a curve or a hill where visibility is not at least 800 feet. If it is impossible to secure a distance of at least 800 feet for a bus stop, the school authorities and state patrol shall be advised, and the stop shall be changed or proper signs installed. Exception: Within areas of posted speed limits of 35 miles an hour or less, visibility of 300 feet is permissible.
26. All changes in the direction of a school bus shall be indicated by the use of electrical directional signals on the bus. A right directional signal shall be used to indicate that the bus is going to pull off the roadway.
27. Prior to approaching any student bus stop, the school bus shall indicate a bus stop ahead by activating their amber lights by the use of electrical directional signals on the bus. Drivers will activate their red lights by using the toggle switch and never the service door. A right directional signal shall be used to indicate that the bus is going to pull off the roadway.
- a. No less than 100 feet nor more than 300 feet from the bus stop where the posted speed limit is 35 miles per hour or less; and
  - b. No less than 300 feet nor more than 500 feet from the bus stop where the posted speed limit is more than 35 miles per hour.
28. No school bus shall pull over to the left-hand side of the road to load or unload.
29. The stop sign on the left side of a school bus shall not be used to indicate that the bus is going to stop. The stop sign and red flashing lamps shall be displayed at all times a school bus is receiving or discharging passengers except:
- a. When passengers do not have to cross a highway and the bus is stopped completely

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off the traveled portion of the roadway, or

- b. When a school bus is stopped at an intersection or place where traffic is controlled by a traffic officer or official signal, or
  - c. When a school bus is stopped upon school grounds for the purpose of receiving or discharging passengers, and passengers are not required to cross the roadway
30. School bus drivers shall proceed with caution when passing or meeting a school bus but are not required to come to a stop unless the school bus stop sign and red flashing lights of the other bus are displayed.
31. In order to lessen the potential for collisions, school bus drivers may use 4-way hazard warning lights within 500 feet prior to stopping for a railroad crossing or where a special hazard exists such as dense traffic conditions, adverse weather conditions, or where the necessary school bus speed is substantially below the posted speed limit. This procedure may be used only on buses equipped with amber 4-way hazard warning lights on the front and rear of the school bus.

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