

White Activity Bus Rules and Regulations:

Please obey all vehicle laws and regulations associated with a normal passenger vehicle while driving this bus. This bus is similar to a normal passenger vehicle in its mechanical capabilities but there are a few laws that are specific to a bus that must be followed.

1. **Railroad Crossings** - As you approach the rail turn your 4-way flashers on (located on top of the steering column behind the steering wheel). The bus must be stopped between 15 and 50 feet before the rail to listen for a train. Do not stop under a crossing arm. Either the passenger door or the window must be opened to listen for an approaching train. Do not travel with the door open. Close the door and proceed safely across the track and cancel your 4-way flashers.
2. **Student Loading** - White buses are not allowed to drop off or pick up students on a public roadway. The bus must be off of the road, in a parking lot, or at a designated curbside bus lane (e.g. WHS Gate 4).
3. **Storage** - There is a storage area in the back of the bus. At no time should the aisle, or the area in front of the doors or emergency windows be used as a storage area. They must remain free of obstruction.
4. **Passengers** - 14 passengers is the legal limit of the bus. This doesn't include the driver.
5. **Safety Equipment** - This bus is equipped with a fire extinguisher, body fluid kit, first aid kit, vomit bag, and a vomit cleaning kit. Please make note of their location.
6. **Fuel** - This bus uses regular unleaded gasoline. If your trip is going to be over 200 miles, you will need to refuel. Credit cards are available at Central Office and must be checked out in advance. If you refuel using your own funds please keep the detailed receipt and submit to Central Office for reimbursement.
7. **Cleaning** - It is the group/team's responsibility to ensure that this bus is returned clean. Please remove all trash and sweep all excess dirt from the bus. There are cleaning supplies located behind the fuel tank in the bus lot. If the bus is left in dirty condition there will be a cleaning fee charged. If the bus was found dirty before your trip please notify the transportation director.
8. **Returning the Bus** - Please enter using the North gate on Sycamore St. If this is afterhours there is a gate opener on the dash. Please close the gate after entering the lot. Park the bus in its numbered parking spot. Leave the keys in the bus and the doors unlocked.

