

REQUIRED BUS STOP PROCEDURES

Approaching bus stop

- Approach bus stop cautiously, slow speed.
- Continuously check all mirrors (for students, traffic).
- Activate amber warning lights, with adequate warning, approximately 200 feet prior to stop.
- Move to far right of traveled roadway as possible (this includes turn lanes).
- Stop bus with the front bumper at least 10 feet away from students. (Students in full view, top of their heads to their feet.)
- Put bus transmission in neutral and set the parking brake at each stop.
- Check all mirrors.
- Open door to activate stop arm. Check that stop arm has extended.
- Check area is clear and traffic has stopped.

Loading

Have students wait away from the road at designated stop, facing the bus, single file, Students must wait until driver signals to board the bus. Board bus using the handrail, account for students, and make sure all students are seated and facing forward. Check all mirrors.

Unloading

Students stay seated until told to exit. Count number of students unloading. Once exited confirm count and location of students at least 10 feet away from bus.

Students crossing the roadway

If students must cross roadway it must be in front of the bus. Student must walk at least 10 feet in front and 10 feet from the side of bus, stop, look in both directions, wait for drivers signal, and stay in sight of driver.

Students must wait until driver signals to board the bus.

Wait until all students are seated and facing forward.

Check mirrors for late students and traffic.

When all students are accounted for leave by;

- Closing door.
- Engage transmission and release parking brake.
- Check all mirrors. (For late students, traffic).
- When it is safe and clear, continue the route.

If you cannot account for a student outside of the bus, leave stop arm extended, bus in neutral and park, call transportation for instructions.

If stop arm is not fully functional or any warning lights are not in working order the bus is in out of service and cannot legally pickup or drop-off students at bus stops.