

Bus Safety Brochure

Kettering City Schools Transportation Department

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Guidelines and Rules

Bus Stops-Time Schedule

- Buses will run within a five minute window (before and after) the scheduled time, except during emergency situations and inclement weather.
- Students will be asked to walk a reasonable distance to a bus stop. The bus cannot stop at every house.
- Students will be assigned a bus and bus stop.
- Legally, parents are responsible for their child's behavior while waiting at the bus stop. The school will cooperate with authorities in action taken for damages to public or private property.
- All students are expected to be at the bus stop when the bus arrives, no matter what the weather.
- Do not run to the bus, walk after the bus has stopped and the driver has signaled for students to board the bus.
- Do not go under the bus for any reason. Notify the driver if something is under the bus.
- When crossing in front of the bus, walk far enough away from the bus so that the driver can see you and you can see the driver; then wait for the driver to signal you to cross.
- If a school bus would have a mechanical failure, another school bus will replace it. Never accept a ride from anyone who indicates he/she was sent by the school. District Administrators will typically notify parents if a bus is running extremely late.
- Students will be given a designated place of safety at their bus stop to wait until the bus has pulled away so the driver can see all students before pulling away.
- When kindergarten and pre-school children are dropped-off at a bus stop, a parent or authorized guardian must be visible to the bus driver before the driver will allow the student off the bus.



School Bus Stops

(OAC 3301-83-13)

(B) School bus stop location Policies and procedures shall be developed by administrators and transportation personnel to ensure school bus stop locations are designated in safe locations and shall include the following:

- (1) Pupils in grades kindergarten through eight may be required to walk up to one-half mile to a designated bus stop.
- (2) School bus stop locations shall provide for the maximum safety of pupils giving consideration to distance from residence, traffic volume, physical characteristics, visibility and weather conditions.
- (3) School bus stops shall be established on the residence side of all four-lane highways and on the residence side of other roadways posing potential hazards to students as determined by school bus owners.
- (4) School bus stops shall be located at a distance from the crest of a hill or curve to allow motorists traveling at the posted speed to stop within the sight distance. If the line of sight is less than five hundred feet in either direction, a request shall be submitted to the appropriate authority to install an approved "school bus stop ahead" sign at least five hundred feet in advance of the school bus stop.
- (5) Each pupil shall be assigned and required to use a specific school bus stop except in unusual circumstances as approved by the school bus owner or designee.**
- (6) Each pupil shall be assigned a designated place of safety on the residence side of the roadway on which the vehicle is scheduled to stop. Driver must account for each pupil at designated place of safety before leaving. Pupils are not to proceed to their residence until the school bus has departed.**
- (7) The school bus driver shall use the established route and make stops only at points designated by the school vehicle owner or the administrator who is authorized to designate such stops. School districts and community schools offering pupil transportation shall have a documented routing plan in place for all established routes.
- (8) The school bus driver shall operate the bus on the time schedule for the established route and shall wait for pupils if ahead of schedule.



Students must be at their designated place of safety a minimum of 5 minutes prior to the school buses scheduled arrival time.

WHY IT TAKES SO LONG AT BUS STOPS

SAFETY PROCEDURES ARE REQUIRED BY STATE LAW

THE SAFETY OF CHILDREN, AS THEY ARE TRANSPORTED TO AND FROM SCHOOL AND SCHOOL-RELATED EVENTS, IS OUR HIGHEST PRIORITY.

At bus stops state law requires drivers to follow these procedures:

- ◆ Check mirrors for traffic conditions and apply brakes well in advance to warn traffic from the rear.
- ◆ Actuate warning lights 300 feet prior to stop.
- ◆ Stop bus at designated stop.
- ◆ Set parking brake.
- ◆ Place the gear shift lever into neutral gear for both manual and automatic transmissions to prevent the bus from lunging forward.
- ◆ Open service door to actuate the warning lights and place hand over horn to warn students of potential hazards.
- ◆ Give students directions to go to their Designated Place of Safety and stay there until the bus leaves or signal students to board the bus from their Designated Place of Safety.
- ◆ Shift the gear lever into the starting gear, only after counting and confirming the students are in their Designated Place of Safety or safely in their seat.
- ◆ Look to identify students and potential hazards in the danger zone, counting and checking the mirrors, before closing the door and canceling the warning lights.
- ◆ Close the door when all areas are clear. Door must be closed before the bus moves.
- ◆ Release the parking brake after closing the door.
- ◆ Recheck traffic in the right and left side mirrors prior to pulling away.

Modification of these procedures may be necessary for preschool, kindergarten, and special needs students.





SIGNAL FOR SAFETY

Motorists around school buses need to know the signals and the laws that concern school buses to help keep children safe

Do not pass a school bus that has red alternating flashing lights on . This is the signal that the bus is stopped to load or unload children. Traffic should not move until the bus resumes motion or the driver signals traffic to proceed.

When a bus has alternating flashing amber (yellow) lights on, it is preparing to stop to load or unload children. Be ready to stop and watch for children in the roadway.

Parents... are very important in helping keep children safe on the school bus. Here are some ways in which parents can help:

- Review the safety rules with children. Help them to understand why each rule is important.
- Dress children in light colored clothing or jackets on dark mornings.
- Help children to be ready at the bus stop before the bus arrives.
- Take turns supervising bus stops for smaller children.

Bus drivers...help to keep children safe in a number of ways:

Drivers watch surrounding traffic closely to keep school children safe.

Drivers will signal to children that need to cross the street only when traffic has stopped.

In case an emergency vehicle approaches while loading or unloading, the driver will get the children to a place of safety until the emergency vehicle passes.

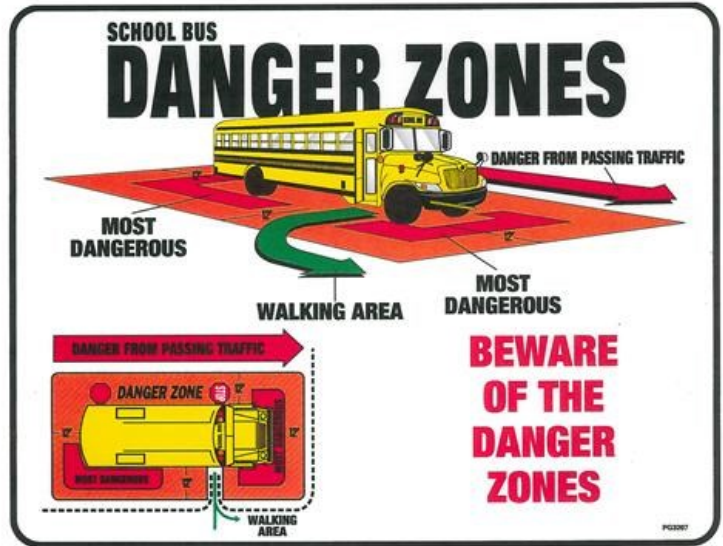


THE DANGER ZONE

The danger zone for a school bus is the area 10 to 15 feet around the bus.

The two most dangerous places are:

- ◆ Front of the bus
- ◆ Rear tires of the bus



Please take time to check your children's clothing and book bags to make sure they are safe. Drawstrings and key chains may catch on objects on the bus and increase danger!

Avoid the danger zone around the bus.

Don't try to pick up something dropped near the bus as the bus driver might not see you.

Remember that some motorists don't always stop for a stopped school bus.

Be careful whenever getting on or off the bus.

