

PROCEDURE FOR FIRST BUS DRILL

Introduction: Transportation is provided for the safety and convenience of pupils. Students are required to obey established rules in order to continue the riding privilege. All rules apply to sport and fields trips as well as regular bus routes. Three lessons will be presented during the year to promote good practices and understanding. Riding, weather conditions and emergency procedures will be emphasized.

Content:

I. Safe Riding

A. Arriving and waiting at bus stop:

1. Walk, don't run
2. Be orderly
3. Stay back at least six feet from the curb
4. Do not stand in roadway - including intersections

B. Boarding Procedure

1. Wait at least six feet from the bus until the bus door opens
2. Enter the bus with care - use the hand rail
3. Move to the rear of the bus or to an assigned seat
4. Sit two (or three) to a seat

C. Riding On the Bus:

1. No smoking or other tobacco products are permitted on the bus
2. Stay in the seats while the bus is moving
3. Keep the bus clean and the aisles clear
4. Keep hands, head, arms and objects inside the bus
5. No eating or drinking on the bus
6. No pets, guests, large objects, glass, sharp objects, etc., on the

bus

7. Be courteous; speak quietly
8. No throwing objects either in the bus or out of the windows or doors.

D. Seat Belts

1. Seat belts are to be worn low on the hips and snug
2. Important not to play or misuse seat belts

E. Exiting the Bus At School or Other Destinations

1. Wait to stand until the bus has stopped
2. Exit in an orderly manner - stand only when the seats in front are empty
3. Walk directly away from the unloading area.

F. Returning Home From School

1. Remain seated until the bus stops
2. Walk down the aisle - use the hand rail when exiting the bus
3. Use caution when it is raining or when walking on wet leaves
4. If crossing the street, cross in front of the bus immediately after exiting.

- a. Ten feet from the front bumper - make eye contact with the driver
- b. Wait for signal from the driver
- c. Look both ways
- d. Continue to look while crossing
- e. Never go back

II. Emergency Procedures: (to be done on the bus by a bus driver)

A. Operation of school bus exits to be used in an emergency

- 1. Emergency door(s)
- 2. Windows as a means of escape:
 - a. Push-out
 - b. Pop-out
 - c. Roof hatches

B. Location and use of:

- 1. Fire extinguishers
- 2. First aid equipment
- 3. Reflective devices

C. Exiting Procedure

- 1. Do not take books, lunch boxes, etc.
- 2. Take emergency equipment
- 3. Wear coats, jackets, etc.
- 4. Use the front door