

School Bus Passenger Stop Procedures

Loading Procedure

- Check traffic (front and rear).
- Activate amber warning lights 300 feet in advance of the passenger stop.
- Make a smooth stop 15 feet short of passengers.
- Keep firm pressure on foot brake.
- Shift transmission to Neutral
- Set the parking brake
- If students have to cross, hold left palm up to signal the students to wait
- **Activate red lights using middle position of the three position switch, if so equipped**
- Check traffic (front and rear).
- Activate red lights. Open door (when safe).
- When safe, with door open, give “thumbs up”, signaling students it’s okay to cross and then point in the direction they are walking to cross the street (**left to right**).
- **Sound Horn if students are in danger!**
- Count, watch and recount students (outside and inside).
- Close door (when students are in a safe area).
- Shift transmission to Drive.
- Release the parking brake.
- Check all mirrors from left to right for students and traffic.
- Proceed slowly while checking for students.



NOTE: Passenger Stop Procedure for Morning pick-up

Do not release the stop sign until all students are either on the bus or well off the road on their side of the street or highway. Always check to ensure no one is in front of the bus by counting the passengers as they load/unload and counting them again when they are safely on the bus or off the roadway on each side. If both totals are not the same, account for each missing child. Do not move the bus until you get out and check around and under the bus. When children who are six years old or younger must cross the road in front of the bus, there is a great potential for a fatality. The bus crossing gate is designed to force passengers to cross in front of the bus at a distance from the hood where they will be easier for you to see them. The passenger mirrors are used to locate students who cannot be seen over the hood or at the sides of the bus before proceeding. Check the passenger mirrors closely. Frequent use of the passenger mirrors at each passenger stop cannot be overemphasized. Ensure that students are seated before moving the bus.

School Bus Passenger Stop Procedures

Unloading Procedure

- Check traffic (front and rear).
- Activate amber warning lights 300 feet in advance of the passenger stop.
- Make a smooth stop 15 feet short of the designated stop.
- Keep firm pressure on foot brake.
- Shift transmission to Neutral
- Set the parking brake
- Check traffic (front and rear).
- Activate red lights **using middle position of three position switch, if so equipped**. Open door (when safe).
- With door open, remind students to look both ways while exiting the bus and to look for your signal to cross.
- If students have to cross, hold right palm up for students to wait.
- When safe, with door open, give “thumbs up”, signaling students it’s okay to cross and then point in the direction they are walking to cross the street **(right to left)**.
- Make sure THEY also check for traffic.
- **Sound Horn if students are in danger!**
- Count, watch and recount students (outside and inside).
- Close door (when students are in a safe area).
- Shift transmission to Drive.
- Release the parking brake.
- Check all mirrors from left to right for students and traffic.
- Proceed slowly while checking for students.



NOTE: Passenger Stop Procedure for Afternoon drop off

Do not release the stop sign until all students are either on the bus or well off the road on their side of the street or highway. Always check to ensure no one is in front of the bus by counting the passengers as they load/unload and counting them again when they are safely on the bus or off the roadway on each side. If both totals are not the same, account for each missing child. Do not move the bus until you get out and check around and under the bus. When children who are six years old or younger must cross the road in front of the bus, there is a great potential for a fatality. The bus crossing gate is designed to force passengers to cross in front of the bus at a distance from the hood where they will be easier for you to see them. The passenger mirrors are used to locate students who cannot be seen over the hood or at the sides of the bus before proceeding. Check the passenger mirrors closely. Frequent use of the passenger mirrors at each passenger stop cannot be overemphasized. Ensure that students are seated before moving the bus.