

WHEN BOARDING THE BUS

Here's How to Cross the Road

SAFELY

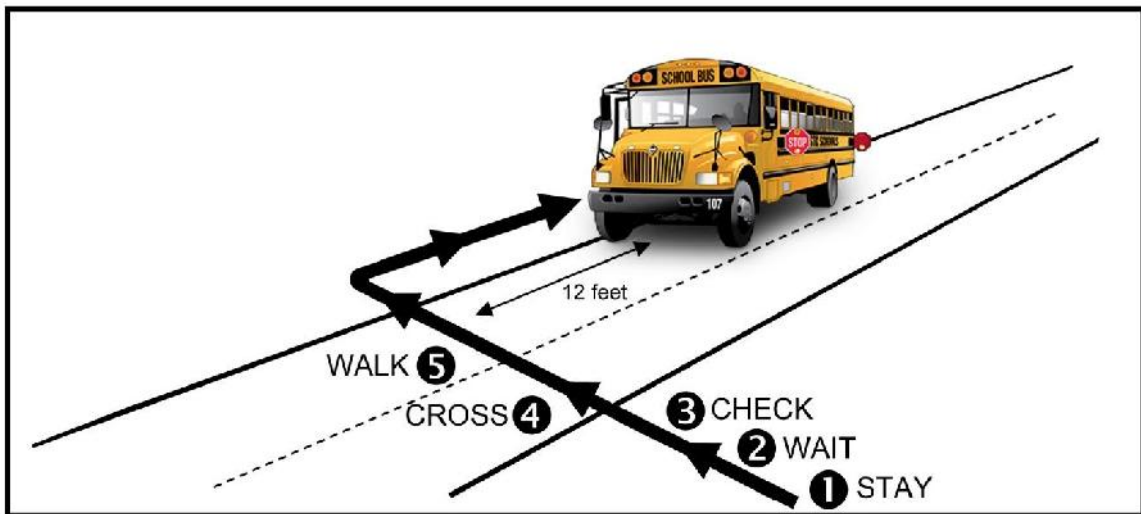
STAY– on your side of the road, far away from the traffic.

WAIT– for the bus to stop and for your driver's signal to cross.

CHECK– traffic both ways, then check again.

CROSS– walk directly across, checking traffic both ways

WALK– approximately 12 feet ahead of the bumper and board the bus quickly.



Crossing the Highway is DANGEROUS!

Remember

- 1 Stay on your side of the road until your driver signals you to cross.
- 2 Check and recheck for traffic.
- 3 Follow the 12-foot rule.
- 4 Board the bus quickly and go directly to your seat.

**Drivers SHOULD stop...But
THEY MAY NOT!**

WHEN LEAVING THE BUS

Here's How to Cross the Road

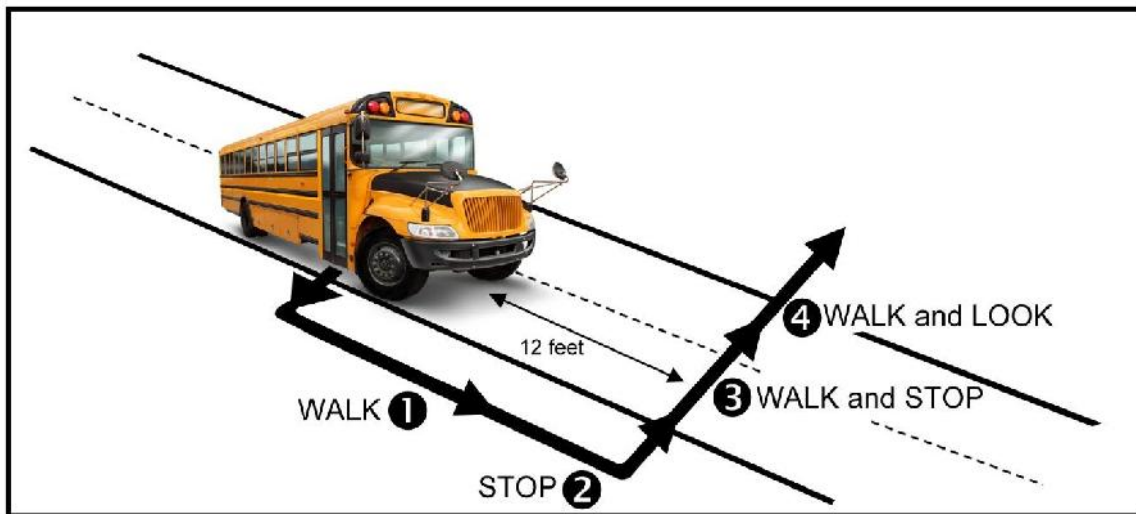
SAFELY

WALK –along the side of the road until you can see your driver.

STOP –Wait for the signal to cross.

WALK & STOP –Go to the Driver's side cross view mirror and look both ways–wait for the driver's signal to cross.

WALK & LOOK –For traffic both ways – if you see a vehicle that has not stopped, go back to the bus – if all vehicles have stopped, cross the road quickly.



Crossing the Highway is DANGEROUS!

Remember

- ❶ Walk
- ❷ Stop
- ❸ Walk and Stop
- ❹ Walk and Look

**Drivers SHOULD stop...But
THEY MAY NOT!**

RECOMMENDED LOADING AND UNLOADING PROCEDURES

A school bus driver shall stop to load or unload students only at a school bus stop designated by the school district transportation supervisor or his/her designee. The driver should never take it upon himself/herself to make a decision as to where a bus stop should be without discussing it with his/her supervisor. All bus stops must be approved. If a driver feels there is a safety problem at any stop, he/she should call it to the attention of the supervisor. While the bus is stopped to load or unload, the students are the direct responsibility of the driver. Proper use of safety devices on the school bus will help the driver control traffic when stopped to load and unload students.

- A. When a student is to cross the roadway, lamp signal system and stop arm(s) and crossing arm (if equipped) must be in operation.
- B. Drivers of school buses must always remember that ultimately the person responsible for the crossing of students is the driver.
- C. At all bus stops, whether loading or unloading, the bus should be secured by placing the transmission in neutral or park (if equipped) and applying the parking brake.
- D. When loading, buses should not be placed in gear until all students have boarded and are seated. When unloading students will remain seated until the bus comes to a complete stop. In all cases, buses should not be placed in gear until the driver has counted and recounted students and is certain that all students are safely outside the danger zone.
- E. All mirrors must be checked and rechecked according to set procedures for the style of mirror the bus has before moving forward.
- F. Upon resumption of forward motion, cover the first 10-15 feet at dead-throttle speed. By pulling away slowly the driver is better able to assess safety.
- G. It is the driver's responsibility to ensure that the students follow each step of the "safe crossing" procedures; Drivers shall teach and reinforce safe loading and unloading procedures to include safe bus stop behavior.
- H. If a situation arises on the route to school, immediately advise the supervisor of the need for assistance and/or an additional bus. In the event of an overload, waiting students may have to be informed to wait for alternative transportation.
- I. A school bus shall not be driven with the service door open with or without students on board.

RECOMMENDED PROCEDURES FOR ESCORTED CROSSING

(Legal references in this procedure can be found within California Code of Regulations (CCR) and CA Education Code (EC) and may be adapted for other states)

- A. Begin slowing the bus to get ready for the designated stop.
- B. As you approach the stop, turn on the amber warning light, if the bus is so equipped, beginning 200 feet before the bus stop.
- C. Apply the brakes with enough pressure to activate the stop lights so that following vehicles will anticipate the bus is preparing to stop.
- D. Check all mirrors to ensure that traffic is gone and it is safe to turn to the right and stop.
- E. Turn on the right-side turn signal lights during the last 100 feet before turning into the stop.
- F. Approach the pupils slowly and with extreme care, considering the roadway surface (wet or slippery, sloped or flat, rough or smooth ground).
- G. Do not stop any closer than 12 feet from the waiting pupils. They should be facing the approaching bus. (Refer to School Bus Danger Zone diagram, Appendix D.)
- H. Once the bus is stopped, cancel the right-side turn signal lights and apply the parking brake.
- I. Place a standard transmission in first or reverse gear or, if an automatic transmission, place in the park position. On buses equipped with an automatic transmission that does not have a park position, place the transmission in neutral.
- J. Turn off the engine.
- K. Remove the ignition key and keep it in your possession.
- L. Deactivate the amber warning light.
- M. Check all mirrors; activate the flashing red light signal (crossover lights) and stop signal arm, if the bus is so equipped, and wait for traffic to stop.
- N. Open the entrance door and look in all directions on the right side of the bus before exiting.
- O. Remove the handheld stop sign from the holder.
- P. Step off the bus and walk approximately 12 feet in front of the bus before turning to enter the roadway.

- Q. Turn toward the bus, look up, and verify that the amber warning light is off and the red light signal is flashing.
- R. Walk from the right edge of the roadway away from the bus at a 45-degree angle and toward the center of the roadway. Stop before entering the traffic lane and look in all directions for traffic. This position allows the best view of traffic coming from the left and is protected. The handheld stop sign shall be used for all escorted crossings and should be held vertically, above waist level, with the word STOP facing traffic in both directions. This is one of the most dangerous places on earth; a public highway. Do not assume that vehicles will stop or that all pupils will follow procedures. Vehicles may try to pass the bus, and pupils may attempt to run across the roadway before you are ready. Take charge of the situation. Upon reaching the center of the roadway, turn and face the pupils (left side of the roadway). This position enables you to have a clear view of the pupils and traffic in both directions.

Note: Traffic might not be able to stop immediately during adverse weather (e.g., rain, snow, ice).

Note: The signal for pupils to enter the bus will be the flashing of the red light signal, the school bus driver holding a handheld stop sign in the center of the highway or private road on which the school bus is stopped and verbal direction by the school bus driver to begin crossing the highway to enter the bus, and not simply the bus coming to a stop. Pupils must have received written instruction in school bus emergency procedures and passenger safety before riding a school bus for the first time. Once each year pupils in prekindergarten through grade eight who receive home-to-school transportation shall receive safety instruction on proper loading and unloading procedures, escorting by the driver, and crossing the street, highway or private road (*EC 39831.5*).

Note: If the flashing red light signal (crossover lights) becomes inoperative prior to or during the escorting of pupils, the escort procedures must stop. Pupils may cross the highway only under the protection of a properly functioning flashing red light signal system.

- S. When traffic has stopped in both directions, tell the pupils to walk, not run, as they cross the highway or private road. Do not use hand motions or gestures to signal pupils. Some motorists may mistake a hand gesture as a signal for them to proceed. The pupils must cross the roadway between you and the front of the bus, never behind you or to the rear of the bus.
- T. When the last pupil has crossed the middle of the roadway, turn and face the bus (right side of the roadway). When the last pupil has reached the right side of the roadway, walk immediately to the right side of the roadway, continuing to hold the stop sign so it is visible to traffic in both directions. Check under and around the exterior of the bus to make sure that no pupil is in the danger zones. Enter the bus.
- U. On entering the bus, ensure that all pupils have safely boarded and are seated.

- V. Immediately place the handheld stop sign in the holder, close the entrance door, and turn off the flashing red light signal (crossover lights) and the stop signal arm if the bus is so equipped.
- W. Sit down in the driver's seat and fasten the driver's seat belt.
- X. Check to see that all pupils are accounted for and properly seated. Pupils must be seated before you set the bus in motion.
- Y. Check all mirrors for pupils, other pedestrians, and traffic. Be sure to check the front cross-view mirror(s) for pupils who may be in front of the bus.
- Z. Restart the engine. Account for all pupils before moving the bus.
- AA. Place the transmission in gear and release the parking brake.
- BB. Check the traffic and the danger zones by using all mirrors before moving the bus; activate the left-side turn signal lights, and when it is safe to do so, pull into the flow of traffic; cancel the left-side turn signal lights; regain road speed; and proceed to the next stop.

Note: School transportation administrators and other transportation officials should adopt policies that standardize signs or signals used by school bus drivers to inform hearing-impaired pupils of when it is safe to cross the highway.