

# *SCHOOL BUS DRIVER MANUAL*

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IDAHO DEPARTMENT OF EDUCATION  
Student Transportation



Sherri Ybarra, State Superintendent of Public Instruction  
State of Idaho, Department of Education, Student Transportation  
650 W. State St.; P.O. Box 83720; Boise, ID 83720-0027; (208) 332-6851

## TABLE OF CONTENTS

### SECTION 1. INTRODUCTION

District Policy Requirements .....	1-1
Certification Requirements .....	1-1
Driver Responsibilities and Liabilities.....	1-2

### SECTION 2. LAWS AND REGULATIONS

Idaho Code.....	2-2
Administrative Rules of the State Board of Education.....	2-14
State Board Rules and Regulations Adopted by Reference.....	2-15
Standards for Idaho School Buses and Operations .....	2-16

### SECTION 3. PRE-TRIP/POST TRIP

Pre-trip/Post-trip Inspections .....	3-1
Approaching the Vehicle .....	3-1
Engine Compartment Check .....	3-1
Bus Interior Checks.....	3-2
Outside Walk-Around.....	3-7
Preparing to Drive.....	3-8

### SECTION 4. VEHICLE OPERATIONS

Mirror Adjustment/Usage .....	4-1
Two-Way Radio Usage.....	4-1
FMVSS 111- Mirror Systems .....	4-2

### SECTION 5. DRIVING PROCEDURES

Considerations for Safe Waiting and Loading Areas for Students .....	5-1
Loading/Unloading Procedures .....	5-1
Stopping to Load Passengers .....	5-2
Stopping to Unload Passengers.....	5-3
Railroad Grade Crossings .....	5-3
Backing .....	5-4
Loading Zones at Schools.....	5-4

### SECTION 6. IDENTIFYING ROUTE HAZARDS

School Bus Route Hazards.....	6-1
Non-Fixed School Bus Route Hazards .....	6-2

### SECTION 7. EMERGENCIES

Emergency Equipment.....	7-1
Emergency Procedures – Mechanical Breakdown .....	7-3
Responsibilities in the Event of a Bus Collision.....	7-3
Emergency Evacuation Drills .....	7-4

## **SECTION 1. INTRODUCTION**

### **District Policy Requirements**

The board of trustees of each school district is required to establish and adopt a set of written policies governing the student transportation system. Those policies must be consistent with laws and regulations. The purpose of these policies is to ensure safety, efficiency, and economy in the operation of the district's transportation system. The board must designate the school official(s) who will be given the responsibility and authority for operation of the student transportation system, and the function of each official must be delineated. The board is also responsible for defining in writing the duties of bus drivers.

### **Certification Requirements**

School bus drivers within the State of Idaho must obtain the appropriate Idaho Commercial Driver License with the correct endorsements or restrictions. For more information refer to the Idaho CDL manual available at your local Driver License offices.

A federal DOT physical is required in order to operate a school bus in the State of Idaho. Pre-employment, random and post accident drug and alcohol testing is a federal requirement. Drug and alcohol policy awareness training is also required.

All new school bus drivers in the state of Idaho must have ten hours observation and behind the wheel training, and pass all knowledge and skill tests contained in the State Department of Education's school bus driver behind-the-wheel and classroom curriculum training manuals or in the prior-approved training program before being allowed to drive a school bus loaded with students. All experienced drivers shall complete at least ten hours of training each school year with at least three hours occurring before school begins in the fall. In addition, at least three documented in-service training sessions shall be provided during the school year utilizing, at a minimum, thirty (30) minute, topic specific and documented, training blocks. All new and veteran school bus drivers must meet the operations and performance requirements contained in the Standards for Idaho School Buses and Operations (SISBO).

A personnel file must be maintained on each driver in the local district. This file will include documents used for management decisions in assuring that all drivers employed by the district meet high standards of safety and training. Items in the student transportation personnel file must include: application, copy of current drivers license, most recent driving record check (check required annually), copy of DOT physical with any applicable waivers, documentation of all training, documentation of all driver and route evaluations (required annually).

## **Driver Responsibilities and Liabilities**

School bus drivers are governed by various agencies including Federal Department of Transportation, State Department of Education, State Department of Transportation, Local County and city agencies, and local school board administrations. Drivers are required to continue their education through inservice training and annual evaluations. Drivers must be aware of the liabilities of vehicle operation and student management.

The school bus driver has complete responsibility for the operation of his bus and care of his passengers. The driver must make every effort to work within district policies. However, the driver always possesses the final authority when unusual situations require immediate decisions.

It shall be the duty of every school bus driver to report, to his immediate supervisor, the license number of any vehicle that violates any law endangering school children.

## **SECTION 2. LAWS & REGULATIONS**

### **Disclaimer**

There are many agencies that govern the use of school buses. Whenever a specific law, regulation or rule is presented within the contents of this manual, the driver should refer to the actual referenced document for clarity and accuracy. Referenced federal laws, Idaho state laws, Idaho State Board of Education rules and regulations, national construction standards, professional opinions, etc. can be located by researching specific publications applicable to the topic at hand. Many of the publications can be accessed by visiting the State Department of Education's web site ([www.sde.state.id.us](http://www.sde.state.id.us)), Bureau of Finance & Transportation.

### **Federal Regulations**

The Federal Motor Vehicle Safety Standards regulate the construction of school buses. Although the Federal Motor Carrier Safety Administration regulations do not always (some do) apply to persons driving school buses within Idaho, some of those regulations have been adopted and appear as Idaho Law or State Board of Education administrative rule.

### **State Laws**

Idaho Codes 33-1501 through 33-1512 regulate the operation of the school transportation systems for public schools. These laws assign specific responsibilities to the State Board of Education, State Department of Education, and local boards of trustees.

Other Idaho laws that apply to school transportation include the operation of the 8-light system on school buses, equipment needed on buses, and traffic laws that school bus drivers must follow.

### **State Board of Education Regulations**

The State Board of Education, pursuant to Idaho law, has adopted a series of administrative rules to which school districts and school bus drivers in Idaho must comply. These administrative rules can be expanded, deleted, or altered upon approval by the State Board of Education and the Idaho Legislature.

### **National Conference on School Transportation**

Every five years representatives from every state meet to review and develop standards for school bus construction and operations. Idaho selectively adopts (SISBO) these construction and operations standards. These adopted regulations are called "National School Transportation Specifications & Procedures" and are sometimes referred to as "National Standards."

## **Local District Policies**

Each individual school district, through formal adoption by the local board of trustees, can set policies for their employees and students as long as those policies do not conflict with federal, state, or state board regulations.

In this section we will concentrate on Idaho Code, the State Board of Education administrative rules and the State Board of Education referenced *Standards for Idaho School Buses and Operations, July, 2012*. Because of the complexity of Idaho Code and SBE rules, school bus drivers should take the time to familiarize themselves with these regulations. However, be aware that laws and rules are updated from time to time.

## **IDAHO CODE**

### **18-1522. Unauthorized School Bus Entry – Notice**

- (1) A person shall be guilty of a misdemeanor if that person
  - (a) Enters a school bus with intent to commit a crime;
  - (b) Enters a school bus and disrupts or interferes with the driver; or
  - (c) Enters a school bus and refuses to disembark after being ordered to do so by the driver.
- (2) School districts shall place notices at the entrance to school buses which warn against unauthorized school bus entry.

### **33-130. Criminal History Checks for School District Employees or Applicants for Certificates.**

The department of education, through the cooperation of the Idaho state police, shall establish a system to obtain a criminal history check on certificated and noncertificated employees, and all applicants for certificates pursuant to chapter 12, title 33, Idaho Code. The criminal history check shall include the following

- (1) Statewide criminal identification bureau;
- (2) Federal bureau of investigation (FBI) criminal history check;
- (3) National crime information center; and
- (4) Statewide sex offender register.

The state department of education shall charge all applicants a fee of forty dollars (\$40.00) for undergoing a criminal history check pursuant to this section. The fee shall be sufficient to cover costs charged by the federal bureau of investigation, the state police and the state department of education. A record of all background checks shall be maintained at the state department of education in a data bank for all employees of a school district with a copy going to the applicant. The department of education shall forward to all applicants for a criminal history check, notification that the fingerprint card has been destroyed after the background check has been completed. The department of education and the Idaho state police shall ensure that fingerprint cards have been destroyed after a criminal history check has been completed.

The Idaho state police and the department of education shall implement a joint exercise of powers agreement pursuant to sections 67-2328 through 67-2333, Idaho Code, necessary to implement the provisions of this section.

### **33-1006. Transportation Support Program**

The state board of education shall determine what costs of transporting students, including maintenance, operation and depreciation of vehicles, insurance, payments under contract with other public transportation providers whose vehicles used to transport students comply with federal transit administration regulations, "bus testing," 49 C.F.R. part 665, and any revision thereto, as provided in subsection 4. of this section, or other state department of education approved private transportation providers, salaries of drivers, and any other costs, shall be allowable in computing the transportation support program of school districts. Each school district shall maintain records and make reports as are required for the purposes of this section.

The transportation support program of a school district shall be based upon the allowable costs of

- A. Transporting public school students one and one-half (1 1/2) miles or more to school;
- B. Transporting students less than one and one-half (1 1/2) miles as provided in section 33-1501, Idaho Code, when approved by the state board of education;
- C. The costs of payments when transportation is not furnished, as provided in section 33-1503, Idaho Code;
- D. The transportation program for grades six (6) through twelve (12), upon the costs of payments pursuant to a contract with other public or private transportation providers entered into as provided in section 33-1510, Idaho Code, if the school district establishes that the reimbursable costs of transportation under the contract are equal to or less than the costs for school buses.
- E. The employer's share of contributions to the public employee retirement system and to social security.

The state's share of the transportation support program shall be eighty-five percent (50%) of allowable transportation costs of the district for the next preceding year.

### **33-1501. Transportation Authorized**

To afford more equal opportunity for public school attendance, the board of trustees of each district, including specially chartered school districts, shall, where practicable, provide transportation for the public school students within the district, and student's resident within adjoining districts annually agreed to in writing by the districts involved, under conditions and limitations herein set forth. Nonpublic school students may be transported, where practicable, when the full costs for providing such transportation are recovered. In approving the routing of any school bus, or in the maintenance and operation of all such transportation equipment, or in the appointment or employment of chauffeurs, the primary requirements to be observed by the board of trustees are the safety and adequate protection of the health of the students. Nothing herein contained shall prevent any board of trustees from denying transportation to any student in any school bus operated by or under the authority of said board, upon good cause being given, in writing, to the parents or guardian, or either of them, of such student.

No board of trustees shall be required to provide transportation for any student living less than one and one-half (1 1/2) miles from the nearest appropriate school. A board of trustees may require students who live less than one and one-half (1 1/2) miles from the nearest established bus stop to walk or provide their own transportation to such bus stop. That distance shall be determined by the nearest and best route from the junction of the driveway of the student's home and the nearest public road, to the nearest door of the schoolhouse he attends, or to the bus stop, as the case may be. The board may transport any student a lesser distance when in its judgment the age or health or safety of the student warrants.

A day care center, family day care home, or a group day care facility, as defined in section 39-1102, Idaho Code, may substitute for the student's residence for student transportation to and from school. School districts may not transport students between child care facilities and home. Student transportation between a child care facility and a school will qualify for state reimbursement providing that the child care facility is one and one-half (1 1/2) miles or more from the school to which the student is transported.

To effectuate the public policy hereby declared, the board of trustees of any school district may purchase or lease, and maintain and operate school buses and vans, which vans shall not have a seating capacity in excess of fifteen (15) persons; may enter into agreements or contracts for the use of a charter bus or buses; may enter into contracts with individuals, firms, corporations or private carriers; or may make payments to parents or guardians, subject to the limitations herein provided, when transportation is not furnished by the district.

### **33-1502. Bus Routes -- Non-Transportation Zones**

The board of trustees of each school district may establish, and alter, bus routes and establish, and alter, non-transportation zones. Such routes and zones shall be determined for each year not later than the regular August meeting of the board; but nothing herein shall be construed as limiting the board in altering such routes or zones when change in the condition of the roads, or in the number of students being transported would justify such alteration.

A non-transportation zone shall comprise an area of a school district designated by the board of trustees which is impracticable, by reason of sparsity of students, remoteness, or condition of roads, to serve by established bus routes.

Whenever practicable, routes shall be so established that no bus stop shall be more than one and one-half (1 1/2) miles from the intersection of the driveway of the home of any student otherwise eligible for transportation and the nearest public road; except that no board of trustees shall be required to route school buses or other passenger equipment over any road not maintained as a part of a highway district, county, state or federal highway system, or by the state or national forest service; except, that the primary requirements to be observed by the board of trustees are the safety and adequate protection of the health of the students.

### **33-1503. Payments when Transportation not Furnished**

- a. Whenever any student lives more than one and one-half (1 1/2) miles from any established bus stop or from the school of attendance, as designated by the board of trustees, and such student is regularly transported by private vehicle not under contract with the school district, the board may pay to the parent or guardian an amount per month up to ten dollars (\$10.00) per vehicle plus mileage at the current rate established by the state board of examiners for each round trip approved.
- b. Whenever in the judgment of the board of trustees any student residing within the area of a nontransportation zone, and otherwise eligible to transportation, cannot be transported in any manner herein authorized, the said board may pay to the parent or guardian thereof such amount of the cost incurred by the parent or guardian for the board and lodging of the student as may be authorized by the board of trustees.

### **33-1506. Inspection of School Buses**

All school buses shall at all times conform to the standards of construction prescribed therefor by the state board of education.

Before any newly acquired school bus is used for transporting students it shall be inspected by a duly authorized representative of the state department of education, and if, upon inspection, it conforms to prescribed standards of construction, or such other standards prescribed by law or regulation, it may be used for transporting students; otherwise, no such school bus shall be used for that purpose.

The board of trustees of each school district shall provide for an annual inspection of all school buses by district personnel or upon contract at intervals of not more than twelve (12) months. The district, over the signature of the superintendent, shall file with the state department of education its report of inspection of the school buses operated by the authority of the school district. At intervals of not more than sixty (60) days during each school year the board of trustees shall cause inspection to be made of all school buses operating under the authority of the board. In addition, the state department of education shall conduct random, spot inspections of school buses throughout the school year.

Whenever any school bus is found, upon inspection, to be deficient in any of the prescribed standards, or is found in any way to be unsafe or unfit for the transportation of students, such vehicle shall be withdrawn from service and shall not be returned to service until the district certifies the necessary repairs have been made.

### **33-1508. Operation of School Buses**

- (1) All school buses shall at all times be operated in conformity with law and with rules of the Idaho state police and the state board of education.
- (2) No school bus shall
  - (a) Cross any railroad track, or enter or cross any arterial highway without first

coming to a full stop. If any such crossing, intersection or access be obscured by trees, buildings or other objects, or because of wind, storm or fog, the school bus driver shall open such windows and doors as will permit him to determine when it is safe to proceed;

- (b) Be operated at any time for the transportation of students by any person who does not have a current commercial driver's license (CDL) as specified in section 49-105, Idaho Code, and the minimum training for bus drivers as prescribed by the state board of education;
- (c) Be operated at any time in excess of its maximum occupancy as determined by the manufacturer. Occupancy at no time shall exceed three (3) persons in a seat.

### **33-1509. School Bus Drivers -- Definition -- Qualification -- Duties**

For the purpose of this chapter the term "school bus driver" shall mean any person who at any time is operating a school bus while transporting students to or from school, or to or from approved school activities.

A board of trustees shall employ school bus drivers only upon prior application in writing and the board shall require of school bus drivers employed by others who transport students of their district under contract, the same information required in such written application. Each application shall contain at least the minimum information specified by the state department of education.

Any person employed as a school bus driver shall be over the age of eighteen (18) years, be of good moral character and not addicted to the use of intoxicants or narcotics. School bus drivers shall be subject to the physical examination standards of the federal motor carrier safety regulations.

### **Insulin-Treated Diabetes Mellitus**

In compliance with Federal Motor Carrier Safety Administration Regulations (Parts 381 and 383) and 33-1509, Idaho Code, the State Department of Education Student Transportation Section will establish an exemption process governing student transportation personnel diagnosed with insulin-treated diabetes mellitus (ITDM). In considering exemptions, the Department must ensure that the issuance of diabetes exemptions will not be contrary to the public interest and that the exemption achieves an acceptable level of safety. Therefore, the Department will only consider granting exemptions to ITDM individuals who meet certain conditions and who submit the following information and documentation:

Number of years driving school bus.

Approximate number of miles per year driving school bus.

Estimated number of miles driven per week.

Estimated number of daylight driving hours per week.

Estimated number of nighttime driving hours per week.

Supporting documentation of current Commercial Drivers License to drive school bus issued by the State of Idaho.

Supporting documentation certifying applicant has operated a commercial motor vehicle (CMV) with a diabetic condition controlled by the use of insulin while under the care of an endocrinologist (may have consulting relationship with driver's personal physician) familiar with the treatment and monitoring of Diabetes Mellitus.

Idaho Transportation Department driving record (for the three-year period immediately preceding application) containing no suspensions or revocations, no involvement in an accident for which the applicant received a citation for a moving traffic violation while operating a CMV, no involvement in an accident for which the applicant contributed to the cause of the accident, and no convictions for a disqualifying offense or more than one serious traffic violation, as defined in 49 CFR 383.5, while operating a CMV.

Supporting documentation certifying no other disqualifying conditions including diabetes related complications.

Supporting documentation certifying no recurrent (two or more) hypoglycemic reactions resulting in a loss of consciousness or seizure within the past five years. A period of one year of demonstrated stability is required following the first episode of hypoglycemia.

Supporting documentation certifying no recurrent hypoglycemic reactions requiring the assistance of another person within the past five years. A period of one year of demonstrated stability is required following the first episode of hypoglycemia.

Supporting documentation certifying no recurrent hypoglycemic reactions resulting in impaired cognitive function that occurred without warning symptoms within the past five years. A period of one year of demonstrated stability is required following the first episode of hypoglycemia.

Supporting documentation certifying the applicant has been examined by a board-certified or board-eligible endocrinologist (who is knowledgeable about diabetes) who has conducted a complete medical examination. The complete medical examination must consist of a comprehensive evaluation of the applicant's medical history and current status with a report including:

- The date insulin use began;
- Diabetes diagnosis and disease history;
- Hospitalization records;
- Consultation notes for diagnostic examinations;
- Special studies pertaining to the diabetes;
- Follow-up reports;

- Reports of any hypoglycemic insulin reactions within the last five years;
- Two measures of glycosylated hemoglobin, the first 90 days before the last and current measure;
- Insulin dosages and types, diet utilized for control and any significant factors such as smoking, alcohol use, and other medications or drugs taken; and
- Examinations to detect any peripheral neuropathy or circulatory insufficiency of the extremities.

Submits a signed statement from an examining endocrinologist indicating the following medical determinations:

- The endocrinologist is familiar with the applicant's medical history for the past five years, either through actual treatment over that time or through consultation with a physician who has treated the applicant during that time;
- The applicant has been using insulin to control his/her diabetes from the date of the application back to the date driving experience began or the previous three years, whichever is less;
- The applicant has been educated in diabetes and its management, thoroughly informed of and understands the procedures which must be followed to monitor and manage his/her diabetes and what procedures should be followed if complications arise; and
- The applicant has the ability and has demonstrated willingness to properly monitor and manage his/her diabetes.

Submits a separate signed statement from an ophthalmologist or optometrist that the applicant has been examined and that the applicant does not have diabetic retinopathy and meets the vision standard at 49 CFR 391.41(b)(10), or has been issued a valid medical exemption. If the applicant has any evidence of diabetic retinopathy, he or she must be examined by an ophthalmologist and submit a separate signed statement from the ophthalmologist that he or she does not have unstable proliferative diabetic retinopathy (i.e., unstable advancing disease of blood vessels in the retina).

There are special conditions attached to the issuance of any exemption for ITDM. The Department will impose the following requirements:

Individuals with ITDM shall maintain appropriate medical supplies for glucose management while preparing for the operation of a CMV and during its operation. The supplies shall include the following:

- An acceptable glucose monitor with memory;
- Supplies needed to obtain adequate blood samples and to measure blood glucose;
- Insulin to be used as necessary; and
- An amount of rapidly absorbable glucose to be used as necessary.

Prior to and while driving, the individual with ITDM shall adhere to the following protocol for monitoring and maintaining appropriate blood glucose levels:

- Check glucose before starting to drive and take corrective action if necessary. If glucose is less than 100 milligrams per deciliter (mg/dl), take glucose or food and recheck in 30 minutes. Do not drive if glucose is less than 100 mg/dl. Repeat the process until glucose is greater than 100 mg/dl;
- While driving check glucose every two to four hours and take appropriate action to maintain it in the range of 100 to 400 mg/dl;
- Have food available at all times when driving. If glucose is less than 100 mg/dl, stop driving and eat. Recheck in 30 minutes and repeat procedure until glucose is greater than 100 mg/dl; and
- If glucose is greater than 400 mg/dl, stop driving until glucose returns to the 100 to 400 mg/dl range. If more than two hours after last insulin injection and eating, take additional insulin. Recheck blood glucose in 30 minutes. Do not resume driving until glucose is less than 400 mg/dl.

In addition to the requirements for controlling ITDM, the Department will monitor exemption recipients during the period that the exemption is valid. The Department will conduct monitoring by requiring the exemption recipients to submit the following information to the Idaho State Department of Education Student Transportation Section:

Provide written confirmation from the endocrinologist on a quarterly basis:

- The make and model of the glucose monitoring device with memory; and
- The individual's blood glucose measurements and glycosylated hemoglobin are generally in an adequate range based on daily glucose measurements taken with the glucose monitoring device and correlated with the daily records of driving time and a current measurement of glycosylated hemoglobin.

Submit on an annual basis, a comprehensive medical evaluation by an endocrinologist. The evaluation will include a general physical examination and a report of glycosylated hemoglobin concentration. The evaluation will also involve an assessment of the individual's willingness and ability to monitor and manage the diabetic condition.

Provide on an annual basis confirmation by an ophthalmologist or optometrist that there is no diabetic retinopathy and the individual meets the current vision standards at 49 CFR 391.41(b)(10). If there is any evidence of diabetic retinopathy, provide annual documentation by an ophthalmologist that the individual does not have unstable proliferative diabetic retinopathy.

Submit annual documentation by an endocrinologist of ongoing education in management of diabetes and hypoglycemia awareness.

Report all episodes of severe hypoglycemia, significant complications, or inability to manage diabetes.

Report any involvement in an accident or any other adverse event whether or not they are related to an episode of hypoglycemia.

School bus drivers applying for ITDM exemption should refer to Federal Highway Administration Diabetes Waiver Program – Appendix A.

### **33-1511. State Board of Education -- Powers and Duties Related to Transportation**

In addition to powers and duties of the state board of education hereinbefore prescribed, the said state board shall

- (1) Designate a member of its staff as supervisor of school transportation responsible for a school bus driver training program and such program shall provide for a qualified driver trainer for each school district and with such duties as the board may prescribe;
- (2) Adopt, publish and distribute, and from time to time as need therefor arises amend, minimum standards for the construction of school buses, the basis of which standards shall be those incorporated in the latest report of the National Conference on School Transportation, which report shall be filed with the Idaho state police;
- (3) Approve the form(s) to be used for the inspection of school buses.

### **33-1512. Leasing of School Buses**

The board of trustees of a school district is hereby authorized to lease school buses. Such leasing agreements may be entered into only when commercial bus transportation is not reasonably available. For any school bus leased, the school district shall charge an amount not less than the school district's current total cost per mile. All revenue in excess of operating costs incurred under the lease received from leasing school buses shall be placed in a fund designated for replacement of school buses.

Whenever any school bus is leased, the lettering designating the vehicle as a school bus shall be covered and concealed and the admonitions to stop while loading and unloading students shall not be used in the operation of the vehicle.

### **49-217. Regulations Relative to School Buses**

Any officer or employee of any school or school district operating a school bus who violates any regulations promulgated in conformance with the provisions of section 49-201, Idaho Code, may be guilty of misconduct and subject to removal from office or employment. Any person operating a school bus under contract with a school or school district who fails to comply with any regulations may be guilty of breach of contract and such contract may be cancelled after notice of hearing by the responsible officers of the school or school district.

#### **49-614. Stop When Traffic Obstructed**

No driver shall enter an intersection, a marked crosswalk, or drive onto any railroad grade crossing unless there is sufficient space on the other side of the intersection, crosswalk or railroad grade crossing to accommodate the vehicle he is operating without obstructing the passage of other vehicles, pedestrians or railroad trains, regardless of any traffic control signal indication to precede.

#### **49-654. Basic Rule and Maximum Speed Limits**

- (1) No person shall drive a vehicle at a speed greater than is reasonable and prudent under the conditions and having regard to the actual and potential hazards then existing. Consistent with the foregoing, every person shall drive at a safe and appropriate speed when approaching and crossing an intersection or railroad grade crossing, when approaching and going around a curve, when approaching a hillcrest, when traveling upon any narrow or winding highway, and when special hazards exist with respect to pedestrians or other traffic or by reason of weather or highway conditions.
- (2) Where no special hazard or condition exists that requires lower speed for compliance with subsection (1) of this section the limits as hereinafter authorized shall be maximum lawful speeds, and no person shall drive a vehicle at a speed in excess of the maximum limits
  - (a) Thirty-five (35) miles per hour or a lesser maximum speed adopted pursuant to section 49-207(2)(a), Idaho Code, in any residential, business or urban district;
  - (b) Thirty-five (35) miles per hour in any urban district;
  - (c) Seventy-five (75) miles per hour on interstate highways;
  - (d) Sixty-five (65) miles per hour on state highways;
  - (e) Fifty-five (55) miles per hour in other locations unless otherwise posted up to a maximum of sixty-five (65) miles per hour.
- (3) The maximum lawful speed limit on interstate highways shall not exceed sixty-five (65) miles per hour for vehicles with five (5) or more axles operating at a gross weight of more than twenty-six thousand (26,000) pounds.

At no time shall a driver exceed sixty-five (65) miles per hour or a lesser posted speed limit.

#### **49-660. Stopping, Standing or Parking Prohibited in Specified Places**

- (1) Except when necessary to avoid conflict with other traffic, in compliance with law, the directions of a peace officer or traffic control device, no person shall:
  - (a) Stop, stand or park a vehicle:
    1. On the traffic side of any vehicle stopped or parked at the edge or curb of a highway;
    2. On a sidewalk;
    3. Within an intersection;
    4. On a crosswalk;
    5. Between a safety zone and the adjacent curb or within thirty (30) feet of points on the curb immediately opposite the ends of a safety zone, unless a

- different length is indicated by signs or markings;
6. Alongside or opposite any highway excavation or obstruction when stopping, standing, or parking would obstruct traffic;
  7. Upon any bridge or other elevated structure upon a highway or within a highway tunnel;
  8. On any railroad tracks;
  9. On any controlled-access highway;
  10. At any place where traffic-control devices prohibit stopping.
- (b) Stand or park a vehicle, whether occupied or not, except momentarily to pick up or discharge a passenger or passengers:
1. In front of a public or private driveway;
  2. Within fifteen (15) feet of a fire hydrant;
  3. Within twenty (20) feet of a crosswalk at an intersection;
  4. Within thirty (30) feet upon the approach to any flashing signal, stop sign, yield sign or traffic-control signal located at the side of a highway; provided, however, that local authorities may by ordinance or resolution permit the standing or parking of vehicles which are six (6) feet or less in height within such thirty (30) foot distance, or as may be specified by ordinance or resolution or as may be designated with appropriate signs;
  5. Within twenty (20) feet of the driveway entrance to any fire station and on the side of a highway opposite the entrance to any fire station within seventy-five (75) feet of the entrance (when properly sign-posted);
  6. At any place where traffic-control devices prohibit standing.
- (c) Park a vehicle, whether occupied or not, except temporarily for the purpose of and while actually engaged in loading or unloading merchandise or passengers:
1. Within fifty (50) feet of the nearest rail of a railroad crossing;
  2. At any place where traffic-control devices prohibit parking.
- (2) No person shall move a vehicle not lawfully under his control into any prohibited area or away from a curb such a distance as to be unlawful.

#### **49-903. When Lighted Lamps are Required**

Every vehicle upon a highway at any time from sunset to sunrise and at any other time when there is not sufficient light to render clearly discernible persons and vehicles on the highway at a distance of five hundred (500) feet ahead shall display lighted lamps and illuminating devices as here respectively required for different classes of vehicles, subject to exceptions with respect to parked vehicles as stated herein.

#### **49-915. School Buses -- Visual Signal**

- (1) Every school bus shall, in addition to any other equipment and distinctive markings required by this title, be equipped with signal lamps mounted as high and as widely spaced laterally as practicable, which shall display to the front two (2) alternately flashing red lights located at the same level and to the rear two (2) alternately flashing red lights located at the same level. These lights shall be visible at five hundred (500) feet in normal sunlight.

- (2) Any school bus shall, in addition to the lights required by subsection (1), be equipped with yellow signal lamps mounted near each of the four (4) red lamps and at the same level, but closer to the vertical centerline of the bus, which shall display two (2) alternately flashing yellow lights to the front and two (2) alternately flashing yellow lights to the rear. These lights shall be visible at five hundred (500) feet in normal sunlight. These lights shall be displayed by the school bus driver at least two hundred (200) feet before every stop at which the alternately flashing red lights required by subsection (1) will be actuated.
- (3) Every school bus shall be equipped with a semaphore stop arm which shall be a flat eighteen (18) inch octagon exclusive of brackets for mounting, with reflectorized material on both sides, be red with a silver white border, and have a legend reading "stop" six (6) inches high with three-quarter (3/4) inch wide silver white letters, mounted outside the bus on the left side opposite driver's seat and have a driver-controlled mechanism. Flashing lamps in the stop arm may be connected to the alternating red flashing signal lamp circuits. The stop arm signal may be vacuum, electric, air or manually controlled.

#### **49-1422. Overtaking and Passing School Bus**

- (1) The driver of a vehicle meeting or overtaking from either direction any school bus stopped on the highway shall stop before reaching the school bus when there is in operation on a school bus the visual signals specified in section 49-915, Idaho Code, and the driver of a vehicle shall not proceed until the school bus resumes motion or the visual signals are no longer actuated. Oncoming traffic on a highway of more than three (3) lanes is not required to stop upon meeting a school bus when visual signals are actuated. Any person found guilty of violating the provisions of this subsection shall be fined an amount of not less than one hundred dollars (\$100) nor more than five hundred dollars (\$500).
- (2) Every school bus shall be equipped with visual signals meeting the requirements of section 49-915, Idaho Code, which shall be actuated by the driver of the school bus whenever, but only whenever the vehicle is stopped on the highway for the purpose of receiving or discharging school children. A school bus driver shall not actuate the special visual signals:
  - (a) In business districts designated by the department or local authorities; or
  - (b) At intersections or other places where traffic is controlled by traffic control signals or peace officers; or
  - (a) In designated school bus loading areas where the bus is entirely off the roadway.
- (3) Every school bus shall bear upon the front and rear plainly visible signs containing the words "SCHOOL BUS" in letters not less than eight (8) inches in height. When a school bus is being operated upon a highway for purposes other than the actual transportation of children either to or from school all markings thereon indicating "school bus" shall be covered or concealed.
- (4) When any school bus is sold and is no longer to be used for the transportation of students, before it may again be used on the highways of this state it shall be painted a color other than school bus chrome and all school bus markings shall be obliterated.

### **49-1423. Investigation of Reported Violation of Failing to Obey School Bus Warning Devices**

- (1) The driver of a school bus who observes a violation of section 49-1422, Idaho Code, shall prepare a written report on a form provided by the department of education indicating that a violation has occurred. The school bus driver or a school official shall deliver the report no more than seventy-two (72) hours after the alleged violation occurred to a peace officer of the state or a peace officer of the county or municipality in which the alleged violation occurred. The report shall state the time and the location at which the alleged violation occurred and shall include the motor vehicle license plate number and a description of the vehicle involved in the alleged violation.
- (2) Not more than seven (7) calendar days after receiving a report of an alleged violation of section 49-1422, Idaho Code, from a school bus driver or a school official, the peace officer shall initiate an investigation of the reported violation and contact the registered owner of the motor vehicle involved in the reported violation and request that the owner supply information identifying the driver if the registered owner claims he was not the driver at the time the alleged violation occurred. If, from the investigation, the peace officer is able to identify the driver and has reasonable cause to believe a violation of section 49-1422, Idaho Code, has occurred, the peace officer shall prepare a uniform traffic citation for the violation and shall serve it personally or by certified mail to the driver of the vehicle.

## **ADMINISTRATIVE RULES OF THE STATE BOARD OF EDUCATION**

### **150. Transportation**

Minimum School Bus Construction Standards. All new school bus chassis and bodies must meet or exceed Standards for Idaho School Buses and Operations as approved on July, 2012, as authorized in Section 33-1511, Idaho Code. (7-1-02)

### **160. Maintenance Standards and Exceptions**

**01. Safety.** School buses will be maintained in a safe operating condition at all times. Certain equipment or parts of a school bus that are critical to its safe operation must be maintained at prescribed standards. When routine maintenance checks reveal any unsafe condition identified in the Standards for Idaho School Buses and Operation as approved on July, 2012, the school district will eliminate the deficiency before returning the vehicle to service. (7-1-02)

**02. Annual Inspection.** After completion of the annual school bus inspection, and if the school bus is approved for operation, an annual inspection sticker, indicating the year and month of inspection, will be placed in the lower, right-hand corner of the right side front windshield. The date indicated on the inspection sticker shall correlate to State Department of Education's annual school bus inspection certification report signed by

student transportation maintenance personnel and countersigned by the district superintendent. (Section 33-1506, Idaho Code) (7-1-02)

**03. Documentation of Inspection.** All inspections will be documented in writing. Annual inspections must be documented in writing on the form provided by the State Department of Education. (4-1-97)

**04. Unsafe Vehicle.** When a bus has been removed from service during a State Department of Education inspection due to an unsafe condition, the district will notify the State Department of Education on the appropriate form before the bus can be returned to service. When a bus has been found to have deficiencies that are not life-threatening, it will be repaired within thirty (30) days and the State Department of Education notified on the appropriate form. If the deficiencies cannot be repaired within thirty (30) days, the bus must be removed from service until the deficiencies have been corrected or an extension granted. (7-1-02)

### **170. School Bus Driver and Vehicle Operations**

All school districts and school bus drivers must meet or exceed the training, performance and operation requirements delineated in the Standards for Idaho School Buses and Operations as approved on July, 2012. (Section 33-1508; 33-1509, Idaho Code) (7-1-02)

### **180. Written Policy**

The board of trustees will establish and adopt a set of written policies governing the student transportation system. Each school district that provides activity bus transportation for students shall have comprehensive policies and guidelines regarding activity transportation. (7-1-02)

### **190. Program Operations**

School district fiscal reporting requirements as well as reimbursable and non-reimbursable costs within the Student Transportation Support Program, including but not limited to administration, field and activity trips, safety busing, contracting for transportation services, leasing of district-owned buses, insurance, ineligible and non-public school students, ineligible vehicles, capital investments including the purchasing of school buses and equipment, and commercial computerized routing and scheduling software shall be delineated in Standards for Idaho School Buses and Operations as approved on July, 2012. (Section 33-1006, Idaho Code) (7-1-02)

## **STATE BOARD RULES AND REGULATIONS ADOPTED BY REFERENCE**

### **004. Incorporation By Reference**

The State Board of Education adopts and incorporates into its rules: (4-5-00)

**05. Incorporated Document.** The Standards for Idaho School Buses and Operations as approved on July, 2012. (7-1-02)

**06. Document Availability.** The Standards for Idaho School Buses and Operations are available at the Idaho State Department of Education, 650 W. State St., Boise, Idaho, 83702. (7-1-02)

## **STANDARDS FOR IDAHO SCHOOL BUSES AND OPERATIONS (in part)**

### **School Bus Driver Training**

All new school bus drivers will complete a prior-approved school bus driver training program, which shall include documented knowledge and skill tests, as well as ten (10) inclusive hours of behind-the-wheel and/or route observation, before being allowed to drive a school bus loaded with students. As a support to school district personnel, the State Department of Education shall develop and maintain model classroom and behind-the-wheel training curriculum incorporating nationally recognized driver training methods and resources. (Sections 33-1508; 33-1509; 33-1511, Idaho Code)

All experienced school bus drivers will complete at least ten (10) hours refresher school bus driver training each fiscal school year. At least three (3) hours of pre-service training shall be provided before school begins in the fall. In addition, at least three (3) in-service training sessions shall be provided during the school year utilizing, at a minimum, thirty (30) minute, topic specific and documented, training blocks.

### **Vehicle Operation**

All school districts and school bus drivers must meet all operations and performance requirements in conformity with law and with rules and regulations of the Department of Law Enforcement and the State Board of Education (33-1508, Idaho Code). The Board of Trustees or its designee shall be responsible for delineating in writing vehicle operations and the duties of bus drivers, which shall, at a minimum, include:

The driver shall ensure the safe condition of the school bus by conducting an initial and thorough daily pre-trip school bus inspection. The district shall provide drivers with a pre-trip inspection form. The State Department of Education shall develop and maintain a model pre-trip inspection form using nationally recognized criteria for the school bus pre-trip inspection. Each subsequent trip shall require an additional pre-trip school bus inspection, which at a minimum shall ensure that all safety equipment is in working order, i.e., brakes, tires, lights, steering and horn. All defects shall be reported by the school bus driver.

A school bus shall be backed only as a last resort. Buses shall not back to turn around on a public roadway, unless the local board finds there is no alternative to backing buses on certain roads. The local board then, by official action, may allow backing of school buses on certain public roadways. (33-1502, Idaho Code)

No passenger shall be permitted to operate the school bus.

The school bus driver shall not allow guns, flammable, or explosive substances such as gasoline to be carried on a school bus. School districts shall develop policy identifying other perceived unsafe items prohibited from being transported in the passenger compartment of a school bus, such as skis, skateboards, large instruments, etc.

Students are to only carry objects on to the bus that can fit safely within the seat compartment, preferably on the student's lap. The student shall not carry hazardous materials, objects, or potentially disruptive animals on the bus.

School bus drivers shall properly wear a seat belt whenever the bus is in motion.

School bus doors shall remain closed while the bus is in motion. No school bus shall start in motion before all passengers have been seated. The driver shall require each passenger on the bus to be seated in a manufacturer's school bus passenger seat. No student shall be allowed to stand while the bus is in motion.

School districts shall establish school bus stops in safe locations with at least one hundred (100) yards clear visibility in both directions, whenever possible, and at least forty (40) feet from intersections, whenever possible. No bus stop shall be established less than one and one-half (1 1/2) miles from the nearest appropriate school except when, in the judgment of the Board of Trustees, the age or health or safety of the student warrants. (Sections 33-1501 and 33-1502, Idaho Code)

All school buses shall stop to load/unload passengers at designated bus stops in accordance with the law (49-1422, Idaho Code). The State Department of Education shall maintain model student loading/unloading training curriculum, the basis of which shall be in conformity with nationally recognized procedures (*National School Transportation Specifications & Procedures*). The student shall not leave or board the bus at locations other than the assigned home stop or assigned school unless arrangements for doing so have been approved by appropriate authority. Appropriate authority and the approval process shall be defined in local district policy.

School bus drivers shall load and unload from the right side of the roadway. School bus drivers shall not allow students to cross roadways having more than three (3) lanes for purposes of loading or unloading and shall only load or unload students who live on the right side of such a roadway, except at locations having easily accessible traffic control signals. (49-1422, Idaho Code)

When it is necessary for the student to cross the roadway, the driver shall require the student to cross twelve (12) feet in front of the bus in accordance with state loading/unloading training curriculum.

School bus drivers shall report the license number of any vehicle, which violates any law endangering school children to his/her immediate supervisor (33-1509, Idaho Code).

Student transportation operations shall be included in the district's crises planning and related training shall be provided to school bus drivers related to district crises plans. School bus drivers shall remain vigilant and report suspicious behavior or conditions which could become harmful to students or be indicative of impending acts of terror. School bus drivers shall be provided training in homeland security awareness.

A driver on a school bus route shall not leave an occupied bus. In case of a breakdown the driver shall request assistance via two-way communication whenever possible. Otherwise, the driver should ask a passing motorist to make contact with the district, send a school bus aide or at least two responsible students to make contact with the district, or wait for help.

Whenever it is necessary for the school bus driver to leave an unoccupied bus or leave the driver's seat, he/she shall shut off the motor, curb the wheels where appropriate, set the brakes and remove the ignition key.

All school and activity buses shall stop at all railroad grade crossings in accordance with the law (33-1508; 49-648 and 49-649 Idaho Code). The State Department of Education shall develop and maintain railroad grade crossing training curriculum, the basis of which shall be in conformity with nationally recognized procedures (*National School Transportation Specifications & Procedures*).

School districts shall limit on-duty and driving time of school bus drivers similar to the limitations imposed by the Federal Motor Carrier Safety Administration regulations for drivers of similar commercial motor vehicles. Drivers shall use FMCSA over-the-road hours-of-service trip logs, a trip agenda, or other trip documentation validating applicable driving hours on all out-of-district trips in excess of one-hundred (100) miles (*FMCSA Regulations, Hours of Service of Drivers*).

At no time shall a driver exceed sixty-five (65) miles per hour or a lesser posted speed limit.

## SECTION 3. PRE-TRIP/POST-TRIP

### Pre-Trip/Post-Trip Inspections

The driver needs to know and understand all components of the school bus. It is the responsibility of the school bus driver to do a pre-trip inspection of the school bus each time they prepare to transport students. The driver must ensure that the bus is in safe operating condition. The pre-trip inspection also assists the maintenance staff in identifying mechanical deficiencies before they become problems.

Each school bus shall have a pre-trip inspection performed and documented by the school bus operator, prior to the vehicle being placed in service.

A series of simple checks can be made daily that contributes not only to safety, but will also add miles of trouble-free operation to the life of the school bus. Pre -trip inspections should be routine but thorough.

Regardless of the engineering skill and workmanship incorporated in a school bus it cannot continue to deliver maximum safety, economy, and dependability unless it is properly maintained.

Reminder: Defects cannot be repaired if they are not reported.

### Approaching the Vehicle

As you approach the vehicle, notice the general condition. Look for damage or the vehicle leaning to one side. Look for fresh oil, coolant or fuel leaks underneath the bus. Check the area around the vehicle for safety hazards; i.e., ice condition, object in the way, etc.

### Engine Compartment Check

Some school districts do not require the school bus drivers to open the hood and check the engine compartment. In these cases, the maintenance staff checks the engine compartment on a regular basis. However, every driver should have knowledge of the engine compartment check so they can perform the procedure when asked or when on extended out-of-town trips.

#### **1. Check the oil level.**

- a. Vehicle should be on a level surface.
- b. Dipstick must be fully inserted in tube to give accurate check. It should register between "add" and "full".
- c. Don't overfill - this can damage the engine.
- d. Vehicles operated with insufficient oil can develop internal engine damage.

#### **2. Check radiator and condition of hoses.**

- a. Coolant level will vary in radiators with plastic expansion tanks depending on the temperature of coolant. **Do not remove cap or add fluid when radiator is hot!**

- b. Radiators with metal expansion tanks are usually marked with coolant level indicator line or sight glass indicator.
  - c. Coolant level should be visible above the radiator core in vertical type radiators without expansion tanks.
  - d. Coolant level should be three or four inches below bottom of filler neck in cross flow radiators.
  - e. Hoses should be free of bulges, leaks, cracks, and should not rub other surfaces.
- 3. Check all belts.**
- a. Visually inspect the belts for cracking, or looseness or breakage. A loose or faulty belt can cause the failure of external engine accessories, i.e., alternator, water pump, power steering, etc.
  - b. With the engine off, apply light pressure to the belt at a point midway between the pulleys. As a general rule, belt deflection should not exceed approximately  $\frac{1}{4}$  to  $\frac{1}{2}$  inch.
- 4. Check power steering fluid level.**
- a. Level must be maintained at the full mark on the dipstick.
  - b. If there is no dipstick, reservoir should have adequate fluid. Check with a bus technician for proper fluid level.
  - c. Do not overfill. Power steering fluid expands under pressure.
  - d. Check for leaks and condition of hoses.
- 5. Check air compressor.**
- a. Physically check compressor for looseness.
  - b. Visually check for oil seepage.
  - c. Check for damaged or cracked air lines.
- 6. Check windshield washer fluid.**
- a. The windshield washer fluid container should be full.
  - b. If not, add fluid.
- 7. Check the automatic transmission fluid level.**
- a. Use district/manufacturer procedures.
- 8. Check the batteries.**
- a. Located under the hood or in a side compartment.
  - b. Check the battery for securement.
  - c. Check battery for corrosion as it can cause a loss of electrical power.

### **Bus Interior Checks**

Before starting the engine, make sure the parking brake is applied and the transmission is in neutral. Check visual and audible warning devices.

If your vehicle uses special equipment; i.e., ether start, fuel heaters etc., consult a bus technician for starting procedures. Make sure all electrical accessories such as heaters, fans, etc. are turned off before starting engine.

Turn the ignition key to engage the starter releasing the key the instant the engine starts. If it fails to start, do not keep the starter engaged for more than 15 seconds, as it may damage internal parts. Wait approximately 30 seconds between starting attempts.

When the engine is cold, do not idle engine over 1000 RPM's. Listen for unusual noises.

- 1. Check gauges.** Gauges indicate the condition of important engine function.
  - a. Oil Pressure** - The oil pressure gauge should indicate oil pressure that is within the predetermined range established for your bus. Oil pressure should begin to register within seconds after starting the engine. If pressure is not registering SHUT ENGINE OFF IMMEDIATELY. Low or no oil can cause severe damage to the engine.
  - b. Temperature** - The temperature gauge indicates the temperature of the engine coolant. After first starting the engine, the temperature gauge should read "cool" and move slowly to mid-dial as the engine warms. If the gauge reads "hot" or the temperature warning light comes on, shut off the engine immediately and report the problem.
  - c. Ammeter** - The ammeter gauge shows whether the electrical system is charging properly. The gauge should be in the normal range. When a continuous discharge is indicated, the charging system is malfunctioning. Report it for repair. The ammeter may show a slight discharge if the engine is idling and many electrical accessories are on. Increase the RPM to 1000.
  - d. Voltmeter** - The voltmeter gauge indicates the condition of the battery. The gauge should be in the normal range. Normal range is usually 13 - 15, depending on year and model of bus.
  - e. Air pressure** - The air gauge(s) is equipped with visible and audible warning devices which give continuous warning to the driver when air pressure in the system available for braking is 60 pounds per square inch (psi) or less. The normal operating range for air pressure is 90 to 120 psi. Do not operate the bus when air pressure remains below 90 psi.
  - f. Vacuum** - School buses equipped with hydraulic brakes and a vacuum assist booster will be equipped with vacuum gauge(s) and a low vacuum warning light. Checking it gives a continuous warning to when vacuum in the system available for braking is 8 inches of mercury or less.
  - g. Fuel** - The fuel gauge should be operable and indicate adequate fuel for the day's trip. It is a good practice to keep the tank full or never less than ½ full, as this will reduce the quantity of moisture build-up and sediment build-up within the tank.

2. **Check Brakes** - Surface of all brake pedals shall be covered with rubber pads or a non-skid surface securely fastened.
  - a. **Air and Vacuum Brakes** - Check for air leaks by building air pressure to governed cutout (100-125 psi). Shut off the engine, release parking brake (push in), fully apply the foot brake and hold it for one minute. Check the air gauge to see if the air pressure drops more than three (3) pounds in one minute. Check alarm system by building air or vacuum pressure with engine running. Step on and off the brake pedal to reduce air or vacuum pressure. The low pressure warning signal must come on when the pressure drops to less than 60 psi in the air tank (or tank with the lowest air pressure in dual air systems) or below 8 inches of mercury in the vacuum tank. The bus must not be operated when the warning system is not working. If the warning signal doesn't work, you could lose air pressure and not know it. This could cause the spring brakes to engage.
  - b. **Hydraulic Brakes** - Check for hydraulic leaks. Pump the brakes.
  - c. **Parking Brake (all vehicles)** - Apply the parking brake. Put in second lowest gear and gently accelerate it to see if the parking brake will hold the vehicle. If the bus moves during this test, the bus must not be operated until repaired.
  - d. **Service Brake (all vehicles)** – On air and vacuum brakes wait until gauge shows normal pressure. Release the parking brake and move the vehicle forward or reverse slowly (about 5 mph). Apply the brakes firmly using the brake pedal. Take note if vehicle "pulls" to one side, has an unusual feel, or delayed stopping action. Any problem detected with the brakes should be reported immediately. The bus must not be operated until repaired.
  - e. **Anti-Lock brake (warning light)** – Vehicles with ABS have a yellow malfunction lamp located on the buses instrument panel to tell you that something is not working. As an ABS system bulb check on newer vehicles, the malfunction lamp comes on at start-up for a bulb check and then goes out quickly. On older systems, the lamp could stay on until you are driving over five miles per hour. If the lamp stays on after bulb check, or comes on once you are under way, you may have lost ABS control at one or more wheels.
  
3. **Check operation of all control panel switches** - Some vehicles will show discharge on ammeter when at an idle, if all electrical equipment is working at the same time. It may be necessary to increase idle speed during pre-trip.
  - a. Check that the windshield wipers and washers work. In order to avoid scratching the windshield, the washer should be tested first, so that the wipers do not move against a dry windshield.
  - b. Check that the heater and defroster switches work. All heater and defrosters have two speeds and both must work. Never store rags, paper, facial tissue, etc. near the heater compartment. Also check the floor heater lines for leaks.
  - c. Check that the amber 8-way lights work. Leave on during interior check. Check that indicator light on panel is working properly.
  - d. Check that the clearance lamps work. Leave on until pre-trip is completed.
  - e. Check that all defroster fans and heater pumps work.
  - f. Check that the dome and step-well lamps work. Leave on during interior check.
  - g. Check that the left turn signal works. Leave on during interior check.

- h. Check that the head lamps for high and low beam. Leave on until pre-trip is completed.
  - i. Check the horn(s) for a loud audible signal
  - j. Check noise suppression switch that will cut all power to radio and fans.
- 4. Check driver's seat** - Adjust the seat so that your path of vision directly ahead and to either side is clear. You should be able to grip the steering wheel and operate controls comfortably and easily. Your feet should also operate floor controls comfortably and easily.
- a. Driver's seat should be securely fastened to the floor and should not wobble or twist.
  - b. The driver's seat belt should operate properly.
  - c. **Check mirrors.**
    - a. Check all mirrors to make sure that they are not broken, are clean and adjusted so that all areas around the bus are visible from the driver's seat from normal driving position. The interior rear-view mirror should provide a good view of passengers and the area directly behind the bus.
    - b. The right and left side mirrors should provide a lens view for a distance of 200 feet along the side of the bus.
    - c. Convex rear-view mirrors should provide a clear view from the forward body area past the rear of the bus.
    - d. The left and/or right front fender mounted crossover (convex) mirror(s) should provide a complete view of the blind area directly in front of the bus.

Buses manufactured after September 1987, are required to have a mirror system that will provide a clear, unobstructed view by the seated driver of the area directly in front of the bus and the area immediately adjacent at the left and right front wheel at the service door. It is recommended that older buses be updated to meet the newest mirror requirements. Refer to FMVSS 111 for updates to federal requirement affecting mirror use, adjustment, and configuration.

- d. **Check windows.**
  - a. Check the windshield and side windows in the driver's compartment for obstructions and cleanliness. The inside of these windows often build up a thin film of oil and grease that can result in glare. Clean if necessary.
  - b. Check for cracked or pitted glass. Report for repair or replacement.
  - c. Check that seals on insulated windows are not broken, causing windows to fog and accumulate moisture between panes of glass.
- e. **Check amber 8-way lamps and left turn signal.**
  - a. Check front amber 8-way lamps and left turn signal by looking out the front window.

- b. Check rear amber 8-way lamps and left turn signal by opening the back emergency exit. This also checks the operation of the emergency door and door prop from the inside.

Use the buddy or other district approved system for brake and back-up lamps check. For rear engine transit buses, check your district procedures for checking the rear amber 8-way lamps.

- f. **Check passenger seats and floors.**
  - a. Examine seats for securement to floor.
  - b. Check that seat cushions are secure.
  - c. Check for condition of upholstery.
  - d. Check that floor runner and metal molding is secure. Check that wheel well cover is intact.
  - e. Sweep floor daily to ensure that the bus is free of trash.
- g. **Check emergency exits** - Be sure emergency exits (door(s), hatches, and window(s) are unlocked and operable before picking up students.
  - a. The rubber seal around door should be in good condition to prevent possible entrance of carbon monoxide fumes.
  - b. Check that exit(s) warning buzzer(s) work.
  - c. Check emergency door holder.
- h. **Check emergency equipment** - The first-aid kit and body fluids clean-up kit should be opened and checked for completeness. These kits may be sealed with breakable type ties or wrapping to save pre-trip inspection time. Sealed kits must have correct contents verified prior to sealing. The driver must report if any of the required contents are missing or if a seal has been broken. The driver must follow up on replacement of required contents.
  - a. **First-aid kit contents shall, at a minimum, include:**
    - 2 – 1 inch x 2 1/2 yards adhesive tape rolls
    - 24 - sterile gauze pads 3 inches x 3 inches
    - 100 - 3/4 inch x 3 inches adhesive bandages
    - 8 - 2 inch bandage compress
    - 10 – 3 inch bandage compress
    - 2 – 2 inch x 6 feet sterile gauze roller bandages
    - 2 - non-sterile triangular bandages approximately 39 inches x 35 inches x 54 inches with 2 safety pins
    - 3 - sterile gauze pads 36 inches x 36 inches
    - 3 - sterile eye pads
    - 1 - rounded-end scissors
    - 1 - mouth-to-mouth airway
    - 1 - pair medical examination gloves
  - b. **Body fluid clean-up kit contents shall, at a minimum, include:**
    - One (1) pair medical examination gloves

- Absorbent
  - One (1) scoop
  - One (1) scraper or hand broom
  - *Disinfectant*
  - Two (2) plastic bags
- c. **The fire extinguisher** gauge should register in the green area and should be mounted securely in the driver area. Inspection tags should be initialed monthly.
- d. **Check that the three (3) emergency (orange) reflective triangles** are present in the storage box and that the box is secured in the driver area and sealed with a breakable tie. Periodically check to ensure that the triangles are functional.
- i. **Check service door.**
- a. Open service door and check for operation of the service door and the stepwell light.
  - b. Check that rubber molding and hinge guard on service door are not damaged.
  - c. Check that seals on thermopane windows are not broken, causing fogging and moisture buildup between panes of glass.
  - d. Check hand rails and service door area for draw string hazards and report if noted.

### **Outside Walk-Around**

The engine should be left running with the park brake on and the transmission in neutral during the outside walk-around. The lamps and signal devices should be left on, with the right turn signal operating.

1. Start your walk-around inspection at the right front corner of the bus.
2. Check mounting of the crossover mirrors.
3. Check for loose or missing wheel studs or lug nuts. Attempt to turn each lug nut by hand.
4. Develop the habit of observing tires for abnormal wear patterns. Tire sidewalls should be checked for damage. Do not drive on damaged tires. Tread depth for front tires must be  $\frac{4}{32}$  inch and  $\frac{2}{32}$  inch for rear tires.
5. Next move to the front of the bus and check the headlamps, red 8-way lamps, clearance lamps, and right turn signal. They must be operable and clean.
6. Check under the bus for fluid leaks. Check inside both front wheels and drums for fluid leaks. (Occasionally a brake cylinder or hydraulic brake will leak.)
7. Check the airlines.

8. Check condition of wiper blades.
9. Moving to the left front corner of the bus of the bus, check the side view mirrors, side windows, wheel studs, lug nuts, and tires.
10. A loose mirror bracket may cause loss of visibility due to vibration.
11. Moving back along the left side of the bus, check the rear tires, wheels and lug nuts.
12. Check tires for proper inflation. Hit the tires with a heavy object, such as a tire iron or hammer to make sure inflation is correct. A properly inflated tire, when hit with a tire iron, will have a ringing sound. A low or flat tire will have a dull sound. Inflation of tires can also be checked with an air pressure gauge. Checking tire pressure will help prevent uneven tire wear and/or failures out on the road.
13. Check body reflectors (amber front and middle, red in the rear) for cleanliness and damage. Check clearance lamps.
14. At the rear of the bus, check that the red 8-way lamps, right turn signal, taillamps, reflectors, brake lamps, emergency door and tail pipes, which should be fastened securely and operate properly.
15. Observe visible exhaust smoke for indications of exhaust leaks. Exhaust hiss, increased noise level or excessive vibration, which can be indication of exhaust leaks.
16. Check under the bus for signs of fresh fluid leaks. This check should include all wheels and the rear axle.
17. Use the buddy system or other district approved method to check the back-up and the brake lamps.
18. Complete your walk-around inspection on the right side of the bus by checking the right rear tires in the manner discussed previously for the left rear tires. Check body reflectors and clearance lamps. Look for body damage.
19. Check that the fuel cap is on properly. Check that the tank is secure and that no fuel is leaking from the fuel lines.
20. Having a low tire and a full tire during training can be a valuable demonstration.

### **Preparing to Drive**

1. Upon re-entering the vehicle, check for loose rubber tread in the stairwell.

2. Check that passenger handrail is secure and safe. Check driver's seat belt. Adjust seat belt in the driver's seat to provide firm and comfortable support. Position belt over pelvic area and below the stomach. If possible, the buckle should be on the right side of the lap. If equipped with shoulder strap, it should fit the driver properly. Adjuster may be utilized to ensure proper fit. Check for belt cutter, which should be within easy reach of the driver while seated.

This completes the pre-trip inspection. The required pre -trip documentation must be completed. Drivers must fill out appropriate paperwork before vehicle is placed in service each day.

**The pre-trip inspections can be the single most important function of the school bus driver's day. The pre-trip helps ensure the safety of the students.**

## SECTION 4. VEHICLE OPERATIONS

### Two-Way Radio Usage

The two-way communication system on school buses is to be used for official use only, not for idle chatter. If you have something to communicate, ask yourself, "Can this wait until I return to the bus facility?" Only essential information that must be communicated immediately should be transmitted over the radio.

All usage must comply with FCC rules and regulations and employer procedures. Profanity is not allowed at any time.

### Mirror Adjustment/Usage

There are two basic types of mirrors used on school buses.

- Flat mirrors show an object the way it appears.
- Convex mirrors show a large area, but distort the images, making things appear further away.

Flat mirrors are used for distance viewing and convex mirrors are used for viewing the area close to the bus, especially while loading and unloading passengers.

Mirrors should be positioned to accomplish the following:

**Rear-vision Mirror** - The mirror system shall be capable of providing a view along the left and right sides of the vehicle which will provide the driver with a view of the rear tires at ground level, a minimum distance of 200 feet to the rear of the bus and at least 12 feet perpendicular to the side of the bus at the rear axle line.

**Crossview Mirror System** - The crossview mirror system shall provide the driver with indirect vision of an area at ground level from the front bumper forward and the entire width of the bus to a point where the driver can see by direct vision. The crossview mirror system shall also provide the driver with indirect vision of the area at ground level around the left and right front corners of the bus to include the tires and service entrance on all types of buses to the point where it overlaps with the rear vision mirror system.

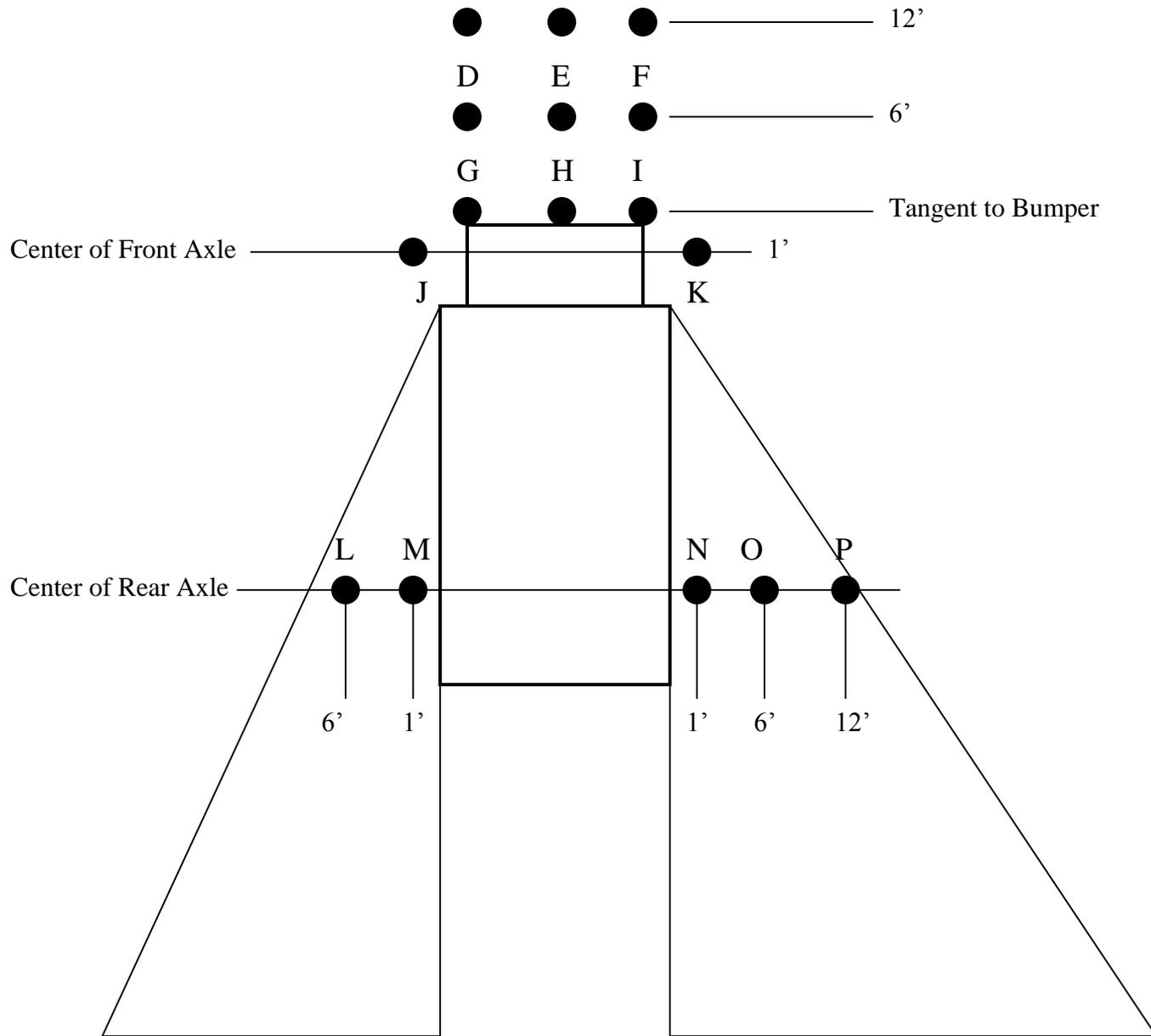
Some of the blind spots encountered while operating a school bus are directly behind the bus, window posts, and behind the mirrors themselves. By identifying the blind spots, you can adjust your body position to compensate for the blind spots. Make sure what you see in your mirrors is what is really there.

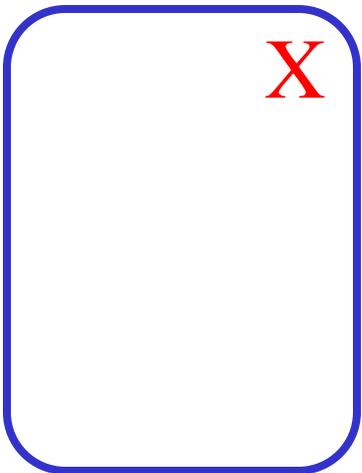
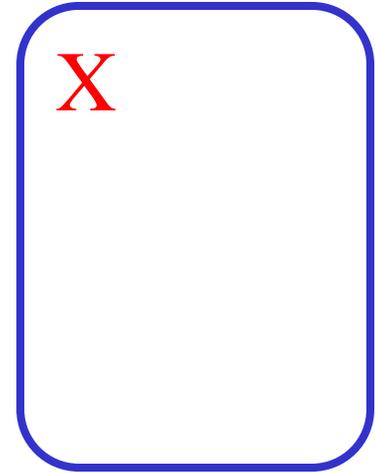
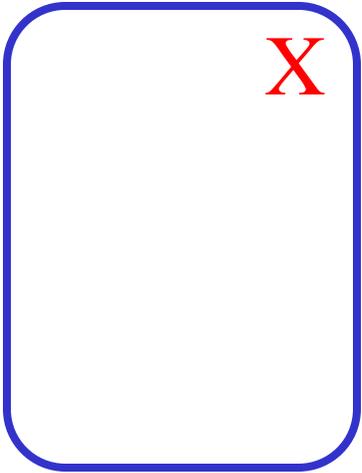
**MIRRORS MUST BE KEPT CLEAN AND IN GOOD CONDITION.** Before moving your vehicle you shall check all mirrors CAREFULLY, and while driving check mirrors every 3 - 5 seconds.

## **FMVSS 111 - Mirror Systems**

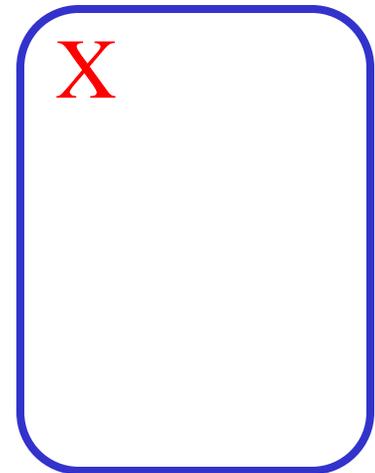
Became effective December 2, 1993

- Apply to all school buses
- Require that drivers be capable of viewing, either directly or indirectly, critical areas around the bus through system A (rearview) and system B (crossview) mirrors
- Require that mirrors meet standards for image clarity
- Require that mirror systems be installed with stable supports
- Require that final stage manufacturer test and certify through photography the mirror system's ability to be adjusted to view cylinders placed at certain locations (see chart on following page)
- Require that mirror test cylinders be a specific size (1" diameter x 1" high for cylinders A through O and 1" diameter x 3" high for cylinder P)





“X” marks the spot where the back clearance light should be visible on a properly adjusted mirror.



## **SECTION 5. DRIVING PROCEDURES**

### **Considerations for Safe Waiting and Loading Areas for Students**

There are several different types of lane configurations on roadways, and each pose different problems for the bus driver. A two-lane road has only one lane in each direction. A three-lane road could be one that has a center turn lane or a passing lane. A four or more lane highway has two or more lanes going in opposite directions with a divider or double yellow lines separating the traffic flow.

On a two-lane and three-lane highway, when you stop to load or unload passengers, traffic in both directions must stop. When you are on a four- or more lane highway only traffic flowing in the same direction as your bus must stop. Consequently, you cannot allow students to cross a four lane roadway in order to board the bus except near intersections with traffic control signals. Even though traffic on a three-lane roadway must stop from both directions, it may not be the safest practice to require students to cross three lanes.

It shall be the duty of every school bus driver to report the license number of any vehicle which violates any law endangering school children to his immediate supervisor. (IDAPA 08.02.02 - SISBO and IC 33-1509)

There are legal requirements and recommendations from state and local agencies which govern the location of bus stops on public roadways. As an important member of the safety team one of your tasks is to assist in assessing the desirability of stop locations. Road repair conditions often require stop location changes. You should be prepared to supply your supervisor with a description of bus stop problems.

At bus stop locations, students should be instructed to remain off of the roadway as much as possible. (Preferably twelve or more feet from edge of roadway.)

Students are to remain seated in a regular passenger seat at all times while the bus door is closed and the bus is moving. This is one of the most important safety requirements that you will teach students!

### **Loading/Unloading Procedures**

When you stop to load or unload passengers there are several procedures that must be followed for the safety of your passengers and prospective passengers.

When approaching a stop, you must be aware of traffic from all directions (front, rear and both sides).

When approaching the bus stop, position your bus in the farthest right lane possible. When stopped, your bus should be in the center of this lane.

The alternating amber lamps of your 8-way light system should be activated a minimum of 200 feet or 8 - 10 seconds before the stop. This distance can be increased if the safety of your passengers warrant.

AFTER your bus comes to a COMPLETE STOP, make a final check of traffic and then open your door to activate the red overhead lamps and extend stop arm.

**Remember, the safety of your passengers is your first priority.**

### **Stopping to Load Passengers**

Only properly enrolled students, infants of properly enrolled young mothers and bus assistants may ride the bus on regular to-and-from school routes.

If the local district policy allows, exceptions may be made for passengers other than properly enrolled school students to ride the bus when special circumstances exist and space is available. An appropriate district authority must give prior permission, however.

Other persons and teachers who have officially been appointed as chaperones may be allowed on a school bus for field and extracurricular activity trips.

The time schedule for pick up and delivery must be followed as accurately as possible.

The driver shall load and unload only from the right hand side of the road in a location with at least 100 yards clear vision in both directions.

A driver loading or unloading students on a roadway having more than three lanes must load or unload students who live on the right side only except at intersections with traffic control signals.

The following procedures are required when stopping on the roadway to load passengers:

- a. Activate amber warning lamps at least 200 feet (or 8 - 10 seconds) before stopping.
- b. Stop in center of lane, at least twelve (12) feet before students on right side of road and at least twelve (12) feet before students on left side of road.
- c. With foot on brake, place standard transmissions in neutral.
- d. Count students and note position.
- e. Check mirrors and traffic. Make sure all traffic has stopped.
- f. Open service door to activate red overhead lamps and extend stop arm.
- g. Signal students to enter bus from right, and Hand signal to cross from left side of road. Students shall approach bus in single file to load bus. Use long steady blast of horn to warn students of any danger!
- h. Recount students as they enter bus.
- i. Recheck mirrors and traffic.
- j. Make sure students are seated.
- k. Close door deactivating 8 light system and retract stop arm.
- l. Put bus in gear.
- m. Check traffic and all mirrors.

- n. Proceed on route.

### **Stopping to Unload Passengers**

It is important to teach students not to get out of their seat until the bus has come to a complete stop and the driver has opened the entrance door.

The following procedures are required whenever stopping on the roadway to unload passengers:

- a. Activate amber warning lamps at least 200 feet (or 8-10 seconds) before stopping.
- b. Stop in center of lane.
- c. With foot on brake, place transmission in neutral.
- d. Students shall remain seated until bus comes to complete stop and the driver opens the entrance door.
- e. Check mirrors and traffic. Make sure all traffic is slowing to stop.
- f. Open service door to activate red overhead lamps and extend stop arm.
- g. As students exit bus, if they must cross road they should walk twelve (12) feet in front of bus along the shoulder of road, and wait for prearranged hand signal from driver before crossing. At no time shall students cross behind bus! Use long steady blast of horn to warn students of any danger!
- h. Count students as they exit bus.
- i. Recheck mirrors and traffic.
- j. A count shall be made of all students going in all directions. Account for the whereabouts of all students before moving the bus.
- k. Close door deactivating 8 light system and retract stop arm.
- l. Put bus in gear.
- m. Check traffic and all mirrors.
- n. Proceed on route.

### **Railroad Grade Crossings**

Procedures to follow at railroad crossings:

- a. Turn on hazard lamps at least 100 feet before stopping.
- b. Turn off 8-way light system master switch if necessary to keep them from activating when door is opened, turn down radio, and make sure students are relatively quiet.
- c. Position bus in center of proper lane, and stop not closer than 15 feet or more than 50 feet from nearest track.
- d. Open driver's window and entrance door.
- e. LOOK AND LISTEN. LOOK AND LISTEN AGAIN.
- f. Close door.
- g. Proceed when clear, without shifting gears, until bus has cleared all tracks.
- h. Turn off hazard lamps after rear of bus has cleared last track. Turn on 8-way master switch if necessary.

## **Backing**

A driver should never back a school bus unless absolutely necessary. You may use an older, responsible student observing from within the bus or an adult outside the bus to assist when backing.

Backing on routes must be approved by the local school board. When a backing situation has been deemed by the board to be absolutely necessary, the driver should always back while students are on board the bus.

That is, when loading students on the morning route, load the students *then* execute the backing maneuver. When dropping off students on the afternoon route, *first execute the backing maneuver*, then let students off the bus.

Use discretion when parking to avoid backing situations.

## **Loading Zones at Schools**

Districts are required to provide adequate supervision at loading and unloading areas at the schools. Those providing supervision should be aware of the potential problems common to school bus loading and unloading areas and take actions to help avoid these problems.

Designated loading zones that are completely off the roadway at schools require a slightly different procedure than loading or unloading on routes. Under most conditions, the following procedure should be used:

- a. Do not use 8 way lamps. Hazard lamps can be activated. Check your local district policy.
- b. Use appropriate turn signal to enter loading zone.
- c. When stopped appropriately in the loading zone, place transmission in neutral and set parking brake.
- d. Check for all moving vehicles.
- e. Open door to load or unload students.
- f. After students have cleared doorway, close door.
- g. If students are loading, check that they are all seated.
- h. Put bus in gear, release parking brake.
- i. Check traffic and pedestrians.
- j. Turn on left signal, check mirrors, and look over left shoulder.
- k. Enter lane of traffic if clear.
- l. Cancel signal.

Students should be instructed in the proper way to get on and off the bus. When loading, they should promptly sit down. When unloading students should remain seated until signaled by the driver to disembark. They should move directly away from buses and other traffic. Students should be instructed to walk on sidewalks or other safe places.

## SECTION 6. IDENTIFYING ROUTE HAZARDS

### **School Bus Route Hazards**

From a practicable perspective, “school bus route hazards” can be grouped into two distinct categories.

- First, there are “driving hazards” that are encountered while operating a school bus route, such as railroad grade crossings and industrial intersections.
- Second, there are “school bus loading zone hazards” that are encountered at a school bus stop, such as a narrow, busy street without sidewalks or dangerous curves that do not provide the school bus driver, the students, or other motorists with an adequate view of the school bus loading zone.

It is not possible to develop a definitive list of every potential driving hazard. Some potential school bus route driving hazards can be considered as “fixed,” in that the situation or condition exists (such as a railroad crossing), can be identified.

Other potential driving hazards occur without advanced warning, examples include:

- Inclement weather conditions, such as fog, sand storms, blinding sunlight, snow storms.
- Conditions that result from weather conditions, such as flooded roadways, fallen trees, downed power lines.

### **Railroad Grade Crossing**

- Number of tracks
- Visual obstructions to determine type and travel speeds of trains
- Train schedules (consider unscheduled trains also)
- Presence or absence of grade crossing controls
- Unique characteristics or operation of grade crossing controls
- Presence or absence of traffic control signals, including interaction with grade crossing controls
- Size of queuing area before and after the tracks
- Expected traffic conditions at various times during the day
- Roadway design near the grade crossing

### **Dangerous Intersections and Roadways**

- High-frequency crash locations as defined by state transportation and/or law enforcement officials
- Uncontrolled intersections
- Curves and intersections with limited sight distances
- Areas with no shoulders
- Visibility of traffic control signals
- Coordination of traffic control signals with others in the immediate area

### **Bridges, Tunnels/Underpasses and Overpasses**

- Weight capacity
- Height clearances
- Lane width
- Queuing/Storage Areas
- Short acceleration/deceleration lanes
- Limited median areas crossing multi-lane highways
- Turning lanes

### **Industrial Intersections and Construction Zones**

- Areas where heavy vehicles/equipment operate on a regular basis, and may be entering, exiting, or crossing the roadway

### **Steep Downgrades**

- Mountainous areas where brake condition and braking operations are important
- Location of out-of-control vehicle run-off areas
- Areas of significant speed differential between vehicles
- On-off ramps to high-speed roads
- Farm vehicle areas, including non-motorized vehicles on the road
- Mountain terrain

### **Pedestrian Areas**

- School bus loading/unloading zones
- Narrow streets with parked motor vehicles – children darting between vehicles
- Congested shopping and business areas

### **Other Conditions Identified in Local Area**

- Unique roadway locations
- Roadways without guardrails that are next to rivers, lakes, etc.
- Dirt or gravel roads that could affect braking
- Rock quarry or open pits
- Areas with problems related to right-turn-on-red laws
- Areas with visibility problems due to air quality, i.e., industrial smoke, etc.
- Areas where emergency equipment operate on a regular basis, such as fire stations or hospitals

### **Non-Fixed School Bus Route Hazards**

It is recognized that other driving hazards can occur without advanced warning. It is important for school bus drivers to be aware of such possibilities and be trained on how to deal with such sudden potential hazards.

Some examples of some non-fixed driving hazards include:

- Adverse weather conditions
- Extreme cold

- Extreme heat
- Wind
- Rain
- Fog
- Snow and ice
- Conditions affecting visibility
- Sun glare
- Darkness
- Fog, rain and snow
- Curves and hills
- Wild Animals

In many rural and suburban areas, animals such as deer and livestock can be a serious danger to motorists. School bus drivers should be made aware of such situations and learn how to deal with them.

## SECTION 7. EMERGENCIES

### Emergency Equipment

All school buses are required to have certain emergency equipment on the bus:

1. **Four-way Hazard Lamps** - The four-way hazard lamps are the amber and red lamps that are located at both the front and rear of most vehicles. Although these hazard lamps are not specific to school buses and are not usually considered to be “emergency equipment,” they are important to use in emergency situations. They can also be used in non-emergency situations to warn other motorists that potential hazards may exist.

These lamps are most commonly used when the driver must stop on or near the side of the road. On school buses they are used prior to stopping at a railroad crossing to warn other vehicles that the bus is about to stop in the roadway. They may be used when loading or unloading in the designated school bus loading zone out of the lane of traffic. Other situations may occasionally occur whereby the hazard lamps should be used to warn other motorists of potential hazards.

2. **Triangle Reflectors** - Each school bus shall contain at least three (3) reflectorized triangle road warning devices mounted in an accessible place in the driver's compartment. These devices must meet requirements in the Federal Motor Vehicle Safety Standards and must be placed within ten minutes of stopping.

Placement of the triangles in an emergency situation shall be:

- If you must stop on or by a one-way or divided highway, place warning devices 10 feet, 100 feet, and 200 feet toward the approaching traffic. (Refer to current CDL Manual)
- If you stop on a 2-lane road carrying traffic in both directions or on an undivided highway, place warning devices within ten feet of the front or rear corners to mark the location of the vehicle and 100 feet behind and ahead of the vehicle, on the shoulder or in the lane you stopped in. (Refer to current CDL Manual)
- If you stop back beyond a hill, curve, or other obstruction that prevents other drivers from seeing the vehicle, place warning devices within 10 feet of the vehicle and 100 to 500 feet toward the approaching traffic. (Refer to current CDL Manual)

3. **First Aid Kit** - Each bus shall have a removable and moisture-proof first aid kit located in the driver compartment. The driver shall check the first aid kit regularly to ensure it is properly sealed. Any unsealed first aid kit shall be reported as an incomplete kit, and the driver shall follow up to assure the kit has been properly checked for content, and sealed.
4. **Body Fluids Clean-up Kit** - Each bus shall have a removable and moisture-proof body fluid clean-up kit. This kit is used to aid the driver in the clean up of body fluids such as vomitus, blood, diarrhea or urine. When used properly it will protect the driver from exposure to communicable diseases. It shall be properly mounted and identified as a body

fluid clean-up kit. You should become familiar with where it is located in the bus you operate since each manufacturer places them in a different place somewhere within the driver's compartment.

The driver shall check the body fluid kit regularly to ensure it is properly sealed. Any unsealed body fluid kit shall be reported as an incomplete kit, and the driver shall follow up to assure the kit has been properly checked for content, and sealed. After the body fluid clean-up kit has been opened and used it needs to be properly disposed of in accordance with the instructions found with each kit.

First aid and body fluid kits shall be sealed with a "breakable" tie. When used, indicated by a broken tie, the contents should be rechecked and resealed. Additional bandaids and medical examination gloves can be stored in a secondary location.

- 5. Fire Extinguisher** - The bus shall be equipped with at least one pressurized, dry chemical fire extinguisher complete with hose, meeting Underwriters Laboratories, Inc. approval criteria. Extinguisher must be mounted in a bracket, located in the driver's compartment and readily accessible to the driver and passengers. A pressure gauge shall be mounted on the extinguisher and easily read without moving the extinguisher from its mounted position.

The fire extinguisher shall have a rating of 2A10BC, or greater. The operating mechanism shall be sealed with a type of seal which will not interfere with the use of the fire extinguisher. (Breakable)

A properly charged fire extinguisher will have the pressure needle located in the green section of the pressure gauge. To use the fire extinguisher, remove it from its stored position, shake up the contents, pull the safety pin loose, maintain in an upright position, point the hose at the base of the fire and squeeze the handle.

The pressure of the extinguisher is to be inspected on a daily basis. Occasionally (usually once a month) remove the fire extinguisher and tip upside down a few times. This will keep the contents from packing down and becoming ineffective. Located on the label are the types of fires that the extinguisher can be used on. Inspection tags attached to the extinguisher should be inspected and initialed once per month.

- 6. Emergency Packet** - An emergency packet containing the name and phone numbers of agencies such as law enforcement, ambulance, transportation supervisor, insurance information, and accident report forms should be kept somewhere within the driver's compartment and also kept in the packet should be the vehicle registration. The location of this information needs to be shared with the older students on the bus so that, in the event the driver becomes incapacitated, they would be able to summon assistance.

## **Emergency Procedures - Mechanical Breakdown**

When you become aware that you are having vehicle problems, turn on the four way hazard lamps. Look for a safe place to pull the bus to the side of the road and stop. Turn the engine off and remove the keys. Once the bus is stopped, control of the passengers must be maintained. If you feel that the location where the bus is stopped is not safe, then the students must be unloaded and walked to a safe area.

Assistance should be summoned at the very first opportunity when you have made sure the safety of the students is not jeopardized. A driver shall not leave an occupied bus. In case of breakdown the driver should radio for assistance. If electronic voice communication is not possible, the driver should send a school bus aide, ask a passing motorist for assistance, or wait for help. Only as a last resort should the driver consider sending two or three older, responsible students to call for help.

Remove the triangular reflectors from the bus and place them in the proper locations. (See "Triangle Reflectors" earlier in this section for placement).

If you are on a curve, hill or other obstruction that would prevent other drivers from seeing the vehicle within 500 hundred feet, a general rule of thumb to follow is if the line of sight is obstructed, move the rear most triangle to a point giving adequate warning. When putting out the triangles, hold them between yourself and the oncoming traffic for your own safety (so other drivers can see you).

## **Responsibilities in the Event of a Bus Collision**

Each district has its own policy covering what to do in the event of a collision. Learn and know that procedure.

If you are involved in a collision, some basic procedures should be followed. The bus and scene should be secured by placing the emergency triangles as explained above. Then the following should be done:

1. Check for injuries and call for an ambulance if needed. Provide first aid to those injured according to your ability.
2. Account for all students.
3. Remain alert regarding the possibility of fire in any or all vehicles involved.
4. Make a list of all passengers on the bus and where they were sitting. If they are injured and transported to the hospital you should know which hospital.
5. Fill out all reports required by law and school district policy.
6. Drivers or their supervisor must report all collisions to the local school authorities, the appropriate law enforcement agency, and the State Department of Education. The Uniform School Bus Accident Report Form shall be completed by the driver or transportation supervisor and sent to the State Department of Education within fifteen days of the collision.

## **Emergency Evacuation Drills**

Emergency evacuation drills are required and should be conducted at least twice during each school year. Records verifying that drills were conducted need to be kept on file. Students must be prepared to evacuate in the event of a real emergency, such as danger of fire, drowning, or if the bus is in an unsafe position.

The emergency evacuation drills should be as close to the real thing as possible. The drill should be discussed with the students prior to the day of the drill. The drill should follow the evacuation procedures for the appropriate exits used. Stand facing students and tell them they are having an emergency evacuation drill. Remind students to leave books, lunches, etc. on the bus. The drill can be timed if you desire, but most important is that the students learn to exit the bus calmly, orderly, and as quickly as possible. It is important that they follow your directions.

When the drill is over have the students get back on the bus. Spend a few moments discussing the drill. Point out the good things that occurred and discuss the ways to improve the drill.

Passengers on activity or field trips should receive emergency evacuation instructions prior to departure.

### **When evacuating the bus follow these procedures:**

#### **Evacuating through the front door**

1. Set park brake.
2. Turn off engine.
3. Put transmission in reverse (manual transmission) or neutral (automatic transmission).
4. Turn on four-way hazard lamps (if operable).
5. Driver should stand and face students.
6. Test front service door to see if it is working before making any announcements.
7. Get the student's attention - speak clearly and concisely.
8. Evaluate the situation. Determine if there are any injuries, and determine a safe waiting area to move the students to.
9. Announce to the students to exit through the front, give the first aid kit, fire extinguisher and reflective triangles to responsible students.
10. Check to make sure all students are out.
11. Assist the injured to the best of your abilities.
12. Notify proper authorities.

#### **Evacuating through the rear and or side door**

1. Steps 1 through 4 in the front door evacuations need to be followed.
2. Assign two "helpers" to assist students.
3. Instruct the helpers to "sit" on the floor at the emergency door and "scoot" out of the door onto the ground.
4. One helper is positioned so that the emergency door will not swing against the students. The other helper is positioned on the other side of door area.

5. The helpers need to hold a hand open, palm upward and extended for the student to place his/her hand on it. The other hand will support the upper part of the arm of the exiting student.
6. Students should "squat" at the rear door to eliminate the possibility of hitting their head.
7. Have the student "drop" out of the bus. Never have student "jump" out of the bus.
8. Have them walk to the designated safe waiting area.
9. Evacuate the bus, starting at back row and continue to the front.
10. Give first aid kit, fire extinguisher, and emergency triangles to the last two students after they are out of the bus.
11. Have the helpers assist you out of the rear of the bus.
12. Assist the injured to the best of your ability.
13. Account for all students.
14. Notify proper authorities as soon as possible.

**Evacuating through the front and rear doors**

When evacuating through both the front and back doors at the same time, the driver must determine which seats go out which exit and then follow the procedures outlined for both front and rear door evacuation.

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