

SECTION VII: MISCELLANEOUS

A. BECOMING A BETTER SCHOOL BUS DRIVER

The purpose of this manual, as well as your pre-service and in-service training programs is to help you become a better school bus driver. Frequent review of the following important points will serve to refresh your memory of key facts presented in this manual and in the annual training sessions.

1. Read your driver's manual and become acquainted with all policies and laws affecting the operation of your school bus.
2. Conduct a pre-trip inspection before each trip.
3. Never refuel your school bus while students are on board or the motor is running.
4. Care for your vehicle everyday; sweep the vehicle thoroughly; wipe every seat cushion clean; wipe free any dirt from the windows; etc. Remember if you expect student riders to respect your equipment you must take the effort to keep it clean.
5. Close the door at all times when the bus is in motion, whether or not students are on board.
6. Never leave the bus vicinity while the motor is running or students are on board.
7. Do not operate the bus in reverse at any time unless there is no other alternative.
8. Never back up the bus on school grounds without assistance.
9. Never back up the bus on school grounds when students are present.
10. Do not turn or swerve suddenly. Go slowly over bumps and rough places. Avoid jerky starts and sudden stops.
11. Require all passengers to be seated before putting the bus in motion.
12. Keep the outside of your bus clean. Dirty windows diminish visibility and cause glare. Keep signal lights, the words SCHOOL BUS and other lettering clearly visible to alert motorist to the presence of children around the bus.
13. Use your eight light warning signals only as prescribed by law.
14. Activate your turn indicator for all turns, both left turns and right turns. Apply turn signals at least 100 feet before each turn.
15. Do not use stop arms for any purpose other than receiving or discharging of students.
16. Transport only students or other authorized passengers.

17. Do not transport animals or pets at anytime with school students on board.
18. Do not permit weapons or exploding devices of any kind on the bus.
19. Be courteous to all students assigned to your bus at all times.
20. Enforce school bus rules in a fair and consistent manner. Do not play favorites. Hold all passengers accountable to the bus rules equally.
21. Know and address all of your students by name whenever possible.
22. Train students to treat the bus with respect by requiring them to use the trash can when leaving the bus.
23. Assign seats to speed loading, reduce discipline problems, and reduce vandalism.
24. Always carry safety triangles, a fire extinguisher, and a first aid kit on your bus.
25. In case of an accident or breakdown while transporting passengers, do not leave the school bus to go to the telephone. Send two responsible passengers to the nearest residence or business if help cannot be obtained from a passing motorist in a reasonable amount of time.
26. Keep yourself neat and clean at all times. "If you want respect, look respectable".
27. Never use tobacco or alcohol products in the school bus; with or without students on board.
28. Attend all scheduled safety meetings.
29. Park your school bus in a safe and proper place so as not to interfere with traffic.
30. Cooperate with parents, students, Principals and the general public to ensure a safe and smooth running transportation operation.

¹ Revised Date July 1, 2008.