

CHAPTER 7
LOADING AND UNLOADING

LOADING AND UNLOADING

LESSON TOPIC

LOADING AND UNLOADING

OBJECTIVE:

The driver will be able to:

- explain the proper behavior for students while waiting for the school bus; and
- perform necessary and safe actions for loading/unloading passengers.

INTRODUCTION

Each year, several fatalities occur at, or near, school bus stops across the country. In a recent school year (2001-2002), thirteen (13) such fatalities occurred in the following order:

1. seven (7) along the side of the bus;
2. three (3) in front of the bus; and
3. three (3) in the back of the bus.

The tragic loss of life in a loading or unloading incident receives less media attention than an incident that takes many lives at one time, however, it is just as painful to family, friends and loved ones.

The sequence described in this chapter for loading and unloading students should be used by all Kentucky State Certified Driver Training Instructors when training drivers in order to keep consistency throughout the state.

The transported student is in the greatest danger while waiting, boarding and exiting a school bus. The driver of the school bus must follow proper procedures in order to give the most reasonable and safe protection to those school students for which he/she is responsible.

In this unit, we will be dealing with student behavior at school bus stops and proper loading and unloading procedures in various situations.

LOADING PROCEDURE

The following step-by-step sequence should be used when loading students:

INSTRUCTOR GUIDELINES/NOTES	CONTENT
	<p><u>LOADING</u></p> <p><u>APPROACH</u></p> <p>STEP 1. VISUAL SCAN</p> <p>STEP 2. TAP BRAKES</p> <p>STEP 3. VISUAL SCAN</p> <p>STEP 4. WARNING LIGHTS</p> <p style="text-align: center;"><u>STOP</u></p> <p>STEP 5. SET PARK BRAKE</p> <p>STEP 6. GEAR</p> <p>STEP 7. VISUAL SCAN</p> <p>STEP 8. STOP ARM, RED LOADING LIGHTS AND CROSSING GATE, IF EQUIPPED.</p> <p style="text-align: center;"><u>LOADING</u></p> <p>STEP 9. VISUAL SCAN</p> <p>STEP 10. OPEN SERVICE DOOR</p> <p>STEP 11. HANDRAIL</p> <p>STEP 12. "COUNT" AND GREET STUDENTS</p> <p>STEP 13. SEATING</p> <p style="text-align: center;"><u>DOOR</u></p> <p>STEP 14. VISUAL SCAN</p> <p>STEP 15. CLOSE SERVICE DOOR</p> <p>STEP 16. PLACE INTO PROPER GEAR</p> <p>STEP 17. RELEASE PARK BRAKE</p> <p>STEP 18. VISUAL SCAN</p>

INSTRUCTOR GUIDELINES/NOTES	CONTENT
	<p style="text-align: center;"><u>UNLOADING</u></p> <p style="text-align: center;"><u>APPROACH</u></p> <p style="text-align: center;">VISUAL SCAN – STEP 1</p> <p>Perform a visual scan – look for pedestrians and vehicular traffic – as you reduce your speed. Check mirrors.</p> <p style="text-align: center;">TAP BRAKES – STEP 2</p> <p>Lightly apply service brake in order to activate the brake lights to warn motorists of your intended stop. Should tap brake three to five times.</p> <p style="text-align: center;">VISUAL SCAN – STEP 3</p> <p>Perform a visual scan – looking for pedestrians or vehicular traffic that may converge on the loading area. Check mirrors.</p> <p style="text-align: center;">WARNING LIGHTS – STEP 4</p> <p>Activate the warning lights one hundred and fifty to two hundred feet (150’ – 200’), which is four to six bus lengths, from the loading area. Check the yellow indicator light to ensure warning lights are operating.</p> <p style="text-align: center;"><u>STOP</u></p> <p style="text-align: center;">SET PARK BRAKE – STEP 5</p> <p>Bring the bus to a complete stop ten feet (10’) from the nearest student. Set the park brake.</p> <p style="text-align: center;">GEAR – STEP 6</p> <p>Place gear selector in park or neutral.</p> <p style="text-align: center;">VISUAL SCAN – STEP 7</p> <p>Perform a visual scan for pedestrians and vehicular traffic. Check mirrors.</p>

INSTRUCTOR GUIDELINES/NOTES	CONTENT
<p>REVIEW KRS 189.375 (SCHOOL BUS STOP SIGNALING DEVICE; USE; STOPPING REGULATED). USE OVERHEAD.</p>	<p style="text-align: center;">STOP ARM, RED LOADING LIGHTS AND CROSSING GATE, IF EQUIPPED</p> <p>When safe to do so, activate the red loading lights by activating the stop arm (150' – 200' before stop).</p> <p>Check the red indicator light to ensure the red loading lights are operating. Visually check to see that the stop arm and crossing gate, if equipped, has opened out.</p> <p style="text-align: center;"><u>LOADING</u></p> <p style="text-align: center;">VISUAL SCAN – STEP 9</p> <p>Perform a visual scan to ensure all vehicular traffic has stopped. Check mirrors.</p> <p style="text-align: center;">OPEN SERVICE DOOR – STEP 10</p> <p>Students shall board the bus in an orderly manner. All students must wait until the bus arrives at the stop and driver signals the student(s) to board. Those students who must cross the road shall do so at least ten to fifteen feet (10' – 15') in front of the bus. Every effort shall be made to eliminate students crossing the road.</p> <p style="text-align: center;">HANDRAIL – STEP 11</p> <p>Students shall use the handrail as they board the bus if needed.</p> <p style="text-align: center;">COUNT STUDENTS – STEP 12</p> <p>The bus driver shall “<u>count</u>” and <u>greet</u> the students as they board the bus.</p> <p style="text-align: center;">SEATING – STEP 13</p> <p>Students shall go directly to their seats after boarding the bus.</p>

INSTRUCTOR GUIDELINES/NOTES	CONTENT
	<p style="text-align: center;"><u>DOOR</u></p> <p style="text-align: center;">VISUAL SCAN – STEP 14</p> <p>The driver shall perform a visual scan to ensure that all students have boarded the bus – checking the danger zone around the bus for pedestrian and vehicular traffic. Check mirrors.</p> <p style="text-align: center;">SERVICE DOOR – STEP 15</p> <p>After the driver ascertains that it is safe to do so, he/she may close the service door. The driver shall double check the step-well to ensure that no students are stuck in the door, handrail, etc.</p> <p style="text-align: center;">GEAR – STEP 16</p> <p>The driver shall then place the gear selector in proper gear.</p> <p style="text-align: center;">PARK BRAKE – STEP 17</p> <p>With his/her foot on the service brake, the driver may release the park brake.</p> <p style="text-align: center;">VISUAL SCAN – STEP 18</p> <p>The driver shall perform another visual scan of pedestrian and vehicular traffic. Check mirrors. When safe to do so, proceed.</p> <p><u>UNLOADING</u></p> <p>The following sequence shall be used when unloading students:</p> <p style="text-align: center;"><u>APPROACH</u></p> <p>STEP 1. VISUAL SCAN</p> <p>STEP 2. TAP BRAKES</p>

INSTRUCTOR GUIDELINES/NOTES	CONTENT
INSTRUCTOR SHOULD POINT OUT THAT ONE THIRD OF ALL STEPS ARE PERFORMING VISUAL SCANS.	<p>STEP 3. VISUAL SCAN</p> <p>STEP 4. WARNING LIGHTS</p> <p style="text-align: center;"><u>STOP</u></p> <p>STEP 5. PARK BRAKE</p> <p>STEP 6. GEAR</p> <p>STEP 7. VISUAL SCAN</p> <p>STEP 8. STOP ARM RED LOADING LIGHTS AND CROSSING GATES, IF EQUIPPED</p> <p style="text-align: center;"><u>EXIT</u></p> <p>STEP 9. VISUAL SCAN</p> <p>STEP 10. OPEN DOOR</p> <p>STEP 11. COUNT STUDENTS</p> <p>STEP 12. HANDRAIL</p> <p>STEP 13. ALL CLEAR</p> <p style="text-align: center;"><u>DOOR</u></p> <p>STEP 14. CLOSE DOOR</p> <p>STEP 15. VISUAL SCAN</p> <p>STEP 16. GEAR</p> <p>STEP 17. PARK BRAKE</p> <p>STEP 18. VISUAL SCAN</p> <p style="text-align: center;"><u>APPROACH – EXPLANATIONS</u></p> <p style="text-align: center;">VISUAL SCAN – STEP 1</p> <p>Perform a visual scan – look for pedestrian and vehicular traffic – reducing speed. Check mirrors.</p>

INSTRUCTOR GUIDELINES/NOTES	CONTENT
	<p style="text-align: center;">TAP BRAKES – STEP 2</p> <p>Lightly apply the service brake (three to five times) in order to activate the brake lights to warn motorists of your intention to stop.</p> <p style="text-align: center;">VISUAL SCAN – STEP 3</p> <p>Perform a visual scan for pedestrian or vehicular traffic that may converge into the loading area. Check mirrors.</p> <p style="text-align: center;">WARNING LIGHTS – STEP 4</p> <p>Activate the warning lights one hundred and fifty to two hundred feet (150' to 200') which is four to six (4-6) bus lengths, from the loading area. Check yellow/amber indicator light to ensure that the warning lights are operating.</p> <p style="text-align: center;"><u>STOP</u></p> <p style="text-align: center;">PARK BRAKE – STEP 5</p> <p>Bring bus to complete stop – set park brake.</p> <p style="text-align: center;">GEAR – STEP 6</p> <p>Place the gear selector in park or neutral.</p> <p style="text-align: center;">VISUAL SCAN – STEP 7</p> <p>Perform a visual scan of pedestrian and vehicular traffic. Check mirrors.</p> <p style="text-align: center;">STOP ARM, RED LOADING LIGHTS AND CROSSING GATE, IF EQUIPPED – STEP 8</p> <p>When safe to do so, activate the red loading lights by activating the stop arm. Check the red indicator light to ensure the red loading lights are operating. Visually check to see that the stop arm and crossing gate, if</p>

INSTRUCTOR GUIDELINES/NOTES	CONTENT
	<p>equipped, has opened out.</p> <p style="text-align: center;"><u>EXIT</u></p> <p style="text-align: center;">VISUAL SCAN – STEP 9</p> <p>Perform a visual scan, making sure that all traffic has come to a complete stop. Check mirrors.</p> <p style="text-align: center;">OPEN SERVICE DOOR –STEP 10</p> <p>When safe to do so, open the service door all the way.</p> <p style="text-align: center;">COUNT – STEP 11</p> <p>Count the students as they exit the bus. All students must wait until the driver signals him/her to exit the bus. If a student must cross the road, he/she must cross ten to fifteen feet (10’ to 15’) in front of the bus after being signaled to cross by the school bus driver.</p> <p style="text-align: center;">HANDRAIL – STEP 12</p> <p>Students shall use the handrail as they exit the bus. The driver shall be sure that no student has snagged any object or piece of clothing in the handrail.</p> <p style="text-align: center;">ALL CLEAR – STEP 13</p> <p>The driver shall ascertain, by <u>count</u> and visual scan of the danger zone around the bus, that all students have safely cleared the roadway.</p> <p style="text-align: center;"><u>DOOR</u></p> <p style="text-align: center;">CLOSE DOOR – STEP 14</p> <p>When safe to do so, the driver will close the service door. The driver shall double check the step-well to insure that no students are stuck in the door, handrail, etc.</p>

INSTRUCTOR GUIDELINES/NOTES	CONTENT
	<p style="text-align: center;">VISUAL SCAN – STEP 15</p> <p>The driver shall perform a visual scan of pedestrian and vehicular traffic. Check mirrors.</p> <p style="text-align: center;">GEAR – STEP 16</p> <p>When safe to do so, the driver will place the gear selector in the proper gear position.</p> <p style="text-align: center;">PARK BRAKE – STEP 17</p> <p>With foot on service brake, the driver will release the park brake.</p> <p style="text-align: center;">VISUAL SCAN – STEP 18</p> <p>Driver shall perform a visual scan of traffic and check mirrors. When safe to do, proceed with route.</p> <p><u>LOADING</u></p> <p>Following is the summarization of the step-by-step procedures. Loading students at the bus stop should be done in the following manner:</p> <ol style="list-style-type: none"> 1. Slow down well in advance of the designated stop. Perform a visual scan. Tap the service brake three to five times to activate the brake lights and alert motorists of your intention to stop. Perform a visual scan to include mirrors. 2. Activate the yellow-amber warning lights at least one hundred fifty to two hundred feet (four to six bus lengths) from the loading zone. Check the yellow/amber indicator light to ensure that the lights are functioning properly.

INSTRUCTOR GUIDELINES/NOTES**CONTENT**

3. When the bus has completely stopped, set the park brake, place the transmission selector in park or neutral, perform a visual scan to include mirrors and activate the stop arm, red flashing loading and crossing gate if equipped. The driver shall check the red indicator light to ensure the red loading are operating and the stop arm has opened out. Continue performing a visual scan.

NOTE: THE STOP ARM SHALL BE USED AT ALL TIMES WHEN LOADING OR UNLOADING STUDENTS. THIS INCLUDES WHILE ON SCHOOL PROPERTY.

4. Stop back from loading zone ten feet (10'), and have the students walk to the bus.
5. A bus driver should not stop a school bus within an intersection or within thirty feet (30') of any flashing beacon, stop sign or traffic control signal located at the side of a roadway.
6. Make sure all traffic has stopped before loading. You should continue to be aware of the traffic environment while loading the students (visual scan).
7. Students who live on the opposite side of the roadway from the bus stop are not to cross the roadway until the bus arrives on the scene, stops

traffic with lights and the stop arm and the driver signals to cross at a distance of ten to fifteen feet (10' – 15') in front of the bus. The driver and students shall have eye contact until the road crossing is complete.

8. When loading students set the parking brake and place the transmission in park or neutral.
9. When buses are being loaded or unloaded, the driver shall be on the bus.
10. While a school bus is parked to load or unload students, another school bus should not pass. School bus drivers should set the example for all other drivers. This includes when the bus is on school grounds.
11. Students should enter the bus in an orderly manner. They should use the handrail when loading. Do not allow students to push, shove or carry unauthorized objects aboard.

NOTE: BEWARE OF CLOTHING AND/OR ACCESSORIES THAT MAY GET CAUGHT IN THE HANDRAIL AREA PRIOR TO PROCEEDING.

12. Make sure students are properly seated, then close the door, canceling the stop arm and lights. With foot on service brake, perform a visual scan of traffic and of the danger zone around the bus.

Place the bus in proper gear and, when safe to do so, release the park brake and proceed while continuing to perform a visual scan.

NOTE: STUDENTS ARE TO REMAIN SEATED AT ALL TIMES.

UNLOADING

1. Reduce speed well in advance of the designated stop as you perform a visual scan. Tap the service brake three to five times to activate brake lights and alert motorists of your intention to stop while continuing to perform a visual scan of pedestrian and vehicular traffic including checking the mirrors.
2. Activate the warning lights at least one hundred fifty to two hundred feet (150' to 200'), which is four to six bus lengths, from the unloading zone. Check the indicator light to ensure the warning lights are operating.
3. When the bus has completely stopped, the driver shall set the park brake; place the transmission in park or neutral; perform a visual scan of traffic; and, when safe to do so, activate the stop arm, red flashing loading lights and crossing gate if equipped. The driver shall check the red indicator light to ensure that the red loading lights are

functioning and also visually check that the stop arm has opened out.

NOTE: THE STOP ARM SHALL BE USED AT ALL TIMES WHEN LOADING OR UNLOADING STUDENTS. THIS INCLUDES WHILE ON SCHOOL PROPERTY.

4. Students should remain seated until the bus comes to a complete stop. You should not stop a bus within an intersection or within thirty feet (30') of any flashing beacon, stop sign or traffic control signal located at the side of a roadway.
5. The driver shall perform a visual traffic scan, including mirrors, and when safe to do so, open the service door.
6. The driver shall not permit the student(s) to exit the bus until traffic has come to a complete stop. The driver should then continue to be aware of the traffic environment while unloading the students.
7. Students should exit the bus in an orderly manner. They should use the handrail when unloading. Do not allow the students to push or shove. Check the stepwell and service area outside the bus to ensure that no student is caught in the handrail or in the service door area by clothing, backpack strings or straps, etc.
8. When buses are being loaded or unloaded, the driver shall be on the bus.

INSTRUCTOR GUIDELINES/NOTES

CONTENT

9. While a school bus is parked to load or unload students, other school buses should not pass. School bus drivers should set the example for all other drivers. **This includes during the time the bus is parked on school grounds.**
10. Do not permit the pupils to get off any place except their regular stop unless they have written permission, authorized with the signature of the school administrator and proper date and time.
11. Count students as they leave (and enter) the bus and visually check again before you pull away. Check all mirrors to see if students have cleared the roadway and that the danger zone area around the bus is free of pedestrians. You must be sure you are clear to leave the bus stop without endangering any students.
12. Students who live on the opposite side of the roadway shall wait for the driver to signal when it is safe to cross the roadway. The student(s) shall cross ten to fifteen feet (10' – 15') in front of the bus, in order to have eye contact with the driver until the roadway crossing is complete.
13. Every effort must be made to eliminate students crossing any roadways. KRS 189.375 states in part, “however, No driver shall stop a school bus or church bus and allow it to remain standing for the purpose of discharging passengers to the

INSTRUCTOR GUIDELINES/NOTES	CONTENT
	<p>opposite side of the road on a highway of four (4) or more lanes, provided that this provision does not prohibit the discharging of passengers at a marked pedestrian crossing.”</p> <p><u>BUS STOP BEHAVIOR</u></p> <p>Most fatalities occur outside of the school bus. Darkness in the early morning and active youngsters waiting for the school bus combine to make this time of day especially dangerous. It is a school bus driver’s duty, at the earliest possible opportunity in the beginning of the school year, to instruct his/her students on how and where to wait for a school bus. A student waiting for the school bus should:</p> <ol style="list-style-type: none">1. Arrive five minutes before time his/her bus is to arrive. The bus driver cannot wait.2. Wait well away from the street or road.3. Wait on the side of the street on which the student(s) lives. The student(s) should not cross the street until the bus comes to a complete stop, traffic in both directions is controlled and the driver signals the student(s) to cross. The student(s) shall cross in front of the bus at a distance approximately ten to fifteen feet (10’ – 15’) in order for the driver to see him/her, signal the student and maintain eye contact until the road crossing is complete.

INSTRUCTOR GUIDELINES/NOTES	CONTENT
<p>REVIEW KRS 189.370 (PASSING STOPPED SCHOOL OR CHURCH BUS PROHIBITED.) REVIEW EXCEPTIONS. USE OVERHEAD.</p> <p>REVIEW 702 KAR 5:080. USE OVERHEADS.</p>	<ol style="list-style-type: none"> 4. Respect the property of others; avoid walking on the grass, throwing trash down, picking flowers, damaging shrubs, etc. 5. Keep belongings out of the roadway. <p>NOTE: IF A STUDENT SHOULD DROP AN OBJECT IN THE ROADWAY, HE/SHE SHOULD <u>NEVER</u> STOP AND PICK IT UP UNTIL THE DRIVER IS MADE AWARE AND GIVES PERMISSION.</p> 6. Avoid loud behavior. Proper behavior is expected at all times. 7. Line up in a single line, well away from the street (at least two big steps from the curb) when the bus is sighted. 8. Approach the bus after it stops and board in an orderly manner, after the driver's signal, using the handrail. 9. Go immediately to his/her seat and sit down facing forward. The bus driver cannot start the bus until everyone is seated. <p>The bus driver has the responsibility of controlling traffic while loading and unloading the students on his/her bus. He/she has to minimize the risks involved with their loading. To do this, he/she must correctly follow the aforementioned guidelines.</p>

NAME: _____ DATE: _____

LOADING AND UNLOADING TEST
TEST
****PLEASE ANSWER TRUE OR FALSE****

1. _____ Consistency is of primary importance when teaching loading and unloading procedures.
2. _____ The transported student is in the greatest danger while riding on the school bus.
3. _____ The parking brake need not be set every time when loading or unloading since the service brake is being used.
4. _____ The yellow warning lights should be activated one hundred and fifty to two hundred feet (150' – 200') from the loading area.
5. _____ When loading, all students should line up, two abreast, in a straight line.
6. _____ Since the service brake is used when unloading students, the gear selector should not be moved.
7. _____ Stop arms need not be used on school grounds.
8. _____ Students who must cross the roadway should cross ten to fifteen feet (10'-15') in front of the bus.
9. _____ Crossing gates should not be used on school grounds.
10. _____ If a student should drop an object in the roadway, he/she should never stop and pick it up until the driver is made aware and gives permission.

INSTRUCTOR'S SIGNATURE: _____ DATE: _____

**LOADING AND UNLOADING TEST
TEST
PLEASE ANSWER TRUE OR FALSE**

KEY

The answer key is only released to KDE endorsed trainers.

INSTRUCTOR'S SIGNATURE: _____ DATE: _____