

Commonwealth of Kentucky



School Bus Driver Quick Reference Guide

STARTING DIESEL ENGINES

- I. Check all lubricants, cooling system levels and safety/operating equipment as required by pre-trip procedures.
- II. Set parking brake, have gearshift lever in neutral.
- III. Place engine shut-off in run or on position.
- IV. Depress accelerator fully and engage starter to start engine.
- V. When engine starts, release starter switch immediately and reduce engine speed to less than 1,000 rpm's. Warm engine three to five minutes, monitor all gauges during warm-up.
- VI. Do not increase the engine speed for at least three to five minutes.

ITEMS ALLOWED ON BUS

I. What's allowed

- A. Items which a student can securely hold and contain in their lap without impeding onto another passenger's space.
- A. Band instruments allowed:
Violin, viola, piccolo, flute, oboe, bassoon, clarinet (b-flat), alto clarinet, alto saxophone, tenor saxophone, trumpet saxophone, trombone, bells.
- B. Allowed but must be set on the floor between the feet of the student: Bassoon, bass clarinet, alto saxophone, trombone.

- A. No glass objects or helium balloons
- B. No balloons
- C. No food or drinks.
- D. No weapons or anything that could be construed as a weapon
- E. No alcohol, drugs, or tobacco products
- F. No fireworks or any other explosive materials
- G. Anything that would likely block the bus aisles or exits

***Reference 702KAR5:080 for Additional Restrictions**

II. What's Not Allowed

PRE-SCHOOL CHILDREN

- I. Local boards of education **may** transport 3 and 4 years olds who are enrolled in the preschool program.
- II. Bus must have trained driver assistant on board.
- III. Responsibility of driver assistant to receive and deliver child to parent, guardian, or person authorized by the parent in writing.
- IV. Driver assistant must escort child if crossing the road is warranted. Crossing the road (by student) should be allowed only after all other avenues have been explored.
- V. Radio appropriate school if parent or guardian is not home and wait further instructions.
- VI. Appropriate school will attempt to locate parent or guardian; if no contact can be made with parent or guardian, return the child to his/her school or prearranged location.
- VII. Contact director or transportation office if school or principal cannot be reached.

LOADING AND UNLOADING

Each year, the majority of fatalities occur at, or near, school bus stops across the country.

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.

THE STOP ARM IS TO BE UTILIZED AT ALL TIMES WHEN LOADING AND UNLOADING STUDENTS.
THIS INCLUDES WHILE ON SCHOOL PROPERTY.

LOADING PROCEDURE

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

APPROACH

- Step 1 Visual Scan
- Step 2 Tap Brakes
- Step 3 Visual Scan
- Step 4 Warning Lights

STOP

- Step 5 Parking Brake
- Step 6 Gear (Place in Neutral)
- Step 7 Visual Scan
- Step 8 Stop Arm and Red Lights

LOADING

- Step 9 Visual Scan
- Step 10 Open Service Door
- Step 11 Handrail
- Step 12 Count
- Step 13 Seating

DOOR

- Step 14 Visual Scan
- Step 15 Service Door
- Step 16 Gear
- Step 17 Parking Brake
- Step 18 Visual Scan

PLANNING AND RESPONSIBILITY FOR EXTRA-CURRICULAR TRIP

I. Gather Information

- A. Departure time/pick up point
- B. Destination
- C. Stops
- D. Number of Students
- E. Contact Person
- F. Manifest
- G. Problem-causing situations
- H. Estimated time of return

II. Responsibilities of the Driver

- A. To obey all safety regulations.
- B. To conduct or review with the students the emergency evacuation procedures before the beginning of the trip.
- C. To maintain passenger control.

- D. To control and react to emergency situations.
- E. To maintain safe vehicle conditions.
- F. To select or have input in deciding rest, food and fuel stops.

III. Responsibility of Group Leaders/Chaperones

KRS 161, 185 (1) Board of education shall require a member of the school faculty or a member of the administrative staff to accompany students on all school-sponsored or school-endorsed trips. (2) Boards of education may permit a non-faculty coach or non-faculty assistant, as defined by administrative regulation promulgated by the Kentucky Board of Education under KRS 156.070(2), to accompany students on all school-sponsored or school-endorsed **athletic** trips. A non-faculty coach or non-faculty assistant shall be at least twenty-one (21) years of age, shall not be a violent offender or convicted of a sex crime as defined by KRS 17.165 which is classified as a felony, and submit to a criminal record check under KRS 160.380.

- A. To relay trip plans and safety precautions.
- B. To provide passenger information.
- C. To maintain passenger control.
- D. To provide supervision.
- E. To account for all students.
- F. To provide passenger instructions.
- G. To ensure ample supervision of students as to number and age group, KRS 161.148 Requires all persons who have supervisory responsibilities over students to have a criminal record check.

***Notice: Out of county trips are limited to 2/3 seating capacity.**

BUS INCIDENT – PROCEDURES TO FOLLOW

- I. Secure the bus.
- II. Evacuate the bus if the students are in any danger.
- III. Survey the scene and evaluate situation.
- IV. Check and care for injuries – Calm passengers.
- V. Notify Director of Transportation – give location, number of injuries, type of incident, condition of bus, and emergency personnel needed (police, ambulance, fire department, etc.)
- VI. Have available: Manifest, CDL, physical card and proof of insurance.
- VII. Supervise passengers.
- VIII. Assist emergency personnel.
- IX. Driver must be available for post accident drug testing if required.

REASONS TO EVACUATE BUS

I. Emergency

- A. Fire
- B. Ruptured fuel tank
- C. Tornado striking the bus is imminent.
- D. Incident – Bus in immediate danger (bus should be visible in all directions 360°)
- E. At any other time passengers are in danger.

II. Non-Emergency

- A. Fueling
- B. Required four (4) annual emergency evacuations drills.
 - 1. First week of school
 - 2. Any time before Christmas Break.
 - 3. First week of second semester.
 - 4. Any time before school is out.

WEATHER RELATED EMERGENCIES

- A. Tornado If you see a tornado while en route with pupils and the bus is in the path of the tornado, unload all pupils and proceed away from the school bus. Keep students in a group and find the lowest area (ditch), if possible. Instruct the pupils to get down on their knees, lie face down and cover their head with their hands. If the bus is exposed to hail and/or high winds, keep the students on the bus. Have all students stay in their seats with their chest on their thighs. Body parts should be below window height. Obtain clearance before proceeding to your destination.
- B. Earthquake If you notice an earth movement en route with pupils, stop the bus as quickly as possible in an open area away from falling objects. Keep all students on the bus. Obtain clearance before proceeding to your destination.
- C. Severe Weather If severe weather occurs while en route with pupils, park the bus in an area away from potential falling objects and remain there until the storm is over. Proceed to your destination. This type of occurrence will likely be the one the bus driver will encounter most frequently. It is advisable that while on your route, you should locate safe places to stop your bus in case of severe weather.
- D. Floods Do not attempt to drive through standing water with a school bus. Know your route and the areas where flooding may occur. Have an alternate route if this should occur. Inform the transportation department in the event a road is blocked and before an alternate route is used.
- E. Snow/Icy Conditions Monitor local radio and T.V. stations for school closings, delays or early dismissal. In the event this condition develops while en route, reduce speed and proceed with caution. If conditions are such you feel it is unsafe to continue, stop bus in safe location and get further instructions from Director of Transportation.

REMEMBER
Your First Responsibility Is For The Student's Safety

If any of the aforementioned listed disasters should occur in your area, drivers may be put on alert for possible special assignment. The buses may be needed to move pupils from one school to another, to their home or to a prearranged evacuation point. Please keep in mind – in any emergency situations, report only those facts known to you. Be brief and concise in reporting your information. If it is an emergency situation, radio transmission needs to be kept to a minimum, so a coordinated effort can be conducted from the Central Office or Base.

WEATHER RELATED EMERGENCIES

STUDENTS SHOULD FOLLOW THESE BUS RULES

1. The bus driver may assign seats.
2. Be courteous.
3. No profanity.
4. Do not eat or drink on the bus, keep the bus clean.
5. Violence is prohibited.
6. Remain seated.
7. Keep all body parts inside the bus.
8. Do not destroy property.
9. For students' own safety, do not distract the driver through misbehavior or by any other means.
10. No person is allowed to stand in step well.
11. No Standees are allowed.
12. No person is allowed to ride on doghouse.
13. Be at the bus stop 5 minutes prior to its arrival.

MISBEHAVIOR ON BUS:

Penalty is at the discretion of the principal depending on circumstance. (May include removal from bus for 1 to 10 days or permanent removal from bus). Serious misbehavior on the bus may be cause for punishment up to and including suspension or expulsion from school. Reference Local Board Policy.

DISCIPLINE REPORTS

I. Document Discipline Problems on Behavior Reports

- A. Student's name
- B. Student's school
- C. Driver's name and signature
- D. Infractions marked
- E. Date
- F. Bus number
- G. Get principal's signature
- H. Copies to: Student, Principal, Driver, Transportation Director
- I. Document action taken on report

II. Driver's Authority

- A. Assign seats
- B. May remove student from bus en route (only in extreme circumstances). Check local board policy.
- C. Must maintain atmosphere conducive to providing a safe and comfortable ride for all students.

PROCEDURES TO FOLLOW FOR FIGHT ON A SCHOOL BUS

DRIVER SAFETY FORMULA

SKILL

KNOWLEDGE

CONDITIONING

CONCENTRATION

- I. Stop the Bus**
 - A. Pull the bus off the road (safety first)
- II. Evaluate the Situation**
 - A. Students involved
 - B. Safety of other students
 - C. Radio the dispatcher
- III. Use A Calm, Stern and Authoritative Voice**
 - A. Give specific commands
 - B. Do not yell
- IV. Separate the Students**
 - A. Position yourself between students involved while not placing yourself in harms way
 - B. Use your body more than your hands
- V. Remove Participants to a Neutral Location on Bus**
 - A. Dismiss the audience

- VI. Get Medical Attention if Necessary**
- VII. All Attempts Fail**
 - A. Radio dispatcher to send proper authorities
- VIII. Describe Incident in Writing to Transportation Director**

WEAPON/ARMED PERSON

Each district should adopt specific procedures (policies) relating to their needs:

If the bus should attempt to pull over or proceed on to the school.

If the situation occurs in a rural or suburban area.

Radio codes should be developed by each district to be used so that passengers and intruder will be less alarmed.

IF A WEAPON IS SUSPECTED

Be vigilant but do nothing to create a more dangerous situation.

Radio situation only if it can be done in code. This code should alert Base to notify police for assistance and to notify the superintendent. Limit the number of people who have this information.

Mimic bus trouble and stop en route in as safe an area as possible. (You may need to evacuate students).

IF A WEAPON IS VISBLE

Be vigilant but do nothing to create a more dangerous situation.

Radio situation only if it can be done in code. This code should alert Base to notify police for assistance and to notify the superintendent. Limit the number of people who have this information.

Follow instructions of person with the gun or other weapon.

Attempt to keep bus atmosphere calm.

Attempt to negotiate the release of students.

BOMB THREAT

Every pre-trip and walk-around inspection should include keeping your eyes open for anything that has been tampered with or is out of place. If you believe there is anything unusual about your bus, you should report it immediately to the transportation director/head mechanic/designated person. You should also request police assistance.

BOMB THREAT ON BUS EN ROUTE/BOMB FOUND ON BUS EN ROUTE

Radio situation and location only if it can be done in code.

Attempt to learn the following:

When is the bomb going to explode?

Where is the bomb located?

What does the bomb look like?

What will detonate the bomb?

Negotiate to stop bus and evacuate students.

Negotiate to notify police/bomb squad/EMS.

Negotiate. Negotiate. Negotiate.

WEAPON/ARMED PERSON

BOMB THREAT

TWO-WAY RADIO PROCEDURES/CELL PHONE USAGE (EMERGENCY ONLY)

INTRODUCTION

The two-way radio is an important method of communication in the Transportation Department. It is imperative this radio only be utilized to advise pertinent information or emergency situations. The Federal Communications Commission (FCC) regulates radio use and proper use is a condition for licensing.

A base station has been installed at the bus garage. The garage will be identified as **Base** and the Central Office radio will be identified as **Central Office** in most cases.

RADIO PROCEDURES – PROPER USAGE

- Check before each trip to ensure that the radio is on and the volume is set at an appropriate listening level.
- Listen for conversation already in progress. Do not interrupt an ongoing conversation, unless you have an emergency.
- When transmitting, hold the microphone approximately two (2) inches from your mouth. Key the “mike” and pause 1 ½ to 2 seconds before speaking. **Think** before speaking! **Do not yell into the “mike,” use a normal voice.**
- State your information as briefly and concisely as possible. State all addresses and telephone numbers clearly. Speak slowly when giving addresses and telephone numbers.
- Be professional! Keep the language clean. Keep the transmission pertinent to Transportation business. **Do not transmit personal business over the radio.**
- Acknowledge messages with 10-4 (message received, OK, yes) or negative (no).
- The person who initiates the conversation should identify their unit first, and then the bus or location they are calling.

EXAMPLES:

1-2-9 (or Bus 1-2-9) to Base

OR

Base to 5-1 (or Bus 5-1)

OR

5 (or Bus 5) to 1-3-0 (or Bus 1-3-0).

RADIO PROCEDURES – IMPROPER USAGE

- Avoid using “CB” phrases such as “Over and Out,” “Wilco,” “Gotcha Ears On?” Keep all transmissions professional.
- Conducting personal business or using unauthorized code words or numbers.
- Requesting phone calls to be made that serve no purpose or are not Transportation business.

EXAMPLES:

Having Base to call a day care center to inform them you will be there in 3 or 4 minutes.

- By the time this call is made, in most cases the bus has arrived at its destination.

Having Base to call a house to tell the occupants you will be 5 minutes early or late.

CELL PHONE USAGE

No driver may use a cellular telephone, of any type, while the bus is in motion and transporting one (1) or more children, except for communications made to and from a central dispatch, school transportation department, or its equivalent when the bus is not equipped with a functioning two-way radio. A driver may use a cellular telephone in a bona fide emergency.

TWO-WAY RADIO PROCEDURES

DRIVER DRUG AND ALCOHOL TESTING

Definitions

- Drugs** Refers to controlled substances as prohibited by the Omnibus Act, including, but not limited to:
1. Marijuana
 2. Cocaine
 3. Opiates
 4. Amphetamines
 5. Phencyclidine (PCP)
- Alcohol** Refers to intoxication agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol, including, but not limited to, methyl and isopropyl. Alcohol use includes the consumption of any beverage, mixture, or preparation, including medication containing alcohol.

The Omnibus Transportation Employee Testing Act of 1991 is the federal law that requires school bus drivers to be covered under a comprehensive drug and alcohol testing program. Effective in January 1995, the law requires the following test:

- Pre-employment. Drug testing only
- Post accident;
- Random (50% annually);
- Reasonable suspicion;
- Prior to return to work after misuse.

Employees are prohibited from performing safety-sensitive functions under following conditions:

- Consumption resulting in prohibited levels of alcohol in the system;
- Within four hours (4) after using alcohol;
- Within eight hours (8) after an accident if their involvement has not been discounted as a contributing factor, and they, have not been tested;
- When a test reports the presence of a prohibited drug or prohibited amount of alcohol.

**ALL APPLICANTS WHO REFUSE DRUG AND ALCOHOL TESTING
SHALL BE TERMINATED IMMEDIATELY FROM EMPLOYMENT CONSIDERATION.**

The regulations require a drug test for beginning school bus drivers, bus mechanics and other district personnel who drive a bus. The law also requires a drug/alcohol test for school bus drivers who are involved in an accident.

A school bus driver shall immediately report to the local superintendent or designee the revocation of his or her driver's license, conviction for DUI/DWI or conviction of reckless driving.

Employees required to undergo testing shall take a drug/alcohol test at the place designated by the superintendent or designee immediately after the accident. In the event the employee is confined to the hospital for treatment of injuries arising out of the accident and is unable to report to the testing facility, the employee shall take the drug/alcohol test at the treating hospital.

If the employee is taking prescription medication(s), the bottle, vial or container issued by the pharmacist shall be brought to the facility administering the drug/alcohol test at the time of the test. The employee and medication(s) shall be reviewed individually and an evaluation shall be made by the testing facility, regarding the medication(s) potential adverse effects on safe performance.

DRIVER DRUG AND ALCOHOL TESTING