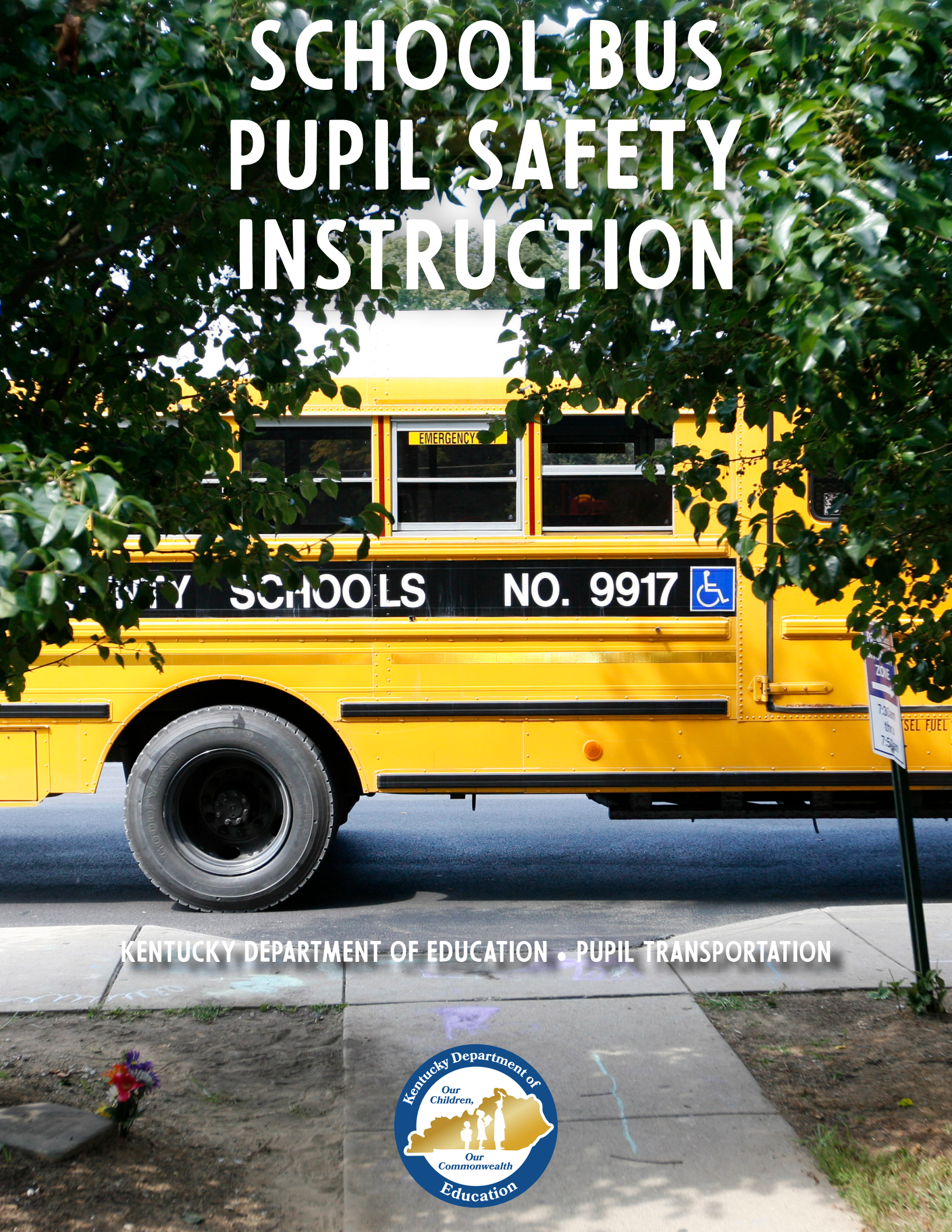
SCHOOL BUS PUPIL SAFETY INSTRUCTION



KENTUCKY DEPARTMENT OF EDUCATION • PUPIL TRANSPORTATION

Kentucky Department of Education
Our Children, Our Commonwealth

LEGAL REQUIREMENTS

Per 702 KAR 5:030 (14), a school district shall develop a plan providing all pupils instruction in school bus pupil safety each school year.

- Instruction is for every student. Even though some students do not ride to and/or from school, they may ride the bus for field trips, sports or other school activities, so all students must receive instruction.
- Curriculum can be taught by any teacher, driver trainer, or bus driver. There should be a curriculum outline to provide for at least 15 minutes of instruction.
- KDE recommends that time be allowed for students to be part of the discussion and ask questions.
- School bus evacuation drills with students are to be conducted on a real bus four times each year.

KDE recommends a discussion with students about bullying on the school bus or at bus stops as part of this or any school district curriculum on bullying prevention.

SAMPLE TRAINING PLAN FOR GRADES 5-12 STUDENTS

- Safety Procedures While Waiting At the Bus StopDanger Zone Around the Bus
- Loading and Unloading Safety Procedures Including Crossing the Road
- Safe Riding Procedures
- School Bus Evacuation Procedures - The Real Drill (4 Times Each Year)
- How Older Students Can Help

SAMPLE TRAINING PLAN FOR PRIMARY STUDENTS

- Waiting for the bus and getting on the bus safely
- Staying where the driver can see you at all times
- Getting off the bus safely
- How to cross the road in front of the bus
- Staying in your seat
- School Bus Evacuation Procedures – The Real Drill (4 Times Each Year)

Example of a modification: Primary students may not know exactly how much space 10-12 feet represents, so you may do an activity to show them. This can be combined with a mathematics lesson on measurement, using a real bus.

CURRICULUM AND INSTRUCTION

Each local board of education is responsible for developing a curriculum for school bus pupil safety, and delivering it to all students. The following is the minimum of information recommended by KDE for possible inclusion.

SAFETY PROCEDURES

- Be at the bus stop a minimum of five minutes before the scheduled pick up time.
- No horseplay or bullying while waiting at the bus stop.
- Be aware of all traffic on the road, and stay back from the road at least 10-12 feet.

- Wait until the bus driver motions before approaching the bus to load.
- Watch and listen to the driver for directions when loading and unloading.

DANGER ZONES

Be aware that the areas around the front of the bus and near the rear wheels is the most dangerous area. Make sure the driver can see you or will not where you are at all times.

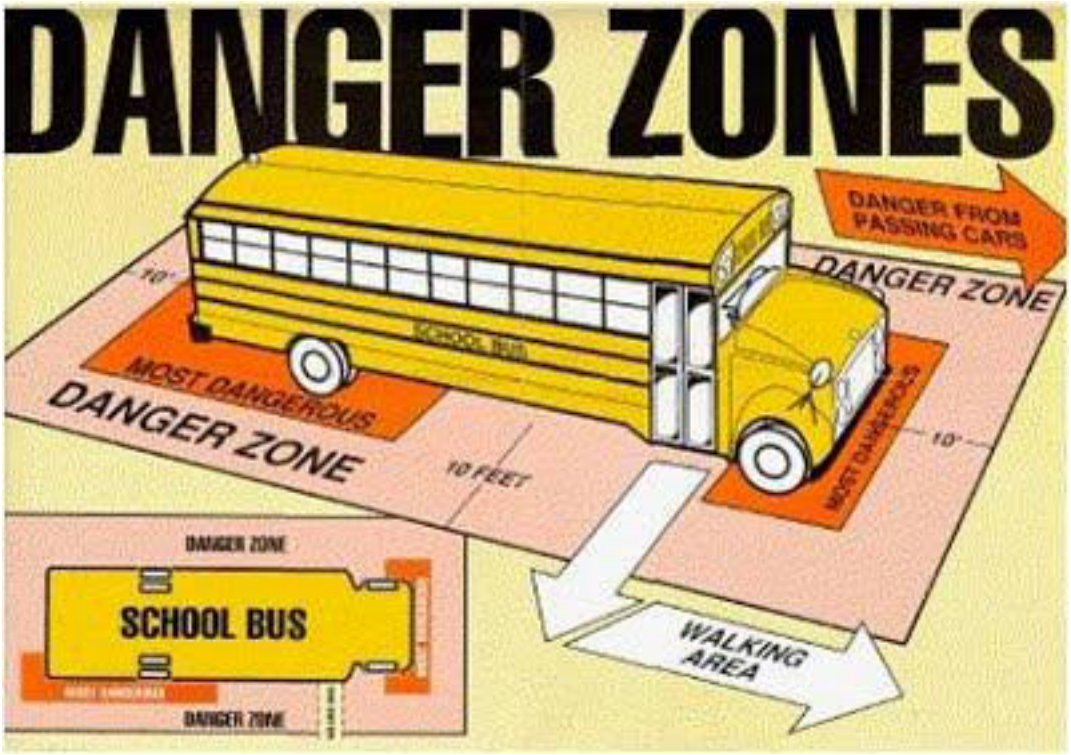


Figure 1 Picture of School Bus Danger Zones

LOADING AND UNLOADING

- Stay back 10-12 feet from the road while waiting for the bus.
- Never assume that all traffic has stopped. Wait for a signal from the driver before starting to enter or leave the bus.
- Load in an orderly single file line being courteous to those around you.
- Use the hand rail while going up or down the stairs.
- Go directly to your seat while loading and move 10-12 feet away from the bus /roadway when exiting.
- Never go in front of the bus or reach under the bus for something that you may have dropped.
- You must always be in a location that is visible to the driver (see Figure 1).
- If you must cross the road, do so at least 10' in FRONT of the bus.

SAFE RIDING

- Follow the directions of the bus driver and/or bus monitor at all times.
- Go directly to your seat (a seat may be assigned by the driver).
- Remain seated with your legs out of the aisle at all times.
- Don't put any body part or items out of the windows.
- Respect the rights and safety of others.
- Sit with your back next to the seat back.
- There are certain items that you may not bring on the bus. Ask the bus driver, and follow his or her directions.

EMERGENCY EVACUATIONS

This part of the training can include older students helping younger students exit the bus. In an emergency, older students may need to help the younger students.

Always follow the directions of the driver, or the driver's procedures in a case where the driver may become incapacitated. (Drivers should train students on the procedures.)

Possible evacuation routes to be practiced

- Front Door
- Rear Door*
- Side Door*
- Front and Rear Door
- Front and Side Door
- Side and Read Door

When exiting the side or rear door use the Sit & Scoot method

OTHER EVACUATIONS THAT MAY BE USED IN THE CASE OF AN EMERGENCY

- Emergency windows
- Roof hatches

SAMPLE MATERIALS AND RESOURCES

Buster the School Bus

Buster is available from your regions Commercial Driver's License (CDL) Third Party Examiner. Each district may check out Buster for up to two weeks at a time. A driver training instructor who has been trained in the operation of Buster must use and pick up the robot. If your district has instructors who need Buster training, please have them contact the CDL Examiner to schedule a training class.

School Bus Safety – KYCSS
Tools and Resources

Back to School NSC - Bus Safety
Curriculum, Videos, PSAs

School Bus Safety
Printable Worksheets and Quizzes

School Bus Safety – CPS K-12
Materials and Checklist

School Bus Safety - PowerShow
Power Point Presentations

School Bus Bullying
Signs of School Bus Bullying