School Bus Endorsement Theory

Presentation Subtitle

Date / Location (optional)

Presenter(s) name and title

MISSISSIPPI DEPARTMENT OF EDUCATION

Vision, Mission & Strategic Plan Goals

Vision

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens

Mission

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

Strategic Plan Goals

1. All Students Proficient and Showing Growth in All Assessed Areas
2. Every Student Graduates from High School and is Ready for College and Career
3. Every Child Has Access to a High-Quality Early Childhood Program
4. Every School Has Effective Teachers and Leaders
5. Every Community Effectively Uses a World-Class Data System to Improve Student Outcomes
6. Every School and District is Rated “C” or Higher

Mandate

The Mississippi Department of Education, Office of Safe and Orderly Schools, Division of Pupil Transportation has developed this training to meet the requirements of the United State Congress mandated Moving Ahead for Progress in the 21st Century Act (MAP-21).

This training is designed to be provided to trainee's prior to taking their Commercial Operator License skills test. Local district training is to be provided once the operator has received their CDL permit.

This training module was developed by the Mississippi Department of Education, Office of Safe and Orderly Schools, Division of Pupil Transportation in collaboration with Colorado Department of Education, State Transportation Unit and the National Association of State Directors of Pupil Transportation. We gratefully acknowledge their technical expertise and assistance in ensuring the accuracy of this content.

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Mandated by Law

- This training is mandated by the United States Congress in the Moving Ahead for Progress in the 21st Century Act (MAP-21)
- Effective February 7, 2022
- Applies to First-time CDL applicants, including
  - Class “A” CDLs
  - Class “B” CDLs
  - Current CDL holders seeking a license upgrade (e.g., a Class B CDL holder seeking a Class A CDL) or an additional endorsement necessary to transport hazardous materials (H-endorsement), or to operate a motor coach (P- Endorsement) or school bus (S-Endorsement).
- Does Not apply to driver who are excepted or exempted from federal CDL requirements (e.g., military drivers, farmers, and firefighters.) Also individuals holding a valid CDL or a P, S, or H endorsement issued before February 7, 2022.

Classroom Etiquette

To make this learning experience as enjoyable and comfortable for all those in attendance please observe the following:

- Advise your friends and family that you are in training and to please refrain from calling and/or texting during class hours.
- Turn your cell phone to vibrate only. If you have an emergency and MUST answer your phone, please step out of the room so others are not disturbed.
- Do not text or answer texts during class hours.
- Your instructor will advise you if you are permitted to bring food to your classroom. If you bring food and/or beverages, be courteous. You are responsible to leave the area you are sitting in trash free, and as clean as you found it.

Classroom Etiquette

- You will be given ample breaks to stretch, use the restrooms, etc. Remember smoking is prohibited on all school property.
- If you do not finish this entire course, due to an unexpected illness, emergency, etc. unfortunately you will be required to re-take the entire class.
- PLEASE BE PROMPT – Class will start on time. Instructors will strive to also release on time. If you are tardy more than once, you may be required to re-take the entire course.
- Do not speak over your trainer! If you have questions, please be polite and raise your hand. Unnecessary interruptions cause disruption and may have an effect on your release time.

Classroom Etiquette

- No question is a foolish question. ASK!
- Be rested and ready to learn.

Once you have completed this portion of the ELDT Training, you will need to attend additional classes prior to being able to go take your CDL Skills test.

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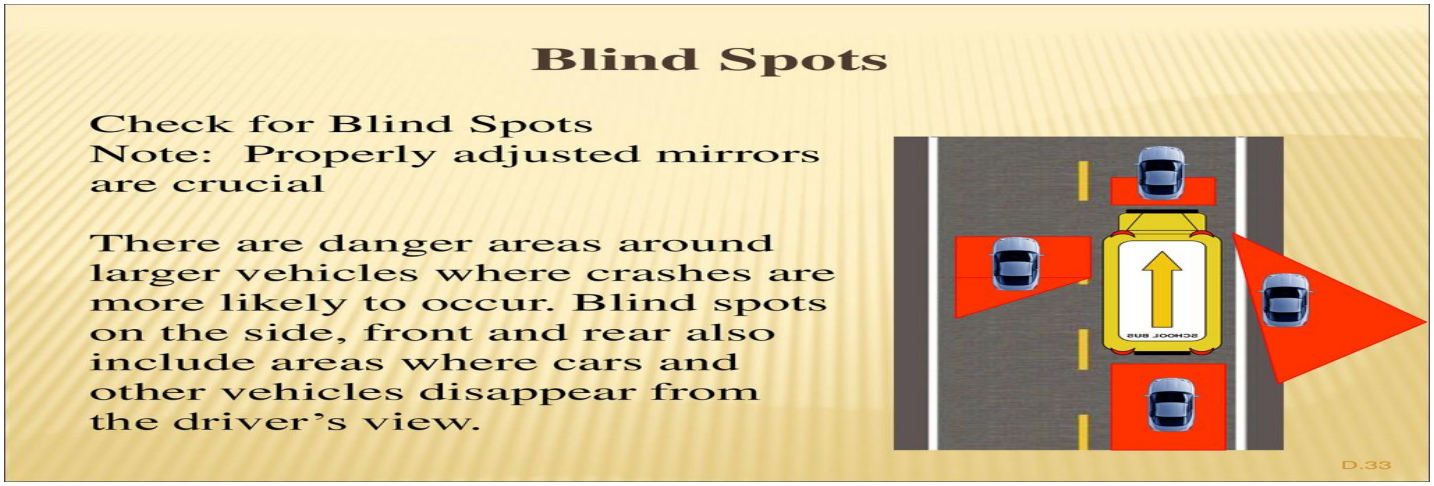
Danger Zone and Use of Mirrors – D1.1

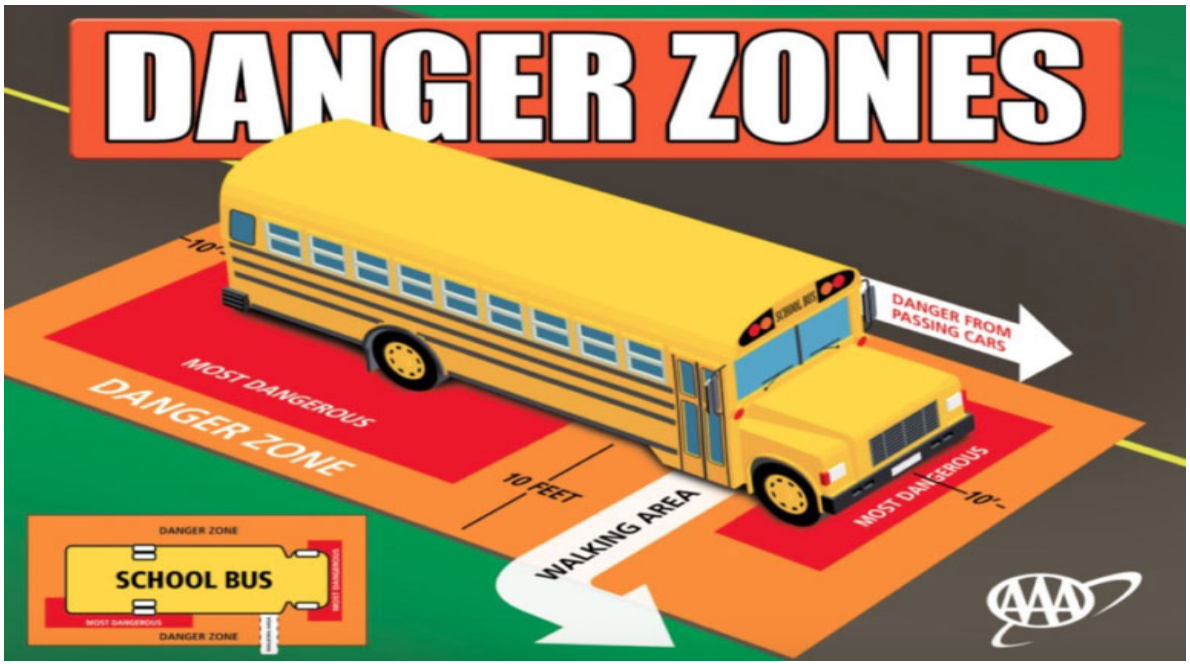
Blind Spots and Danger Zones

There are several locations ahead, behind and to the sides of school buses that are particularly dangerous because they are hidden from the driver's direct view.

Drivers must be aware of these locations and know how to adjust and use their mirrors so they can avoid any dangers within these blind spots.



Danger Zones



Mirrors

- The interior mirror shall be either clear view, laminated glass or clear view glass bonded to a backing which retains the glass in the event of breakage. The mirror shall have rounded corners and protected edges. Type A bus shall have a minimum of a six-inch by sixteen-inch (6" x 16") mirror and Type B, C and D buses shall have a minimum of a six-inch by thirty-inch (6" x 30") mirror.
- Each school bus shall be equipped with exterior mirrors meeting the requirements of FMVSS - 111. Mirrors shall be easily adjustable but shall be rigidly braced so as to reduce vibration.
- Mirror shall be attached to the body in such a manner as to minimize fender breakage due to excessive vibration.

Guideline for Mirror Adjustment

Right Convex Mirror

Right front tires making contact with the ground, the entrance door area and along the side of the rear of the school bus

Guideline for Mirror Adjustments

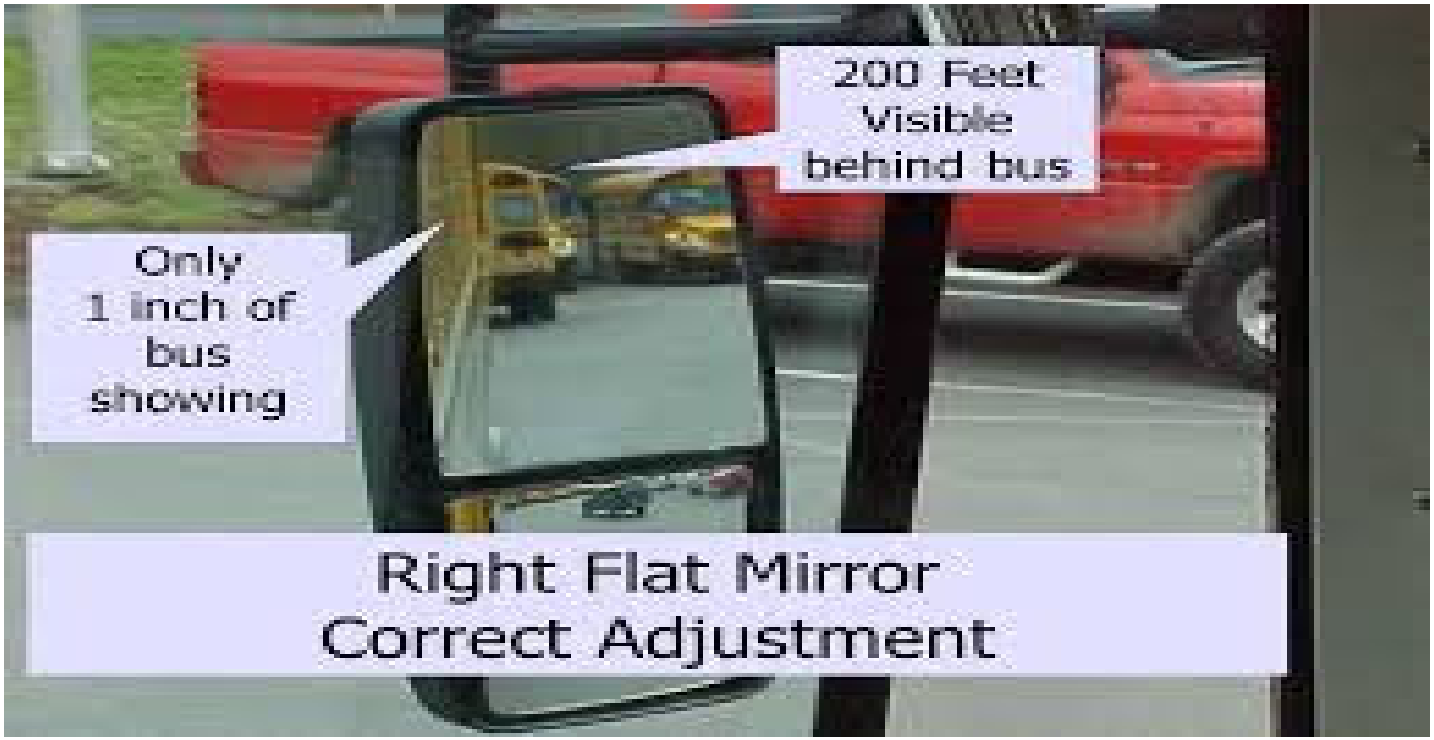
Left and Right-Side Flat Mirrors

Using the side flat mirrors you should be able to see:

- The side of the bus in the edge of the mirror but not enough to enable you to count the windows.
- Parallel to sides of the bus at least on traffic lane
- The rear tires touching the ground
- Approximately four (4) bus lengths behind the bus or 200 ft.

Remember: Your side flat mirrors when adjusted and properly used will give you a wider viewing area, but they also create blind spots that can hide a vehicle as large as a semi-truck. When approaching an intersection, be cautious and lean towards the steering wheel to peer around the mirrors to see if traffic has cleared.

Guideline for Adjusting Mirrors



Guideline for Mirror Adjustments – Inside Rear-View Mirror

The rear-view mirror should be adjusted to see the students inside the bus, the tope of the rear window in the top of the mirror and any traffic directly behind the bus. If you cannot adjust the mirrors to your satisfaction, you may need to ask your supervisor and/or mechanic for bracket adjustment.

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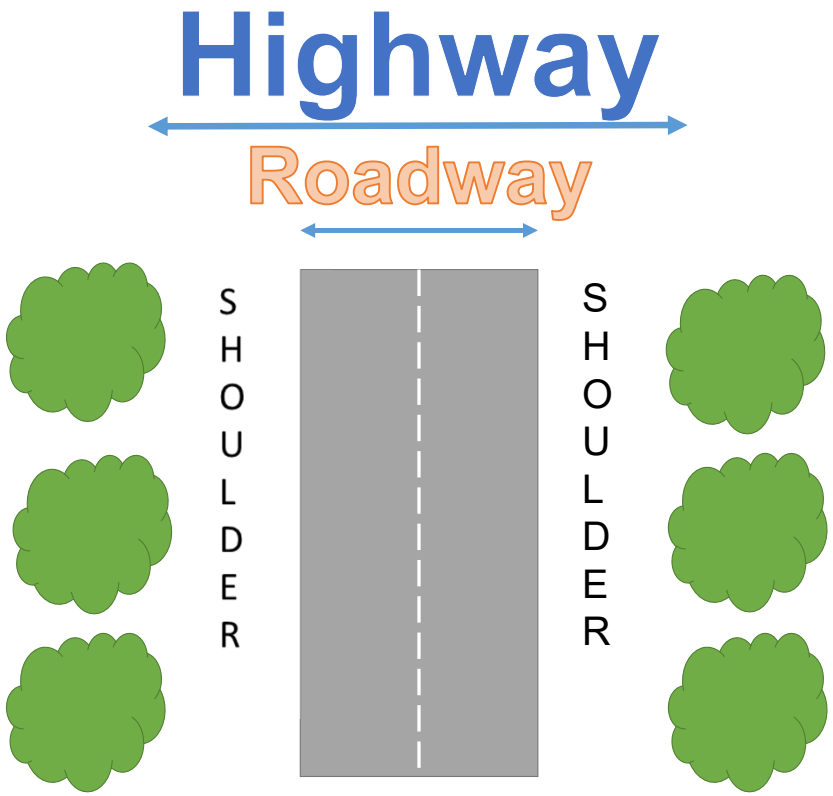
Loading and Unloading – D1.2

Awareness reminds you that children are apt to do the craziest things at the worst possible times!

Highway vs. Roadway



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Loading and Unloading

The loading and unloading of passengers presents the driver with tremendous responsibilities and requires the use of sound judgment. The driver must execute the proper procedures for interacting with other vehicular traffic, in directing pupils crossing the roadway and in managing pupils who are loading and unloading from the bus.

This is the point where students and drivers are exposed to many hazards ignoring these procedures could result in serious injury or death to one or more of their passengers or other highway users.

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Loading and Unloading

School Buses (Types A, C, and D) may be used to transport students to and from school. Multifunction School Activity Buses Type A, C, and D and shall only be used to transport students on activity trips.

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Loading and Unloading

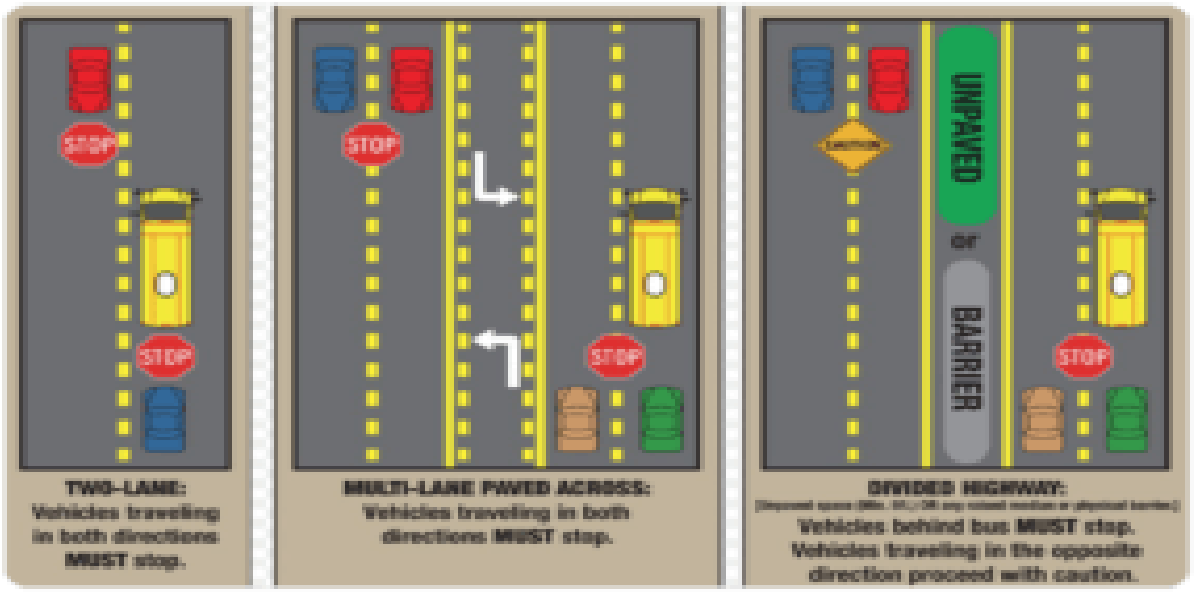
School bus operators shall stop at least 10 feet away from students at each designated stop. The school transportation vehicle operator shall shift the vehicle into neutral or park prior to opening the service door of a bus. Parking brake may be applied.

The school bus operator shall stop as far to the right of the roadway, highway or private road as possible before discharging or loading passengers, allowing sufficient area to the right and front of the vehicle but close enough to the right to prevent traffic from passing on the right so students may clear the vehicle safely while in sight of the operator

Loading and Unloading

If students are required to cross a roadway, highway or private road on which a student stop is being performed, they are prohibited from crossing a roadway, highway or private road constructed or designed with a median separating multiple lanes of traffic. This does not include crossing the roadway, highway or private road with the assistance of a traffic controls signal or with the assistance of a crossing guard.

Loading and Unloading – When vehicles should stop



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Loading and Unloading

Four-way hazard lamps shall be used on private property such as parking lots.

School bus alternating flashing red warning signal lamps have no authority on private property. They have authority to control traffic on roadways.

Alternating flashing red warning signal lamps shall not be activated within 200 feet of an intersection if the intersection is controlled by a traffic control signal.

Loading and Unloading

Proper uses of the alternately flashing red lights include:

- Activated only by the driver
- Required if school pupils must cross the roadway
- Used only when stopped or stopping on a highway, street, or private road
- Used only for the purpose of receiving or discharging school pupils
- Must be activated not less than 200 feet before the stop
- Alternately flashing red lights must be deactivated before resuming motion

Loading and Unloading

Improper uses of the alternately flashing red lights include:

- Not used for reasons other than loading or unloading school pupils
- Not used on private property, including driveways
- Not used while backing, or used in making turns or turnarounds
- Not used when stopping at railroad crossings
- Not used for inclement weather driving

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Loading and Unloading

When loading and unloading:

Never take your eyes off what is happening outside the bus.

Count children as they enter/exit.

Make sure you know the location of each student and make sure they are a safe distance from the bus before pulling away once you unloaded at the bus stop.

If you can't locate a child, check your mirrors. DO NOT MOVE!!

If you still can't find the child, secure the bus.

Check around and under your vehicle.

DO NOT MOVE until you have located the child.

Loading Procedure Steps

Loading Procedure Steps

Students should wait in a designated location for the school bus, facing the bus as it approaches. Students should board the bus only when signaled by the driver.

Monitor all mirrors continuously.

There is a safe technique in making stops that protect all involved.

These steps should be practiced in the same sequence, so they become habit.

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Loading and Unloading

1. Check mirrors and traffic.

Students will be loading soon, and we must scan the traffic scene to locate students and traffic hazards. A mistake here could be tragic!

2. Apply brakes lightly and slow down.

As you approach the bus stop, you must have your bus under control. Slowing down gradually will give you the control you need in case someone runs out in front of your bus.

Loading and Unloading

3. Activate alternately flashing amber lights at least 100 feet in advance on the roadway on which the bus stop will be performed.

Driving an eight light system bus means that the amber lights come on when you activate the switch and the red lights come on when you open the service door. Remember that 100 feet is the minimum distance. You may activate your lights earlier. Always watch for other large vehicles that take additional distance to stop. Give them enough distance to stop or let them pass before you activate your lights.

Loading and Unloading

4. Do not pull closer than 10 feet to waiting pupils.

Stop short of the line of waiting students for their safety. You must teach your students to stay back 10 feet from the bus and wait for your signal to board the bus. In winter weather your bus could also slide during the stopping procedure. Train your students well for their survival.

Loading and Unloading

5. If pupils do not cross the road to get to their home or to the bus, stop the bus as far to the right of the roadway, not the shoulder. It is important to consider a safe bus stop where pupils will wait for the school bus.

6. If pupils cross the road to get to their home or to the bus, stop the bus on the roadway or private road. The school bus shall not block the lane of traffic when a passenger being received or discharged is required to cross the roadway "for the safety of your pupils who are being boarded or discharged from the bus.

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Loading and Unloading

7. Shift the bus to neutral (may apply the parking brake)

It is possible that your foot could slip off the brake and the bus could move.

Place your bus in neutral at every student stop.

8. Check mirrors and traffic.

Check to see what the traffic around your bus is doing before you open your door. Hopefully, all traffic has stopped or is stopping for your bus. Do not release students until ALL traffic has completely stopped.

Loading and Unloading

9. Open the door (8 light system will change amber lights to red) as a signal for students to enter the bus. Pupils crossing the road may require an additional signal.

10. Have students enter or leave the bus in an orderly manner. Be sure all students are accounted for. COUNT THEM AND TRACK THEM!! This is the most dangerous step in our loading and unloading procedure. You must account for every student. More than half of all school bus rider fatalities are pupils struck by the bus which they were entering or leaving. Drivers are responsible for the safety of all their pupils, including those that must cross the roadway or street. Instruct pupils in safe use of the handrail. Count the students as they get off the bus and count them again as they move away from the bus. It is especially important to count and track students who must cross the road at the bus stop.

Loading and Unloading

11. Check to see that students are seated and close the door (this will deactivate the red lights on the 8 light system buses).

Students may fall if you start up before they are seated. Do not rush the seating procedure. Remember that small children may take considerable time to enter the bus and climbing the steps is a major event. Help them if you can!

12. Allow traffic to clear, where practicable.

If it is possible, you allow stopped traffic to clear. Failure to allow traffic to clear may result in a motorist trying to pass unsafely because they do not want to get trapped behind your bus.

Loading and Unloading

13. Check mirrors and traffic.

Your stop procedure is almost complete, and you must proceed through traffic.

“Brake is the first thing on and the last thing off!”

Loading and Unloading

At the Bus Stop

If a backing turnaround is required on the route, load students onto the bus before backing into turnaround. Unload students after making the turnaround. When making a backing turnaround, students should remain seated at all times. Use extra caution.

Don’t impede the regular flow of traffic. If a build-up occurs behind you, display professional courtesy.

- If possible, pull to side of road only if entire vehicle can get off the road and stop.
- Allow vehicles to pass.
- Check traffic using all outside mirrors.
- Resume position on road.

Loading and Unloading

Unloading Procedure Steps

Unloading students poses additional problems. Follow loading procedures with these additions:

- You are responsible for the safety of all students crossing the roadway regardless of grade level.
- When stopped, not rolling, give the vehicles behind you a chance to react by activating the flashing red warning lights before you open the door.
- Students should stay seated until the door opens fully.

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Loading and Unloading

Do not allow students to get off the school bus until all traffic has stopped.

Loading and Unloading

- A backing turnaround must be completed before students are unloaded.
- Do not allow enough room on the right for a motorist to squeeze between the bus and the curb or edge of the pavement.
- Students shall be instructed to walk a distance of approximately ten (10) feet in front of the school bus and wait for operator's signal before crossing the roadway.

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Loading and Unloading

- When it is safe to cross, establish eye contact with the student(s), and give the pre-arranged signal for crossing. The signal should be clear enough that motorists will not mistake it as a signal to proceed.
- Instruct students to pause and look both ways before continuing beyond the bus.
- Check traffic in both directions before allowing students to cross a roadway.
- While performing this operation, remember you are not a traffic officer and have no rights other than those of a regular motorist. Do not signal any motorist to do anything.

Loading and Unloading

- When students have safely crossed the road, and/or cleared the unloading zone, count students; cancel the flashing red warning lights by closing the door.
- If a driver of a motor vehicle violates the stop arm law, follow district procedure for reporting.
- Use safe procedures to allow stopped traffic to move on.
- Place transmission in gear.

Loading and Unloading

- Release park brake (if applied)
- If the students are crossing, the bus should be toward the center of the lane – no need for turn signal.
- Check traffic using all outside mirrors.
- When safe, gradually resume correct position on roadway and continue.

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Loading and Unloading

Some important observations to attempt to make if someone disregards your stop arm:

- Location – closest intersection, landmark
- Time of day
- Direction bus is headed
- Direction of car headed
- What type of car? (Sedan, SUV, large truck, small truck)
- Color of Vehicle
- Description of Driver – do the best you can
- License Plate (State, number, color)
- Other contributing factors – damage to the vehicle

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Loading and Unloading

NEVER, NEVER change a bus stop location without following district procedures. It is against MDE Rules!

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Route and Stop Reviews

Report Route Hazards

If, during the process of performing your route, you notice something that has become a hazard follow district procedures for reporting such incidents. This could be a snowbank that is too high to see over, a tree in the road, construction, etc.

These hazards and the corrective action may need to be listed on the route description for the substitute driver.

Review the district procedure on reporting route hazards and how to determine when a change is warranted. The driver shall never change a stop without following district procedures.

Loading and Unloading

https://youtu.be/Gcoxxh7MDWs

Loading and Unloading Test

10. The school bus operator shall stop as far to the right of the roadway, highway or private road as possible, not shoulder, before discharging or loading passengers, allowing sufficient area to the right and front of the vehicle but close enough to the right to prevent traffic from passing on the right so students may clear the vehicle safely while in sight of the operator.

Vehicle Orientation
D1.3

Space Management

The importance of managing the space surrounding the vehicle under various traffic and road conditions.

To be a safe driver, you need space all around your vehicle. When things go wrong, space gives you time to think and to take action.

To have space available when something goes wrong, you need to manage space. While this is true for all drivers, it is very important for large vehicles. They take up more space and they require more space for stopping and turning.

Space Management

Space Ahead

- Of all the space around your vehicle, it is the area ahead of the vehicle – the space you are driving into – that is most important.

- Why?
  - Stop suddenly (buses most often run into a vehicle in front of them)
  - Following too closely

- How Much Space?
  - One second for each 10 feet of vehicle length – below 40 mph
  - Greater speeds add one second for safety

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Space Management

Space Behind

- You can't stop others from following you too closely. But there are things you can do to make it safer.
  - Stay to the Right (going up hill, heavy load)
  - Dealing with Tailgaters Safely
    - Avoid quick changes
    - Increase your following distance
    - Don't speed up
    - Avoid tricks

Sometimes hard to see if you are being tailgated (following too closely) either due to bad weather or drivers that are trapped behind you.

Space Management

- Space to the Sides
  - Staying Centered in a Lane
  - Strong Winds
  - Traveling next to Others
    - Another driver may change lanes suddenly and turn into you
    - You may be trapped when you need to change lanes

Space Management

Space Overhead

- Don’t assume heights posted at bridges and overpasses are correct (re-paving, snow)
- Weight changes height
- Go slow – Not sure? Take another route
- Tile – drive closer to the center of the road
- Backing (G.O.A.L.)

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Space Management

Space Below

- Reduced when heavily loaded
- More common on dirt roads and unpaved yards
- Drainage channels across roads
- Railroad tracks
- Be careful not to get hung up

Space for Turn

Left Turns

- From center of the intersection
- Watch off-tracking
- Two turning lanes? Take the right turn lane.

Right Turns

- Slowly
- Keep rear of vehicle close to the curb
- Turn wide as you complete the turn not when you start the turn
- Don't back up
- Two turning lanes? Take the left turn lane.

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Space Management

Space needed to Cross or Enter Traffic

- Size
- Weight
- Slow acceleration – may need larger gap
- Load can vary acceleration
- Make sure you can get ALL the way across before traffic reaches you.

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Vehicle Orientation

See Pre-Trip Inspection Section for more Info regarding Vehicle Orientation

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Post-Crash Procedures
D1.4

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Accident Procedures

When you're in an accident you should assess your own physical condition immediately after the crash, if you are not seriously hurt, you need to act to prevent further damage or injury. The basic steps to be taken at any accident are to:

Secure the bus

Notify authorities

Care for injured students

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Accident Procedures

Secure the Bus

Do not move the bus. Send someone to flag traffic (trained and mature student or Bus Aid)

Set out reflective triangles/turn on 4-way flashers

Guard against fire

Unless the school bus is severely damaged or endangered by fire, keep the students inside the bus. The bus driver should not leave the bus unless it is absolutely necessary. The driver should stay near the school bus in order to give close supervision to students

Check for injured students

Accident Procedures

Notify Authorities

Notify school authorities/transportation office of the accident and injury to students via cell phone or radio.

Call an ambulance if necessary

Call a law enforcement official

Be courteous to the other driver, if another vehicle is involved. DO NOT ADMIT FAULT!!!! ONLY SPEAK WITH LAW ENFORCEMENT AND SCHOOL AUTHORITIES!!

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Accident Procedures

Care For Injured Students

If a qualified person is at the accident and helping the injured, stay out of the way unless asked to assist.

Otherwise, do the best you can to help any injured parties. Here are some simple steps to follow in giving assistance:

Don’t move a severely injured person unless the danger of fire or passing traffic makes it necessary.

Stop heavy bleeding by applying direct pressure to the wound.

Keep the injured person warm.

Things to Consider Post Crash

Evacuate?

Injuries?

- Call for medical assistance

How many students on board?

- Names, seat location, age

Type of fuel a concern?

Transferring students?

Releasing students?

Photographs?

Stay with students?

Drug and Alcohol Testing?

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Accident Procedures

You will be taught your district policies regarding Post Crash Procedures in the future - follow them.

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Planning for Emergencies

Determine Need to Evacuate Bus

The first and most important consideration is for you to recognize the hazard. If time permits, school bus drivers should contact their dispatcher to explain the situation before making a decision to evacuate the school bus.

As a rule, student safety and control is best maintained by keeping students on the bus during an emergency and/or impending crisis situation, if doing so does not expose them to unnecessary risk or injury. Remember, the decision to evacuate the bus must be a timely one.

Planning for Emergencies

A decision to evacuate should include an assessment of the accident scene and consideration of the following conditions:

Is there a fire or danger of fire?

Is there a smell of raw or leaking fuel?

Is there a chance the bus could be hit by other vehicles?

Is the bus in the path of a sighted tornado or rising waters?

Are there downed power lines?

Would removing students expose them to speeding traffic, severe weather, or a dangerous environment such as downed power lines?

Would moving students' complicate injuries such as neck and back injuries and fractures?

Other Emergency Procedures

Accidents

When you come upon an accident, use caution and continue moving. Staring too long at an accident can lead to another accident and puts the drivers behind you at risk.

Precautionary Measures

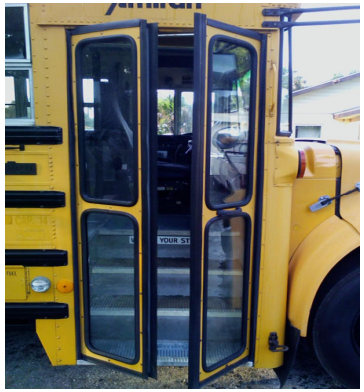
Remain alert and briefly size up the accident scene.

Resist the urge to rubber neck.

Begin braking early to warn other drivers to slow down, but do not stop completely.

Emergency Exit and Evacuation - D1.5

Where are the emergency exits?



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Planning for Emergencies

Planning for emergencies and knowing what to do at the time of an emergency will prevent panic and confusion. When many passengers are moving rapidly to evacuate a bus, there is always the possibility of panic and injury. The safety of the students is to be given priority. In most emergency situations, the bus is the safest place for the passengers unless extenuating circumstances warrant evacuation from the bus.

Front Door Evacuation

- Notify the proper authorities and school administrators as soon as possible.
- Driver should stand and face students.
- Get students' attention - speak clearly and concisely.
- Announce - "Remain seated, emergency evacuation, front door." Tell students the location of the safe waiting area, at least 100 feet or more from the bus and roadway. All belongings are to be left on the bus. Students should be supervised, if possible.
- Evacuate the bus by dismissing students. Driver should move backwards down the aisle, dismissing the student's row by row.

  If possible, give the first aid kit(s) to the first two responsible students exiting the bus. Do not impede the flow of the students exiting.

  Begin at the front of the bus, starting at the right side; alternate side-to-side, row by row, until students have exited the bus.

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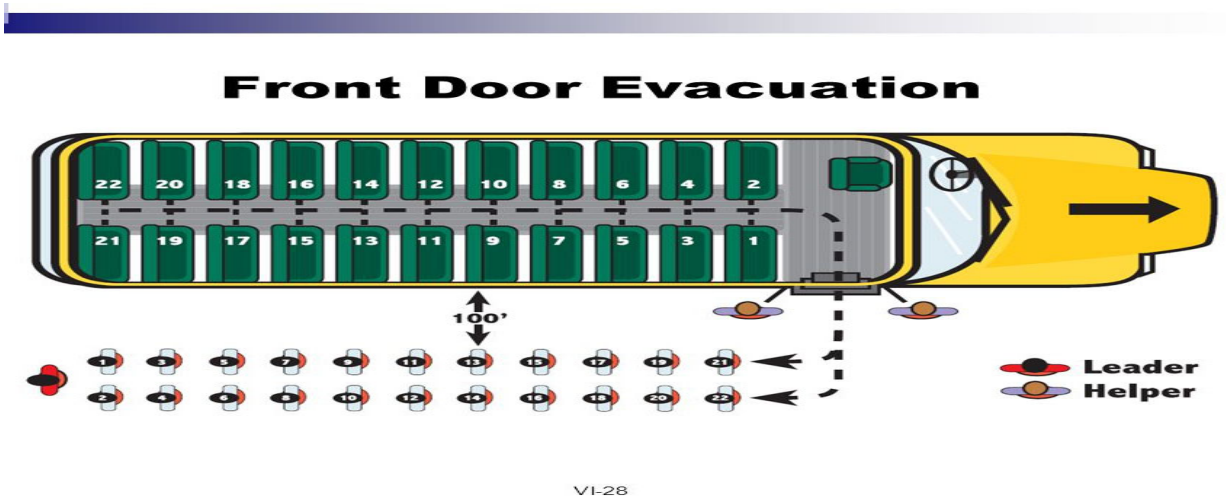
Front Door Evacuation

- Check each seat as you move back to the front of the bus to make sure all students have evacuated the bus.
- Account for all students.
- Render first aid, if necessary.

Front Door Evacuation



Rear Door Evacuation

- Use the rear door when front door evacuation is impossible or unsafe to use, or when it is imperative to evacuate as quickly as possible by using rear exits.
- Notify proper authorities and school administrators as soon as possible.
- Announce, “Remain seated, emergency evacuation, rear door.” Tell students the location of the safe waiting area. All belongings are to be left on the bus.
- Assign two (2) “helpers” to assist students. Have them “sit” on the floor at the emergency door and “scoot” out of the door onto the ground. One helper is positioned with their back to the emergency door, so door will not swing against the students. The other helper is positioned on the other side of door area.
- 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 student to minimize the possibility of the student falling forward.
- Helpers are very important in preventing injuries when exiting the bus from the rear door.

Rear Door Evacuation

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Rear Door Evacuation

- Evacuate the bus by dismissing students. Driver will move backwards from rear row of seats, dismissing students' row by row.
- Begin at the back row and continue to the front; alternate side-to-side, row-by-row, until students have exited the bus. If possible, give the first aid kit(s) to the last two responsible students when they are out of the bus.
- Students should sit at the rear door, and then scoot through the door onto the ground with the helper assistance.
- Students should walk to the safe waiting area.
- Check all seats for students as you move towards the back of the bus.
- Have the helpers "assist" you out of the rear of the bus.
- Account for all students.
- Render first aid, as necessary.

Side Door Evacuation

- Follow the procedures for a rear door evacuation with the following exception to dismissing the students:
- Begin at the seat nearest the exit, approximately 6th from the rear. Work to the rear alternating side-to-side, (a closed space), then return to seat immediately in front of the rear side exit and work to the front alternating side to side.
- Using a side door exit is a more difficult evacuation procedure because of the height of the door from the ground. With small children you might have to assist them from the door to the ground.

When the side door might be your best option

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Combined Evacuation of front and rear doors

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Special Needs Evacuations

Emergency Evacuation - Students with Special Needs

Care should be taken to plan for students with special needs who are riding on the bus. Know procedures to be followed to safely evacuate each student. It is advisable to talk to parents or guardians of the students with disabilities to properly plan for an emergency evacuation. Teachers and school staff who work with these students can also help communicate the individual needs of each child. The Mississippi Department of Education has guidelines for preparing an evacuation plan. Responsible students may be assigned to help a student with special needs get to a safe area away from the bus, traffic, and other dangers.

The plan should address each student's characteristics and abilities. A written plan should be developed, maintained with the route sheet, and out of sight of everyone who may get on the bus. All drivers should be familiar with where the plan is located and review it prior to departing on a route.

Special Needs Evacuations

All special needs operators and assistants must know how to manually load and unload students in the event the wheelchair lift becomes inoperable during an emergency.

Railroad-Highway Grade Crossings - D1.6

Railroad-Highway Grade Crossing

Potential Dangers

Safety Procedures

Federal/State RR Regulations

Crossing Environments

Obstructed View Conditions

Clearance Around the Tracks

Rail Signs and Signals

Railroad Personnel Availability

https://oli.org/

https://oli.org/video/view/2014-operation-lifesaver-leadership-conference-video-see-tracks-think-train

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Operation Rules – Railroad Crossing

School transportation vehicle operators of School Buses, Multifunction Buses and Motor Coach Buses, whether transporting students or not, shall apply the following procedures during the process of approaching, stopping and crossing railroad tracks:

(a) Activate the four-way hazard lamps not less than 200 feet from the railroad crossing to alert other motorists of the pending stop for the crossing.

(b) Stop the bus within 50 feet but not less than 15 feet from the nearest rail.

(c) When stopped, the bus should be as far to the right of the roadway as possible and should not form two lanes of traffic unless the highway is marked for four or more lanes of traffic.

Operation Rules – Railroad Crossing

(d) Use a prearranged signal to alert students to the need for quiet aboard the bus when approaching railroad tracks. Turn off all noise making equipment (fans, heater, radio, etc.) May use noise suppression switch if installed.

(e) After quietness aboard the stopped bus has been achieved, bus operators shall shift the bus to neutral and open the service door and operator window. The bus operator shall listen and look in both directions along the track(s) for any approaching train(s) and for signals indicating the approach of a train.

(1) If the tracks are clear, the bus operator shall close the service door and may then proceed in a gear low enough to permit crossing the tracks without having to manually shift gears. The bus operator shall cancel the four-way hazard lamps after the bus has cleared the tracks.

Operation Rules – Railroad Crossing

(2) When two or more tracks are to be crossed, the bus operator shall not stop a second time unless the bus is completely clear of the first crossing and has at least 15 feet clearance in front and at least 15 feet clearance to the rear.

(3) Before crossing the tracks, the bus operator shall verify that there is enough space after the tracks for the bus plus 15 feet if it is necessary to stop after crossing the tracks.

Operation Rules – Railroad Crossing

63-3-1011 (1) The driver of any motor vehicle carrying passengers for hire or of any vehicle carrying explosive substances of flammable liquids as a cargo or part of a cargo, before crossing at grade any track or tracks of a railroad, shall stop the vehicle within fifty (50) feet but not less than fifteen (15) feet from the nearest rail of the railroad. While stopped, the driver shall listen and look in both directions along the track for:

(a) Any approaching train or any other vehicle operated upon the rails for the purpose of maintenance of railroads, including, but not limited to, all hi-rail vehicles and on-track maintenance machines; and

(b) Signals indicating the approach of a train or any other vehicle or machine operated upon the rails. The driver shall not proceed until he can do so safely.

(2) No stop need be made at any crossing where a police officer or a traffic control signal directs traffic to proceed.

(3) The driver of every school transportation vehicle used to transport pupils, upon approaching any railroad crossing, shall comply with the provisions of Section 37-41-55.

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(2) The driver of every school transportation vehicle used to transport pupils, on approaching any highway intersection, shall bring the vehicle to a complete stop and shall not proceed until the driver has determined that it is safe to proceed.

(3) Any driver who fails to bring his vehicle to a complete stop and follow the procedures as herein required is guilty of a misdemeanor and, upon conviction thereof, shall be fined not less than One Hundred Dollars ($ 100.00) nor more than Two Hundred Fifty Dollars ($ 250.00) for each offense

Operation Rules – Railroad Crossing

§ 37-41-55. Duties of driver of school transportation vehicle used to transport pupils upon approaching railroad crossing or highway intersection (Special Vehicles)

(1) The driver of every school transportation vehicle used to transport pupils, on approaching any railroad crossing, shall bring the vehicle to a complete stop within fifty (50) feet but not less than fifteen (15) feet from the nearest rail of the railroad. While stopped, the driver shall open the service door and driver's window, and look and listen for:

(a) Approaching trains or any other vehicle operated upon the rails for the purpose of maintenance of railroads, including, but not limited to, all hi-rail vehicles and on-track maintenance machines; and

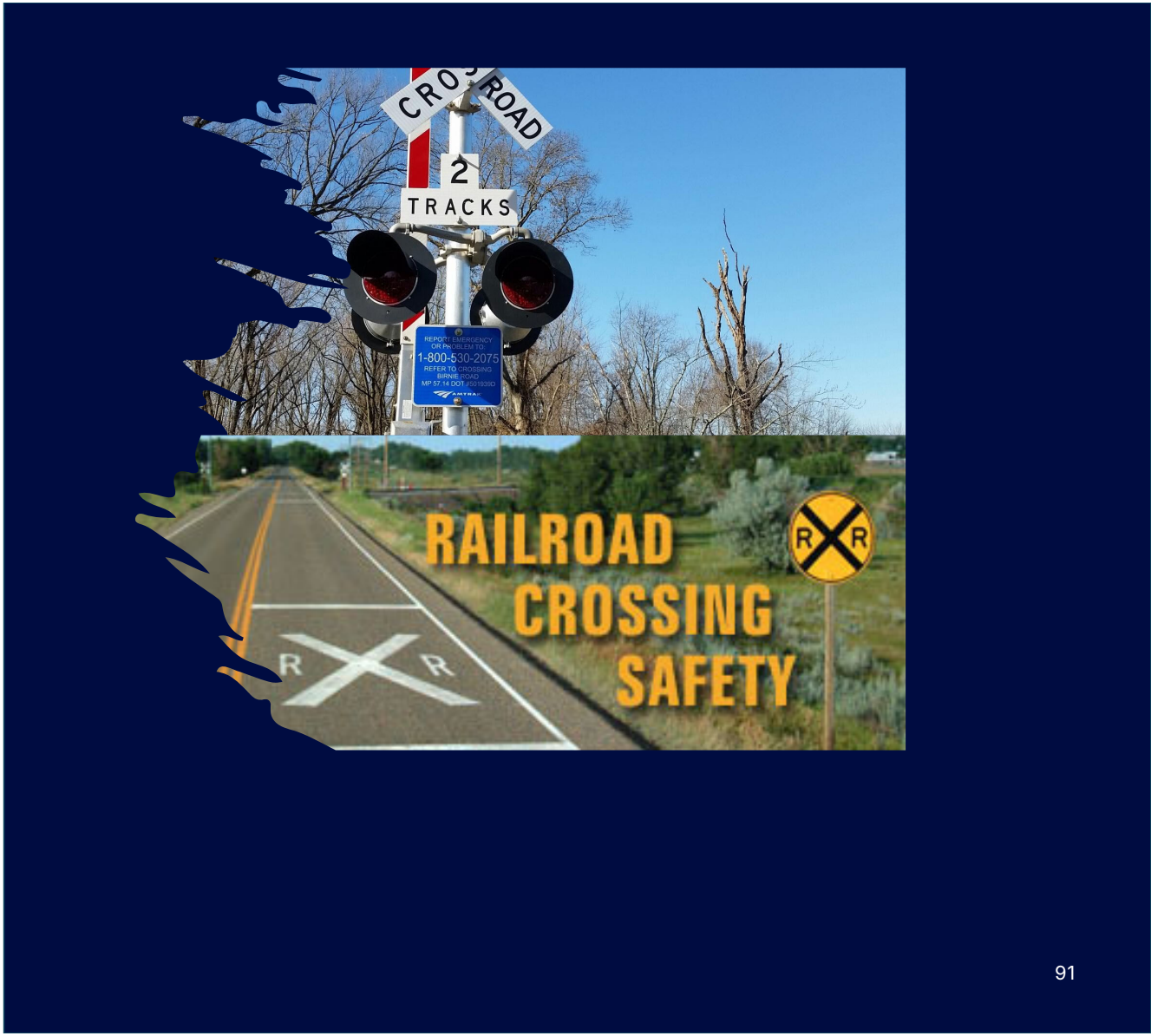
(b) Signals indicating the approach of a train or other vehicle, or machine operated upon the rails.

The driver shall not proceed until the driver has determined that it is safe to proceed.

Railroad Crossings

If the crossing has <u>ANY</u> of the following, the school bus <u>MUST</u> stop.

1. Gates
2. Cross buck signs
3. Railroad Signage
4. Red flashing railroad lights



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Railroad Crossings

Q: What does it mean for a railroad crossing to be exempt? Does it mean a school bus does not have to stop?

A: Yes, the bus is not required to stop, however, this is a big misunderstanding. Per the law, a train always has the right of way and vehicles must yield to the train. The exempt sign is placed on the cross bucks or light post only when the train is not running or very little train traffic is taking place at the crossing and the train no longer has the right of way, and must yield to vehicles on the roadway.

RR grade Crossing Environments/Obstructed View Conditions

- Freight trains don't travel at fixed times, and schedules for passenger trains often change. Always expect a train at each highway-rail intersection at any time.
- All train tracks are private property. Never walk on tracks; it's illegal trespass and highly dangerous. It takes the average freight train traveling at 55 mph more than a mile—the length of 18 football fields—to stop. Trains cannot stop quickly enough to avoid a collision.
- The average locomotive weighs about 400,000 pounds or 200 tons; it can weigh up to 6,000 tons. This makes the weight ratio of a car to a train proportional to that of a soda can to a car. We all know what happens to a soda can hit by a car.
- Trains have the right of way 100% of the time over emergency vehicles, cars, the police and pedestrians

Track Safety Basics – Clearance Around the Tracks

- A train can extend three feet or more beyond the steel rail, putting the safety zone for pedestrians well beyond the three-foot mark. If there are rails on the railroad ties, always assume the track is in use, even if there are weeds or the track looks unused.
- Trains can move in either direction at any time. Sometimes its cars are pushed by locomotives instead of being pulled, which is especially true in commuter and light rail passenger service.
- Today's trains are quieter than ever, producing no telltale "clackety-clack." Any approaching train is always closer, moving faster, than you think
- Remember to cross train tracks ONLY at designated pedestrian or roadway crossings and obey all warning signs and signals posted there.
- Stay alert around railroad tracks. Refrain from texting, headphones or other distractions that would prevent you from hearing an approaching train; never mix rails and recreation.

Rail Signs and Signals

Signs Before the Crossing
https://oli.org/safety-near-trains/track-safety-basics/rail-signs-and-signals/signs-crossing
Markings on the Road
https://oli.org/safety-near-trains/track-safety-basics/rail-signs-and-signals/markings-road
Signs at the Crossing
https://oli.org/safety-near-trains/track-safety-basics/rail-signs-and-signals/signs-crossing-0
Devices at the Crossing
https://oli.org/safety-near-trains/track-safety-basics/rail-signs-and-signals/devices-crossing
Signs along Railroad Property
https://oli.org/safety-near-trains/track-safety-basics/rail-signs-and-signals/signs-along-railroad-property

Emergency Notification System

https://youtu.be/e_aoLar4GIA

Student Management
D1.7

Student Management

Discipline on school buses is probably the biggest problem confronting school bus drivers today. The attitude of the driver should be consistent using the following:

- Firm

Be prepared to follow through. Avoid giving a directive that you cannot enforce.

- Fair

Be consistent in disciplining students

- Friendly

Be approachable to the students, while keeping in mind that you, the driver, are in charge.

Student Management

Understanding the principles of child psychology will help avoid trouble before it begins. Overlooking the violations of conduct of one student will cause you to lose the respect of the other students.

Be careful to strike a happy medium by not being too lenient or too harsh. Both extremes are equally poor for the morale of the school bus riders.

Loud talking on the bus is a problem that requires much patience, but absolute silence is not a healthy atmosphere. Issuing one directive does not complete the teaching process.

A directive must be patiently and constantly repeated.

Student Management

Know each driver is working for an educational system whose job is training the minds of students. Too frequently students are expected to be finished products with adult attitudes and this simply is not the case.

Strive to build morale and cooperation with the students on the bus. In the course of time, the student morale will be a great help in controlling the worst offenders. When students discover that improper conduct is not acceptable, offenders will hesitate to do these things which cause them to lose prestige among their fellow students.

Student Management

Speak in a friendly manner but with a firm voice.

There should be no anger involved. Do not let personal problems reflect themselves in your mood or judgment while dealing with the students. If discipline is necessary, move the student to a seat near the front.

Emphasize the disciplinary action that will be taken and that if it is not corrected to an acceptable level, the student may have his privilege of riding the bus taken away.

Never kick a student off the bus and tell them to walk home if they are not obeying the rules!!!!! That opens up all kinds of liability issues.

Student Management

Tips on maintaining discipline:

1. Be friendly. Have a sense of humor.
2. Be sincere in your work.
3. Set firm, clear rules.
4. Never give a directive you do not intend to enforce.
5. Do not give a directive you cannot enforce.
6. Do not pick on every little thing. Commend good behavior.
7. Set a good example. Look for good qualities.
8. Be firm, fair, and friendly.

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Student Management

9. Be consistent.
10. Say “please do this,” rather than “don’t do that.” Be positive.
11. Offer choices with the possible consequence.
12. Keep your “cool.”
13. Have a positive attitude.
14. Know district policies for reporting problems.
15. Be assertive: the driver is in charge.
16. Never strike or touch a student.

Student Management

Reporting Unacceptable Behavior

Each district should have a policy and procedure for reporting unacceptable behavior. Follow your policy! Student behavior that is inconsistent with desired safe behavior is reported as either major or minor incidents. Student misconduct forms are filled out by the driver and returned to the transportation supervisor or designee for initial screening. The driver should report behavior only after attempting to solve the problem within his/her own capabilities. The transportation supervisor or designee determines the decision whether the reported misbehavior will be identified as minor or major.

Student Management

Student due process:

- Have a set process or procedure.
- Make sure it is written.
- Make sure the driver, student riders, and parents are familiar with the policy

Due process is the legal requirement that the state must respect all legal rights that are owed to a person. ... When a government harms a person without following the exact course of the law, this constitutes a due process violation, which offends the rule of law

Student Management

Good behavior should be rewarded. Do something the students like, and which is appropriate for the age level.

Rewards may include, but are limited not to:

- Praise
- Note to parents
- First in line, first off the bus
- Special seat (window, next to a friend)
- Awards, e.g., smiley face stickers, etc.

Do not provide edible treats to students as a reward. There may be allergies the driver is not aware of. The parents may not approve of a certain type of treat.

Always follow district procedures when disciplining or rewarding students.

Student Management

Always follow district procedures when disciplining or rewarding students.

Clearly convey the rules at the beginning of the year or the first opportunity.
Let the students know what the expectations are for behavior on the bus.
Always follow through with the consequences that have been presented.

Always approach the students with the behavior that is expected.

Do not approach with the behavior that is not wanted.

Using a positive approach is far more successful than a negative approach.

Student Management

Gain their respect by staying positive.

Tell them the rules, and why they need to obey.

When they obey, praise them.

When they disobey, make sure you take appropriate action according to your district's policy.

Never lose your cool.

If they do not listen, you may need to stop the bus.

Speak to the troublemakers alone.

If they still do not listen, follow your school district policy.

Special Safety Considerations - D1.8

Strobe Lights

- Must be operating at all times to present a hazard to other motorists or to enhance the visibility of the vehicle when barriers are obscured.
- All Mississippi school buses shall be equipped with a white strobe light
- If traveling with other buses at night, only the last bus in the convoy shall have on strobe light.

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Driving In High Winds

Strong winds affect the handling of the school bus and can push the school bus sideways, move it off the road, or in extreme conditions, tip it over.

Problem especially bad coming out of tunnels

If you are caught in strong winds:

- Keep a strong grip on the steering when with both hands. Try to anticipate gusts
- Slow down to lessen the effect of the wind, or pull off the roadway and wait
- Contact your dispatcher/transportation office to get more information about what to do

Backing and Docking

"Get Out and Look" (GOAL)

Evaluation of Backing/Loading Facilities

Knowledge of Backing Set Ups

How to Back - Using Spotters

G.O.A.L

Get Out And Look

According to the National Safety Council, 1 out of 4 vehicle accidents can be attributed to poor backing techniques.

Backing accidents cause 500 deaths and 15,000 injuries per year.

Most backing incidents result in property damage only, however the 10% of liability can be costly

The AAA Foundation, FMCSA,NHSTA, National Safety Council

Backing

Backing a school bus is strongly discouraged. You should back your bus only when you have no other safe way to move the vehicle. You should never back a school bus when students are outside of the bus. Backing is dangerous and increase your risk of a collision.

Backing Techniques

Because you cannot see everything behind your vehicle, backing is always dangerous. Avoid backing whenever you can. Park so you will be able to pull forward when you leave.

When you must back, follow these safety rules:

Post a lookout, preferably inside the school bus looking out the rear window. The purpose of the lookout is to warn you about obstacles, approaching persons and other vehicles. The lookout should not give you directions about how to back the bus

Safe Backing Techniques

Signal for quiet on the bus

Use Mirrors on Both Sides and rear windows - Check the outside mirrors on both sides frequently. Get out of the vehicle and check your path if you are unsure.

Back slowly and smoothly - Always back as slowly as possible. Use the lowest reverse gear. That way you can more easily correct any steering errors. You also can stop quickly if necessary.

Backing Techniques

Back and turn toward drivers' side - Back to the drivers' side so you can see better. Backing toward the right side is very dangerous because you cannot see as well. If you back and turn toward the drivers' side, you can watch the rear of your vehicle by looking out the side window. Use driver-side backing—even if it means going around the block to put your vehicle in this position. The added safety is worth it.

Backing Techniques

If no lookout is available

Set the parking brake

Turn off the motor and take the keys with you.

Walk to the rear of the bus to determine if the way is clear

If you must back-up at a student pick-up point, be sure to pick up students before backing, and watch for late comers at all times.

Be sure that all students are in the bus before backing.

If you must back-up at a student drop-off point, be sure to unload the students after backing.

Evaluation of Backing/Loading Facilities

- Walk around your vehicle to get a complete picture of what you are backing into.
- Walk the pavement surface looking for depressions and fixed objects, and be certain pedestrians are a safe distance from your vehicle.
- Look up!! Hazards may come in the form of power lines, awnings, or even building overhangs.

Evaluation of Backing/Loading Facilities

- Check side clearances and adjust your mirrors.
- Signal your intentions by giving your horn a light tap. Use your four-way flashers.
- Get to it! After checking, start backing procedures before the picture changes.

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Tail Swing

A school bus can have up to a three-foot tail swing. You need to check your mirrors before and during any turning movements to monitor the tail swing, especially when pulling away after loading or unloading students.

https://youtu.be/ye5MApF9gQc

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Pre and Post Trip Inspections - D1.9

Pre-trip

This Pre-trip presentation was designed to prepare for the CDL Skills Test. You are not required to utilize this material in the order that it is presented and can teach this in any order that will work for your district, except for the Air Brake Check which must be performed in the proper order.

District items may be added only after the trainee has passed their CDL Skills Test.

Pre-Trip Inspection

Upon approach of the bus check that all lights are clean, clear, not missing, not broken, or damaged in any way and are of proper color.

Check that reflectors are clean, none are missing or broken, and they are of proper color - amber.

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Pre-Trip Inspection

Check clearance lights to be sure they are clean, clear, not missing, not broken, damaged in any way, and are of proper color.

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Pre-Trip Inspection

Check student lights to be sure they are clean, clear, not missing, not broken, damaged in any way, and are of proper color.

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Pre-Trip Inspection

Inspect windshield to make sure it is clean, clear and has no obstructions or damage to the glass.

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Pre-Trip Inspection

Check mirrors for proper mounting, damage, and proper adjustment.

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Pre-Trip Inspection

Check turn signal/hazard lights to be sure they are clean, clear, not missing, not broken, damaged in any way, and are of proper color.

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Pre-Trip Inspection

Check headlights/signal/hazard lights to be sure they are clean, clear, not missing, not broken, damaged in any way, and are of proper color.

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Pre-Trip Inspection

If equipped, check that safety arm is securely mounted and functions properly in conjunction with stop arm.

Check for loose fittings and damage.

Check that arm extends fully when operated.

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Pre-Trip Inspection

Check for puddles or dripping fluids on the ground under the engine and transmission.

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Engine Compartment

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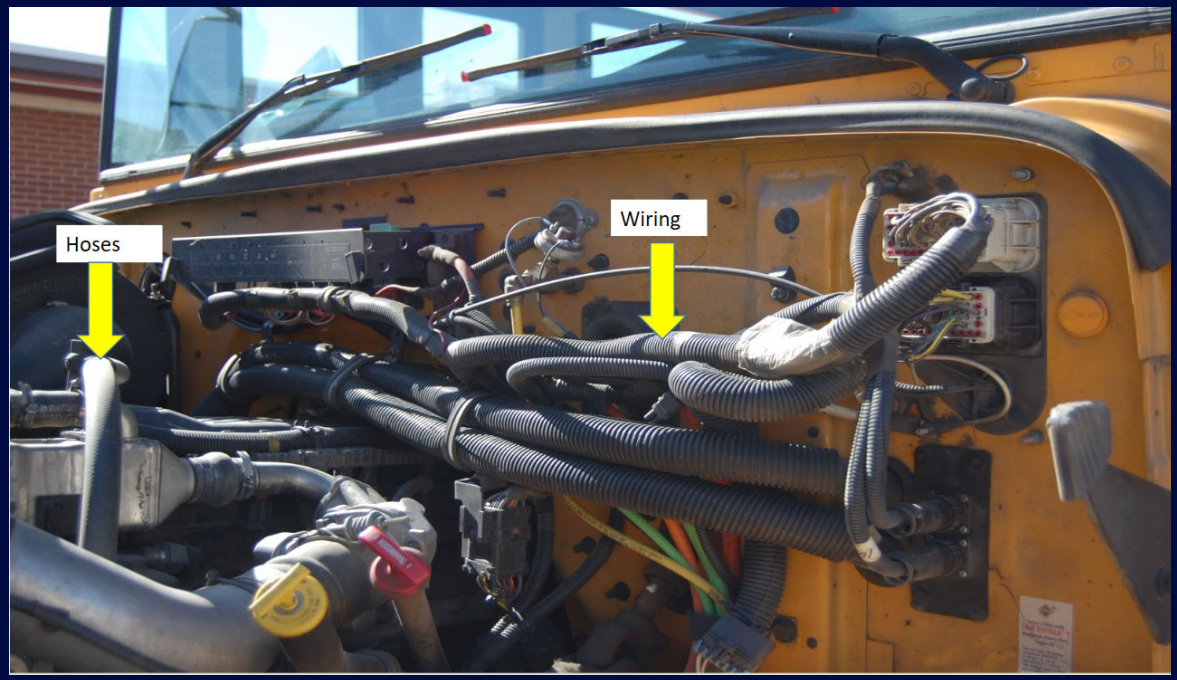
Check that air hoses, electrical lines, and electrical line insulation are not cracked, chafed, spliced, taped, or worn.

Check that air and electrical lines are not tangled, crimped or pinched or showing wear marks.

Look for puddles or dripping fluids on the ground under the engine or the underside of the engine and transmission.

Inspect engine heater hoses for condition and securement.



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Check oil level while engine is off.

Indicate where dipstick is located.

Note – Transmission dipstick may be located near the oil dipstick.

Check that the oil level is above the refill mark, in a safe operating range.

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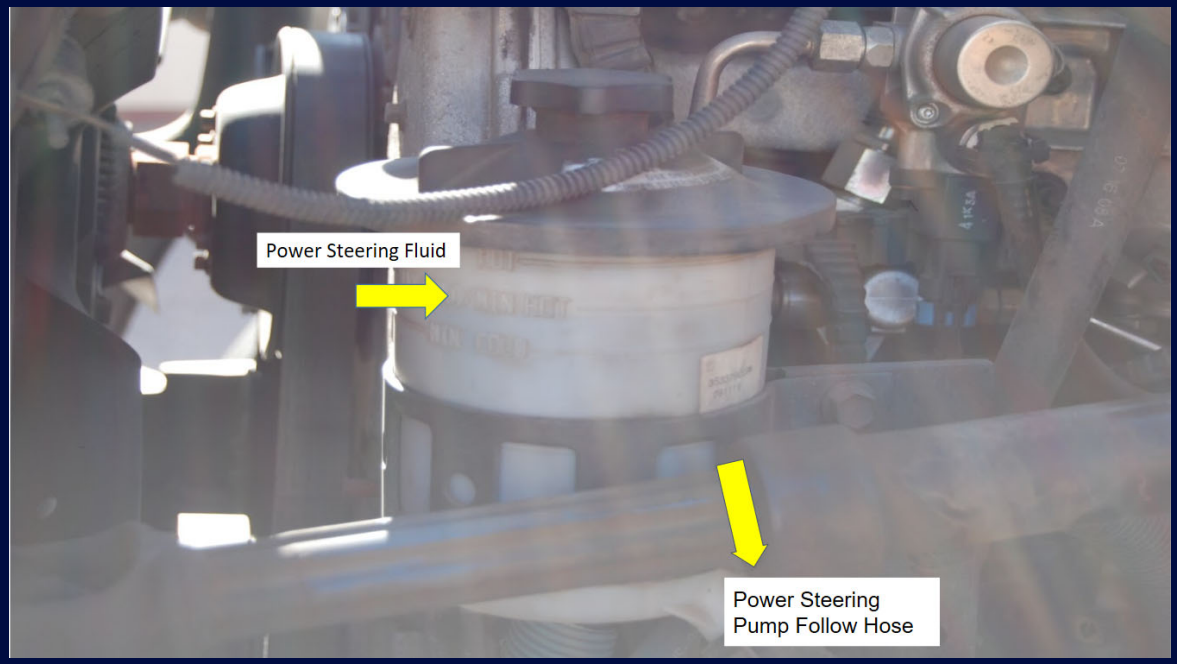
With the engine stopped, check the dipstick and see where the fluid level is relative to the refill mark or check sight glass.

Check to make sure unit is mounted securely with no leaks, or damage of any kind.



With the engine off, locate the air compressor.

Check that compressor is securely mounted, not leaking, or damaged in any way.

Identify that compressor is belt, or gear driven.

If compressor is belt driven test the belt to make sure it is snug.

Check that the belt is not frayed, has no visible cracks, loose fibers, or signs of wear. Push belt with hand, and if it deflects more than ½ to ¾ of an inch note that slippage is probably excessive.

Check sight glass on the radiator or coolant reservoir; adequate level should show in sight glass. If no sight glass is available, and engine is cool, remove cap and inspect fluid level.

Check to make sure unit is mounted securely with no leaks, or damage of any kind.

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Check that the steering box is securely mounted and not leaking, or damaged in any way.

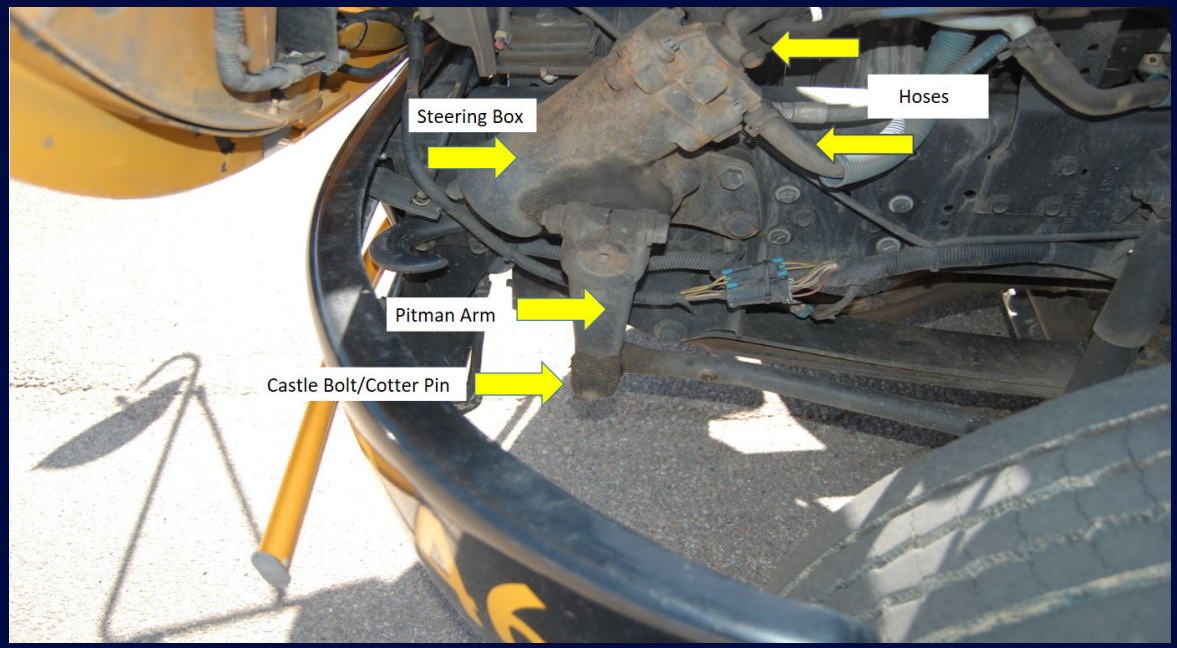
Check for any missing or loose nuts and bolts.

Check for power steering fluid leaks or damage to power steering hoses.

Check that connecting links, arms, and rods from steering box to the wheel are not worn or cracked, or damaged in any way.

Check that joints and sockets are not worn or loose.

Check for loose or missing nuts, bolts, or cotter pins.

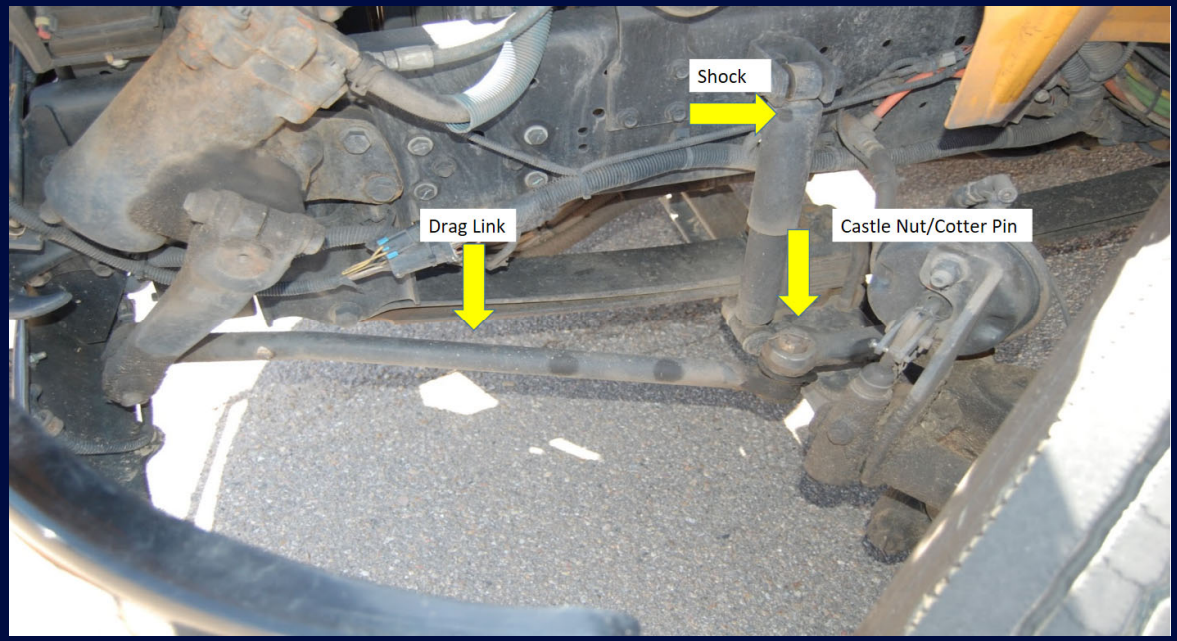


Check that connecting links, arms, and rods from steering box to the wheel are not worn or cracked, or damaged in any way.

Check that joints and sockets are not worn or loose.

Check for loose or missing nuts, bolts, or cotter pins.

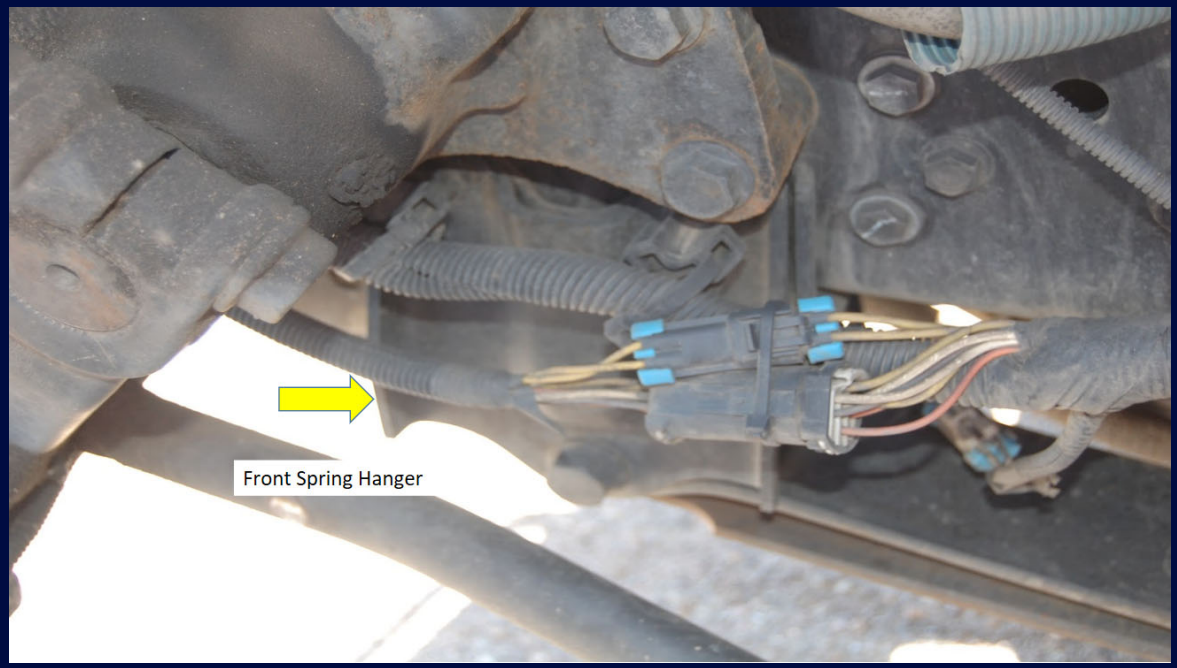
Check that shock absorbers are mounted properly, not leaking and show no damage of any kind.



Check that spring attachments (brackets, bolts, bushings) are in place.

Check for cracked or broken spring hangers.

Check for missing or damaged bushings.



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Check that spring attachments (brackets, bolts, bushings) are in place.

Check for cracked or broken spring hangers.

Check for missing or damaged bushings.

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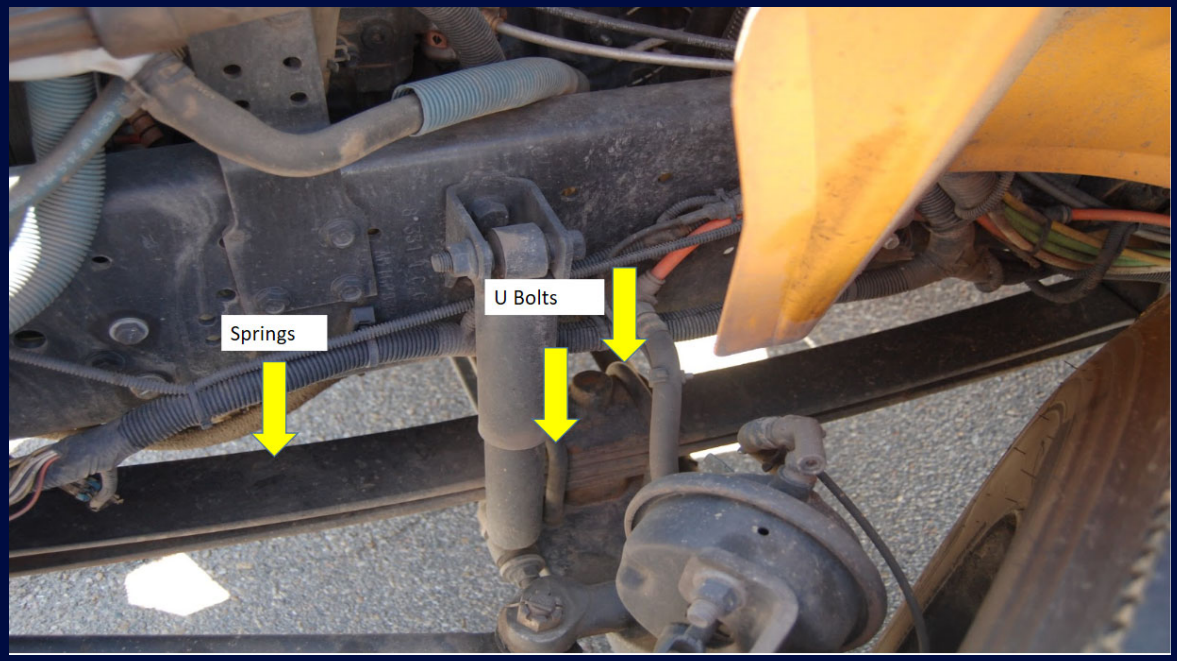
Check for missing, shifted, cracked, or broken leaf springs.

Check for broken or distorted coil springs.

Check U bolts for broken, missing bolts or loose nuts.



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Check brake drums or rotors for cracks, dents, or holes. Also check for loose or missing bolts.

Check that brake linings or disk pads (where visible) are not worn dangerously thin.

Check brake drums and linings for contaminants such as grease, oil, etc.

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Check for minimum tread depth (4/32 on steering axle tires, 2/32 on all other tires.)

Check that the tread is evenly worn and look for cuts, bulges, or other damage to tread or sidewalls. Also, make sure that valve caps and stems are not missing, broken, or damaged.

Check for proper inflation by using a tire gauge.

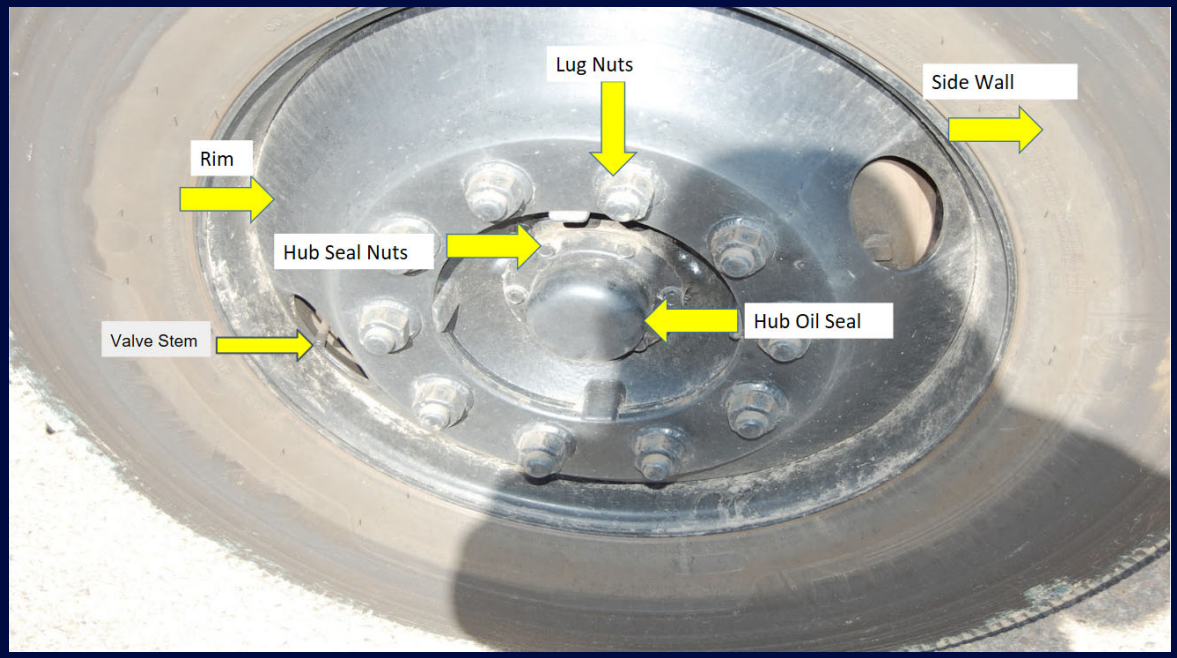
Check for damaged or bent rims.

Rims should not have welding repairs. Check for rust trails that may indicate rim is loose on wheel.

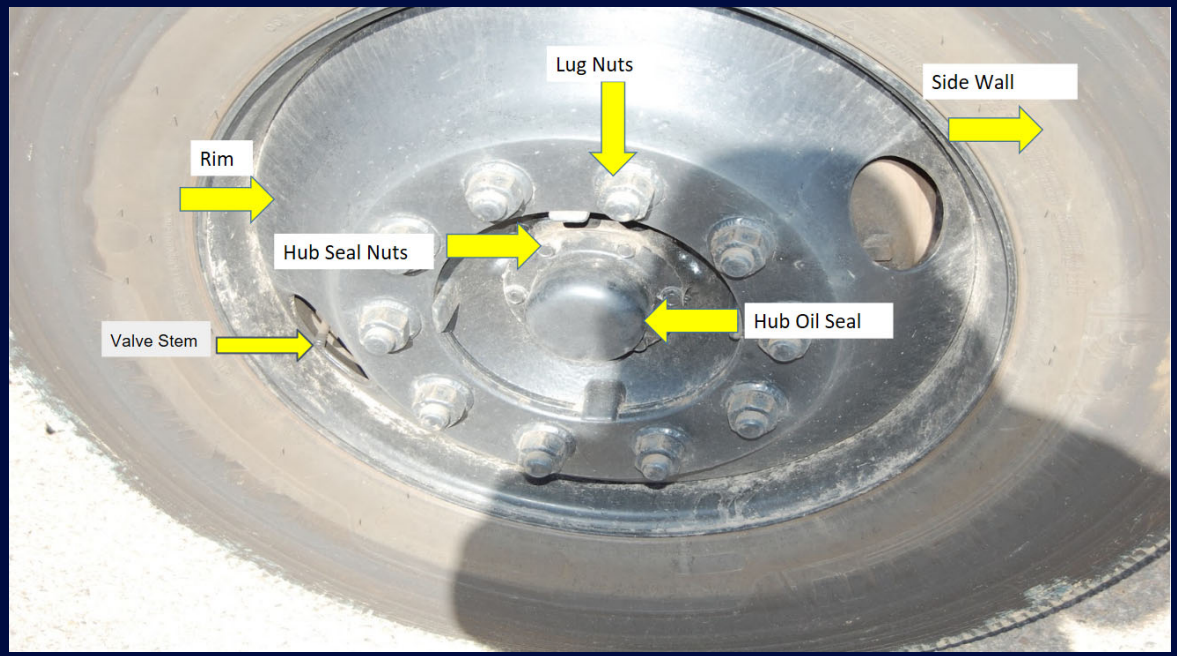
Check that all lug nuts are present.

Check that lug nuts are not loose (rust trails around nuts).

Check that there are no cracks radiating from lug bolt holes or distortion of the bolt holes.



Check that hub oil/axle (grease) seals are not leaking. If a sight glass is present, check that the oil level is adequate.



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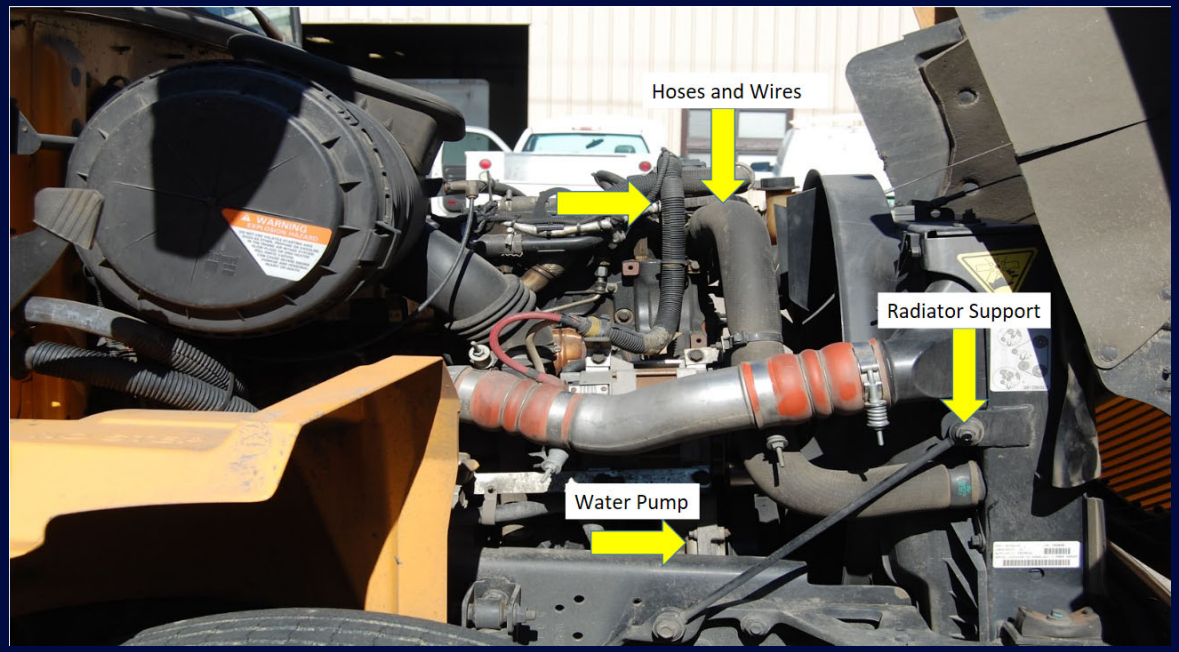
Check that water pump is mounted properly, not loose or leaking. Identify belt that drives water pump, or acknowledge pump is gear driven. If water pump is belt driven test the belt to make sure it is snug.

Check that belt is not frayed, has no visible cracks, loose fibers, or signs of wear. Push belt with hand, and if it deflects more than ½ to ¾ of an inch note that slippage is probably excessive.



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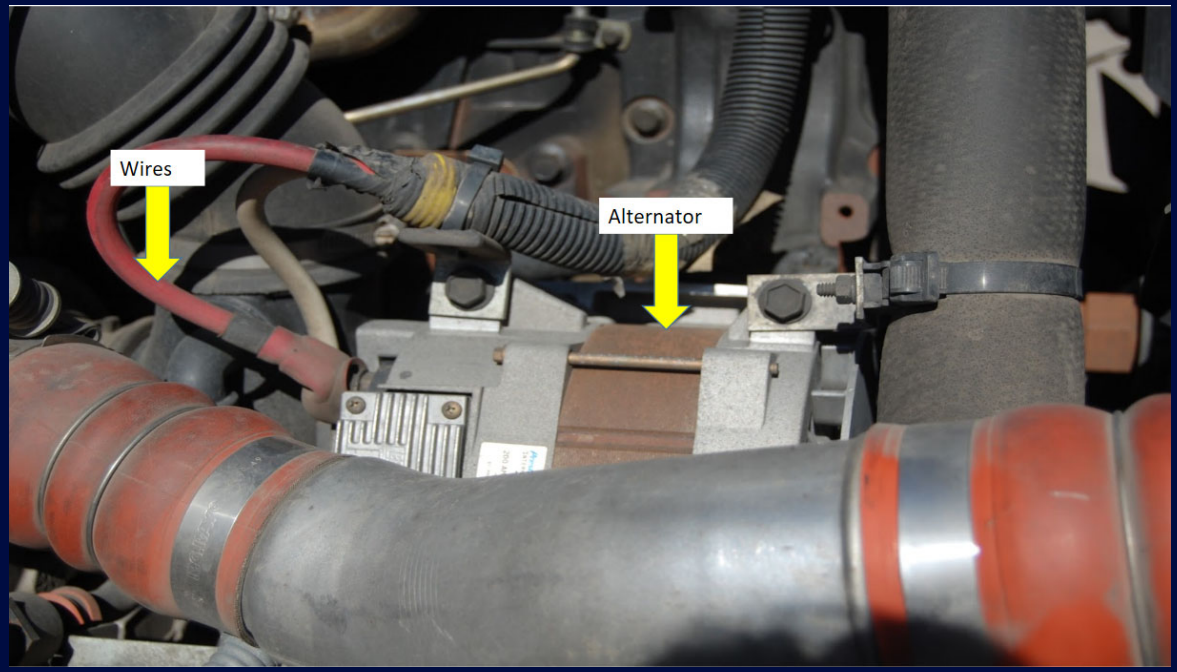
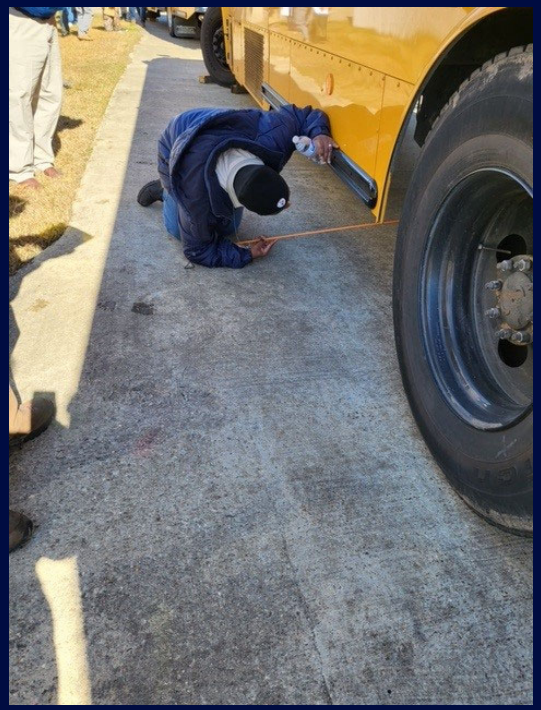
Check that alternator is securely mounted and that all wires are securely fastened and not damaged.

Identify belt that drives alternator or generator or that it is driven by gears. If alternator is belt driven test the belt to make sure it is snug. Check that the belt is not frayed, has no visible cracks, loose fibers, or signs of wear. Push belt with hand, and if it deflects more than ½ to ¾ of an inch note that slippage is probably excessive.



Walk Around and Underneath



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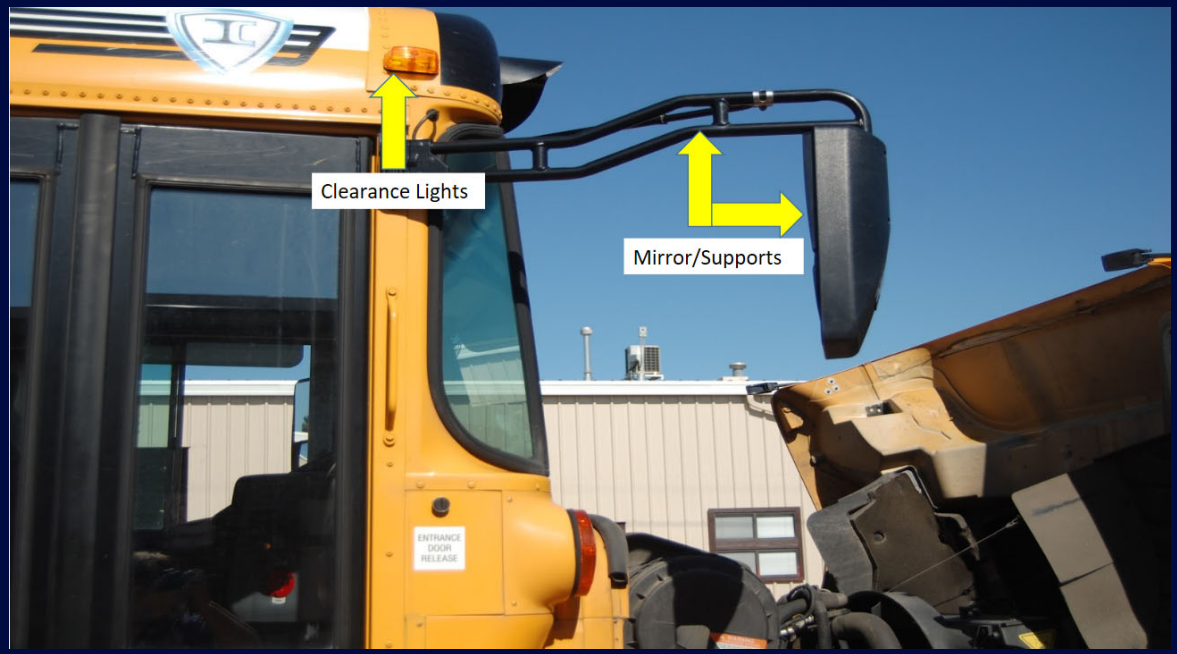
Check that external mirrors and mirror brackets are securely mounted, not damaged, and free of excessive dirt.

Check mirrors for proper adjustment.

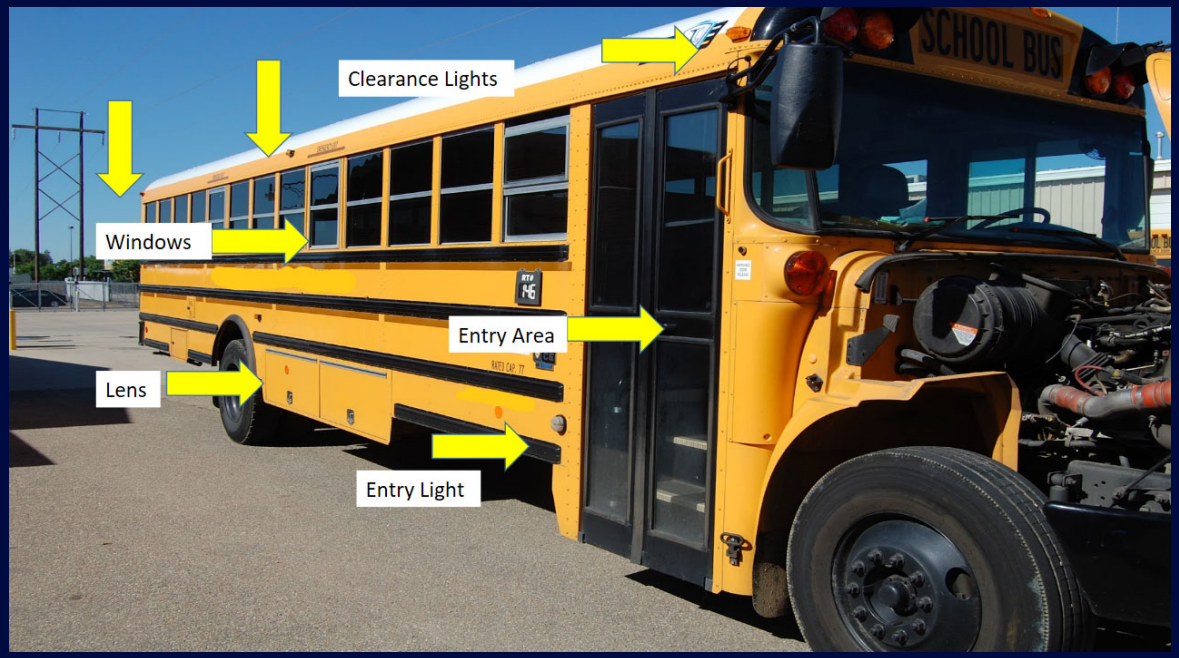
Check clearance lights to be sure they are clean, clear, not missing, not broken, or damaged in any way and are of proper color.



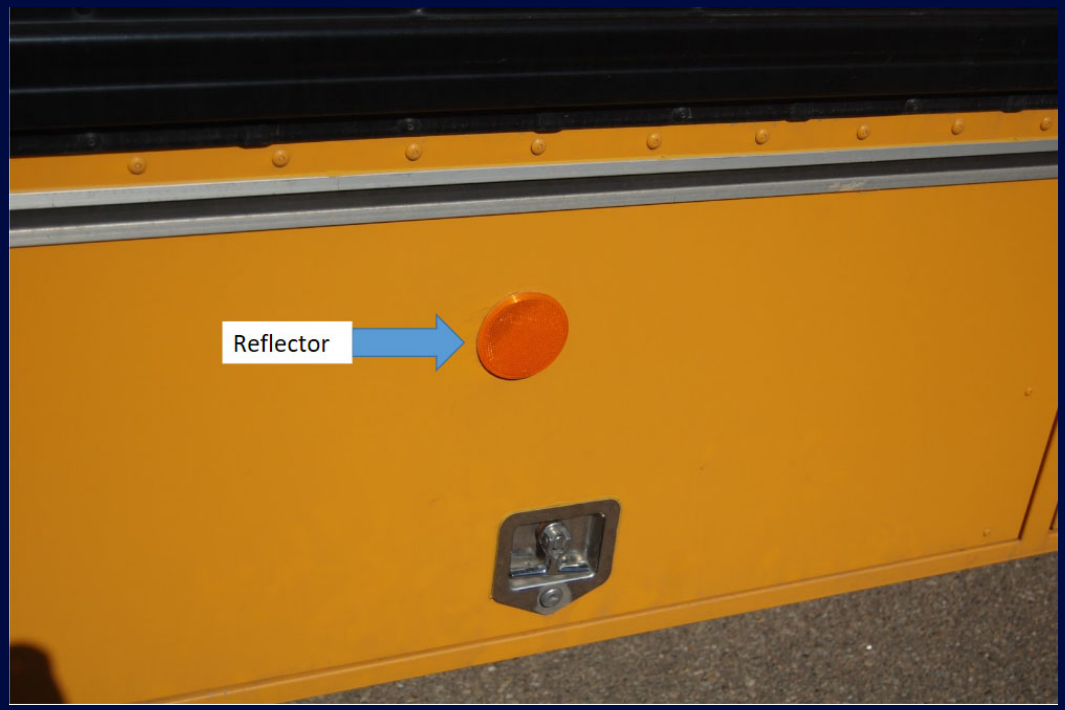
Check that door(s) are not damaged and that they open and close properly. Hinges should be secure with seals intact. Check door windows for damage and excessive dirt.

Check lights to be sure they are clean, clear, not missing, not broken, or damaged in any way and are of proper color.

Check that reflectors are clean, none are missing or broken, and they are of proper color (red on rear, amber elsewhere). Check that reflector tape is present and affixed securely to the vehicle.

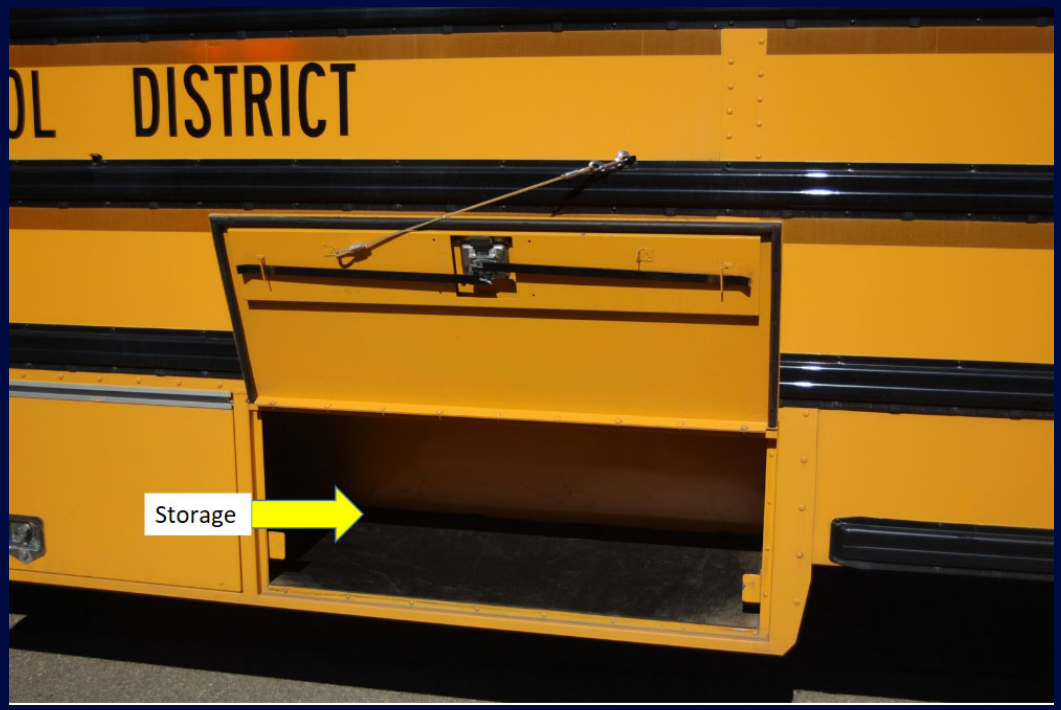


Check that reflectors are clean, none are missing or broken, and they are of proper color (red on rear, amber elsewhere).



MISSISSIPPI DEPARTMENT OF EDUCATION

Check that baggage compartment doors are not damaged, operate properly, and latch securely.



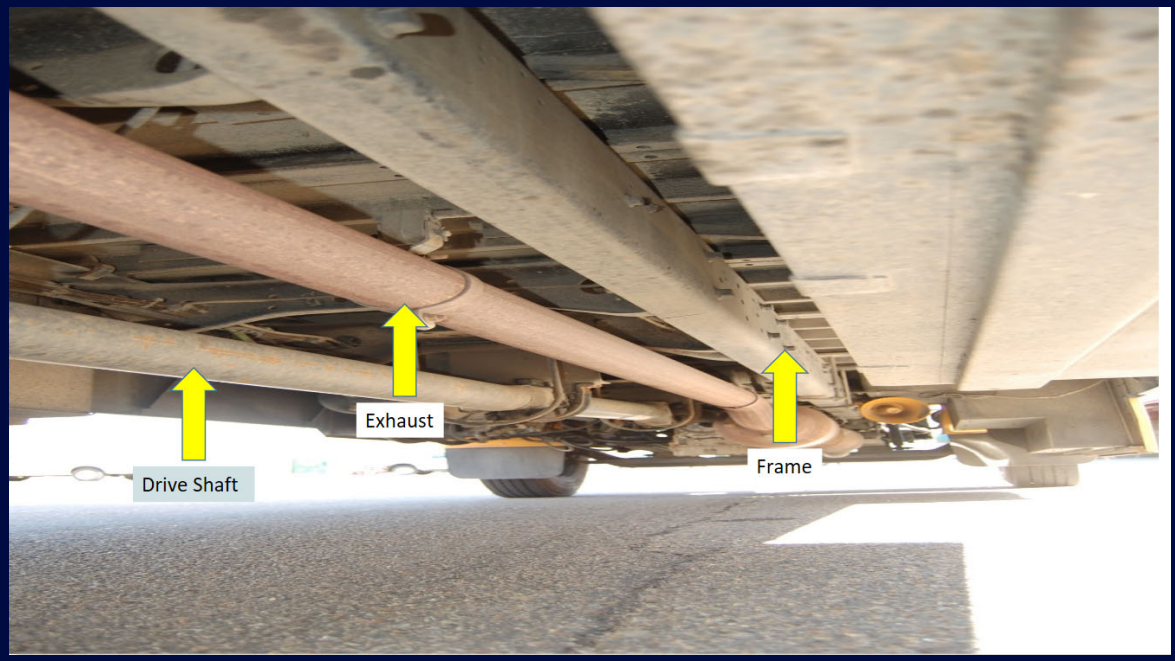
MISSISSIPPI DEPARTMENT OF EDUCATION

Check that exhaust system is connected tightly, mounted securely, and there are no loose clamps. Check exhaust system for damage and signs of leaking (rust or carbon soot). Exhaust system should have no cracks, holes, or severe dents.

Check for cracks or bends in longitudinal frame members.

Check that drive shaft is not bent, twisted, or cracked.

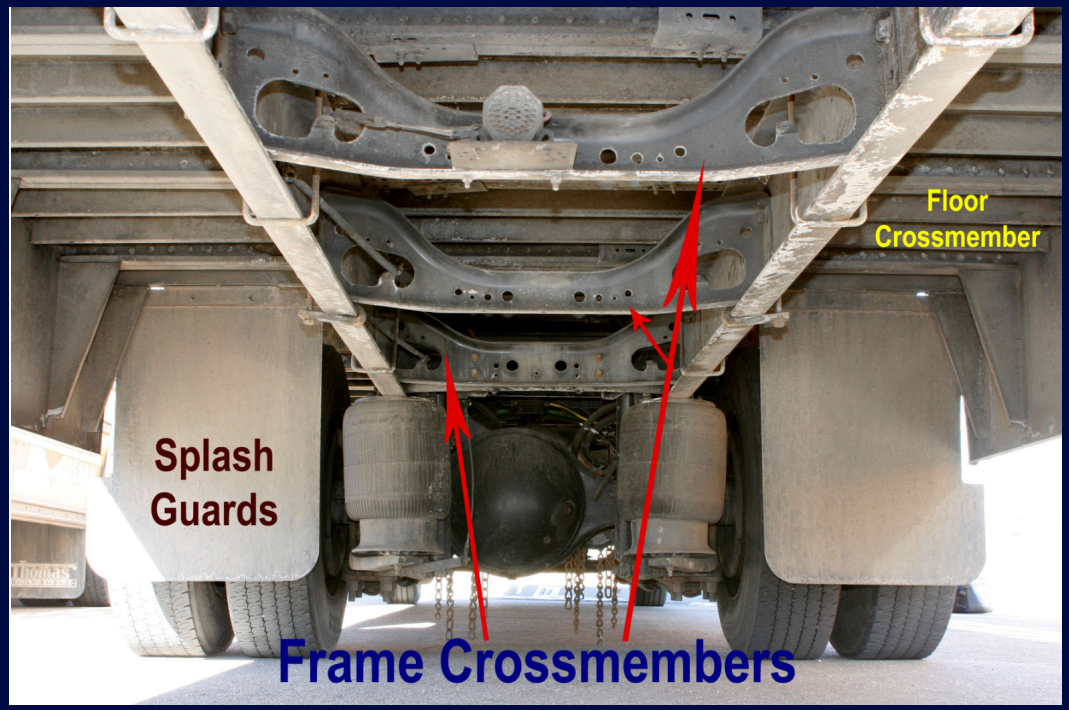
Check that U-joints appear to be secure and free of foreign objects.



Check for cracks or bends in longitudinal frame members.

Check for loose, cracked, bent, broken, or missing cross members.

Look for signs of breaks or holes in box or floor.



Check that spring mount attachments (brackets, bolts, bushings) are in place and not damaged.

Check for cracked or broken spring hangers.

Check for missing or damaged bushings.

MISSISSIPPI DEPARTMENT OF EDUCATION

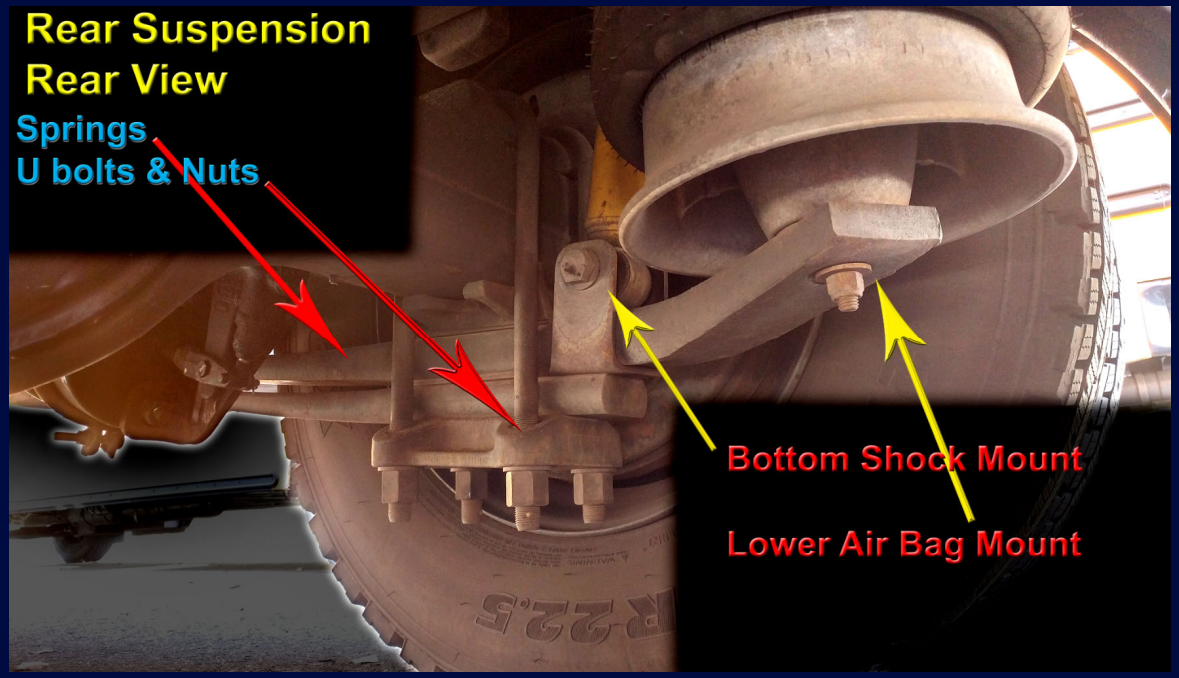
Check that air bag mounts (bolts) are in place and not damaged.

Look for missing, shifted, cracked, or broken leaf springs.

Check for broken or distorted coil springs if applicable.

Check air-ride suspension for damage and leaks.

Check U-bolts for broken, missing bolts, or loose nuts.



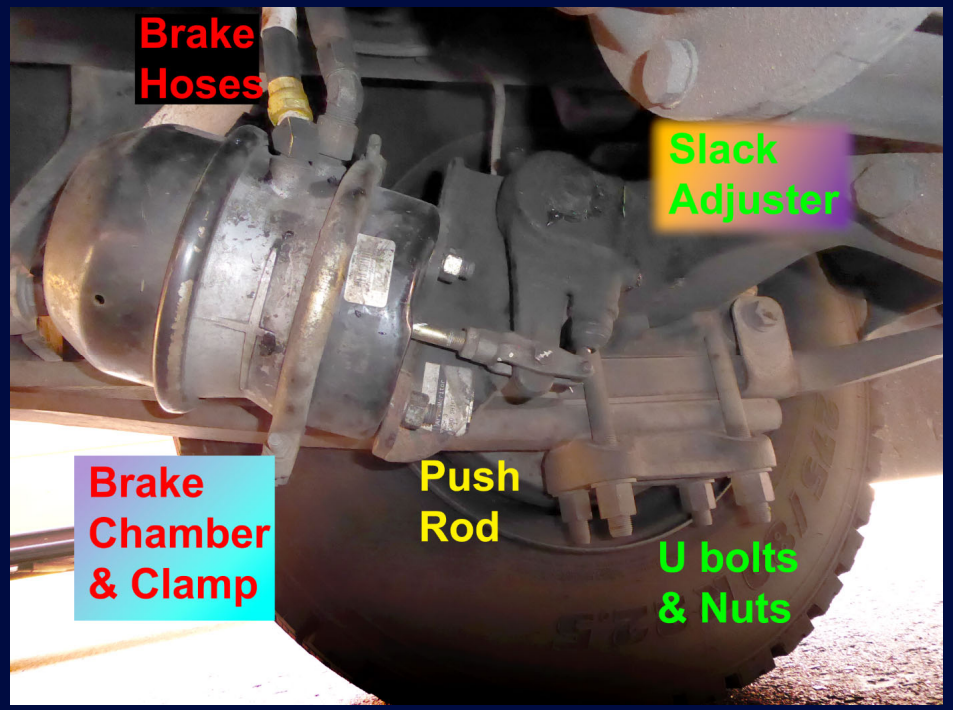
MISSISSIPPI DEPARTMENT OF EDUCATION

Check that brake chambers are not leaking air, cracked or dented, and are mounted securely.

Check for loose or missing clamps.

Check that hoses or lines can supply air to brakes.

Check for cracked, worn, or frayed hoses, and that all couplings and fittings are secure and not leaking.

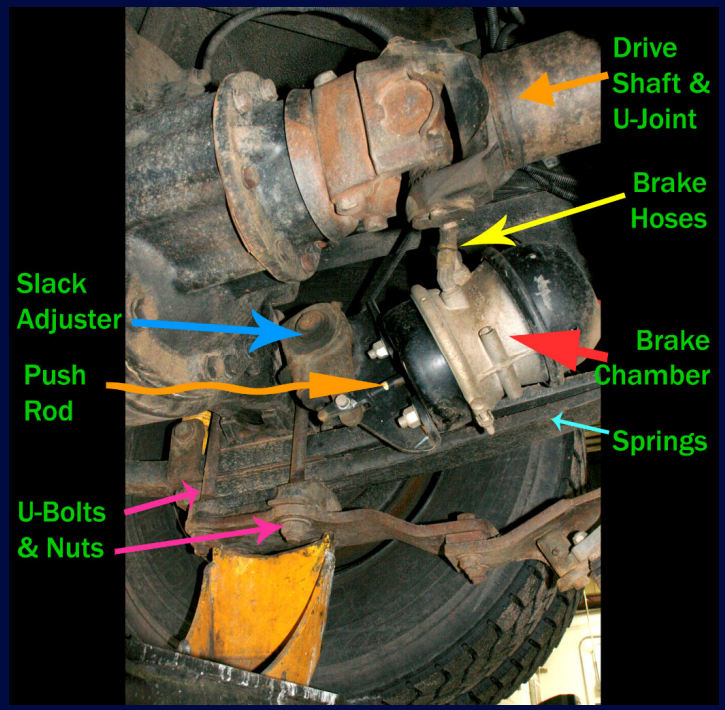


MISSISSIPPI DEPARTMENT OF EDUCATION

Check that slack adjuster is securely mounted.

Check slack adjuster and push rod for bent, broken, loose, or missing parts.

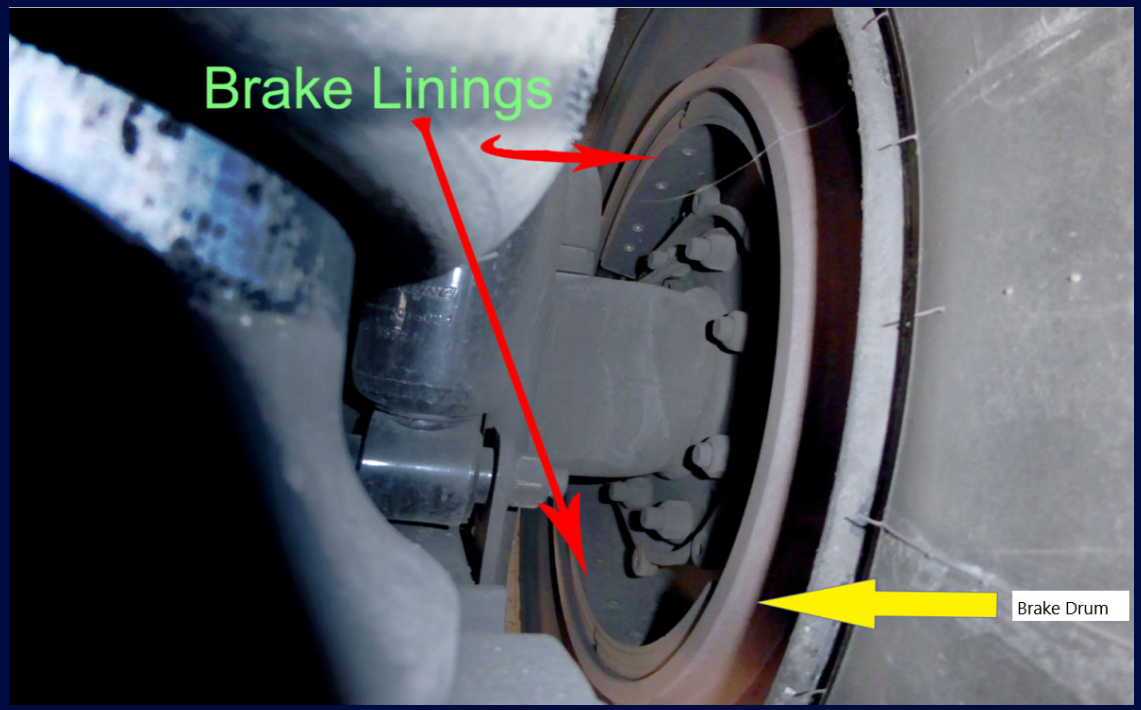
Check that if brakes were released and then pulled by hand, push rod should not move more then approximately one inch.



Check brake drums or rotors for cracks, dents, or holes. Also check for loose or missing bolts.

Check that brake linings or disk pads (where visible) are not worn dangerously thin.

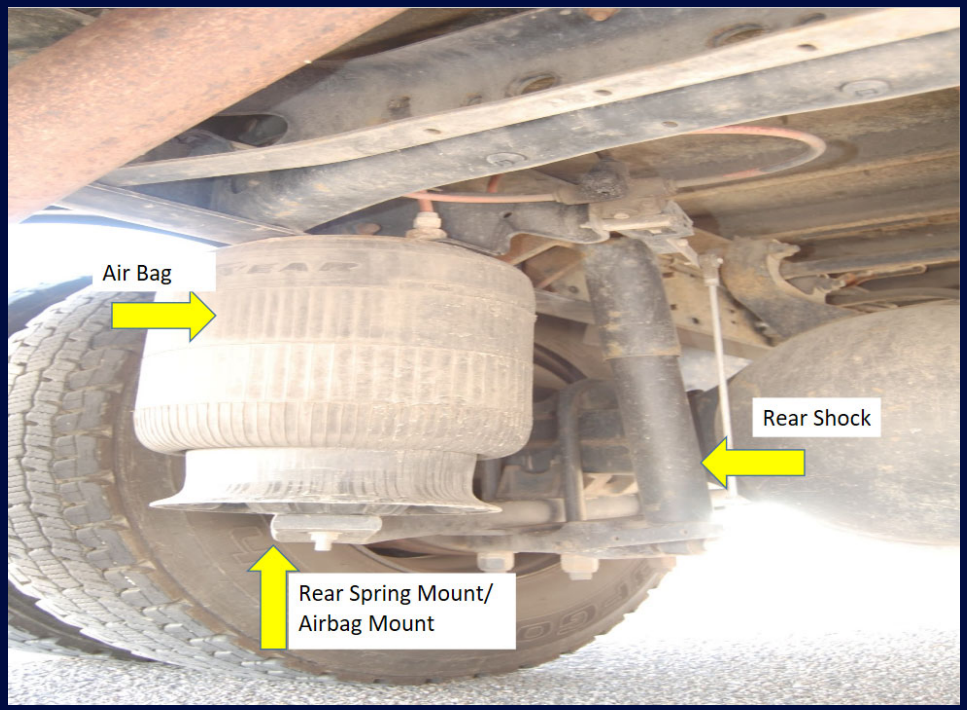
Check brake drums and linings for contaminants such as grease, oil, etc.



Check that air bag mounts (bolts) are in place and not damaged.

Check air-ride suspension for damage and leaks.

Check that shock absorbers are secure, not leaking, or damaged in any way.



MISSISSIPPI DEPARTMENT OF EDUCATION

Check that fuel tank(s) are secure.

MISSISSIPPI DEPARTMENT OF EDUCATION

Check that fuel cap(s) are tight.

Check for leaks from fuel tank(s) and fuel cap(s).

MISSISSIPPI DEPARTMENT OF EDUCATION

Check for minimum tread depth (4/32 on steering axle tires, 2/32 on all other tires).

Check that tread is evenly worn and looks for cuts, bulges, or other damage on tread or sidewalls.

Also make sure that valve caps and stems are not missing, broken , or damaged.

Check for proper inflation by using a tire gauge. Note – Retreads shall not be utilized on steering axles.

If equipped, check that spacers are not bent, damaged, or rusted through. (No spacers on Mississippi School Buses)

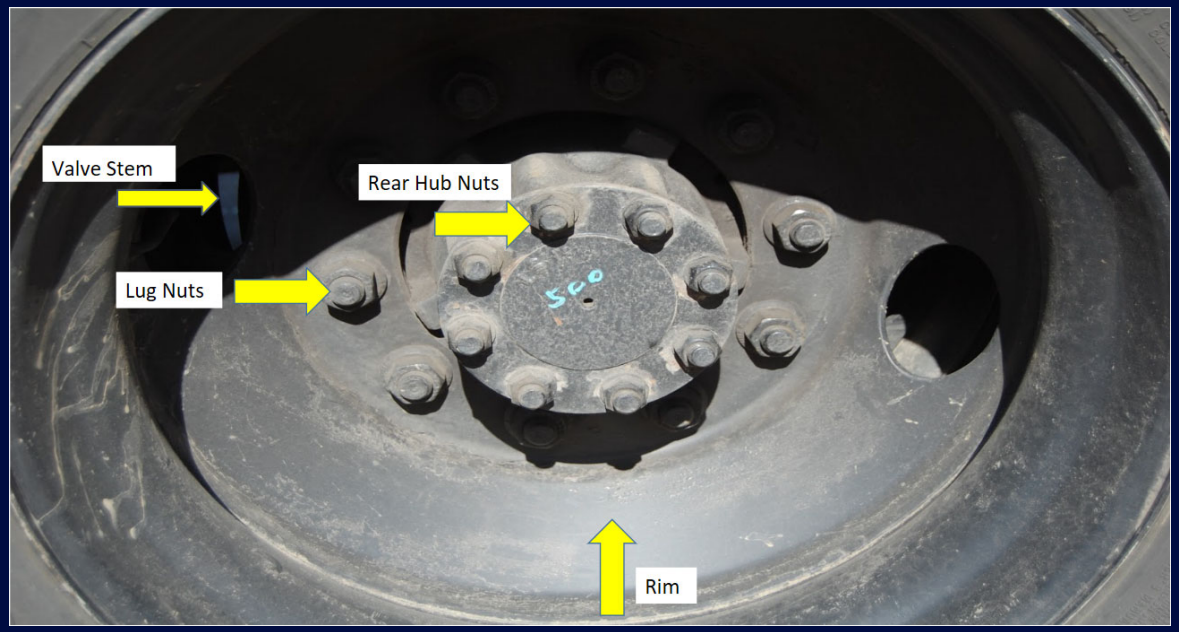
Check disc (Budd) wheels for even spacing, damage and foreign objects.

MISSISSIPPI DEPARTMENT OF EDUCATION

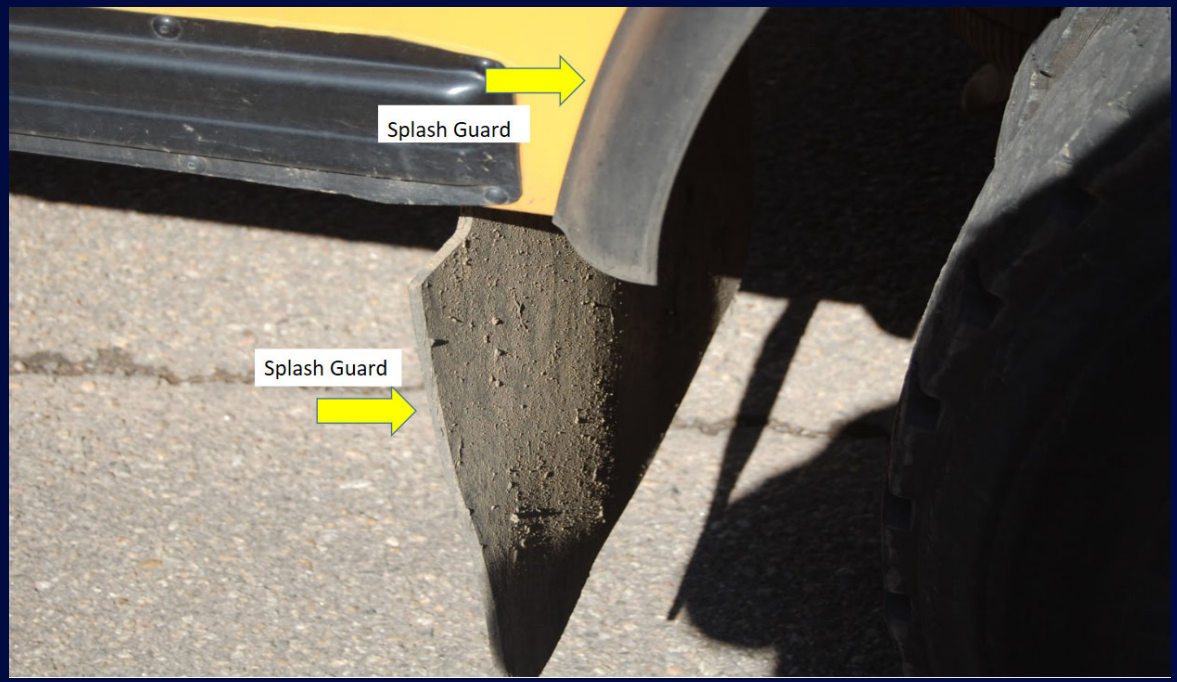
Check for damaged or bent rims. Rims should not have welding repairs. Check for rust trails that may indicate rim is loose on wheel.

Check that all lug nuts are present. Check that lug nuts are not loose (rust trails around nuts). Check that there are no cracks radiating from lug bolt holes or distortion of the bolt holes.

Check that hub oil/axle (grease) seals are not leaking, and if a sight glass is present, that the oil level is adequate.



If equipped, check that splash guards or mud flaps are not damaged and are mounted securely.



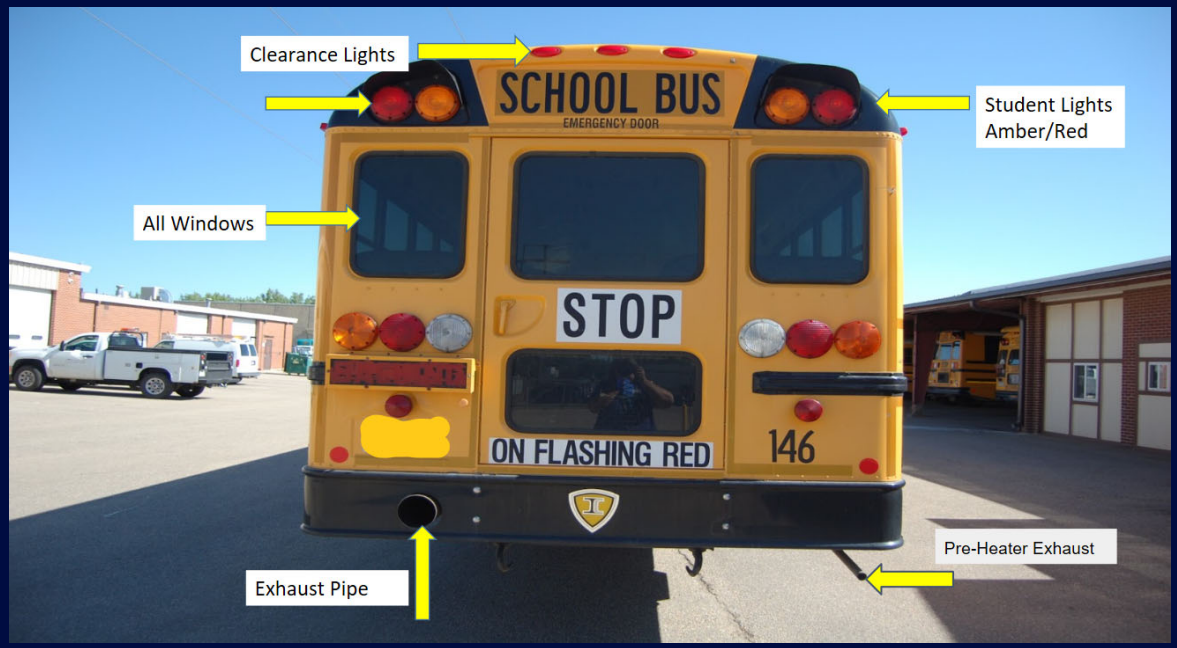
MISSISSIPPI DEPARTMENT OF EDUCATION

Check that reflectors are clean, none are missing or broken, and they are of proper color (red on rear, amber elsewhere).

MISSISSIPPI DEPARTMENT OF EDUCATION

Inspect clearance lights to be sure they are clean, clear, not missing, not broken, or damaged in any way and are of proper color.

Inspect student lights to be sure they are clean, clear, not missing, not broken, or damaged in any way and are of proper color.



MISSISSIPPI DEPARTMENT OF EDUCATION

Inspect turn signal/hazard lights to be sure they are clean, clear, not missing, not broken, or damaged in any way and are of proper color. Check brake lights and reverse lights to be sure they are clean, clear, not missing, not broken, or damaged in any way and are of proper color.

Check that reflectors are clean, none are missing or broken, and they are of proper color (red on rear, amber elsewhere). Check that reflector tape is present and affixed securely to the vehicle. Check that rear lights lenses are clean, not broken.

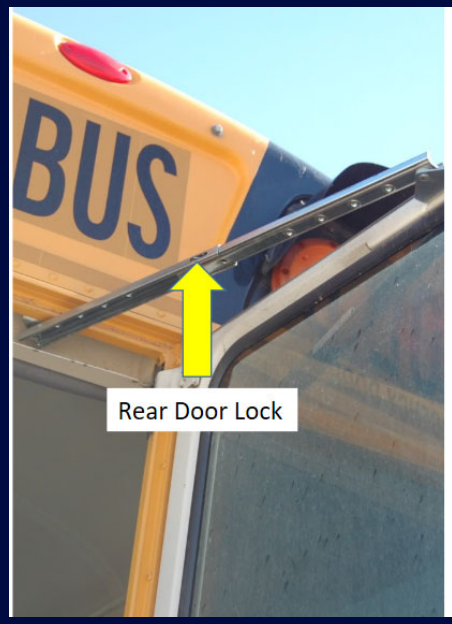
MISSISSIPPI DEPARTMENT OF EDUCATION

Check that door(s) are not damaged and that they open, close, and latch properly. Hinges should be secured with seals intact.

Check door windows for damage and excessive dirt.

Check that release handle can be operated properly both from the inside and outside of the vehicle.

Point out and describe how emergency exit operates.



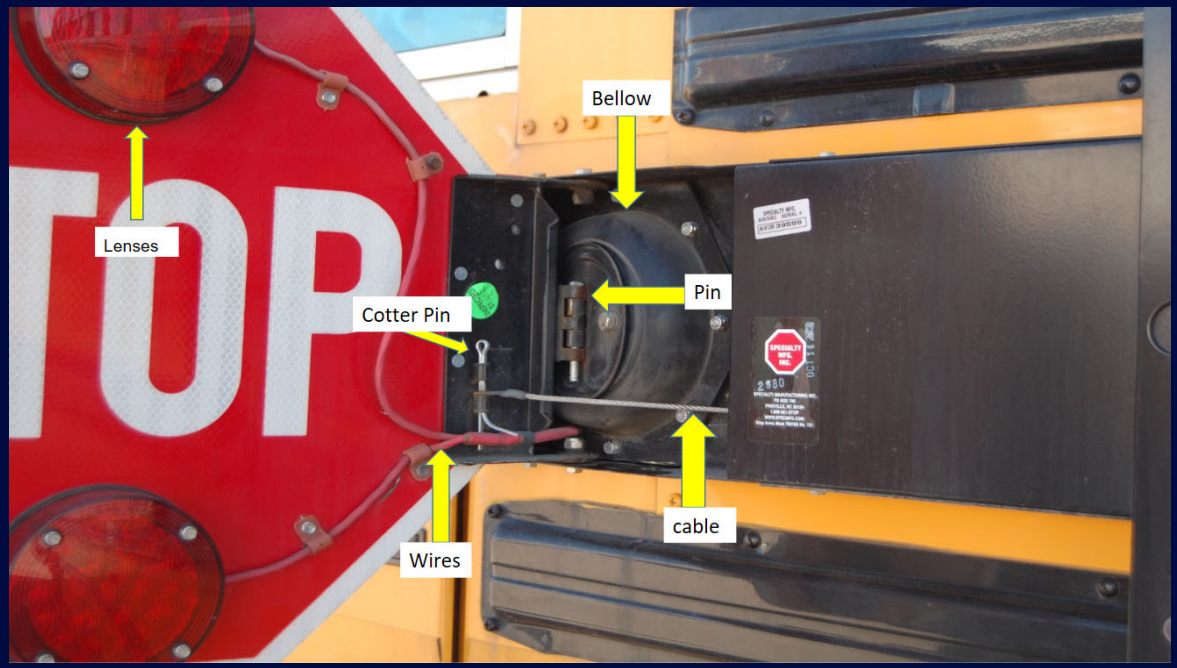
MISSISSIPPI DEPARTMENT OF EDUCATION

Check the stop arm to see that it is mounted securely to the vehicle frame.

Check for loose fittings and damage.

Check that stop arm extends fully when operated. Check that stop arm lights are operational.

Check that safety arm is securely mounted and functions properly in conjunction with stop arm.



MISSISSIPPI DEPARTMENT OF EDUCATION

External Light Operation

ON THE FRONT:

Check that clearance lights, low beam and high beam headlights are in proper working order.

Check that each turn signal and 4-way flasher light works.

Check that alternately flashing amber lights (if equipped) are operational and not broken.

Check that alternately flashing red lights (if equipped) are operational and not broken.

Check that stop arm lights are operational.

External Light Operation

SIDES AND REAR:

Check that clearance lights are in proper working order.

Check that rear running lights (tail) are in proper working order.

Check that each turn signal and 4-way flasher lights works.

Check that brake lights come “on” when brakes are applied and turn “off” when brakes are released.

Check that alternately flashing amber lights (if equipped) are operational and not broken.

Check that alternately flashing red lights (if equipped) are operational and not broken.

Check that stop arm lights are operational.

SCHOOL BUS INTERIOR

Check that entry door is not damaged, operates smoothly, and closes securely. Check that handrails are secure, and the step light is working, if equipped. Check that entry steps are clear with treads not loose or worn excessively.

If equipped with a handicap lift. Look for leaking, damaged or missing parts and explain how lift should be checked for correct operation. Lift must be fully retracted and latched securely.

MISSISSIPPI DEPARTMENT OF EDUCATION

Check that handrails are secure, and the step light is working, if equipped.

MISSISSIPPI DEPARTMENT OF EDUCATION

Check for a properly charged and properly secured fire extinguisher.

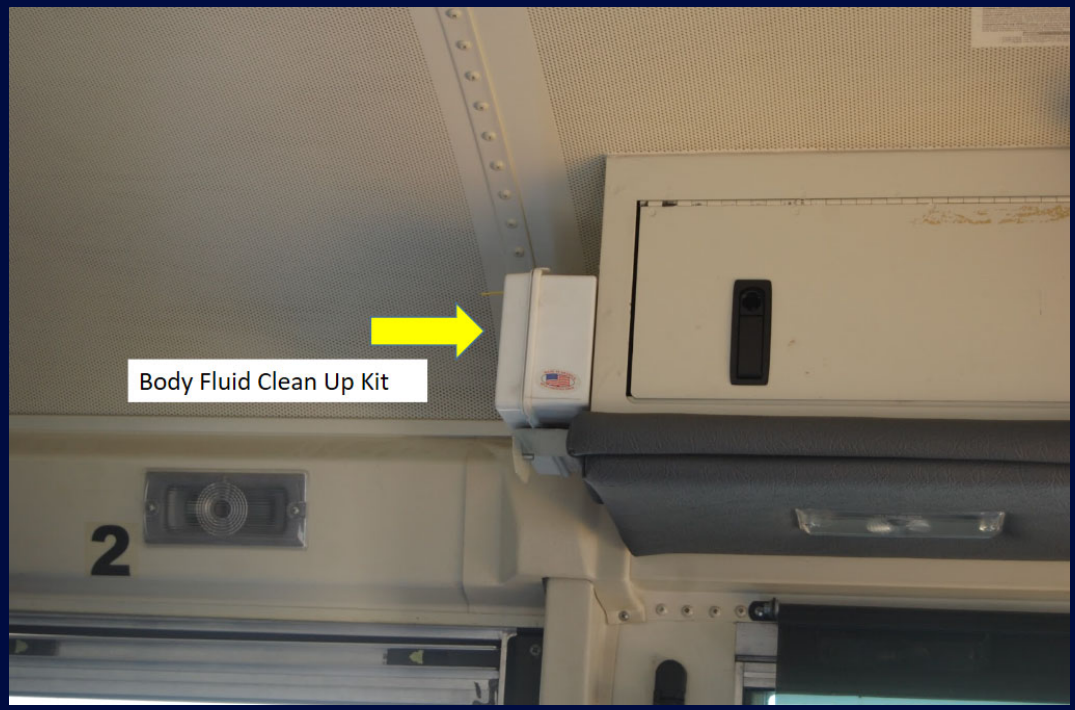
MISSISSIPPI
DEPARTMENT OF
EDUCATION

Check that first aid kit(s) are securely mounted in full view of the driver, or that the location is plainly indicated by appropriate markings.

Check that first aid kit(s) are sealed.

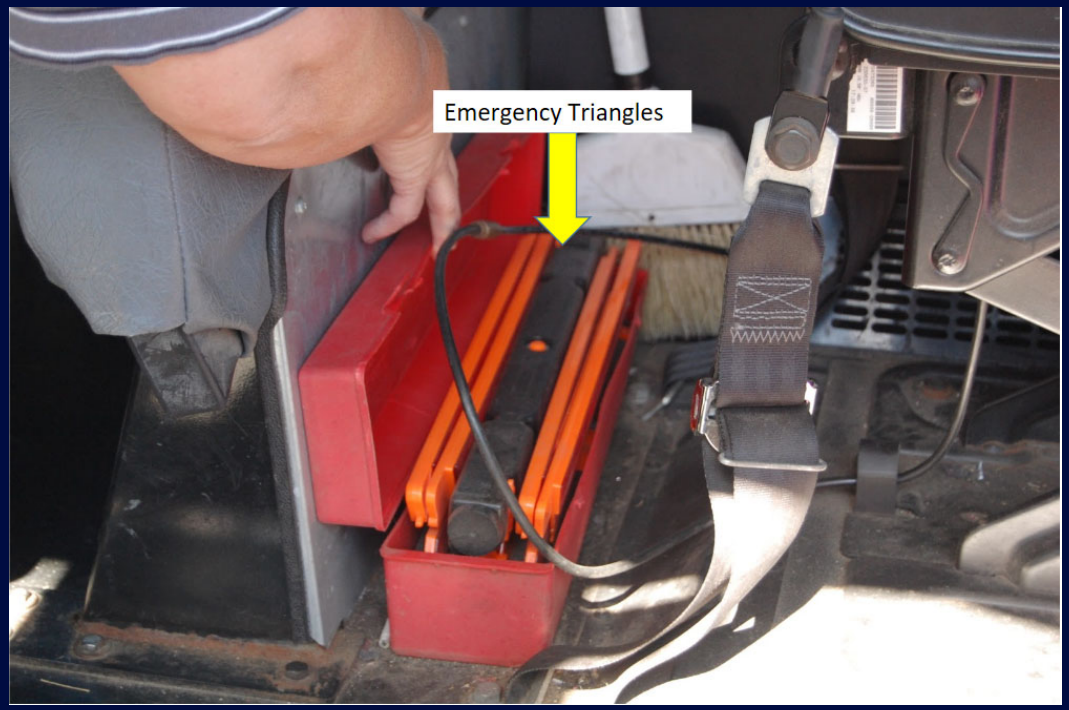
MISSISSIPPI DEPARTMENT OF EDUCATION

Check that bus is equipped with a properly secured body fluid clean-up kit accessible to the driver.



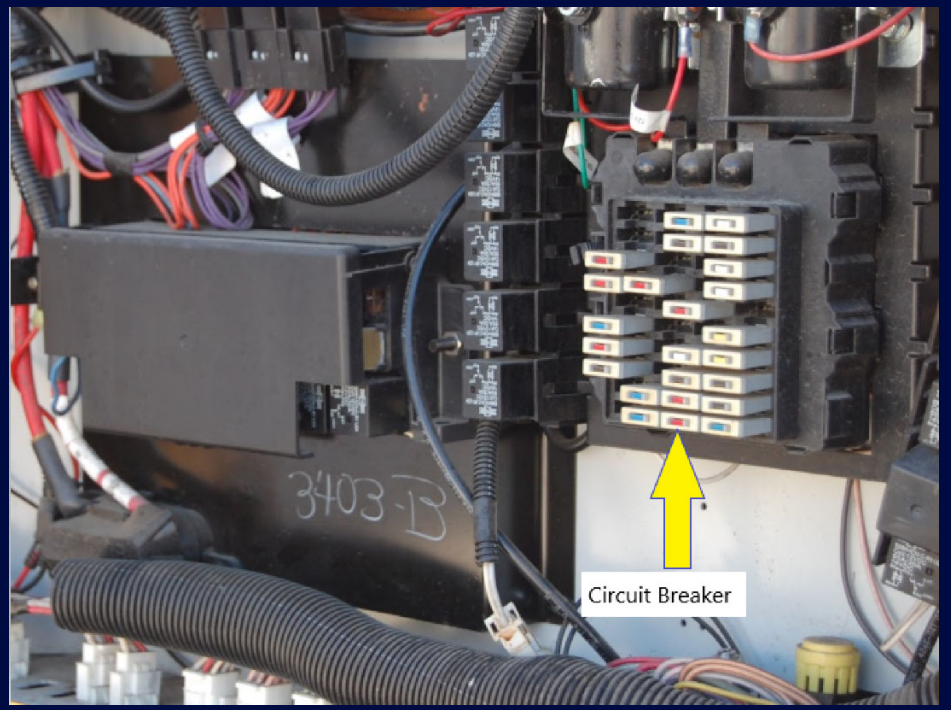
MISSISSIPPI DEPARTMENT OF EDUCATION

Check for three red reflective triangles in a securely mounted case.



MISSISSIPPI DEPARTMENT OF EDUCATION

Check for spare electrical fuses (if used) or identifies circuit breakers.



MISSISSIPPI DEPARTMENT OF EDUCATION

Demonstrate that at least one of each type of emergency exit operates smoothly, closes securely, and is not damaged.

Confirm that exit works properly. Check that release handle can be operated properly both from the inside and outside of the vehicle.

Point out and describe how all other emergency exits operate.

Check emergency exit-warning devices for proper operation.

MISSISSIPPI DEPARTMENT OF EDUCATION

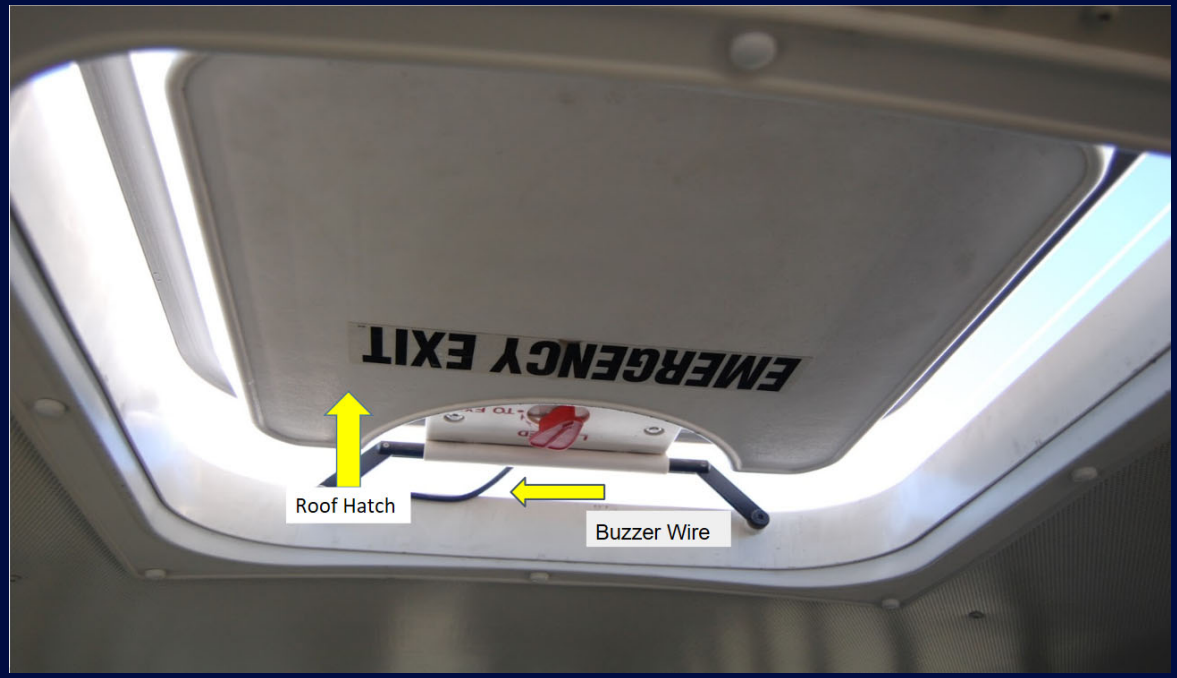
Demonstrate that at least one of each type of emergency exit operates smoothly, closes securely, and is not damaged.

Confirm that the exit works properly.

Check that release handle can be operated properly both from the inside and outside of the vehicle.

Point out and describe how all other emergency exits operate.

Check emergency exit-warning devices for proper operation.



Demonstrate that at least one of each type of emergency exit operates smoothly, closes securely, and is not damaged.

Confirm that the exit works properly.

Check that release handle can be operated properly both from the inside and outside of the vehicle.

Point out and describe how all other emergency exits operate.

Check emergency exit-warning devices for proper operation.

MISSISSIPPI DEPARTMENT OF EDUCATION

Check that there are no broken seat frames and that the seats are firmly attached to floor.

Confirms that the cushions are securely attached to the seat frames.

MISSISSIPPI DEPARTMENT OF EDUCATION

Check for properly secured, mounted, and adjusted safety belt.

Safety belt should not be ripped or frayed.

MISSISSIPPI DEPARTMENT OF EDUCATION

Check that bus is equipped with a durable webbing cutter having a full width handgrip and a protected blade.

Cutter shall be mounted in a location accessible to the seated driver.

MISSISSIPPI DEPARTMENT OF EDUCATION

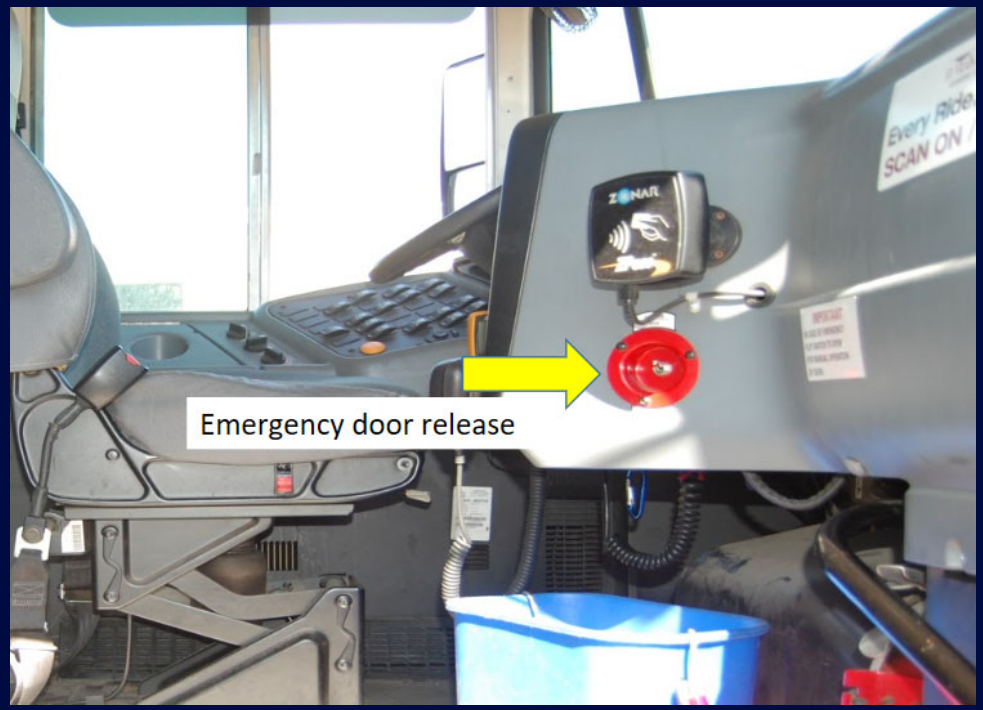
Demonstrate that at least one of each type of emergency exit operates smoothly, closes securely, and is not damaged.

Confirm that exit works properly.

Check that release handle can be operated properly both from the inside and outside of the vehicle.

Point out and describe how all other emergency exits operate.

Check emergency exit-warning devices for proper operation.



MISSISSIPPI DEPARTMENT OF EDUCATION

Check that air horn and/or electric horn(s) work.

MISSISSIPPI DEPARTMENT OF EDUCATION

Check student mirror for proper mounting and adjustment.

Check that visibility is not impaired due to a dirty mirror.

MISSISSIPPI DEPARTMENT OF EDUCATION

Check windshield to make sure it is clear and has no obstructions or damage to the glass.

Check mirrors for proper adjustment.

MISSISSIPPI DEPARTMENT OF EDUCATION

Check that wiper arms and blades are secure, not damaged, and operate smoothly.

If equipped, check for windshield washer fluid and that windshield washers operate correctly.

MISSISSIPPI DEPARTMENT OF EDUCATION

Depress clutch before turning on the starter. Keep clutch depressed until engine reaches idling speed.

On an automatic transmission, check to see that the gear selector is in the “park” or “neutral” position.

On a standard transmission check that gear shift is in “neutral”.

MISSISSIPPI DEPARTMENT OF EDUCATION

When starting engine, check the dashboard to ensure the ABS lighting indicator illuminates and then promptly turns off.

If the ABS indicator remains illuminated the ABS is not functioning properly and needs to be serviced.

Check that clicks or puffs of air are audible when the ABS system cycles.

MISSISSIPPI DEPARTMENT OF EDUCATION

Check that air gauge is working properly and that the air compressor builds the air pressure to governor cut out at roughly 120-140 psi or as specified by manufacturer.

MISSISSIPPI DEPARTMENT OF EDUCATION

With the engine running and the key in the “on” position. Check that gauge(s) show alternator or generator is charging or warning light is “off”.

Needle will jump and flutter, then indicate charge.

With the key in the “on” position and engine running, check that oil pressure is building to “normal”.

Check that the gauge shows increasing or “normal” oil pressure or warning light goes off.

MISSISSIPPI DEPARTMENT OF EDUCATION

With the key on and engine running ensure the temperature gauge is operational.

Temperature should begin to climb to the “normal” operating range or temperature light should be off.

Check that (dash) indicators for turn signals, flashers, and headlight high beams illuminate when corresponding lights are turned on.

MISSISSIPPI DEPARTMENT OF EDUCATION

Check that the heater(s) and defroster(s) operate properly by demonstrating and describing the operation of each switch.

Air Brake Check

Air brake safety devices vary. However, this procedure is designed to make certain that a given device is operating correctly as air pressure drops from “normal” to “low air” conditions.

When performing the air brake check be sure to verbalize all three-air brake checks correctly.

For safety purposes, in areas where an incline is present, driver must use wheel chocks during the air brake check.

Air Brake Check

1. With the air pressure built up to governor cutoff (approximately 120 – 140 psi), shut off engine, chock the wheels, if necessary, release the parking brake (all vehicles), and the tractor protection valve (combination vehicle) and fully apply the foot brake. Then hold the foot brake for one minute after stabilization of the air gauge. Then check the air gauge to see that the air pressure drops no more than three pounds in one minute (single vehicle) or four pounds in one minute (combination vehicle) and listen for leaks.

Air Brake Check

2. Without re-starting the engine, turn the key to the “on “ or “battery charge” position. Next, begin fanning off the air pressure by rapidly applying and releasing the foot brake. Low-air warning devices (buzzer, light, flag) should activate before air pressure drops below 60 psi or level specified by manufacturer.

3. Continue to fan off the air pressure. At approximately 40 psi on tractor-trailer combination vehicle (or level specified by manufacturer), the tractor protection valve and parking brake valve should close (pop out).

Air Brake Check

4. Crank the engine. When the engine is at operating rpms, the pressure should build from 85 to 100 psi within 45 seconds in dual air systems.
5. With a fully-charged air system (120-125 psi), turn off the engine, and release the park brake, and time the air pressure drop. The loss rate should be less than 2 psi in one minute for single vehicles and less than 3 psi in one minute for combination vehicles.
6. Apply 90 psi or more with the brake pedal. After the initial pressure drop, if the air pressure falls more than 3 psi in one minute for single vehicles (more than four psi for combination vehicles), the air loss rate is too much.

Air Brake Check

7. Pumping by the air compressor should start at about 100 psi and stop at about 125 psi. Run the engine at a fast idle. The air governor should cut-out the air compressor at the manufacturer's specified pressure. With the engine idling, step on and off the brake to reduce the air tank pressure. The compressor should cut-in at about the manufacturer's specified cut-in pressure. The pressure should begin to rise.

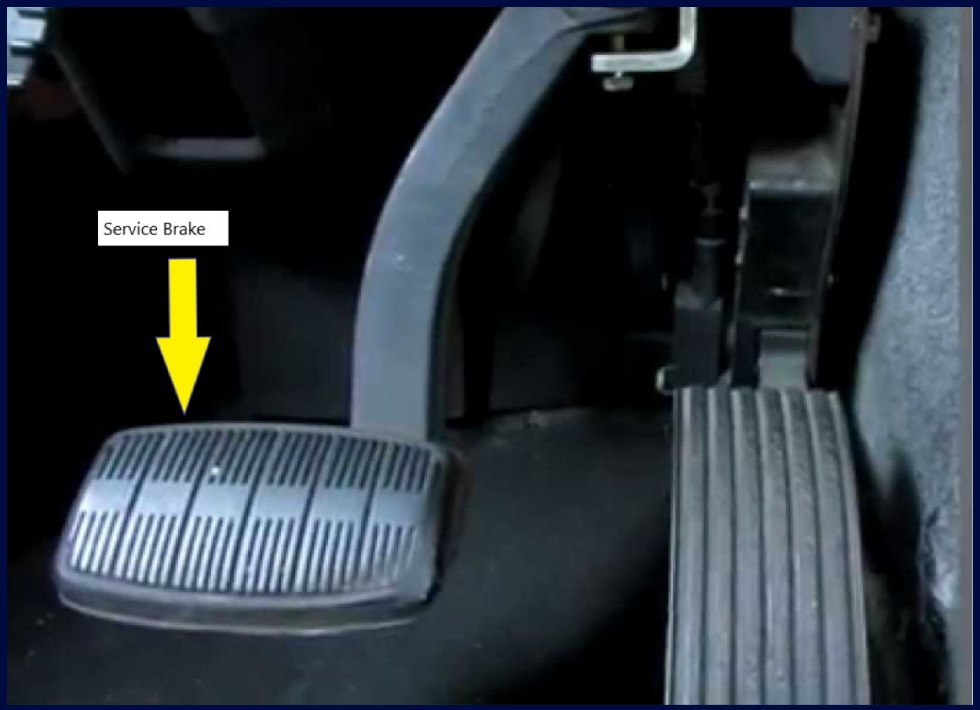
Air Brake Check

8. To test parking brake, make sure the parking brake is engaged and gently pull against it in a low gear to test that the parking brake will hold.

9. To test the service brake, release the parking brake, move the vehicle forward slowly (about 5 mph), and apply the brakes firmly using the brake pedal. Note any pulling to one side, unusual feel, or delayed stopping action.

With the air pressure built to governor cutout and parking brake engaged (trailer brakes released on combination vehicles), check that parking brake will hold vehicle by gently trying to pull forward with parking brake on.

Check by pulling forward at 5 mph, apply service brake to check that brakes are working properly and to see if vehicle pulls to one side or the other.



MISSISSIPPI DEPARTMENT OF EDUCATION

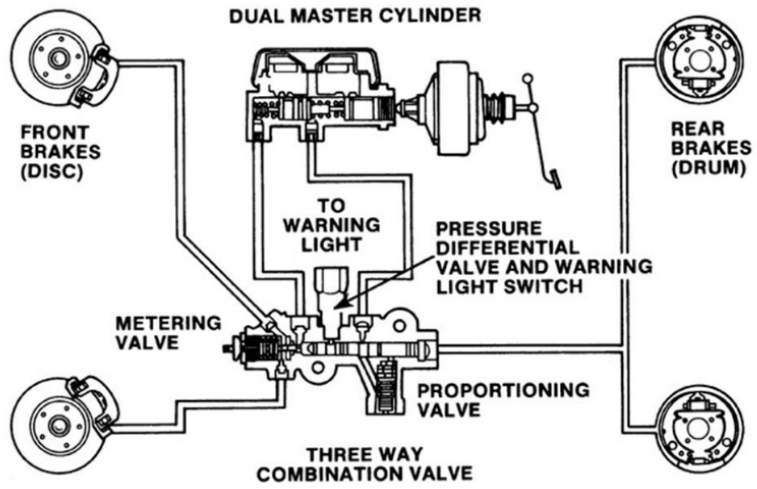
Hydraulic Brake Check

Damaged hydraulic hoses or low hydraulic fluid will result in a partial or total loss of the braking system.

1. Pump the brake pedal three times, then hold it down for five seconds. The brake pedal should not move (depress) during the five seconds.
2. If equipped with a hydraulic brake reserve (backup) system, with key off, depress the brake pedal and listen for the sound of the reserve system electric motor.

Hydraulic Brake Check

Dual-circuit Disc/Drum Hydraulic Brake System



MISSISSIPPI DEPARTMENT OF EDUCATION

Post Trip Inspection

Check the interior of the bus for damages to seats, articles left behind, emergency exits, and open windows at the end of each trip!

ALWAYS CHECK FOR SLEEPING STUDENTS!!!!

May have to deactivate a child check system on the bus

May have to place a bus empty sign at the rear of the bus

Complete a written inspection report for each bus driven. Report should indicate any defects that would affect safety or result in a mechanical breakdown and should be reported immediately, especially for mirrors, 8-way student lights, stop arm(s), and crossing arm.

Secure the bus when you exit.

MISSISSIPPI DEPARTMENT OF EDUCATION

School Bus Security
D1.10

Security Related Inspections

Bomb Threats – DO NOT TRANSMIT – LISTEN!!!

Follow instructions, district policies – know what they are.

Transportation Security Administration's biggest fear is school buses will be stolen, because districts are permitting drivers to leave keys in the vehicles and/or the parking lots are not secured. School buses are built so sturdy that they could become ramming devices.

Officers would be less likely to fire upon a school bus, if they weren't confident that there aren't students on board.

First Observer Plus- provides transportation professionals with the knowledge needed to recognize suspicious activity possibly related to terrorism, guidance in assessing what they see, and a method for reporting those observations.

Security Related Inspections

First Observer Plus- provides transportation professionals with the knowledge needed to recognize suspicious activity possibly related to terrorism, guidance in assessing what they see, and a method for reporting those observations.

Trained first observers can report suspicious transportation-related activities to 9-1-1 and to TSA at (844) TSA-FRST, (844) 872-3778.

First Observer Plus™ does not replace 9-1-1. In any emergency or a life-threatening situation, call 9-1-1 immediately, or follow your company/agency reporting procedures. Do not attempt to intervene.

https://www.tsa.gov/for-industry/firstobserver

School Bus Security

Active Shooter/Weapons on Bus

Because there are a wide variety of possible weapons situation the following concepts should be viewed only as a general guide. You must adapt your response based on any situations you may encounter. Address your own safety first so you can then better protect the students.

School Bus Security

Violence or Gunshots Near the Bus: If you hear gunshots or if there is an active shooter near the bus, use extreme caution

Quickly assess the situation, taking appropriate actions to increase your own safety and the safety of the students.

Instruct students to take cover

Quickly decide whether you can drive away from the area of if you should pull over and take cover.

Call 911 and report incident and then call Transportation Director as soon as possible.

Stay calm. Reassure students as you are able

Be prepared to take additional protective actions as conditions change.

School Bus Security

Weapon or Concealed Weapon on a Bus: If you learn that a person is in possession of a weapon on your bus, and they have not displayed or used the weapon to threaten or attack others, here are some general guidelines to consider:
Stay calm. Avoid creating a more dangerous situation

Consider how your response could escalate the person with a weapon. Pretending you don't know about the weapon could be a useful strategy.

Discretely call 911, pretend to be calling the center, if possible, (i.e. "I will be at the bus shop with the students in 3 minutes.") Notify transportation personnel by radio using code.

Make a plan. Decide to continue your route, modify the route, or stop the bus.

If you decision is to stop the bus, you may decide to mimic mechanical trouble. Stop in a safe location.

Do not directly approach the individual unless you know the person and feel comfortable asking for the weapon.

School Bus Security

Shooting or Stabbing on the Bus: If there is a shooting or stabbing on the bus, take defensive measures based on the situation to increase the safety of yourself and the students.
Bus Aide call 911 as soon as safely possible (i.e. “Stabbing on the bus, my location is....”) then call Transportation Director to report incident.

Do not confront the individual unless they are attacking, and it is clear to you that it would be safer for you to try to disable the attacker than not to.

Stop the bus. Secure the bus: shut off the motor, set the park brake, remove keys, and activate flashers.

Take cover and protect the children and then implement evacuation if necessary.

Stay on bus with the injured person and await help.

Be prepare to take additional protective actions as conditions change.

Route and Stop Reviews - D1.11

Trip Planning

When the school transportation department schedules a trip, they do their very best to estimate the punch-in, departure, arrival and return times. As a driver, it is very important that you try to maintain the estimated time schedule.

Know the exact location and time

Plan your route

Depart on time

Additional stops

Know the exact location

Drop off and pick-up locations at the event

Where will you park?

What is expected of the driver?

Don’t leave until all passengers are on board

Returning to District

Chaperone/Sponsor Responsibilities

Make sure your chaperone/sponsor knows what their responsibilities are. Double check your district policy, but they may include the following;

- Communicating
    - Trip plans
    - Special student needs
- Providing passenger information
- Assisting in maintaining passenger control
- Supervising
    - Rest stops
    - Food stops
- Field trip activity
- Assembly of students and head counts
- Passenger instruction

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Behavior Problems and Concerns

Concerns may arise while on a field trip due to the nature and length of the trip. Unless adequate plans are made and precautions taken, passenger behavior problems will arise. The following conditions should be identified:

Fatigue - Trip organizers and drivers should plan a sufficient number of rest and comfort stops to avoid problems arising from fatigue. It is recommended that there be approximately 90 minutes between stops.

Excitability - Trip organizers and drivers should recognize that passengers may get excited due to the nature of the trip. An opportunity should be provided for pupils to vent some of this excitement before an effort is made to restrain them. The group leaders or chaperones should handle problems arising from this situation.

Behavior Problems and Concerns

Discomfort - The driver should be alert for conditions that may lead to a pupil's discomfort. The temperature of the bus should be closely monitored, and sufficient fresh air be provided to the passengers.

Guidelines - Trip organizers and drivers should discuss guidelines that are to be followed during the trip. Some school districts provide written guidelines to trip organizers for review before trips are booked. The group leader or chaperone should discuss these guidelines with passengers before the trip begins.

Route Planning

School Buses (Types A, B, C, and D) shall be used to transport students to and from school and activity trips. Multifunction School Activity Buses Type A, B, C ,and D shall not be used to transport students to and from school, but for activity trips only.

Route Planning

The location of student stops shall consider factors including:

- Age of the students
- Visibility
- Lateral clearance
- Student access
- Control of other motorists

TRANSPORTATION OFFICE DETERMINES THESE STOPS!

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Route Planning

School bus operators shall stop at least 10 feet away from students at each designated stop. The school bus operator shall shift the vehicle into neutral or park prior to opening the service door of a bus. You may apply the parking brake.

The school bus operator shall stop as far to the right of the roadway, highway or private road as possible before discharging or loading passengers, allowing sufficient area to the right and front of the vehicle but close enough to the right to prevent traffic from passing on the right so students may clear the vehicle safely while in sight of the operator.

The school bus operator shall not block the lane of traffic when passengers being received or discharged are required to cross the roadway.

Route Planning

If students are required to cross a roadway, highway or private road on which a student stop is being performed, they are prohibited from crossing a roadway, highway or private road constructed or designed with a median separating multiple lanes of traffic.

Route Planning

Four-way hazard lamps shall be used on private property such as parking lots.

Alternating flashing red warning signal lamps shall not be activated within 200 feet of an intersection if the intersection is controlled by a traffic control signal.

Routes shall be planned as to:

- Eliminate, when practical, railroad crossings
- Have stops be a minimum of 100 feet apart since alternating flashing amber warning signal lamps must be activated a minimum of 100 feet in advance of the stop.

Route Planning

§ 37-41-7 - Laying out of routes within county

The local school board is hereby authorized, empowered and directed to lay out all transportation routes and provide transportation for all school children who are entitled to transportation within their respective counties and school districts.

§ 37-41-13 - How routes are to be laid out

All routes shall be laid out to place all pupils entitled to transportation within a reasonable distance of same. No child entitled to transportation shall be required to walk a greater distance than one mile to reach the vehicle of transportation in the morning or to reach his home in the afternoon.

Route Planning

§ 37-41-15 - Alteration of routes; emergency transportation

- The school boards are hereby authorized to make necessary alterations in transportation routes, or to establish supplementary transportation routes in order to meet emergencies which may arise during the school year, such as the destruction of a school building by fire or other causes, an unanticipated increase in the number of school children in the school district during the school year, or any other emergency. Such emergency transportation shall be continued only so long as is necessary by reason of the emergency conditions.

Route Planning

§ 37-41-21. Unlawful transportation and expenditures

It shall be unlawful to transport pupils who are not entitled to such transportation, or to transport pupils from one (1) district to another if their grade or grades are taught in a school within the district wherein they reside, unless the transfer of such children from the district in which they reside to such districts shall have been approved in the manner provided by law. It shall be further unlawful for the school board to expend funds from any source whatsoever for the transportation of pupils from one (1) district to another district if their grade or grades are taught in a school within the district wherein, they reside, unless the transfer of such children from the district in which they reside to such other district shall have been approved in the manner provided by law.

Route Planning

School bus operators shall not relocate a student stop without approval of the school district or school transportation office.

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School Bus Endorsement Test

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School Bus Endorsement Theory Test

1. The age of a student is not one of the factors to consider when determining bus stop locations.

2. The school bus operator shall shift the vehicle into neutral or park prior to opening the service door of a bus.

3. Students can be required to cross a median to board a school bus at a bus stop, however, the traffic isn't required to stop.

4. School bus alternating flashing red warning signal lamps have authority to control traffic on private property and roadways.

5. Alternating flashing red warning signal lamps shall not be activated within 200 feet of an intersection if the intersection is controlled by a traffic control signal.

6. More than half of all school bus rider fatalities are pupils struck by the bus which they were entering or leaving.

School Bus Endorsement Theory Test

7. After you have completed your bus stop, if it is possible, you can allow stopped traffic to clear.

8. You are permitted to change bus stop locations without permission if you think it is safer.

9. The most dangerous step of a bus stop is when students are entering or exiting the bus stop.

10. The school bus operator shall stop as far to the right of the roadway, highway or private road as possible, not shoulder, before discharging or loading passengers, allowing sufficient area to the right and front of the vehicle but close enough to the right to prevent traffic from passing on the right so students may clear the vehicle safely while in sight of the operator.

Presenter Name

Presenter Title
Presenter email

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