
Loading and Unloading Procedures

1. Before stopping a bus to load or discharge student(s):
 - a. Test brakes by pushing brake pedal in slightly – remove foot from pedal.
 - b. Check rear view mirrors for vehicles approaching from rear.
 - c. Activate amber warning lights 300 to 100 feet prior to reaching the loading/unloading zone.
 - d. Remove foot from accelerator.
 - e. Place foot on brake pedal and push in gently.
 - f. Make a smooth stop 10 feet away from the loading/unloading zone.
 - g. Put the bus in neutral.
 - h. Open the service door to activate red warning lights, stop arm, and crossing arm.

2. Loading student(s) after stopping:
 - a. Check all mirrors and roadways ahead to see that all necessary traffic has stopped.
 - b. If students are loading from the left side of the road, check the mirrors again both left and right mirrors to ensure there is no traffic coming. The driver shall then wave his/her arm to signal the students when it is safe to cross the road.
 - c. If loading from the left side of the road and there is more than one student, be sure to **count the number of students** and do not take your eyes off them until they are on the bus. Students must load in a single file line.
 - d. Check all mirrors again – especially the cross-view mirror – to make sure all students are loaded and have cleared the 10 ft danger area.
 - e. Close door and deactivate stop arm, crossing arm, and red warning lights.
 - f. Make sure all students are seated prior to moving the school bus.
 - g. Make a smooth start.

3. Unloading student(s) after stopping:
 - a. When stopping to unload, check all mirrors, left and right, and roadway ahead to see that all necessary traffic stopped.
 - b. If students are unloading to the left side of the road, check the mirrors again and when it is safe for the students to cross, the driver shall wave his/her arm to signal the students that they may cross the road, using



the 10-foot rule. If there is more than one student, be sure to **count the number of students** and do not take your eyes off them until they have safely crossed the road and are a safe distance from the road.

- c. Check all mirrors, including the cross-view mirrors, to make sure all students are safe across the road and have cleared the danger zone.
- d. Close the service door and deactivate red warning lights, stop sign, and crossing arms.
- e. Make a smooth start.

