



**Pedestrian SIR-Highway Accident Brief**

**Attachment 6: MTA Training Manual excerpt and Safe  
Operations Permanent Bulletin**

**Manhattan, New York #1**

**HWY17SH003**

(4 pages)

MTA, New York City Transit  
Department of Buses  
**Student Bus Operator Training Program**



## URNS

You must maneuver carefully to avoid striking fixed objects, pedestrians, vehicles etc....

Scan in all directions and use the mirrors frequently. Approach the turn parallel to the curb. Check the pivot wheel for clearance.

Before actually making a turn, make the turn in your mind first. This is referred to as "setting it up". Check for pedestrians or vehicles in the street that you are entering. Always check to the left and right. Make the turn at a speed of not more than 5 miles per hour, covering the brake, and be ready to stop if necessary. Accelerate after the turn is complete.



## CAUTION

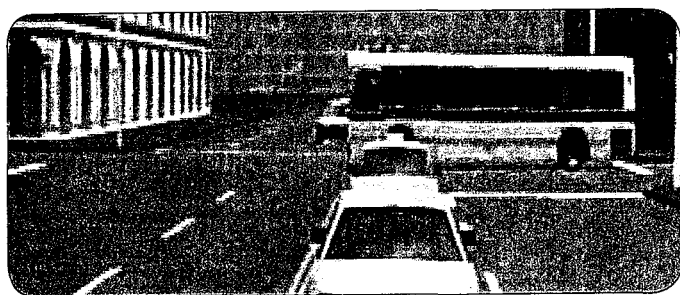
**The size of the bus makes turning difficult.**  
**Different wheelbases on fleet buses affect turning radiuses.**  
**The longer the wheelbase, the wider the turn.**  
**The longer the overhang, the more clearance is needed when maneuvering.**



BUS MODEL	WHEELBASE	OVERHANG
RTS	24.9 feet	7.8 feet
ORION	23.2 feet	9.8 feet
ORION ELEC HYBRID VII	23.8 feet	9.8 feet
NEW FLYER (Artic)	16.8 feet front 25.7 feet rear	7.6 feet 12 feet
NEW FLYER (Low Floor)	24.4 feet	12 feet
MCI	26.5 feet	12.8 feet

## Left Turn

### Approach



Activate the left turn signal approximately 150 feet before the intersection. Keep the signal activated, until the turn is completed. Check the left lane by leaning over the steering wheel then into the left side mirror. When it is safe, move into the left lane well before the intersection. Scan in all directions frequently when approaching and through the intersection. Proceed straight until the bus is in the center of the intersection. Visually check opposite

flow of traffic for safe turning interval. Before turning left, check the right side of the bus for vehicles attempting to overtake and cut in front of the bus.



# Permanent Bulletin

## **\* UPDATED \***

November 23, 2015

To: Managers, Supervisors, Bus Operators and All Concerned  
[REDACTED]

From: Stephen A. Vidal, Vice President, Transportation, Safety, and Training

Subject: **SAFE OPERATION**

The primary duty of a bus operator is to operate the bus safely and provide safe transportation to our customers. For safe operation, bus operators must always adhere to the following:

- Obey all traffic laws, rules and regulations.
- Wear the seat belt while operating the bus.
- Ensure the view through the bus windshield, bus operator's side window and safety barrier remains unobstructed while operating the vehicle. Bus operators are prohibited from placing posters, newspapers, etc., on the bus windshield, bus operator's side window or safety barrier, or placing any item on the bus dashboard or in the window well below the bus operator's side window.
- Keep the crowd control bar secured in the horizontal position. On buses equipped with a crowd control door, ensure it is closed while the vehicle is being operated.
- Position their feet on the bus floor so that the service brake and accelerator are quickly accessible to the right foot and the directional signals are easily reached with the left foot.
- Be properly seated behind the steering wheel before starting the bus engine and have their right foot firmly on the brake pedal.
- Before moving the bus, make sure the front door air release valve is closed. This will prevent the front doors from opening while the bus is in motion.

- Observe that the front doors close completely then, prior to moving the bus, lean over the steering wheel and check the mirrors.
- When operating the bus, always indicate your intentions in advance using the directional signals.
- Operate the bus with two hands properly positioned on the steering wheel.
- While the bus is moving, scan the mirrors every three to five seconds.
- Avoid talking with anyone while the bus is in motion.
- Be safety-conscious while waiting at a red traffic light and do not read or look at any type of material, other than fare media.
- Whenever it is necessary to leave the seat, apply the ICC parking brake, place the gearshift in the neutral position and turn on the hazard lights.
- Adjust your speed for the driving conditions and always maintain a safety zone around your bus.

***Note: Defective or missing sun visors must be promptly reported and documented on the Operator's Vehicle Condition Report (OVCR).***