

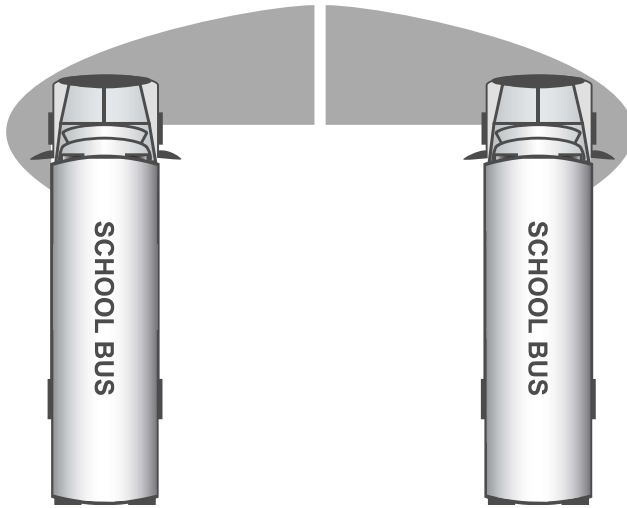


**Motor Carrier Attachment - Wisconsin CDL Manual Section 10.2 School Buses
Loading and Unloading**

HWY23FH012

(4 pages)

Figure 10-4: Left and Right Side Crossover Mirrors



10.1.6 Overhead inside rearview mirror

This mirror is mounted directly above the windshield on the driver's side area of the bus. This mirror is used to monitor passenger activity inside the bus. It may provide limited visibility directly in back of the bus if the bus is equipped with a glass-bottomed rear emergency door.

There is a blind spot area directly behind the driver's seat as well as a large blind spot area that begins at the rear bumper and could extend up to 400 feet or more behind the bus. You must use the exterior side mirrors to monitor traffic that approaches and enters this area.

You should position the mirror to see:

- The top of the rear window in the top of the mirror.
- All of the students, including the heads of the students right behind you.

10.2 Loading and unloading

More students are killed while getting on or off a school bus each year than are killed as passengers inside of a school bus. As a result, knowing what to do before, during, and after loading or unloading students is critical. This section will give you procedures to help you avoid unsafe conditions which could result in injuries and fatalities during and after loading and unloading students.

Routes, stops, pickup and discharge points

Each school district establishes official routes and official school bus stops. All stops should be approved by the school district prior to making the stop. You should never change the location of a bus stop without written approval from the appropriate school district official.

Select pickup and discharge points carefully. Report those sites that are dangerous to local School Boards. Other drivers should be able to see the bus in plenty of time.

Using flashing red warning lights

A school bus has no special right of way privileges on highways except when picking up or discharging students. When you stop, you must use the flashing red warning lights and the stop arm.

All vehicles must stop no closer than 20 feet to a stopped school bus with flashing red warning lights. The only exception is vehicles traveling in the opposite direction on a divided highway. Do not use flashing red warning lights where both sides of the road have curb and sidewalk, unless required by local ordinance.

Operators of vehicles proceeding in the opposite direction on a divided highway are not required to stop for stopped school buses displaying flashing red warning lights ([s.346.48\(1\)](#), [Wisconsin Statutes](#)).

School bus drivers are responsible for reporting to appropriate law enforcement agencies, incidents of drivers who do not stop for a stopped school bus with flashing red warning lights activated. Note time and location, license number, color and type of vehicle, weather and road conditions.

10.2.1 Approaching the stop

You must use extreme caution when approaching a school bus stop. You are in a very demanding situation when entering these areas. It is critical that you understand and follow all state and local laws and regulations regarding approaching a school bus stop. This includes the proper use of mirrors, flashing amber and red warning lamps, the moveable stop arm and when equipped, the crossing control arm.

When approaching the stop, you should:

- Approach cautiously at a slow rate of speed.
- Look for pedestrians, traffic or other objects before, during and after coming to a stop.
- Continuously check all mirrors.
- Turn on flashing amber warning lights at least 300 feet before stopping in a 45 mile per hour or greater speed zone or at least 100 feet before stopping in a less than 45 mile per hour speed zone.

- Determine if other drivers have observed flashing amber warning lights and have time to stop.
- Stop in the farthest right driving lane.
- Bring the bus to a full stop with the front bumper at least 10 feet away from students at the designated stop. This forces students to walk to the bus so you have a better view of their movements. Extinguish the flashing amber warning lights and turn on the flashing red warning lights.
- Activate the stop arm only after the bus has stopped and before opening the door.
- Place the transmission in Park or Neutral and apply the foot brake to prevent the bus from accidentally moving.
- Make a final check to see that all traffic has stopped before completely opening the door and signaling students to approach.

10.2.2 Loading procedures

- Perform a safe stop as described in [subsection 10.2.1](#).
- 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.
- Count the number of students at the bus stop and be sure all board the bus. If possible, know names of students at each stop. If there is a student missing, ask the other students where the student is.

- Have the students board the bus slowly, in single file, and use the handrail. The dome light should be on while loading in the dark.
- Wait until students are seated and facing forward before moving the bus.
- Check all mirrors. Make certain no one is running to catch the bus.
- If you cannot account for a student outside, secure the bus, take the key, and check around and underneath the bus.
- When all students are accounted for, prepare to leave by:
 - ◇ Checking all mirrors including the crossover mirror(s).
 - ◇ Closing the door to retract the stop arm.
 - ◇ Engaging the transmission.
 - ◇ Turning off the flashing red warning lights.
 - ◇ Allowing congested traffic to disperse.
 - ◇ Check the crossover mirror(s) and both outside rear view mirrors again.
- When it is safe, move the bus, enter the traffic flow and continue the route.

Note: Do not use the flashing amber or red warning lights when operating a school bus to transport adults or when a school bus is being used for non-school functions. When the bus is used for these situations, cover the words, “school bus” on the front and rear of the bus.

Wisconsin exception: If transporting children for any purpose, school bus markings may remain uncovered and flashing amber or red lights used (s.346.48(2)(c), Wisconsin Statutes).

Without flashing warning lights

If you are loading or discharging students in areas where flashing warning lights are not required, follow these procedures:

- Activate the yellow hazard lights at least 100 feet before the stop.
- Check traffic and move over to the right curb.
- Observe traffic carefully.
- Tell students to stand away from the road when waiting to board and to move away from the bus immediately after they get off.
- Instruct students who must cross the street to go to the cross walk and wait until it is safe to proceed.
- When students are safely aboard or unloaded, turn off the hazard warning lights, check traffic and use the left turn signal to re-enter traffic. Teach students these procedures. Work with parents to promote safety.

Loading procedures at school

The loading procedure is essentially the same wherever you load students, but there are slight differences at some locations. When students are loading at the school campus, you should:

- Arrive before students are in the loading area at dismissal time.
- Drive slowly in and near the school loading area.
- Park in designated loading area.