



Motor Carrier Attachment –Illinois Professional School Bus Driver

Training Curriculum (Excerpts)

Rushville, IL

HWY24MH005

(21 pages)

Illinois Professional School Bus Driver

Training Curriculum

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SECTION I

**THE PROFESSIONAL DRIVER
PROFESSIONAL DRIVER CONDUCT**

THE PROFESSIONAL DRIVER

Occupational Role

Almost anyone can drive a school bus, but not everybody can be a school bus driver. The school bus driver has a very important position. Learning to drive a vehicle the size of a school bus is a difficult task in itself. When you sit behind the wheel of a school bus, you become aware of the many differences in handling a larger vehicle. These differences are magnified from the time you first put the transmission in gear to the time you apply the brakes at the end of any given day. Positioning a school bus vehicle in relationship to another object can give you a whole new perspective on your ability to judge distance in any direction. A seemingly simple maneuver, such as turning a corner in traffic, can be an experience you won't soon forget. If mastering these tasks was all there was to being a school bus driver, it would be impressive enough, but another determinant must concern all school bus drivers, including those drivers whose occupational permit is limited to the operation of smaller vehicles. That determinant is passengers. You are held to a higher standard than other professional drivers.

It is evident that you, the school bus driver, are an essential part of the educational community. The school bus is an extension of the classroom. In many instances, you will be the first representative of your employer and the school to meet the students and parents of students who ride your bus in the morning. You will probably be the last school representative to see the students at the end of the school day. As such, your conduct must be professional at all times, serving as a role model of correct and considerate behavior.

While the students are on your bus, their safety is your responsibility. Perhaps in no other area of education does any one person accept more responsibility for the safety and well-being of students than the school bus driver. You are now part of a very important and exceptional group—an essential part of your community. You are vital to your school system and students' access to school.

The school bus driver is often perceived as serving in multiple roles, including guardian, teacher, friend and sometimes disciplinarian, for the students riding a school bus. The driver must also focus on one primary objective of the bus driver's role -- to provide *safe* transportation for students. This responsibility requires that you devote full attention to the driving task, with the safety and welfare of your passengers foremost in your priorities. Therefore, as a member of this dedicated group, you must always take steps necessary to assure that your equipment is in the best possible working condition. Also, you must constantly strive to improve the safety and efficiency of all the activities related to operating your school bus or any other legally acceptable vehicle used to transport students.

The material covered in this manual is designed to assist in preparing you for the role of a professional school bus driver. It also forms the basis for the initial classroom training that you are required to successfully complete and will serve as an excellent resource that you may wish to consult periodically in the performance of your duties.

Requirements of Applicants for a School Bus Driver Permit (625 ILCS 5/6-106.1)

In order for the Secretary of State to issue a school bus driver permit, all applicants must:

1. Be 21 years of age or older;
2. Possess a valid and properly classified driver's license issued by the Secretary of State or a valid and properly classified license issued to them in their home state;
3. Possess a valid driver's license that has not been revoked, suspended, canceled or disqualified as defined in 625 ILCS 5/6-500 for any action except those defined as miscellaneous suspensions by rule during the three years immediately prior to the date of application. A lapse in the renewal of the driver's license of 30 days or less shall not render the applicant ineligible. The Secretary of State may, at his or her discretion, grant a waiver for a lapse in the renewal of the driver's license in excess of 30 days;
4. Pass a written test on school bus operation, school bus safety and special traffic laws relating to school buses and submit to a review of the applicant's driving habits by the Secretary of State at the time the written test is given;
5. Demonstrate the ability to exercise reasonable care in the operation of a school bus in accordance with the requirements of 92 Ill. Adm. Code, 1030.85;
6. Be physically able to safely operate a school bus. An applicant for a school bus driver permit must demonstrate physical fitness to operate a school bus by undergoing a medical examination in accordance with the provisions of 92 Ill. Adm. Code, 1035.20;
7. Affirm under penalty of perjury that he/she has not made a false statement or knowingly concealed a material fact in any application for a permit;
8. Complete an initial classroom course, including a segment on first aid procedures and school bus driver safety, in a program approved by the Secretary of State. After satisfactory completion of the initial course, **an annual refresher course is required.** These courses and the agency or organization conducting such courses shall be approved by the Secretary of State. Failure to complete the annual refresher course shall result in the cancellation of the permit until such course is completed, in accordance with provisions of 92 Ill. Adm. Code, Section 1035.30 of this Part;
9. At the time of application, not have been convicted of two or more serious traffic offenses within the previous 12 month period, nor be convicted of two or more serious traffic offenses during any 12-month period while holding a school bus driver permit that may endanger the life and safety of any of the driver's passengers;
10. Not have been convicted of reckless driving (625 ILCS 5/11-503), driving under the influence of alcohol and/or other drugs (625 ILCS 5/11-501) or reckless homicide (720 ILCS 5/9-3) resulting from the operation of a motor vehicle within three years of the date of application;
11. Not have been convicted of committing or attempting to commit any one or more of the offenses listed in 625 ILCS 5/6-106.1(a)11;

12. Not have been repeatedly involved as a driver in motor vehicle collisions or been repeatedly convicted of offenses against laws and ordinances regulating the movement of traffic to a degree that indicates lack of ability to exercise ordinary and reasonable care in the safe operation of a motor vehicle or disrespect for the traffic laws and the safety of other persons upon the highway, in accordance with 92 Ill. Adm. Code 1040.40;
13. Not have, through the unlawful operation of a motor vehicle, caused an accident resulting in the death of any person; and
14. Not have within the last five years been adjudged to be afflicted with or suffering from any mental disability or disease.

Employment Conditions

After the pre-employment interview, a new applicant must (1) complete the application for a school bus driver permit; (2) pass a physical examination, including a tuberculosis test and drug testing; (3) be fingerprinted, as prescribed by the Secretary of State, and clear an Illinois specific background check, with prints forwarded to the FBI for a national background check; (4) complete the initial classroom course conducted by the Regional Office of Education; and (5) pass all written and performance exams necessary for the proper classification of the driver's license and the issuance of the school bus driver permit as prescribed by the Secretary of State.

Provisional Status

A driver will be issued a provisional status school bus driver permit after clearing the Illinois specific criminal background check and completing all other pre-employment conditions. This permit will remain in provisional status, pending the completion of the FBI national background check.

Annual Medical Examination

Prior to the issuance of the first permit, and annually thereafter, each school bus driver must meet the physical requirements as defined in 92 Ill. Adm. Code, Section 1035.20.

1. All applicants for a school bus driver permit must demonstrate physical fitness to operate school buses by undergoing a medical examination, including tests for drugs and alcohol use, conducted by a licensed medical examiner within 90 days prior to the date of application for such permit.
2. Applicants who have undergone a U.S. Department of Transportation (DOT) medical examination, conducted in accordance with Subpart E of 49 CFR 391.41, within 90 days prior to the date of application for a school bus permit shall be exempt from the requirements to obtain an Illinois SOS medical examination. However, the applicant must submit a copy of the federal medical examiner's certificate and/or a signed copy of the drug-testing custody and control form to the employer. The employer will complete and submit for DSD SB3 to the SOS.

SCHOOL BUS OPERATIONS

As a school bus driver, you need to have a clear understanding of the procedures and responsibilities involved in the safe operation of your school bus. You need to perform certain duties daily before you can operate the vehicle safely. You should be aware of the various federal, state and local laws that regulate the operation of a school bus.

The primary responsibility of any school bus driver is to provide safe transportation for students. In no other area of education does any one person accept more responsibility for the safety and well-being of students than does the school bus driver. One of the major considerations in teaching school bus safety is the safe operation and maintenance of the school bus. As a driver, you continuously apply the knowledge of safe operations in your daily routine to safely operate a school bus.

Prepare to Take a Position of Control

To be sure that you can drive the school bus safely, you must be able to easily reach and operate the controls.

1. Always adjust the driver's seat before operating the vehicle. Be sure you can operate the floor controls easily and, at the same time, have good visibility in all directions both inside and outside the vehicle. Position the seat a manageable distance from the steering wheel.
2. Check and adjust all mirrors for maximum visibility before operating the vehicle. Your mirror system will provide an excellent source of protection for passengers in the bus, pedestrians and other motorists when you can adequately view traffic and pedestrian movement and monitor blind spots.
3. A reference point is some fixed object or point on your bus that, when lined up with points outside the bus, will give you consistent reference to judge when to turn, back up, move, stop, line up your bus or judge the amount of space available around your bus.
4. Noise levels on the school bus must be controlled. Be sure you are able to hear, as well as see, potential problems. Also, Illinois law **prohibits the driver** of ANY vehicle from wearing **any headset receiver**. Control the sound from any radio to a reasonable level.
5. Bluetooth devices may not be worn. Phones may not be used as timepieces or as GPS. Phones should be stored in a safe place while driving.
6. The driver of a school bus must be in control of the vehicle at all times. One way to maintain control is to make sure that you fasten your seat belt before moving the vehicle. Remember, it is the law in Illinois (625 ILCS 5/12-807).
7. Since the parking brake is set to keep the vehicle from moving whenever you are stopped for a prolonged period of time and/or whenever you leave it, remember to release the parking brake before you move the vehicle.

Reference-Point Driving

Again, a reference point is some fixed object or point on your bus that, when lined up with points outside the bus, will give you consistent reference to judge when to turn, move, stop, line up your bus or judge the amount of space available around your bus.

Any point on the bus such as the door, outside mirrors, windshield center post, bus hood front and rear bumpers, etc. can be used as a reference point. These points are easily detectable and readily seen by the driver. The distance or guidelines outside the bus are then predetermined by direct measurement or observation before the driver uses his bus for the first time. Once these points are determined and the driver is comfortable with the understanding of what each reference point is telling him or her, these points should remain constant.

Here are a few simple steps for determining reference points on your bus. (Have someone help you the first time, if possible.)

1. Position yourself comfortably in your driver's seat.
2. Pick an easily observable point on the hood or windshield of your bus.
3. For a conventional-style bus, find the point on the ground where the edge of the hood lines up with the point on the ground directly in front of it. For a transit-style bus, use some point on the windshield to mark your point on the ground in front of the bus.
4. Once you determine this point, remember it for future reference.
5. Remember to do this in your own bus, since the point of reference may change from bus to bus depending on the height of the driver's seat and the model of the bus.

For example, if the distance from your reference point to your front bumper measures 18 feet, you will know that whenever you are sitting in the driver's seat, the point on the ground that you see directly in front of the hood of your bus is 18 feet from the front bumper. This will be helpful for determining the proper distance to stop at railroad grade crossings.

For determining reference points to the side or rear of your bus, make sure you are seated comfortably in your seat with seat belt attached. Then mark points on the various outside rearview mirrors on either side of your bus.

To determine the point directly below your rear bumper, use a point in your left (or right) rear view mirror that lines up directly over the bottom of your left rear wheel well and your rear bumper. Now measure the distance from this point on the ground to the edge of your rear bumper. Remember this distance. You should use reference points on both left and right rear mirrors.

This rear reference point can be helpful when estimating the distance from your rear bumper to some point on the ground and can be especially helpful at a railroad grade crossing when determining the distance of your rear bumper from the track. **REMEMBER TO ALLOW EXTRA DISTANCE AT ANY RAILROAD GRADE CROSSING SINCE TRAINS OVERLAP THE TRACK BY ABOUT 3 FEET.**

2. Driving a school bus with manual transmission is different than driving most automobiles.
 - a. When driving a vehicle with a manual transmission, you should know the gear positions and be mindful that *“lower gears” are always used for power or prolonged braking, while higher gears are used for cruising.* Always use the proper gear for the vehicle load and terrain.
 - b. The generally applied starting gear is second, though the load and terrain in certain situations may indicate the need to start out in first gear. To avoid placing undue load or wear on the engine and clutch, you should never start out in a gear higher than second.
 - c. To prevent loss of speed and to avoid racing the engine and/or slipping the clutch, always release the clutch smoothly, but more quickly in gears other than the starting gear.
 - d. When practical, don't skip a gear whenever you shift. This practice causes unnecessary engine and clutch wear.
 - e. Most school buses with manual transmissions are synchromesh. However, “double clutching” may be necessary in some older models without synchromesh transmissions. Check with your supervisor or mechanic for the proper way to “double clutch.”
 - f. REMEMBER: ALWAYS SET THE PARKING BRAKE WHEN THE VEHICLE IS NOT IN USE.

Turning

Always keep in mind the size of your vehicle. Your vehicle is much higher than any automobile and also weighs much more. A school bus generally is twice as long as and much wider than any full-sized automobile. Allow for the oversize and limited maneuverability of your bus when turning.

1. When making any turn, check traffic to the front, rear and sides.
2. Check all mirrors, especially on the side next to the lane you are moving into. **TURN YOUR HEAD TO CHECK ANY BLIND SPOTS FOR VEHICLES AND/OR PEDESTRIANS.**
3. Activate the proper turn signal at least 100 feet before the turn in an urban area and 200 feet before the turn in all other areas.
4. Reduce your speed and downshift before you begin your turn. Never shift gears while making a turn.
5. Always yield the right of way to pedestrians and other vehicles.
6. When students are in the area, always use extreme caution.

Entering and Exiting a Roadway

Entering any roadway can be a potentially hazardous situation. Keep in mind that the vehicle you are driving, while affording maximum protection for the occupants with its size and weight, is also very slow to respond to changes in acceleration.

1. When entering a normal roadway from either a parked position or another roadway:
 - a. Always yield the right of way to passing vehicles.
 - b. Activate the proper turn signal to indicate your intention to enter the roadway.
 - c. Check traffic in the roadway you are entering before moving your vehicle.
 - d. Check your mirrors for vehicles behind you. If necessary, turn your head to check blind spots.
 - e. Enter the roadway only when it is safe to do so and accelerate to the flow of traffic as safely and as quickly as possible.
 - f. Deactivate turn signals.
2. When entering or exiting an expressway, do so as quickly and as safely as possible, keeping in mind the following:
 - a. Activate the proper turn signal to indicate your intentions to enter or exit the roadway.
 - b. Check traffic in front and on the sides of your vehicle. Turn your head to check blind spots, if necessary.
 - c. Check your mirrors for traffic behind and at your rear.
 - d. Enter or exit the expressway as safely and quickly as possible while accelerating or decelerating to the flow of traffic as needed. Use any entrance/exit ramp to help accelerate/decelerate your vehicle. However, ramp speeds are not always safe for all vehicles and weather conditions.
 - e. Unless absolutely necessary, never bring your vehicle to a complete stop immediately before entering any high-speed expressway. Enter and merge as safely as possible with the flow of traffic.

Radio or Cell Phone Usage:

The radio is used to communicate between school, school transportation or contractor personnel/dispatchers and drivers. The driver has the radio as a working tool. **The two-way radio is not for personal use.**

COMMUNICATION CODE

10-1	Unable to copy
10-4	OK
10-5	Relay
10-7	Out of services
10-8	In service
10-9	Repeat
10-10	Fight
10-13	Route completed
10-19	Return
10-20	Location
10-23	Arrive
10-30	Ready for assignment
10-33	Emergency
10-36	Time check
10-41	Radio check
10-47	Brake problem
10-50	Accident
10-51	Need wrecker
10-52	Need ambulance
10-T	Tornado watch (Never say, "tornado.")

NOTE: Each district needs to have a special code for a hostage and/or weapon situation suitable for use on either a two-way radio or cell phone. Some school buses are equipped with cell phones instead of two-way radios. These phones should also be treated as a working tool and not used to conduct personal business (625 ILCS 5/12-813.1).

Get Them There Safely

Students, as well as the school bus driver, must clearly understand that entering and exiting the school bus are potentially the most dangerous procedures related to the ride on a school bus. Account for student position even when it isn't necessary for a student to cross the roadway. Whenever it becomes necessary for a student to cross a roadway, you should not rely on other motorists to always act appropriately. You must be constantly on the alert for potential dangers and use your judgment about what other drivers might do. Students, regardless of age and/or grade level, must stay in a safe position until you are comfortable with the level of safety at the location and clearly indicate permission to move.

It is important for the students and the driver to know that, when students move out of the driver's sight, they are more likely to be seriously injured or killed by falling beneath the school bus wheels. *DON'T ALLOW REPETITION TO CREATE A FALSE SENSE OF SECURITY.* The consequences can be deadly.

1. Illinois law requires other motorists to stop whenever the stop-signal arm on a school bus is extended and the eight way flashing signal system is in operation, with the red signal lamps flashing (625 ILCS 5/11-1414).
 - a. When a highway has at least four lanes of traffic and at least two of those lanes are traveling in a direction opposite from your bus, only motorists traveling in the same direction as the school bus must stop.

- b. On two-lane roadways, traffic traveling in both directions must stop.
 - c. On one-way roadways, regardless of the number of lanes, all traffic must stop.
2. Proper use of safety devices on the school bus will help you control traffic when stopped to load and unload students.
- a. Activate the right turn signal only to indicate a lane change.
 - b. The amber lamps of the eight-lamp flashing signal system must be activated when approaching a stop at least:
 - (1) 100 feet within an urban area, and
 - (2) 200 feet outside an urban area.
 - c. The school bus must be brought to a complete stop with the right wheels parallel to the curb and within 12 inches of the right curb, if one exists, or as close as possible to the right edge of a right-hand shoulder whenever a curb doesn't exist.
 - (1) No student can be required to cross any highway with four or more lanes of traffic where at least one or more lanes travel in the opposite direction. The school bus stop must be situated so that the student's residence and/or the student's school (attendance center) is on the right side of the highway.
 - (2) The driver must keep all persons at or near a bus stop in sight and account for their whereabouts in relationship to the bus, the roadway and other motorists.

The red signal lamps must be flashing and the stop-signal arm and crossing arm extended each time the bus is completely stopped for the purpose of loading and/or unloading students. The use of these devices is prohibited at any other time. (See Review the Rules.)

Loading Passengers

When preparing to pick up the students on your route, pay particular attention to them and other highway users. You should seldom be late and never be early on your route. When you are on time at a given stop and the student is not in sight, stop and take a good look around to make sure the student is not approaching the stop. If no one is in sight, proceed on your route and report the student's absence to your supervisor or a person in authority at the school as soon as possible or proceed as local policy dictates.

1. A school bus is required by law to be equipped with a functioning crossing control arm. A school bus driver shall use the school bus crossing arm whenever the school bus stops to allow students to enter or leave the bus unless such use would create a hazard or render the crossing control arm inoperable.
2. Activate the amber lamps of the eight-lamp flashing signal system as prescribed by law.
3. Check the position of all students and other children in the traffic area.

4. Activate your right-turn signal only to indicate a lane change and check your mirrors to assure yourself that traffic is clear and it is safe to stop.
5. Approach waiting students with extreme care. Constantly check your mirrors.
 - a. Stop your bus parallel to and within 12 inches of the curb, if one exists, or parallel to the edge of the roadway. Students need to be at least five feet back from the curb or edge of the roadway and at least five feet in front of the bus.
 - b. Come to a complete stop. Keep the brake pedal depressed, put the transmission in the “neutral” position, and set the park brake.
 - c. Instruct the students not to move toward the bus until you have brought the bus to a complete stop and have opened the service door.
6. Do not allow students to cross a two-lane roadway until you are confident that all traffic is stopped.
 - a. You should be aware that other motorists may not stop. Activate the horn if you feel it is necessary.
 - b. Check vehicles behind the first vehicle stopped, and look for any hint of unexpected action or movement toward your stopped school bus.
 - c. Direct waiting students to carefully cross the roadway some 10 feet in front of the school bus. Students should walk, not run, to the bus.
 - d. **Be sure that your directions are clear** and that you don't confuse the students or the motorists. When making eye contact with students, extend your arm and make a stop sign with your hand. Point at the students and direct them across the road with a slow-sweeping motion of your arm across the windshield.
 - e. Students should never move until you give a clear signal to do so safely. They should always check the traffic lanes for themselves as they cross the roadway. Should you recognize a dangerous situation and want the students to stop, activate your horn.
 - f. Take a mental inventory of the students as they leave to cross the roadway, and count them again as they board the school bus.
 - g. Students are to use the handrail when boarding. They are to go directly to their seats and be seated before the bus moves. **All students must be properly seated** and not obstructing your view before you can safely move your bus. Once seated, students should never change seats or move around in the bus while it is moving.
 - h. Close the service door to deactivate the stop signal system as soon as possible after students are seated properly and the aisle is clear. It should not be necessary for motorists to wait unnecessarily for an excessive amount of time.

- i. Check all mirrors. Pay particular attention to areas close to the bus to be assured that all students and other pedestrians are out of the “danger/death zones” around the bus. (See example on next page.)
- j. When you feel it is safe to move your bus, activate the left-turn signal if you are changing lanes, check traffic, and carefully move into the traffic lane.
- k. **Never exceed the legal passenger capacity of the vehicle.** The number of passengers in your school bus cannot exceed the manufacturer’s rated capacity. Seating needs to be adjusted according to the passengers’ actual physical size. School transportation providers generally determine the number of persons that they can safely fit into a school bus seat. Generally, they fit three smaller elementary school age persons or two adult high school age persons into a typical 39-inch school bus seat. If a situation arises on the route to school, immediately advise your supervisor of the need for assistance and/or an additional bus. You may be directed to inform waiting students to return home to wait for alternative transportation.
- l. Having students load from the front to the back could help reduce accident and injury risks. In adverse conditions, this practice allows the driver to have more control of the bus with less chance of skidding with more weight over the front axle. Another advantage would be that if the bus was struck from behind, student injuries could be minimized.

APPENDICES

REVIEW THE RULES

1. School buses must be operated in accordance with all state statutes and rules of the Illinois Department of Transportation, Secretary of State and Illinois State Board of Education.
2. Each driver shall follow the Illinois Department of Transportation's pre-trip inspection requirements.
3. The service door shall be closed at all times when the bus is in motion.
4. Windows shall not be lowered below the stop line painted on the body pillar.
5. The emergency door shall be unlocked, if lock-equipped, but securely latched when the school bus is in operation.
6. The driver shall not leave the bus while the motor is running.
7. The fuel tank shall not be filled while there are any passengers on the bus or while the motor is running.
8. The school bus signs shall be displayed only when the bus is being used for official school transportation.
9. The required alternately flashing warning lights and stop arm shall be used only when stopping the bus to receive or discharge students.
10. The manufacturer's capacity for a bus shall not be exceeded.
11. All passengers shall be seated when the bus is in motion.
12. Students shall not be asked to leave the bus along the route for breach of discipline, nor shall they be asked to sit anywhere other than a seat for breach of discipline.
13. Gross disobedience or misconduct on the part of a student shall be reported to the proper school authority for appropriate disciplinary action.
14. The driver shall not back a bus near the school while students are in the vicinity unless a responsible person is present to guide the bus driver.
15. Loading: When students must cross a roadway to be picked up, the driver shall beckon them to cross the road when it is safe to do so. Students shall be instructed to wait for the proper signal to cross the roadway when traffic conditions are such that they may go safely ahead of the bus.
16. The driver on a regular route shall not be expected to wait for a tardy student, but may proceed on a timely route if the student is not in sight. The driver should be seldom late and never early.

17. Unloading: At school, the bus shall be driven onto the school grounds to discharge pupils, or they should be discharged so they will not have to cross a street. At all discharge points where it is necessary for pupils to cross a roadway, the driver shall direct students to walk to a distance at least 10 feet in front of the bus on the shoulder of the highway and to remain there until a signal is given by the bus driver for the student to cross.
18. The driver shall not allow a student to get off the bus at any place other than the student's designated discharge point unless written permission is granted by the proper school official.
19. Except with the permission of school authorities, the driver shall transport no students with animals. Whenever an animal must be transported, the animal must be properly confined at all times on the school bus.
20. The driver shall not permit a weapon or explosive of any kind on the bus.
21. In case of an accident or breakdown while the bus is transporting students, the first consideration shall be whether it is safer to evacuate or to leave the students on the bus.
22. All accidents shall be reported immediately to the appropriate school officials.
23. A completed copy of the Illinois Department of Transportation's "Motorist Report for Motor Vehicle Accident Form" (SR-1) shall be forwarded immediately to the regional superintendent in case of an accident.
24. When stalled on the highway or shoulder of the highway, the driver shall place appropriate signals as outlined in Ill. Rev. Stat. 1981, ch. 95 1/2, par. 12-702.
25. The driver shall not smoke nor be under the influence of intoxicating beverages or drugs when operating a school bus.
26. The driver shall stop between 15 and 50 feet of the first rail of a railroad crossing. When stopped, the bus should be put in neutral and the parking brake set. The driver shall open the service door, open the driver's window, listen and look in both directions for any approaching train. When the driver determines that no train is approaching, the driver shall close the service door/driver's window and proceed completely across the grade crossing in low gear.
27. The driver shall not change gears while crossing the tracks.
28. The driver shall not use the alternately flashing warning signals or stop arm at railroad grade crossings.
29. The driver's seat belt shall always be properly fastened before putting the bus in motion.