

## Loading on a Highway or Street



- Raise a hand toward students outside the bus using an open palm to indicate, “Stop”.
- Make eye contact and **count the students**
- Check mirrors and look for moving traffic and hazards
- When safe:
  - Open the door and signal students to board
  - Signal students who must cross the road by pointing to them with two fingers extended, then back to you, and then pointing to where you want them to go
  - **Avoid a sweeping motion that may confuse motorists**
  - In case of danger, use the horn or public address (PA) system to signal students to clear the roadway
- When all students are on the bus:
  - Close the door
  - **Count the students**
  - Ensure everyone is seated
- Check traffic and check all mirrors
- Deactivate the red student stop lights and proceed on route when safe

## Loading on School or Private Property



### Precautions

- Approach the loading area cautiously and slowly
- If students run toward the bus, stop as soon as possible
- Stand by the door to assist students, if conditions require
- Students should approach the loading area in an orderly manner and form a single file line
- An adult other than the operator should supervise the students at each school loading zone
- Obey speed limits on ALL campus, private, and school district property
- **Regular traffic should have its own designated pick-up and drop-off zones**
- **Regular traffic should not be permitted to use the school bus loops or loading and unloading zones while they are in use by school bus operators**

# Loading on **School** or **Private Property**



## Loading

- Park in a designated loading area
- Apply brake, set the parking brake, and shift to neutral position
- Turn off the ignition switch and remove the key if leaving the bus
- **No student should be on board the bus when the operator is not present**
- When appropriate, signal for students to enter the bus
- Approach the loading area cautiously and slowly
- Instruct students to use the handrail and be seated immediately
- Check the area around the bus to see that it is safe to move the bus
- Check mirrors and prepare to leave
- Once started, do not stop for stragglers
- Stop before entering the roadway from private property



## Unloading on a Highway or Street

### Instruct Students to always:

- Move well away from the side of the bus after leaving
- Do not get mail from a roadside mailbox until the bus has left

### Students who cross the road should be instructed to always:

- Take at least 12 steps in front of the bus before starting across the roadway so that the operator can see the students' feet
- Wait for the proper signal from the operator before crossing
- Stop at the traffic side of the bus and look left, right, and left again AND cross only if approaching traffic has stopped
- Walk across the roadway
- Do not stop or return if an item is dropped - **the bus operator will take responsibility for retrieving objects, if possible (local policy may vary)**

## Unloading on School or Private Property

**School zones often have congested traffic and pedestrian areas. Operators must unload in a manner that will protect their passengers from injury.**

- Approach the unloading area carefully
- Drive buses in a counterclockwise direction in front of the school or unloading point
- Park your bus, if possible, at a designated unloading or sidewalk area so that students do not have to cross between other vehicles or cross driving areas
- Apply the brake, set the parking brake, and shift to neutral or park
- Turn off the Engine
- Open the door and instruct students to use the handrail
- Follow local policy

