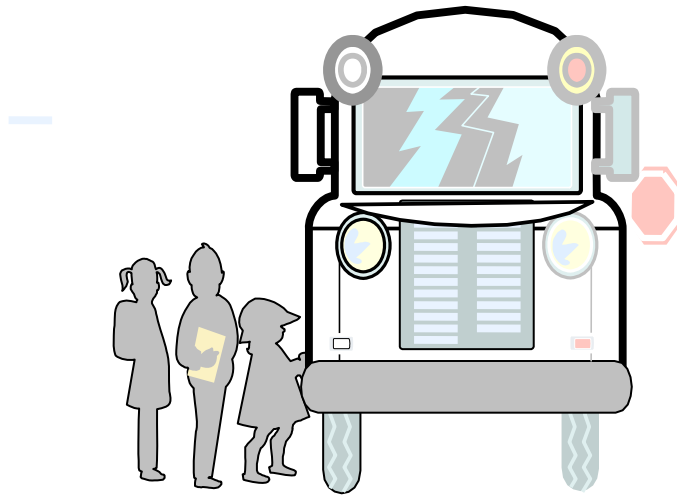


BEGINNING SCHOOL BUS DRIVER CURRICULUM

UNIT VI



LOADING AND UNLOADING PASSENGERS

LOADING AND UNLOADING PASSENGERS

UNIT VI

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LOADING AND UNLOADING PASSENGERS

OBJECTIVES

- The driver will explain the legal requirements and the recommendations on stop locations for loading and unloading passengers.
- The driver will describe the proper and improper use of the alternately flashing lights.
- The driver will correctly sequence the necessary actions for loading passengers on a highway, street, or private road ("red light" stop).
- The driver will state the requirements for and correctly sequence the necessary actions for loading and unloading passengers using the yellow hazard lights.
- The driver will correctly sequence the necessary actions for loading passengers on school or other private property.
- The driver will correctly sequence the necessary actions for loading and unloading passengers at a turnaround stop.
- The driver will explain the procedure for reporting motorists who illegally pass the bus when loading or unloading passengers.
- The driver will explain the importance of maintaining an accurate time schedule.

Introduction to Loading and Unloading of Passengers

The loading and unloading of passengers presents the driver with tremendous responsibilities and requires the use of sound judgment. The driver must execute the proper procedures for interacting with other vehicular traffic, in directing pupils crossing the roadway and in managing pupils who are loading and unloading from the bus.

This unit deals with the proper use of alternately flashing and hazard warning lights as well as the procedures for safe loading and unloading of passengers. Learning and using these procedures will assist the driver in safely transporting their passengers to and from school. Ignoring these procedures could result in serious injury or death to one or more of their passengers or other highway users.

Moving Traffic Signal

A school bus is a moving traffic signal. It is extremely important that drivers know the legal and proper use of the alternately flashing lights and the hazard warning lights. It is the drivers' responsibility to provide adequate warning to the other traffic that they are going to stop for loading or unloading. Knowing when not to use these lights will also contribute to the safety of students and motorists. Also, understanding some definitions will assist in properly using the different light systems.

Legal Definitions

Roadway

Sec. 257.55

“Roadway” means that portion of a highway improved, designed, or ordinarily used for vehicular travel. In the event a highway includes two or more separate roadways, the term “roadway” as used herein, shall refer to any such roadway separately, but not to all such roadways collectively.

Highway or Street

Sec. 257.20

“Highway or street” means the entire width between the boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel.

Private Road

Sec. 257.44

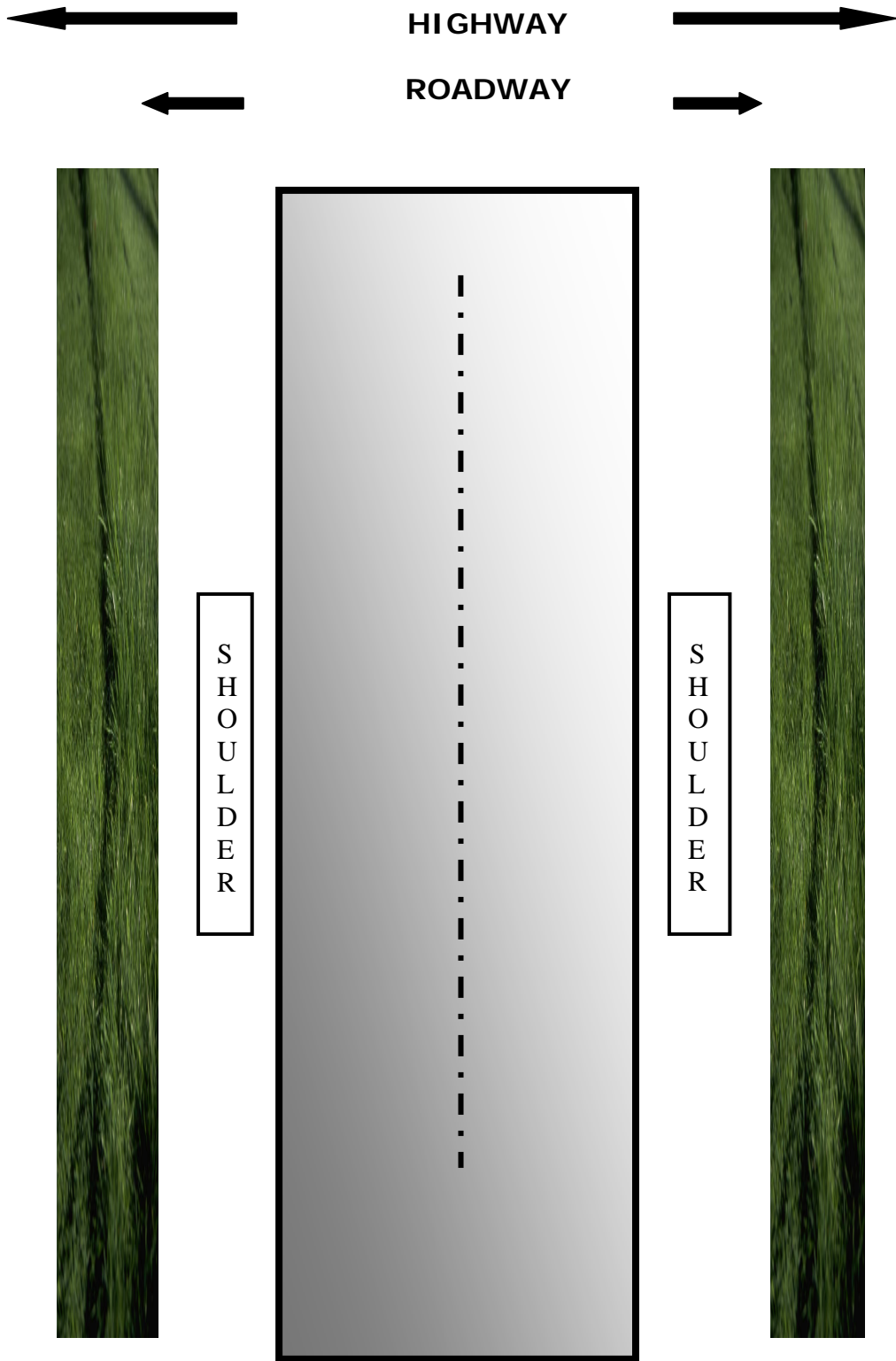
“Private road” means a privately owned and maintained road, allowing access to more than one residence or place of business, which is normally open to the public and upon which persons other than the owners located thereon, may also travel.

Private Driveway

Sec. 257.44

“Private driveway” means any piece of privately owned and maintained property which is used for vehicular traffic, but is not open or normally used by the public.

HIGHWAY – ROADWAY DEFINITION



Establishing Bus Stop Locations

There are legal requirements and recommendations from state agencies which govern the location of stops on the highway. As an important member of the safety team, one of the driver's tasks is to assist in assessing the desirability of stop locations. Often times environmental or road repair conditions require route or stop location changes. Drivers should be prepared to supply their supervisors with a description of the problem.

Sec. 257.1855

- 4.** The driver of a school bus shall not stop the bus for the purpose of receiving or discharging pupils in the following instances:
 - a.** Within 200 feet of a public highway or roadway intersection unless the stop is approved by the school administrator or person or entity under contract with a school to provide pupil transportation services.
 - b.** Upon a limited access highway or freeway, or upon any other highway or roadway that has been divided into 2 roadways by leaving an intervening space, a physical barrier, or clearly divided sections so constructed as to impede vehicular traffic if the pupils are required to cross the highway or roadway.
 - c.** Upon a highway or roadway constructed or designed to permit 3 or more separate lanes of vehicular traffic in either direction if the pupils are required to cross the highway or roadway.

- 5.** The driver of a school bus when using the alternately flashing overhead red lights shall not stop the bus on a highway or roadway for the purpose of receiving or discharging pupils under the following conditions:
 - a.** If the lawful speed limit is more than 35 miles per hour and the stopped bus is not clearly and continuously visible to approaching vehicles on that highway or roadway for at least 400 feet. When the distance from the stopped bus to the end of the highway or roadway is less than 400 feet, clear and continuous visibility must be available from the bus to the end of the highway or roadway.

Establishing Bus Stop Locations

Sec. 257.1855 (continued)

- b.** If the lawful speed limit is 35 miles per hour or less and the stopped bus is not clearly and continuously visible to approaching vehicles on that highway or roadway for at least 200 feet. When the distance from the stopped bus to the end of the highway or roadway is less than 200 feet, clear and continuous visibility must be available from the bus to the end of the highway or roadway.
- c.** Within 50 feet of an intersection if the intersection is controlled by a traffic stop and go signal.

Since the alternately flashing lights or hazard warning lights must be activated 200 feet in advance of the stop, stops must be at least 200 feet apart.

The roadside can have an effect on bus stop location. The roadside should be sufficiently clear so that pupils have room to wait off the roadway. The age of pupils can make a difference. Bus stops may have to have a clear roadside on the opposite side of the road to take care of students that must cross the road to get to the bus.

Local school boards have the responsibility of establishing routes, bus stop locations, and the passenger lists. This responsibility is usually discharged by the superintendent of schools or under his/her direction. You should establish or change stops only with your supervisor's permission.

Proper Use of the Alternately Flashing Red Lights

Sec. 257.1855

1. A school bus driver shall actuate alternately flashing lights only when the school bus is stopped or stopping on a highway or private road for the purpose of receiving or discharging pupils in the manner provided in this act. A school bus driver shall not actuate the alternately flashing lights when operating on a public highway or private road and transporting passengers primarily other than school pupils.
2. The driver of a school bus while operating upon the public highways or private roadways open to the public shall receive or discharge pupils from the bus in the following manner:
 - a. If pupils are required to cross the roadway, the driver of a school bus equipped with only the alternately flashing overhead red lights in accordance with section 17 shall activate the alternately flashing overhead red lights no less than 200 feet before the stop and stop the school bus as far to the right side of the roadway or private road as possible to provide for the safety of the pupils being boarded or discharged, and continue to activate the alternately flashing overhead red lights while receiving or discharging pupils. The school bus shall stop in the extreme right-hand lane when boarding or discharging pupils. Before resuming motion, the driver shall deactivate these lights and allow congested traffic to disperse where practicable. The deactivation of these lights is the signal for stopped traffic to proceed.
 - b. If the pupils are required to cross the roadway, the driver of a school bus equipped with red and amber alternately flashing overhead lights in accordance with section 19 shall activate the alternately flashing overhead amber lights not less than 200 feet before the stop, stop the bus as far to the right side of the roadway or private road as possible to provide for the safety of the pupils being boarded or discharged, deactivate the alternately flashing overhead amber lights, and activate the alternately flashing overhead red lights while receiving or discharging pupils. The school bus shall stop in the extreme right-hand lane for the purpose of boarding or discharging pupils. Before resuming motion, the driver shall deactivate these lights and allow congested traffic to disperse where practicable. The deactivation of these lights is the signal for stopped traffic to proceed.

Proper Use of the Alternately Flashing Red Lights

Sec. 257.1855 (continued)

- c. If the pupils are **not required to cross** the roadway, the driver of a school bus equipped with only the alternately flashing overhead red lights in accordance with section 17 shall activate the alternately flashing overhead red lights not less than 200 feet before the stop, stop the bus as far off the roadway or private road as practicable to provide for the safety of the pupils being boarded or discharged and continue to activate the alternately flashing overhead red lights while receiving or discharging pupils. Before resuming motion, the driver shall deactivate these lights and allow congested traffic to disperse where practicable. The deactivation of these lights is the signal for stopped traffic to proceed.
 - d. If the pupils are **not required to cross** the roadway, the driver of a school bus equipped with red and amber alternately flashing overhead lights in accordance with section 19 shall activate the alternately flashing overhead amber lights not less than 200 feet before the stop, stop the bus as far off the roadway or private road as practicable to provide for the safety of the pupils being boarded or discharged, deactivate the alternately flashing overhead amber lights, and activate the alternately flashing overhead red lights while receiving or discharging pupils. Before resuming motion, the driver shall deactivate these lights and allow congested traffic to disperse where practicable. The deactivation of these lights is the signal for stopped traffic to proceed.
 - e. The distance of not less than 200 feet required for light activation by this subsection shall be measured on the roadway or private road on which the stop is made for receiving or discharging pupils.
3. For the purpose of this section, "required to cross the highway or roadway" does not include crossing the highway or roadway with the assistance of a traffic control signal or with the assistance of a crossing guard as defined in section 257.57 of the Michigan Vehicle Code, Act. No. 300 of the Public Acts of 1949, being Section 257.57 of the Michigan Compiled Laws, and applies only to the highway or roadway on which the stop is being made.

Sec. 257.672

1. Outside of the limits of a city or village, a vehicle shall not be stopped, parked, or left standing, attended or unattended, upon the paved or main traveled part of the highway. Inside or outside of the limits of a city or village, a vehicle shall not be stopped, parked, or left standing, attended or unattended, upon the paved or unpaved part of a limited access highway, except in an emergency or mechanical difficulty. This section shall apply to the stopping of school buses pursuant to the pupil transportation act.

Proper and Improper Uses of the Alternately Flashing Lights

Proper uses of the alternately flashing lights include:

- Activated only by the driver
- Required if school pupils must cross the roadway
- Used only when stopped or stopping on a highway, street, or private road
- Used only for the purpose of receiving or discharging school pupils
- Must be activated not less than 200 feet before the stop
- Alternately flashing red lights must be deactivated before resuming motion

Improper uses of the alternately flashing lights include:

- Not used for reasons other than loading or unloading school pupils
- Not used on private property, including driveways
- Not used while backing, or used in making turns or turnarounds
- Not used when stopping at railroad crossings
- Not used for inclement weather driving
- Not used to assist another bus driver who is loading or unloading school pupils

The Seventeen Steps

Bus Stop Procedure for Loading/Unloading on a Highway, Street or Private Road

The following is the loading and unloading procedure when making a red light stop.

LOADING AND UNLOADING PUPILS

Approaching the Stop:

1. Check mirrors and traffic.
2. Apply brakes lightly and slow down.
3. Activate alternately flashing amber lights at least 200 feet in advance of the stop (4 light system buses use red lights).
4. Do not pull closer than 10 to 20 feet from waiting pupils.
5. If pupils do not cross the road, activate right turn signal. Stop the bus as far to the right all or part way off the roadway or private road as practicable.
6. If pupils cross the road, stop the bus **on** the roadway or private road.

At the Bus Stop:

7. Shift the bus to neutral and apply the parking brake.
8. Cancel turn signal, if activated, check mirrors and traffic.
9. Open the door (8 light system will change amber lights to red) as a signal for students to enter the bus. Pupils crossing the road may require an additional signal. **NOTE:** Signal must be uniform for the district.
10. Have students enter or leave the bus in an orderly manner. Be sure all students are accounted for. **Count them and track them!**
11. Check to see that students are seated and close the door (this will deactivate the red lights on the 8 light system buses).
12. Deactivate the alternately flashing red lights (4 light buses).

Leaving the Stop Location:

13. Allow traffic to clear, where practicable.
14. Activate left turn signal.
15. Check mirrors and traffic.
16. Enter the traffic lane.
17. Cancel left turn signal.

Annotated Loading/Unloading Procedure

There is a safe technique in making stops that protect all involved. These steps should be practiced in the same sequence so they become habit.

1. Check mirrors and traffic.

Students will be loading soon and we must scan the traffic scene to locate students and traffic hazards. A mistake here could be tragic!

2. Apply brakes lightly and slow down.

As you approach the bus stop, you must have your bus under control. Slowing down gradually will give you the control you need in case someone runs out in front of your bus.

3. Activate alternately flashing amber lights at least 200 feet in advance of the stop (4 light system buses use red lights).

Driving an eight light system bus means that the amber lights come on when you activate the switch and the red lights come on when you open the service door.

If you are driving a four light system bus, the red lights will come on as soon as you activate the switch.

Remember that 200 feet is the minimum distance. You may activate your lights earlier. Always watch for other large vehicles that take additional distance to stop. Give them enough distance to stop or let them pass before you activate your lights.

4. Do not pull closer than 10 – 20 feet from waiting pupils.

Stop short of the line of waiting students for their safety. You must teach your students to stay back 10 – 20 feet from the bus and wait for your signal to board the bus. In winter weather your bus could also slide during the stopping procedure. Train your students well for their survival.

5. If pupils do not cross the road to get to their home or to the bus, activate right turn signal. Stop the bus as far to the right all or part way off the roadway or private road as practicable.

It is important to consider a safe bus stop where pupils will wait for the school bus. It may not be possible to pull off the roadway.

Annotated Loading/Unloading Procedure (continued)

- 6. If pupils cross the road to get to their home or to the bus, stop the bus on the roadway or private road.**

It is required that you stop on the roadway or private road to provide for the safety of your pupils who are being boarded or discharged from the bus.

- 7. Shift the bus to neutral and apply the parking brake.**

It is possible that your foot could slip off the brake and the bus could move. Place your bus in neutral or park and set the parking brake at every student stop.

- 8. Cancel turn signal if activated, check mirrors and traffic.**

Check to see what the traffic around your bus is doing before you open your door. Hopefully, all traffic has stopped or is stopping for your bus.

- 9. Open the door (8 light system will change amber lights to red) as a signal for students to enter the bus. Pupils crossing the road may require an additional signal. NOTE: signal must be uniform for the district.**

If you are driving an eight-light bus and open the door, your lights will change to red. This could be the signal for students to load the bus. The students may need an additional signal from you. If you signal the students to load the bus, the signal must be uniform for your district.

- 10. Have students enter or leave the bus in an orderly manner. Be sure all students are accounted for. COUNT THEM AND TRACK THEM!!**

This is the most dangerous step in our loading and unloading procedure. You must account for every student. More than half of all school bus rider fatalities are pupils struck by the bus which they were entering or leaving. Drivers are responsible for the safety of all their pupils, including those that must cross the roadway or street. Instruct pupils in safe use of the handrail.

Count the students as they get off the bus and count them again as they move away from the bus. It is especially important to count and track students who must cross the road at the bus stop.

Annotated Loading/Unloading Procedure (continued)

11. Check to see that students are seated and close the door (this will deactivate the red lights on the 8 light system buses).

Students may fall if you start up before they are seated. Do not rush the seating procedure. Remember that small children may take considerable time to enter the bus and climbing the steps is a major event. Help them if you can!

12. Deactivate the alternately flashing red lights (4 light buses).

This step is necessary if you are operating a bus with the four light systems. This is the signal for stopped traffic to proceed. Please be alert to traffic that will begin to move.

13. Allow traffic to clear, where practicable.

If it is possible, you must allow stopped traffic to clear. This is a requirement of the Michigan Motor Vehicle Code. Failure to allow traffic to clear may result in a motorist trying to pass unsafely because they do not want to get trapped behind your bus.

Sec. 257.1855 (2a) and (2b)

...Before resuming motion, the driver shall deactivate these lights and allow congested traffic to disperse where practicable. The deactivation of these lights is the signal for stopped traffic to proceed.

14. Activate left turn signal.

Your stop procedure is almost complete and you must move back into traffic. Your left turn signal is your signal that indicates that you will be re-entering the traffic flow.

15. Check mirror and traffic.

16. Enter the traffic lane.

Everything looks good and it is time to get back on the road. A second look in the mirrors may help to avoid a collision.

17. Cancel left turn signal.

Bus Driver Activities When Approaching Bus Stops

400 Feet from the Bus Stop

The driver should be able to:

- clearly see the bus stop,
- continuously see the bus stop,
- monitor activity at the stop,
- evaluate traffic and begin determining risks associated with the bus stop.

200 Feet from the Bus Stop

The driver will:

- activate alternately flashing lights,
- monitor student activity at the bus stop,
- evaluate traffic for risk factors,
- activate right turn signal (100') if pupils do not cross the road,
- begin the correct positioning of the bus on or off the roadway.

At the Bus Stop

The driver will:

- stop short of the students,
- place the vehicle in neutral,
- apply the parking brake,
- monitor student behavior,
- monitor traffic and evaluate risks,
- signal students (if appropriate),
- monitor traffic as students enter,
- prepare to deactivate lights,
- prepare to leave bus stop,
- allow traffic to clear, signal to re-enter traffic lane.

Requirements for a “Yellow Light” (Hazard Light) Stop

Michigan law permits school bus stops to be made under certain prescribed conditions which do not require other drivers to stop. This can be especially hazardous unless the requirements and procedures are strictly adhered to.

Sec. 257.1855.

- 2c.** If the pupils are not required to cross the roadway and where the road has adequate width for the school bus to be pulled to the far right of the roadway or private road allowing traffic to flow and to provide for the safety of pupils being boarded or discharged, the driver shall activate the hazard warning lights before the stop and continue to display the lights until the process of receiving or discharging passengers has been completed if the lawful speed limit is 45 miles per hour or less. Before resuming motion, the driver shall deactivate these lights. The driver of a school bus shall only use this procedure at stops where the school administrator or person or entity under contract with a school to provide pupil transportation services has approved its use. If this hazard warning light option is not used, the driver shall use the appropriate procedure in subdivision (a) or (b) as if pupils were required to cross the roadway.
- 2d.** Except as provided in subdivision (c), if the pupils are not required to cross the roadway and where the bus may be pulled off the roadway or private road or where the road has adequate width for the school bus to be pulled off to the far right of the roadway or private road leaving the normal traffic flow unobstructed and to provide for the safety of pupils being boarded or discharged, the driver shall activate the hazard warning lights before the stop and continue to display the lights until the process of receiving or discharging passengers has been completed. Before resuming motion, the driver shall deactivate these lights. The driver of a school bus shall only use this procedure at stops where the school administrator or person or entity under contract with a school to provide pupil transportation services has approved its use. If this hazard warning light option is not used, the driver shall use the appropriate procedure in subdivision (a) or (b) as if pupils were required to cross the roadway.

Procedure for Loading and Unloading Passengers at a “Yellow Light” (Hazard Light) Stop

Follow the same stopping procedure as the loading or unloading on a highway, street, or private road to bring the bus to a safe stop except:

Activate hazard warning lights before the stop

- Where the posted speed limit is 45 M.P.H. or less pull to the far right side of the roadway or private road.
- Where the posted speed limit is greater than 45 M.P.H. pull off the roadway or private road or to the far right of the roadway.
- Continue activation of hazard warning lights. (Do not activate alternately flashing red lights).
- No pupils will be permitted to cross the road.
- Deactivate hazard warning lights. (Alternately flashing red lights are not to be activated.)

Review of Requirements for a “Yellow Light” (Hazard Light) Stop

The following three conditions must be met to use a “hazard light” stop:

1. Pupils are not required to cross the roadway to get to the bus stop.
2. The School Administrator or Board approved contractor must approve the bus stop.
- 3a. Where the posted speed limit is 45 M.P.H. or less, the bus must be pulled to the far right side of the roadway allowing traffic to flow.

OR
- 3b. Where posted speed limit is over 45 M.P.H. the bus must be pulled off the roadway or far enough to the right to leave normal traffic flow unobstructed.

REMEMBER: When using a “hazard light” stop, the bus is not controlling traffic

PENALTIES: Violations of MCL 257.1855 are punishable as a 90 day misdemeanor

Loading/Unloading on School or Other Private Property

Drivers need to be especially cautious at the school loading area. When possible, the bus should be located at the loading area before school is dismissed. If pupils are at the loading area before the arrival of the bus, additional caution must be used. School locations are often congested traffic and pedestrian areas. It is important that drivers load/unload their passengers in a manner that will protect them from injury.

Precautions:

- Approach the loading area in a very cautious manner and at a slow rate of speed.
- Do not use alternately flashing lights. Some schools may not have loading areas on school property. If you must load or unload students on a public street or highway near the school, you must use your alternately flashing lights or use hazard lights, if your district allows this type of stop at this location.
- If pupils run toward the bus as it approaches the loading area, stop as soon as possible. The bus shall remain stopped until such time that the pupils are lined up a safe distance from the loading area.
- Stand at front of the bus for a clear view of the door and pupils being seated.
- Pupils should approach the loading area in an orderly manner and form a single file line for loading.
- An adult, other than the driver, should supervise pupils before they board the bus, if possible.

Procedure for Loading Passengers on School or Other Private Property

School locations are often congested traffic and pedestrian areas. It is important that drivers unload their passengers in a manner that will protect them from injury.

- Park in designated loading/unloading area.
- Set parking brake and shift to neutral or park.
- Signal for pupils to enter bus.
- Instruct pupils to use handrail and be seated immediately after boarding bus
- Check area around bus to see that it is safe to move the bus.
- Enter bus, if outside, check mirrors and prepare to leave.
- Stop before entering the roadway from private property.

Procedure for Unloading Passengers on School or Other Private Property (continued)

- Approach the unloading area carefully.
- Drive bus in a “counterclockwise” direction because the exit doors are on the right side of the bus. This will place the door next to the school and avoid having the pupils cross the road.
- Park bus, if possible, at a designated unloading or sidewalk area so pupils do not have to cross between other vehicles or across driving areas.
- Set the parking brake and shift to neutral or park.
- Turn off ignition and remove key if driver leaves driver’s compartment.
- Open door and instruct pupils to use handrail.
- If outside, check area around bus to see that it is safe to move the bus.
- Enter bus, if outside, check mirrors and prepare to leave.
- Stop before entering the roadway from private property.

Backing Up

The Michigan Department of Education recommends that each local school board and intermediate school district develop a policy which recommends that backing of a school bus shall be avoided whenever possible. At school bus route turnarounds, pupils shall be required to board the school bus before backing through the turnaround.

School Bus Turn Arounds

Placing a stop at a turnaround point is not recommended. However, drivers may have some of these stops assigned on their routes. It is important that they operate in the safest manner possible.

Pupils can be loaded at a turnaround stop if the stop involves backing into a highway, street or private road only if the school administrator has approved a stop at that intersection. If a stop is not approved for that intersection, drivers must load either 200 foot before or 200 foot after the turnaround intersection. When loading before or after the turnaround, the procedure for loading on a highway, street, or private road must be followed.

Pupils can be loaded at a turnaround stop when the turn around involves backing into a private driveway or private property. Pupils should be loaded before backing. It is important to load pupils before backing because the driver cannot see well to the back and it is possible that a pupil could be hit or run over.

Procedure for Loading Passengers at a Turnaround Stop at an Approved Intersection or Driveway

- The stop should be located just before the intersection/driveway.
- Follow procedure for loading passengers on a highway, street or private road to:
 - Stop
 - Load passengers
 - Leave stop
- Drive just beyond the intersection
- Check mirrors, and secure responsible visual assistant, if possible, before backing.
- Back into intersection. Signal and complete turn.

When discussing loading at turnaround stops, it was mentioned that placing a stop at a turnaround is not recommended, but often required by the school district. Therefore, drivers must operate as safely as possible. The concept for unloading remains the same. If possible, keep the passengers on the bus during backing maneuvers.

Remember, the alternately flashing red lights cannot be used when backing. Pupils cannot be unloaded at a turnaround stop if the stop involves backing into a highway, street or private road because of the requirement to provide 200 foot notice with your alternately flashing lights.

**Procedure for Loading Passengers at a Turnaround Stop at an
Approved Intersection or Driveway (continued)**

Pupils should not be unloaded 200 foot before the turnaround if the stop involves backing into a highway, street or private road because of the possibility that the pupils might walk to the turnaround before the driver has an opportunity to complete the backing maneuver.

Pupils should be unloaded 200 foot after the turnaround intersection. When unloaded after the turnaround, the procedure for unloading on a highway, street or private road must be followed.

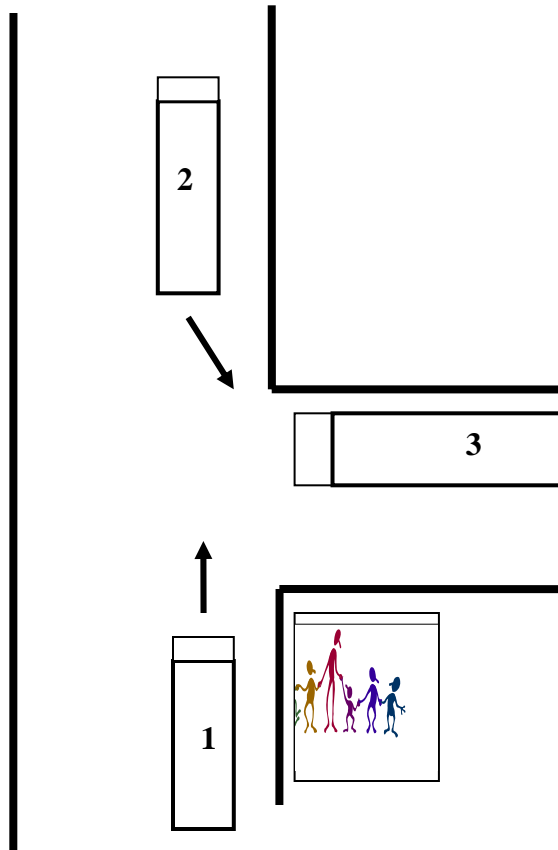
**Procedure for Unloading Passengers at a Turnaround Stop at
Private Driveway**

Procedure for unloading passengers at a turnaround stop on a private driveway or private property:

- Do not use the alternately flashing lights. The hazard warning lights may be used when stopped and when backing.
- Stop just beyond the private driveway or private property.
- Complete backing maneuver.
- Unload passengers.
- Signal and complete turnaround.

LOADING AT A TURNAROUND STOP

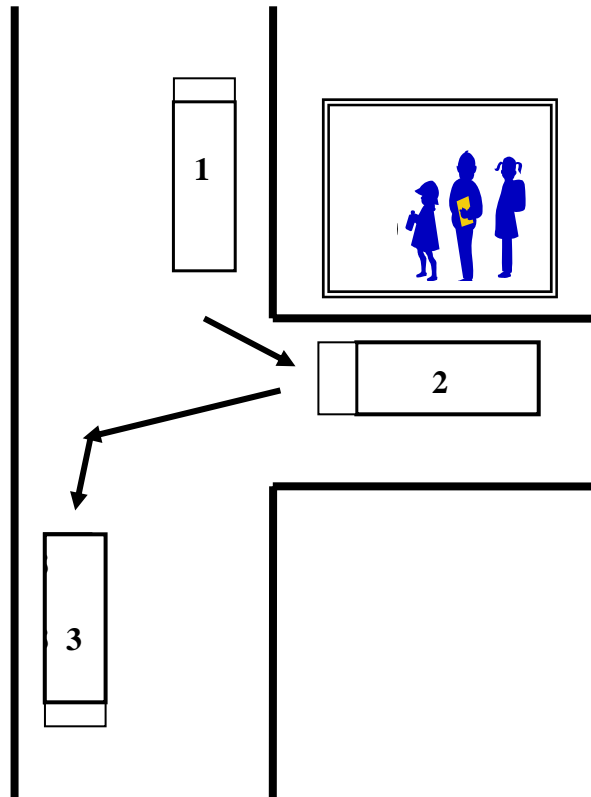
1. Pick up students
2. Pull past the intersection or driveway
3. Back into the intersection or driveway



**NEVER BACK UP
WHEN STUDENTS
ARE OUTSIDE
THE BUS!**

UNLOADING AT A DRIVEWAY TURNAROUND STOP

1. Pull past the driveway
2. Back into the driveway and unload students
3. Complete turnaround

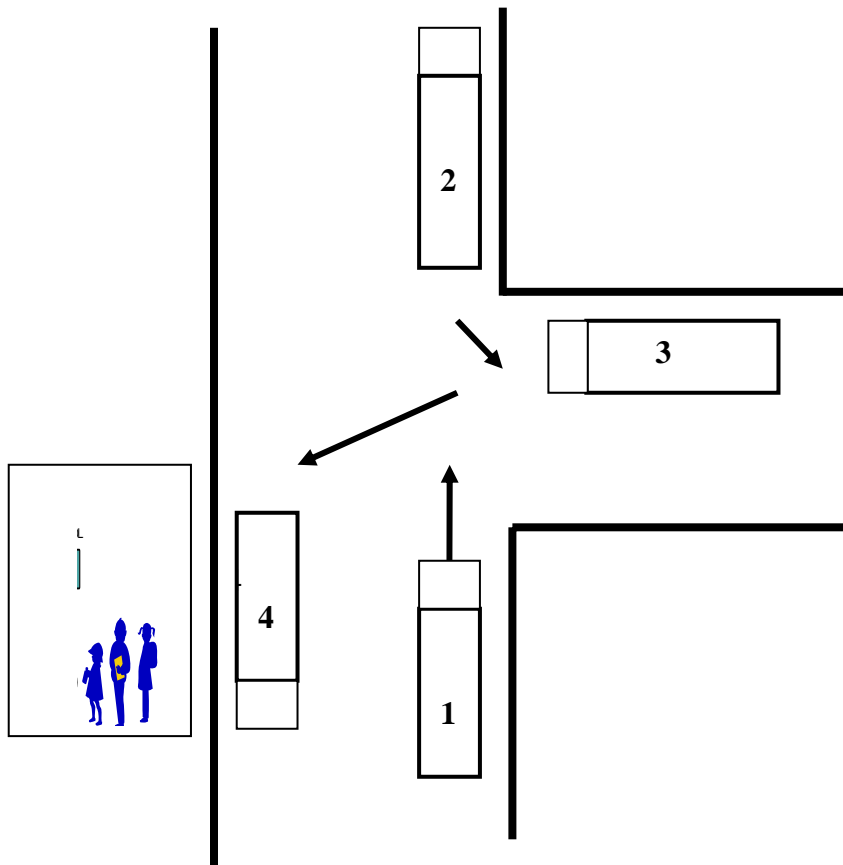


**NEVER BACK UP
WHEN STUDENTS
ARE OUTSIDE
THE BUS**

UNLOADING AT AN INTERSECTION TURNAROUND

STOP

1. Pull past the intersection
2. Back into the intersection
3. Check Traffic. Pull back onto roadway. Activate alternately flashing lights for 200 foot
4. Unload students



**NEVER BACK UP
WHEN STUDENTS
ARE OUTSIDE THE
BUS**

Procedures for Reporting a Motorist Who Passes Stopped School

Bus

Other drivers passing a bus stopped to load or unload passengers is a serious violation of the law and extremely hazardous. Drivers should be prepared to follow certain procedures to report this violation to the proper enforcement agency. Record the vehicle license number and other pertinent information on the vehicle complaint form.

What is a Legal Stop?

Remember, drivers are required to give proper warning. The alternately flashing lights must be activated at least 200 ft. before stopping to load or unload passengers. The alternately flashing red lights must have been activated at the time the motorist passed and the school bus must be completely stopped at the time the motorist passed to constitute a violation of the law.

Sec.257.682.

1. ...At an intersection where traffic is controlled by an officer or a traffic stop-and-go signal a vehicle need not be brought to a full stop before passing a stopped school bus, but may proceed past the school bus at a speed not greater than is reasonable and proper but not greater than 10 miles an hour and with due caution for the safety of passengers being received or discharged from the school bus...
2. The driver of a vehicle upon a highway which has been divided into two roadways by leaving an intervening space, or by a physical barrier, or clearly indicated dividing sections so constructed as to impede vehicular traffic, need not stop upon meeting a school bus which has stopped across the dividing space, barrier, or section.
3. In a proceeding for a violation of subsection (1), proof that the particular vehicle described in the citation was in violation of subsection (1), together with proof that the defendant named in the citation was, at the time of the violation, the registered owner of the vehicle, shall constitute in evidence a presumption that the registered owner of the vehicle was the driver of the vehicle at the time of the violation.
 - Identify the driver and vehicle, if possible.
 - Personally deliver the form to the proper police agency to file a complaint. (The driver is the complaining witness).
 - State police or sheriff department if on a state highway or county road. City police if on a city street.
 - File complaint the same day or as soon as possible.
 - Be prepared for a possible court appearance as the complaining witness.

Reasons for Maintaining an Accurate Time Schedule

A time schedule is the backbone of any transportation program. Any deviation from that schedule can cause serious problems.

Early arrival can cause pupils to miss the bus or be exposed to serious injury while running to catch the bus.

Late arrival can expose pupils to pedestrian traffic accidents while waiting at the stop. Prolonged waiting during inclement weather could cause health problems.

Late arrival at the school will make pupils late for school causing problems for the pupil and inconvenience for the teacher.

Late arrival can also expose pupils to the dangers of being abducted. Pupils should not be left waiting for long periods of time at isolated locations.

Conforming to expectations always helps promote good public relations. Drivers are expected to deliver their passengers on time. Consistently doing this will promote a good feeling between drivers, school administration, and teaching staff. Failing to work together causes problems for all concerned.