

Driver Name _____

PICK-UP

Date _____

MARKED ITEMS ARE AREAS MISSED

_____ Left Number Performed Right _____

APPROACH

- Traffic checks.....
- Actuate warning lights (early, late, not at all).....
- Count students on approach or when stopped
- Stop bus at designated area
- Proper steering (hands at 9 o'clock and 3 o'clock at stop)

LOADING

- Set parking brake
- Shift gearshift into neutral

Recommend checking the right side mirror at this point

- Open service door.....
- Maintain light pressure on service brake
- Hand up to hold students in designated area
- Cover horn with opposite hand
- Check mirrors & traffic before dropping hand
- Make eye contact—slowly drop hand straight down.....
- Count and greet students boarding the bus
- Check overhead mirror to make sure students are seated.....

RESUME

- Shift gearshift into gear.....
- Check mirrors (count out loud in proper sequence)

Look for late arrivals

- Close service door when safe to drive
- Release parking brake
- Check right and left side mirrors prior to pulling away

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DISCHARGE

MARKED ITEMS ARE AREAS MISSED

_____ Left Number Performed Right _____

APPROACH

- Traffic checks
- Actuate warning lights (early, late, not at all)
- Stop bus at designated area
- Proper steering (hands at 9 o'clock and 3 o'clock at stop)

UNLOADING

- Set parking brake
- Shift gearshift into neutral before opening door
- Open service door
- Maintain light pressure on service brake.....
- Gather and instruct students with red lights on.....

GIVE DISCHARGING STUDENTS PROPER INSTRUCTIONS (PLACE OF SAFETY), ETC

- "Walk 10 steps or more along the side of the roadway to the front of the bus and wait there for my hand signal".
- "When I drop my hand, I want you to walk to the center of the road (traffic edge) and stop there to check traffic on your own before crossing".
- "If it is safe, go directly to your place of safety which is _____".
- "I want you to remain there until the bus leaves".
- "If I blow the horn, that means danger. Re-check traffic, if you see nothing, look back to me for further instructions".
- Check traffic; check mirrors before students exit
- Count students exiting bus
- Cover horn with opposite hand
- Check traffic before dropping hand
- Make eye contact—slowly drop hand straight down
- Recount students in designated place of safety

RESUME

- Shift gearshift into gear
- Check mirrors (count out loud in proper sequence)
- Close service door when safe to drive
- Release parking brake.....
- Check right and left side mirrors prior to pulling away.....

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RAILROAD

MARKED ITEMS ARE AREAS MISSED

APPROACH

- Traffic checks
- Signal passengers for silence approximately 300 feet
- Turn off noisy equipment (heaters, fans etc.)
- Actuate hazards lights at least 100 feet before stopping
- Open driver side window just prior to stopping
- Proper steering (hands at 9 o'clock and 3 o'clock at stop)
- Stop bus within 50 feet but not less than 15 feet from the nearest rail

AT STOP

- Set parking brake
- Shift gear lever into neutral
- Open service door
- Maintain light pressure on service brake
- Look and listen twice through the door and window for an approaching train, engines or train cars

RESUME

- Shift into the proper gear
- Close service door
- Release parking brake
- Continue to Look and listen while crossing the tracks
- Approximately 50 feet past the crossing cancel hazard lights
- Traffic checks

TURNAROUND

MARKED ITEMS ARE AREAS MISSED

APPROACH

- Traffic checks.
- Actuate hazard lights before the bus reaches the road or lane where the turnaround is being made.

AT STOP

- Stop the bus in the proper position for backing. The bus must be completely past the road or lane and not left of center.
- Bus is clearly visible to other motorist 500 feet in both directions.
- Shift bus into reverse.
- Sound horn before backing or have an audible signal while backing.
- Check traffic front and rear before backing.

BACKING

- Use mirrors properly while backing.
- Check traffic to the left at least twice while backing.
- Back slow and tight into road or drive on the right.
- Finish in proper position. Parallel with the road and behind any stop lines, crosswalks or if none at a point where you can see clearly in all directions.

RESUME

- Shift into the proper gear.
- Cancel hazard lights.
- Actuate proper turn signal before proceeding.
- Check traffic before proceeding.

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