

*****DRAFT - NOT FOR FILING*****

3301-83-12 Safety procedures.

(A) School bus stops

All school districts and bus owners are to develop policies and procedures for drivers making school bus stops for purposes of receiving and discharging pupils in accordance with section 4511.75 of the Revised Code and with procedures described in the Ohio preservice driver training manual (www.education.ohio.gov). The following are to be included in those policies and procedures:

- (1) Alternately flashing amber lamps are to be used to warn motorists that the bus is stopping to take on or to discharge passengers. They are to be activated approximately three-hundred feet prior to a stop whenever practical.
- (2) Alternately flashing red lights and a stop sign are to be used to inform motorists that the bus is stopped on the roadway to take on or discharge passengers.
- (3) Bus drivers are to only activate amber and red visual signals, and extended stop warning signs in accordance with section 4511.75 of the Revised Code.
- (3) (4) Before receiving or discharging pupils, the bus will shall be driven to the right side of the paved or traveled portion of the roadway and brought to a full stop.
- (5) School buses operating on divided highways or highways with four or more traffic lanes are to receive and discharge passengers on the passenger's residence side of the highway in accordance with section 4511.75 of the Revised Code.
- (6) The bus will stop along the driveway entrance or along the curb when receiving or discharging passengers with special needs that require the use of special equipment.
- (7) The parking brake is to be set at all stops whenever pupils are being received or discharged unless the vehicle has an interlock device approved by the state highway patrol.
- (8) The transmission is to be placed into park if available, and if not, into the neutral gear for both manual and automatic transmissions.
- (9) The driver is to use an approved hand signal and eye contact with students outside the bus at any stop where students are in the process of loading and unloading.
- (10) The driver will ensure students to be discharged remain seated until the bus comes to a complete stop.
- (11) The driver will not move the bus until after a passenger has reached a designated place of safety on the passenger's residence side of the road in accordance with section 4511.75 of the Revised Code or is safely seated behind the barrier.
- (4) (12) The bus driver is to shall be the only operator of the service entrance door. The driver door will shall not be opened to load or unload pupils until it is safe to do so traffic has cleared the bus or come to a complete stop in all directions.
- (5) (13) The bus driver shall not use the service door control to actuate warning lights. The door will shall remain in a securely closed position while the bus is in motion.

Commented [FH1]: The rule has been updated according to SB 9 (134th GA)'s requirement that restrictive regulatory language be removed. Further changes are to make grammatical corrections, and to reflect amendments to R.C. 4511.76 made by HB 33 (135th GA) which authorizes an expanded use of motor vans for pupil transportation.

Commented [FH2]: Language added to paragraph (A) has been moved from rule 3301-83-13 (C) to avoid duplicative language and to allow for ease of reference, so that all bus stop procedures are centrally located. Language is also added with reference to R.C. 4511.75 again to all for a centralized and comprehensive list of bus stop procedures.

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(B) Railroad grade crossings

(1) The school bus driver will follow procedures described in the Ohio pre-service driver training manual (www.education.ohio.gov).

Commented [FH3]: Language is relocated here from paragraph (B)(1)(4).

(2) General procedures

Commented [FH4]: Subparagraphs (a) and (b), and (c) and (d), are reordered to set forth a more sequentially accurate series of procedures.

(a) For improved vision and hearing, a window at the driver's left will be opened and radios and other noisy equipment (e.g. fans) will be turned off upon approaching the crossing and remain off until the bus has cleared the crossing.

~~(b) The driver of any school bus, with or without passengers, will shall come to a complete stop, set the parking brake, shift to neutral, engage the noise suppression switch turn off the warning lamp master switch if necessary, fully open the service door, and look and listen in both directions along the track or tracks for approaching engines, trains, or train cars.~~

~~(b) For improved vision and hearing, a window at the drivers left shall be opened and radios and other noisy equipment (e.g. fans) shall be turned off upon approaching the crossing and remain off until the bus has cleared the crossing.~~

(c) After a train has passed the crossing, the bus driver will not drive the bus onto any tracks until the driver is certain that no train, hidden by the first train, is approaching on an adjacent track.

~~(d) The school bus driver is to shall shift the bus into gear, look and listen, close the service door, release the parking brake, and when the driver is certain the crossing can be made safely, drive across the tracks in an appropriate gear without shifting.~~

~~(d) After a train has passed the crossing, the bus driver shall not drive the bus onto any tracks until the driver is certain that no train, hidden by the first train, is approaching on an adjacent track.~~

(e) Crossing when flashing or audible signals malfunction is only permitted when authorized in accordance with section 4511.62 of the Revised Code.

~~(23)~~ Weather conditions - during wet, stormy or foggy weather, before placing part of the bus on the tracks, the driver is to shall determine that the crossing can be made safely.

~~(34)~~ Behavior of passengers at railroad crossings - when any school bus is stopped for any railroad track, the driver is to shall direct all passengers to be silent until the crossing is completed. A signal for silence ~~shall will~~ be given by the school bus driver approximately three hundred feet from the crossing.

~~(45)~~ The school bus driver shall follow procedures described in the Ohio pre-service driver training manual (www.education.ohio.gov). Other vehicles authorized for student transportation

Commented [FH5]: Language from paragraph (B)(4) is relocated to the beginning of this paragraph as a new paragraph (B)(1).

(a) Drivers of vehicles other than school buses that are authorized for student transportation, as defined in rule 3301-83-19 of the Administrative Code, including motor vans, will:

Commented [FH6]: Language is added to help ensure with the expanded use of motor vans, authorized by HB 33 (135th GA), drivers will comply with R.C. 4511.63 (A) and the Ohio pre-service driver training manual for other vehicles authorized for student transportation.

(i) Comply with the provisions of division (A) of section 4511.63 of the Revised Code; and

(ii) Follow procedures described in the Ohio pre-service driver training manual for student transportation for vehicles other than school buses (www.education.ohio.gov).

(C) School bus turn-around

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- (1) Whenever possible, the bus ~~will~~ shall be clearly visible to the other motorists five hundred feet in both directions.
- (2) Whenever possible, turn-arounds ~~will~~ shall not be scheduled at intersections where the vehicle would need to ~~must~~ cross a lane of traffic to back.
- (3) Four-way hazard lights ~~will~~ shall be actuated unless prohibited by local ordinance.
- (4) The driver ~~will~~ shall sound the horn twice before backing or have an audible signal while backing.
- (5) The driver ~~shall~~ will not back the school bus at pick-up or discharge locations while pupils are outside the vehicle.

(D) Loading and unloading at school facilities

- (1) When it is necessary to load or unload pupils off the school grounds, the bus ~~will~~ shall be positioned and parked (with parking brake set) so that pupils do not cross the roadway to get to or from the bus.
- (2) Student warning lights ~~will~~ shall be deactivated when loading and unloading on school grounds or when loading and unloading from a school bus stopped in a school zone curbside on the roadway adjoining the school grounds.
- (3) Parking for loading and unloading on school grounds is to ~~shall~~ be bumper to bumper or diagonal. Either method used is to ~~shall~~ exclude any necessity for backing the school bus. The rear and/or side emergency exits ~~will~~ shall remain accessible at all times.
- (4) Pupils in the loading area ~~will~~ shall be properly supervised by the building principal or designee.
- (5) Except when loading or unloading pre-school or special needs children, the driver ~~shall~~ will remain on the bus while pupils are loading and unloading.

(E) General operations:

- (1) Headlights ~~shall~~ will be actuated during operation of the school bus.
- (2) A white, flashing strobe light, individually switched, may be used, when unfavorable atmospheric conditions or time of day limit visibility (e.g. fog, rain, snow, darkness).
- (3) Four-way hazard lights ~~shall~~ will be activated at railroad crossings and turn-arounds unless prohibited by local ordinance.
- (4) The school bus driver ~~will~~ shall not leave a vehicle unattended with pupils on board except when loading or unloading pre-school and special needs children or in the event of an emergency. Drivers who need to ~~must~~ leave the bus for these purposes ~~will~~ shall not leave the immediate vicinity of the bus, except ~~for~~ in an emergency.
- (5) The school bus driver ~~shall~~ will not leave the vehicle until the brakes are set, the engine is stopped and the ignition key is removed, with the exception for buses equipped with wheelchair lifts or diesel engines that need ~~require~~ the engine to be running.
- (6) At the conclusion of each route or trip, the driver ~~shall~~ will ensure all passengers have left the bus by visually inspecting each seat position. Additional procedures for driver's post-trip inspections are

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detailed in the Ohio pre-service driver training manual (www.education.ohio.gov).