

North Montgomery Community School Corporation

TRANSPORTATION

Board approved 6-22-15

Introduction:

Our mission is to transport all North Montgomery Community School Corporation (NMCSC) students to their destination and back, safely and efficiently, every time they board a NMCSC bus.

To accomplish this mission, drivers and other members of the transportation department must work together as a team on items such as these:

1. Support all school policies.
2. Refrain from repeating information of a personal or confidential nature.
3. Assist in solving such conditions as route overload, routes needing attention, equipment needing repair, bus stops which need adjustment, and general aspects of pupil safety, to include student discipline, which may need attention.

Superior job performance is a mix of several standards that must be met to be successful as a school bus driver. Driving ability and knowledge of motoring laws, orderly bus environment (discipline, cleanliness, proper vehicle maintenance), adherence to scheduled times, prompt and complete maintenance of all documentation, and overall professionalism, are all important factors.

Requirements for maintaining School Bus Driver status:

1. Successfully pass random drug and alcohol tests per the standards of the local governing body.
2. Keep your Department of Transportation (DOT) commercial driver's license and CDL physical current.
3. Needs to maintain a good moral character.
4. Must not use intoxicating liquor during school hours.
5. Must not use intoxicating liquor to excess at any time.
6. Must not be addicted to any narcotic drug.
7. Have full normal use of both hands, both arms, both feet, both legs, both eyes and both ears.
8. Free of any communicable disease.
9. Free of any mental, nervous, organic or functional disease which might impair the person's ability to properly operate a school bus.
10. Have visual acuity, with or without glasses, of at least 20/40 in each eye and a field of vision with 150 degree minimum and with depth perception of at least 80%.
11. Pass the school bus driver physical performance standards and measurements test.
12. Must not be listed on state sexual offenders list.
13. Must keep a clean motor vehicle driving record.
14. Must complete initial 3-day state sponsored training program and maintain yellow card through yearly online in-services. You will be paid a one day rate for completing the yearly in-service.
15. Follow the General Procedures and Standards of NMCSC.

General Procedures and Standards

Miscellaneous:

1. The driver will not use profanity or crudeness while in the presence of pupils or parents.
2. The driver will not possess or use any weapons while on duty.
3. Drivers will transport no one except pupils, early childhood or above, presently enrolled in the NMCS system or other passengers authorized by the Director of Transportation in writing.
4. Drivers will pick up and deliver pupils only at scheduled stops. Students may ride home with another student or get off at a different stop only if they have written permission of their parent that has been approved by the student's school.
5. A complete stop is to be made every day at each bus stop unless you have been notified in advance not to make the pick-up.
6. Although the use of the AM/FM radio is at the driver's discretion, there are certain radio stations and/or programs that many find objectionable because of the content of the song lyrics or the topics discussed by the on-air personalities. These will not be played on a NMCS bus when students are present.

Cell Phones:

Cell phones are never to be used for talking, receiving messages or texting while a school bus is in motion. This includes Bluetooth or other hands free devices.

In the event that you need to use a cell phone during an emergency, you should find a safe location to park the school bus off the roadway, take the bus out of gear, and engage the air brake before using the cell phone.

You should always remember that as a school bus driver you are highly visible and the use of a cell phone while driving a school bus is not acceptable.

Driver's Dress Code:

The bus drivers shall be neat and clean and the following clothing items will not be allowed:

Spaghetti strap tops, low cut tops and tank tops

Inappropriately short shorts or skirts

Exposed midriff tops

Clothing with inappropriate messages

Frayed clothing of any type

Inappropriate accessory items (ex. lapel pin of a beer can)

Footwear without hard or firm flat soles, open toe, or without a closed or strapped heel (tennis shoes are acceptable).

Bus Lot Driving Procedures:

All busses should travel in a counter-clockwise direction at all times. Cars and other vehicles should also travel in a counter-clockwise direction on the lot from 6:00 a.m. to 9:00 a.m. and from 2:00 p.m. to 4:30 p.m. Buses that need to fuel during these times are allowed to approach the gas pumps from the west in the bus lot and from the east off the parking so both sides of the pump can be used.

BE ALERT FOR OTHER BUSES AND VEHICLES ON THE LOT.

- Speed on the lot should not be more than 10 MPH (most buses will idle at that speed).
- Buses backing out of a parking slot should always have the right of way. When backing out, the bus should turn on their hazard lights, count to 4 while starting to back out, stop and count to 4, then continue to back out. The pause is to make sure that other buses see you, not to give them time to speed pass. Buses backing out always have the right of way!

BUSES MAY BE PARKED AT THE GAS PUMPS ONLY WHEN FUELING.

- Stay with your bus while it is fueling and leave the fueling area as soon as you are done.
- Do not have anyone on the bus while fueling.
- Complete your pre-trip at your bus slot and not while fueling.
- Do not use this area for a quick trip to the office area or the garage at any time.

DO NOT PARK YOUR BUS OR CAR IN FRONT OF THE BAY DOORS UNLESS INSTRUCTED TO BY THE OFFICE OR THE GARAGE.

- Do not park a bus outside of the bay doors unless authorized to do so.
- If instructed to leave the bus parked at the garage doors. Use the door designated.
- Do not use this area for a quick trip to the office area or the garage at any time.

ABIDE BY THE STATE SCHOOL BUS IDLING POLICY.

- Above 32 degrees– 5 min. 20 to 32 degrees – 15 min. 5 to 20 degrees – 30 min.
- The mechanics will start all the buses on very cold days; otherwise, drivers should start their own buses each day.
- Buses at the bus garage between routes should be turned off.
- Turn off the buses when you can while waiting to load or unload students at the schools.
*Key needs to be “ON” so the camera is on. We have had several issues while parked in the school lot that we had no video coverage on because the bus was off.

Loading/Unloading Procedures:

When students arrive at a bus stop, proper loading/unloading procedures must be followed. This activity is the most dangerous part of riding a school bus for the children. The area around the bus, when it is stopped, is the area where more student fatalities occur nationwide than any other part of school transportation.

1. Bus stop pickup:

- A. Activate overhead warning lights at enough distance to give all motorists a clear indication of your intention to stop and the time for those cars to stop.
- B. Stop as far right as is practical on the roadway, this includes acceleration and deceleration lanes.
- C. Do not block any intersection.

NORTH MONTGOMERY COMMUNITY SCHOOL CORPORATION' TRANSPORTATION HANDBOOK

- D. All mirrors are to be checked prior to stopping the bus.
- E. Stop arm will not be extended until the bus is completely stopped.
- F. Once extended the stop arm will remain extended until all students are safely seated.
- G. Instruct all students that if they are crossing the street to board the bus they will not cross until the driver has checked that all traffic is stopped, and signals the student(s) to cross. All students will cross in front of the bus and cross together.
- H. Prior to leaving the bus stop, the stop arm must be fully retracted; all mirrors and visible surrounding area must be completely checked, and clear, before moving the bus.
- I. Remember to use appropriate turn signal if the bus is returning to the main roadway.
- J. All backpacks are to be fully worn or carried in front of the student. Rolling backpacks are to have handles collapsed and are to be carried upon entering the bus.

2. Bus stop drop-off:

- A. Same procedures as above.
- B. Insure that all students that are crossing the street cross in front of the bus and cross together after signaled by the driver (thumb up).
- C. Insure that no students are standing next to the bus as you prepare to leave the area.
- D. Rolling backpacks will not have handles extended and rolled until exiting the bus.

3. Provide all students with the following instructions for loading and unloading:

- A. Don't try to pick up something dropped in front of or under the bus without getting the driver to help.
- B. Stay seated until the bus comes to a FULL STOP. The driver will tell you when to go.
- C. Let those closest to the front off first, it's faster than if everyone tries to get off at once.
- D. Line up on the way out. Use the front door unless driver tells you otherwise.
- E. Always use hand rail going up or down steps. Watch your step. DON'T JUMP.
- F. Move away from the bus door quickly. Stay clear of rear wheels. Never reach back into bus through the windows.
- G. If crossing, walk ten (10) steps ahead of bus along edge of road.
- H. Wait until driver signals you to cross. When you reach the middle of the road, CHECK BOTH WAYS—YOURSELF.
- I. Walk across quickly, don't stop or turn back. Don't run.

Student Drop-off with no Parents at Home:

Depending on the age and circumstances (e.g. special needs student) of a child, it may not be appropriate to drop a student at a bus stop where a parent is not present. In this case the following steps will be taken to insure proper supervision of that student:

- 1. The school and/or transportation base will be contacted to track down a responsible adult.
- 2. If an adult is available at the stop, the driver will remain at the stop and deliver the child to that adult.
- 3. If the route has not been completed, the driver will keep the student on the bus and continue on the route.
- 4. If an adult becomes available, the parent will be asked to pick up the student at an agreed upon location or at the school.

Pick-ups and Drop-offs at School Buildings:

When dropping students at school buildings, be sure that the bus next to you on the passenger door side has completely stopped and set the parking brake prior to letting your students off the bus. All buses should be at their first school **5 to 10** minutes before the scheduled time that students are allowed in the building.

When picking up students from the school, be at the school at least 5 to 10 minutes prior to student dismissal. Be sure to stop when leaving school parking lots and entering the streets.

Two -Way Radio Operation:

The two-way radios are for emergency and official business only.

For these reasons, drivers are prohibited from using the two-way radio for personal or non-emergency purposes. Official messages which can be transmitted after the bus routes are best handled over the telephone. Drivers should be reminded that at any given time, students, drivers and school officials are exposed to all radio messages. When one radio is in use all others cannot transmit. In this situation, help for a genuine emergency would be delayed if a non-business message is being broadcast. Therefore, drivers are asked to keep radio transmissions to an absolute minimum in terms of both reasons and time. Messages should be brief, to the point, factual and without emotion. When use of the radio is warranted, the driver should follow these guidelines:

1. Hold the talk button down for at least one second before talking so that your entire message is transmitted.
2. All transmissions should begin by the speaker identifying themselves by bus number or school location.
3. Identify drivers by the assigned bus number they are driving. Schools should be identified by name and bus office personnel are identified as Base.
4. Talk in a normal voice. Do not shout. The microphone should be held 1 to 2 inches from mouth.
5. Be businesslike and courteous. In emergencies be calm and confident. Be sure to speak clearly and at a speed that will make your message clear.
6. Avoid unnecessary transmissions or long messages. THINK before transmitting. Keep it brief.
7. Do not turn the radio down to such a point that you cannot hear if called and your transmission cannot be clearly heard at all times.
8. Remember that many staff members of the school district, including all school offices and the administration building, and anyone with a radio scanner can be listening to your conversation. Proper professional standards should be observed.
9. All transmissions should be terminated with "clear" (only one unit needs to clear.)

School Bus Maintenance

Pre-Trip/Route Inspection:

All school bus drivers are required to fully inspect the bus each day before beginning their first route or trip. The inspection will follow the standards of the commercial driver's license manual as noted on your Bus Driver's Vehicle Inspection Report. The transportation office does not require a full inspection on

NORTH MONTGOMERY COMMUNITY SCHOOL CORPORATION' TRANSPORTATION HANDBOOK

subsequent routes or trips the same day but does require that the 8-way lights, stop arm lights, emergency exit buzzers, braking system, oil and transmission levels, and safety equipment be checked each and every time the bus is used.

Fuel:

Drivers should make every effort to keep fuel tanks full to reduce excessive evaporation and moisture buildup. At a minimum a 1/2 tank is to be maintained at all times during cold weather months (November - April) and a 1/4 tank during warm weather months.

Bus Cleanliness:

It is the driver's responsibility to maintain the school bus in a clean condition at all times. Buses should be swept out as needed and contact the transportation department to schedule for your bus to be washed, when needed.

Most students will respond positively to a clean bus, an available trash container, and proper instructions in helping to keep the bus clean. Conversely, a dirty bus tends to become "dirtier" in quick order. The transportation office will provide cleaning materials and supplies; however those items are to be returned immediately after cleaning the bus to the bus garage.

Perform these tasks daily:

1. Check bus for sleeping students and items left on the bus after each run or field trip.
2. Check seats/back for damage or markings after each run or field trip.
3. Check that all light lenses on rear of bus are clean and visible (remove dust/snow).
4. Make sure all windows are closed after each route.

Perform these tasks frequently:

1. Sweep out the bus (weekly or as needed). Please note this means sweep into a receptacle, not onto the parking lot.

Wages & Benefits Schedule:

A listing of the wage scale, trip pay, insurance and retirement will be issued annually. Areas covered include: wage scale, trip pay, summer school, safety meeting and bus inspections pay. Miscellaneous areas include: sick leave, bereavement leave, personal day, and jury duty.

Attendance:

All school bus drivers are expected to report for work each school day. Exception to this requirement would be if the employee were ill or due to family illness, bereavement or personal business. The Transportation Director, or designated representative, must be notified of the intent to be absent from work. This call should be made the night before up until 10:00 p.m., if possible, but no later than five (5:00) a.m. the morning of the absence unless it is an emergency. Business, personal, and medical

NORTH MONTGOMERY COMMUNITY SCHOOL CORPORATION' TRANSPORTATION HANDBOOK

appointments should be scheduled in advance to correspond with the non-working portion of the day. Use of "Lost" days requires prior approval from the transportation department. Any employee not informing the transportation department of an absence or not reporting to work without a valid excuse is subject to review of their employment status. Driver calling in sick **MUST** talk to someone in the transportation department to confirm the absence.

Driver Discipline Procedure:

The following steps will be the process used to handle disciplinary matters that have passed the informal discussion stage:

1. First Offense - official verbal reprimand. An official verbal reprimand will have the date of reprimand recorded in driver's file.
2. Second Offense - written reprimand.
3. Third Offense – recommendation to central office for suspension without pay.
4. Fourth Offense - review of employment status. If the review does not result in a recommendation for termination of the driver, the disciplinary action will be determined by the Director of Transportation.
5. Fifth Offense - automatic recommendation for termination.

The Director of Transportation may bypass any number of steps if the situation warrants acceleration of the discipline process. Any employee that disagrees with a disciplinary action may appeal this recommendation to the Superintendent.

Bus Bay Work Areas:

The bus bay work areas are for mechanics only. Other employees should not be in any of the work areas unless they are talking to the mechanics about an issue with their bus. Employees should enter and leave the building by using the Office and Driver Entrance.

Accidents:

If you are involved in an accident that causes injury or property damage to the bus or other individual's property, you are required to notify the Director prior to continuing to drive the bus. If the accident occurs outside of the regular day, you can contact the following people:

Shirley Paddack	Office	765-364-1071 ext 650
	Cell phone	765-376-6616
Jim McBee	Office	765-359-2112 ext 130
	Cell Phone	765-366-9833
Jamie Greene	Office	765-364-1071 ext 651
	Cell Phone	765-918-2613

NORTH MONTGOMERY COMMUNITY SCHOOL CORPORATION' TRANSPORTATION HANDBOOK

Should an accident occur, it is the bus driver's responsibility to control the situation by remaining calm. Panic or emotional response will only make matters worse. The following steps should be used in the event of an accident:

1. Stop the bus; turn off the engine if needed.
2. Immediately notify the Transportation Director and/or Central Office administration. Tell them if emergency medical services are needed. Law enforcement will be notified by the Director or by Central Office, and the Director and/or Central Office representatives will come to the accident site.
3. Determine if any passengers are injured. Take care of their welfare first.
4. Have students remain in the seats occupied at the time of the accident.
5. The driver should check the bus list and note which students are actually being transported. A chart, with names, detailing where the students were seated at the time of the accident should be completed.
6. Keep calm: Do not argue or try to place blame.
7. Place reflectors out as soon as possible.
8. Do not allow students to leave the bus unless safety dictates otherwise.
9. Under no condition shall students be allowed to wander around, or walk to school or home. Have them wait until another bus comes for them.
10. If necessary, send two responsible students for help.
11. The Transportation Director will notify the building principal served by this bus.
12. The Transportation Director and building principal or other administrator will attempt to contact parents of students with possible injuries.
13. The driver will complete, in a timely manner, all accident report forms required by NMCS, law enforcement officials, and insurance companies. Reports are required of all accidents involving personal injury or property damage.

In the event of an accident you are required to obtain a police report and to fill out an accident report for our insurance carrier Indiana Insurance. You are required to have a blank copy of this report form on your bus at all times.

There are certain circumstances that require an inspection of the bus and a report to be filed by the Indiana State Police and it must be a D.O.T. officer who does the inspection and files the report. Those circumstances are if there is a fatality, a student is injured, or if the bus is towed.

Contact the Assistant Director or a central office administrator any time you have an accident. The Assistant Director should be your first contact and you should have the two phone numbers listed at the top of this section on your bus or person. Emergency phone numbers for law enforcement and fire/ambulance are to be on all buses.

We all know that an accident is stressful; however it is very important for you to remain calm and make the correct decisions regarding the safety of everyone involved. At the accident scene be careful what you say to anyone and only discuss the accident with a school representative or a police officer. Always tell the truth; however do not volunteer information to anyone at the scene.

Student Discipline

The best student discipline technique is to know your students. Drivers should learn to call every student who rides the bus by his or her given name. A friendly greeting and/or a quick comment each day to each student will help build a positive relationship for when there is a discipline issue. This expression of interest will reduce your discipline problems greatly.

For those students who need more guidance; private discussions with the student, moving the student to the front or an assigned seat, having the student be the last one off the bus in the morning, or a call home to parents are all examples of discipline techniques that you may try.

For those students who need to be removed immediately because of safety issues, you must inform the student about the day off and contact the parent/guardian that same day. If you use this, a Bus Conduct Report should also be completed.

Transportation discipline procedures involving students with disabilities will be addressed on an individual basis.

Please refer to the Transportation Discipline Code Violations and Penalties for further information.

Assigned Seats:

A driver may, at his or her option, assign seats to students and require any or all of the students to abide by the seat assignment. Failure to sit in an assigned seat is to be considered an infraction of the rules and the student discipline rules should be used for that infraction. All Early Learning Academy (ELA) and Kindergarten students must be seated in the front of the bus.

Using assigned seats has many advantages:

1. Helps the driver learn the student's names.
2. Helps with the loading of students on the bus since everyone already knows their seat in advance.
3. Helps with student discipline by allowing the driver to know who is in a seat if vandalism occurs.
4. Gives the driver an immediate location if a particular student is an ongoing problem.
5. Gives the driver names if a particular area of the bus is being disruptive.
6. Could be critical in the identifying students, and/or their locations, in an accident or emergency.

Gifts, Rewards, Sales:

Drivers should refrain from giving gifts to students at Christmas, end of year; or other times unless such gifts are of nominal monetary value. The sale of any item to students by the driver or by other students is prohibited.

Seat Belts

Drivers must wear their seat belts anytime the bus is in motion. For those buses that have student seat belts (activity, type A buses, etc.), the students must use the belts while they are riding.

Field Trip Assignments:

Drivers will be asked to submit their name if they are interested in driving school day , after school day, or weekend field trips. The Field Trip Coordinator will assign trips based on the following factors:

- Rotation basis to equalize opportunities for all.
- Honoring request for specific driver from field trip sponsor.
- Ability to make it to trip location at departure time without interfering with regular route.
- Size of bus.

Drivers should not trade or give field trips to other drivers. If you are unable to complete a field trip that you have been assigned, please return it to the Field Trip Coordinator.

When multiple buses are used on a trip, all buses will travel together as a group. They do not have to convoy while on the road, but they should leave the school and location together and follow a similar route.

All drivers who take field trips are required to remain close to the event location. If you need to leave for meals or to find a warm or cool place in extreme weather, please do not get any further than 5 minutes away in case there is an emergency. You should have a cell phone number of the sponsor and they should have your cell phone number.

Drivers are not normally assigned field trips during their route times. If a driver is on an overnight field trip, the time starts when you start the trip and ends after the trip returns to the motel for the evening. It then begins the next day at the start of the trip to return to the final destination.

Lost and Found

We do not have a lost and found at the bus garage for items that are left on your bus by students. Please keep these items on your bus for a couple of days and then turn them in to the lost and found at one of your schools. Expensive lost items can be brought into the office for safe keeping overnight and retrieved the next morning.

Headlights and Strobe Lights

Headlights on buses should be on anytime the bus is moving. The strobe light must be used when the bus driver determines there is reduced visibility caused by conditions other than darkness or in emergency situations.

Employee's Children in Transportation Building and on Buses

Employee's children are allowed in the transportation building. The employee is responsible to supervise and be with their children while they are on the lot and in the building (lounge, offices, and restrooms). No children are allowed in the bus garage area at any time. Children and parent must enter and leave the lounge area through the Office and Driver Entrance and not through the bus garage area. No students should be on the bus when you are refueling.

School age children or grandchildren of bus drivers may ride with their parent/grandparent or another driver (with that driver's permission) to and/or from the school the driver services and they attend. Your children/grandchildren may ride only when they are going to or coming from their school program. They are not allowed to ride on field trips in which they are not participants. Children/grandchildren are not allowed to ride on the bus on days they are not attending school. There are no exceptions to these policies.

Seniority

When seniority is used as a factor in a decision, the date used will be the starting date of the employee's first day of permanent continuous service as specified by the board letter of employment.

Emergency Procedures

Breakdown:

Should the bus become disabled during a regular route, the bus garage should be called by radio or telephone immediately. This should be done after the bus is parked in the safest possible position. The person reporting the breakdown should indicate the mechanical problem as well as the location of the bus. Should a breakdown occur during a non-school time period, the bus should be parked in the safest possible location and the trip chaperone or sponsor should assume responsibility for the students. The driver should proceed to the nearest telephone and call according to the emergency call list distributed to each driver/bus at the beginning of the school year. Report the problem and location of the bus as well as notifying the school or parents of the delay.

Procedures for School Closings:

One of the most difficult transportation decisions to be made is that of closing school due to weather conditions. In any such decision, safety must be of prime consideration. When such a decision is in question, the Superintendent of Schools and the Director of Transportation will evaluate the road conditions and consult the weather bureau and officials from neighboring school districts before determining the appropriateness of closing or delaying the opening of school.

If the decision to close or delay, it will be reported to radio and TV stations (normally this will be prior to 6:00 AM). In addition, the drivers will be notified by the corporation messaging system.

Emergency Evacuation with Driver:

Emergency evacuation drills will be conducted at each building to which the driver delivers students. At the elementary schools, these drills should take place in conjunction with any school bus safety programs. Subsequent drills should be coordinated with the respective school principals. If the drill is going to be conducted at a location other than a school that area must be safe, free of traffic, and not on any roadway.

Special education drivers should conduct emergency evacuation drills, but must take extra care due to some of the medical conditions of their students; these should be coordinated with the respective school principals.

NORTH MONTGOMERY COMMUNITY SCHOOL CORPORATION' TRANSPORTATION HANDBOOK

Each driver should designate four or five older students as emergency helpers. These students should be responsible to assist the driver or take the driver's place during emergencies when the bus should be evacuated.

These helpers should understand how to operate the radio, stop the bus, set the airbrake, and put the bus in neutral if possible.

Emergency evacuation can be accomplished with or without the driver's supervision through front door, rear door, emergency windows or combination of exits. **When doing an evacuation drill the only acceptable exits to use will be the front and/or emergency doors. Emergency windows or roof hatches will not be used for an evacuation drill.** Before each drill, the driver should review the procedures involved in the evacuation with emphasis on staying calm and quiet so that the instructions are understood.

Following are detailed procedures for emergency evacuation. The student helpers should become familiar with these procedures:

A. Both doors accessible

1. Upon the driver's command, one rear safety helper should open the rear emergency door and all three rear helpers disembark. The two front safety helpers should exit the front door.
2. Upon driver's command, students in the rear of the bus should exit, one row at a time, through the rear emergency door. Students in the front section should exit, one row at a time, through the front door.
3. One front helper should assist the students out of the bus. The other front helper should lead those students away from the bus, at least 100 feet off roadway.
4. Two rear safety helpers should position themselves on each side of the rear door and hand-assist students to the ground. (Helpers should not try to hold, lift, or carry the other students—only offer support. Students should not jump or leap from the bus.) The other rear helper should lead those students away from the bus, at least 100 feet off the roadway.
5. The driver should supervise the evacuation and ensure all students are out of the bus before exiting the bus.
6. Driver should designate two helpers to go for assistance if necessary.

B. Front door only:

1. Upon driver's command, the two front safety helpers should exit.
2. Upon driver's command, students will exit, one row at a time, through front door.
3. One front safety helper should assist students to leave the bus. The other front helper should lead the students away from the bus, at least 100 feet off roadway.
4. Rear helpers should assist the driver in supervising orderly student evacuation.
5. Driver should supervise the evacuation and ensure all students are out of the bus before exiting the bus.
6. Driver should designate two helpers to go for assistance if necessary.

C. Rear Emergency Door Only:

1. Upon driver's command, one rear safety helper should open rear emergency door and all three rear helpers exit bus.
2. Upon driver's command, students should exit, one row at a time, through rear door.
3. Two rear safety helpers should position themselves on each side of the rear emergency door and hand-assist students to the ground. The other helper should lead the students away from the bus, at least 100 feet off the roadway.
4. Two front helpers should assist the driver in supervising the evacuation.
5. Driver should ensure that all students are out of the bus before exiting.
6. Driver should designate two helpers to go for assistance if necessary.

D. Window or Windshield Evacuation (will be done only in actual emergencies but should be explained to students).

1. Driver should open or knock out necessary windows and/or windshield and remove all glass slivers.
2. Driver should designate three helpers (more if necessary) to evacuate through the window opening to assist students to the ground. One helper should lead those students away from the bus, at least 100 feet off roadway.
3. Remaining helpers inside the bus should assist the driver in the orderly evacuation of students through the window/windshield opening.
4. Driver should ensure that all students are out of the bus before exiting.
5. Driver should designate two helpers to go for assistance if necessary.

Evacuation Procedures - Without Driver:

If driver becomes ill or unconscious while bus is in motion, nearest safety helpers should push driver from driver's seat, steer bus to a stop, apply emergency brake, turn off ignition switch, and activate flashing warning lights and stop arm. The other helpers should assist as necessary and calm and reassure the other students.

A. Both Exits Accessible

Same procedures with driver supervision except:

1. One rear helper should remain inside the bus and supervise student evacuation and ensure that all students are out of the bus.
2. One front helper should lead students from both exits, away from the vehicle, at least 100 feet off the roadway.
3. Two helpers should go for assistance if necessary.
4. Helpers should remove driver from the bus if hazards justify such action.

B. Front Door Only

Same procedures as with driver supervision except:

1. One rear safety helper should exit with the front helpers and lead students away from bus, at least 100 feet off of roadway.
2. Remaining rear helpers should supervise student evacuation and ensure that all students are out of the bus.

3. Two helpers should go for assistance if necessary.
4. Helpers should remove driver from the bus if hazards justify such action.

C. Rear Door Only

Same procedures as with driver supervision, except:

1. Two front helpers should supervise student evacuation and ensure that all students are out of the bus.
2. Two helpers should go for assistance if necessary.
3. Helpers should remove driver from the bus if hazards justify such action.

D. Window/Windshield Evacuation

Same procedure as with driver supervision, except:

1. Two helpers should remain inside the bus to supervise and assist student evacuation and ensure that all students are out of the bus.
2. Two helpers should go for assistance if necessary.
3. Helpers should remove driver from the bus if hazards justify such action.

SEVERE WEATHER EMERGENCIES

Procedures prior to Emergency:

1. If severe weather disturbances are threatening near school dismissal time, consideration might be given, in cooperation with school administrators, to retaining students in safe areas at school or other nearby building until threat has diminished.
 - A. A Tornado Watch is issued by the Weather Service when conditions which may produce tornadoes are expected to develop. Continue normal activities during the watch, but be aware that there is a possibility of tornadoes. Keep listening to your radio and watch and listen for tornadoes. Take shelter if you see or hear a tornado or threatening conditions approaching. If a watch is in effect in your area during school dismissal time, careful discretion should be used when deciding to release or retain students.
 - B. Tornado Warning will be broadcast when a tornado has been detected. The Warning will tell you the last known location of the tornado, and if possible, its speed and direction of movement. Persons close to the tornado should take cover immediately. Those farther away should take cover if a tornado or threatening conditions approach. If a warning has been issued in your area during school dismissal time, students will be retained in school in the designated safe areas of the buildings. If loaded have students return to the building, or if on the route attempt to return to the nearest school building and safely unload.
2. Investigate and become thoroughly familiar with all roads adjoining regular routes in the event they would be needed to seek shelter.
3. Determine any buildings, homes with basements, ditches, hills, culverts or other places along routes where children might be evacuated and provided safety.

4. Discuss with students, the procedures you expect to be followed, under tornado emergencies. These procedures should be developed in cooperation with school officials realizing that the ultimate decision will, by necessity, be based on driver's sound judgment.

Procedures during Emergency - School Bus Driver's Judgment:

1. Never try to outrun a tornado. No one can predict the path and tornadoes can skip from one area to another.
2. If a school bus is caught in the open when a tornado is approaching, the children should be evacuated from the bus and escorted to a nearby ditch, ravine, building, home basement, or place which might provide more protection than the bus. If they go to a ditch or ravine, they should be made to lie face down, with hands over head. They should be far enough away so the bus cannot topple on them.

Remember—Tornadoes are only one of a thunderstorm's killer elements. Lightning is a major killer; heavy rains cause flash floods. Very strong winds can cause heavy damage. Large hail can be very damaging. If you do need to evacuate your bus, try, if at all possible, to notify the transportation office.

Procedures after Emergency:

1. Listen to radio for the "all clear" signal before leaving shelter. There may be several tornadoes in your area.
2. Check for injuries and seek medical aid if necessary.
3. After the emergency, be extremely cautious and alert for weakened structures, trees, power lines and other storm damage which may impede travel or constitute a hazard for students.