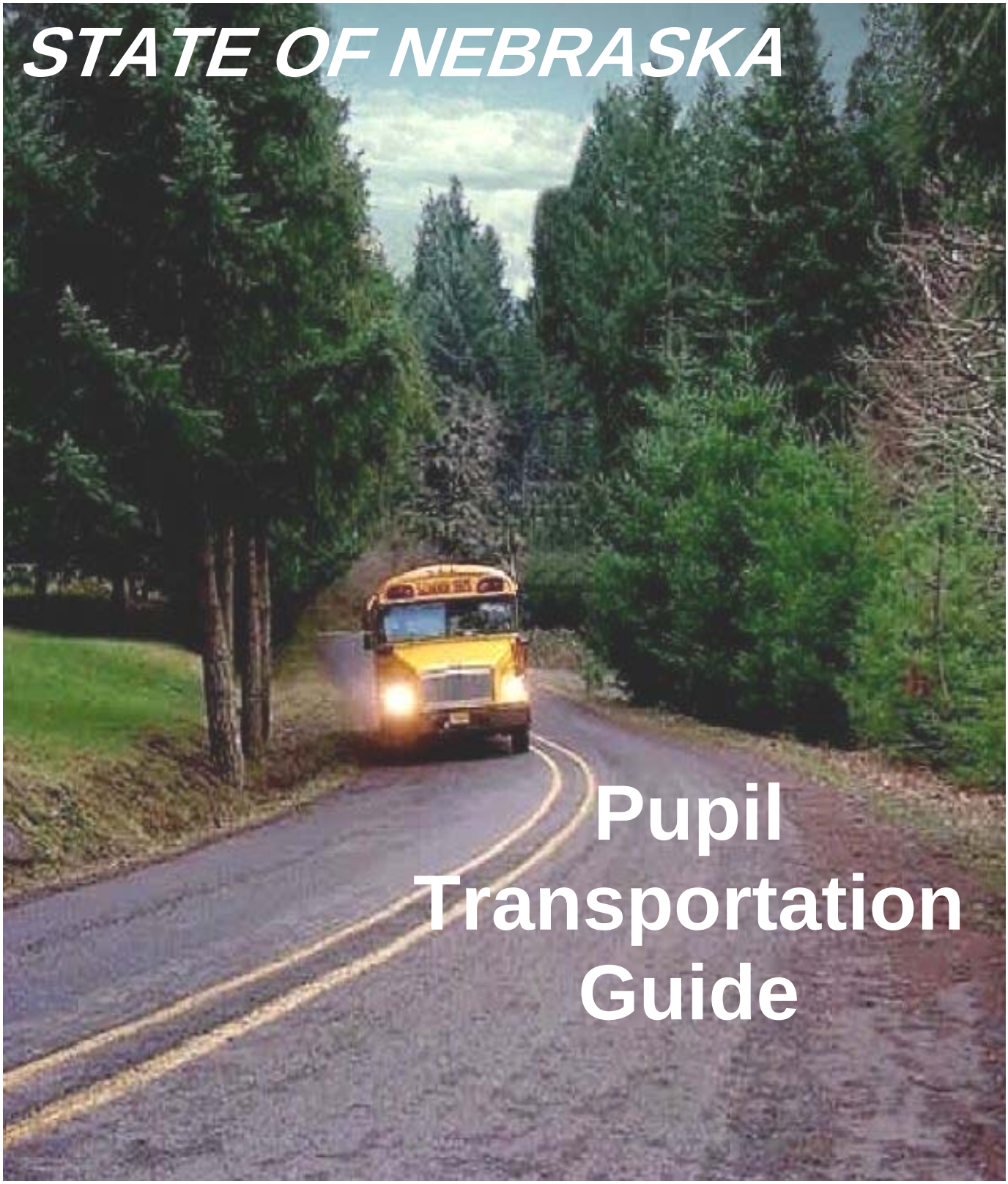

Nebraska Department of Education

This document should be printed in color to provide the best representation of pupil transportation vehicle operational regulations.

Updated 10/13/06

Nebraska Department of
EDUCATION
• 301 Centennial Mall South • Lincoln, NE 68509 • (402) 471-2295

Approximately 75,000 Nebraska school children are transported each day between home and school in pupil transportation vehicles. These vehicles could be school buses, vans or cars. Pupil transportation vehicles annually travel almost 40,000,000 miles carrying Nebraska students to and from school and for activity trips. Since school children are transported so many miles each year, their safety depends on the dedicated men and women who accept the important responsibility of driving pupil transportation vehicles.

The primary role of the pupil transportation driver is ensuring the safe transportation of children to and from school and school-related activities. Drivers have many roles and responsibilities during the school year. Some of which include the following:

- Knowledge of the Department of Motor Vehicles' "Rules of the Road,"
- Keen awareness of student welfare and safety,
- Full understanding of the proper use and care for a vehicle.

The construction and the safety equipment of pupil transportation vehicles are critical to providing safety to school bus occupants when an accident occurs. However, it is the pupil transportation vehicle driver who often prevents these incidents each school day by their knowledge and driving skills.

For more information:
Nebraska Department of Education
Education Support Services
301 Centennial Mall South
Lincoln NE 68509
402/471-2486

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The Nebraska Pupil Transportation Guide
is provided at no cost by the Department of Education.

It is available for download at http://ess.nde.state.ne.us/OrgServices/PupilTrans/pupil.htm

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February 2004

Nebraska Pupil Transportation Guide

Provided by the Nebraska Department of Education

Pupil transportation is an integral part of today's educational system. The pupil transportation vehicle driver is expected to present a strong role model for children, as well as to represent the school district before the public.

These drivers set an example of good driving practices and an attitude of professional responsibility that encourages the development of social responsibility among students. Good driving practices promote public confidence in school personnel and programs.

The safety of every student depends on the judgment and skill of the pupil transportation vehicle driver. Each time the driver sits behind the wheel, he or she has accepted the responsibility for the lives of many young people. A good pupil transportation vehicle driver must also be well informed. Teaching the driver to deal with all possible situations is a primary objective of a pupil transportation educational program.

The purpose of the Pupil Transportation Guide is to provide each pupil transportation driver in Nebraska with the basic information needed to develop the skills, attitudes, and knowledge for safe and efficient driving. It should be used as an educational tool and reference manual. It is not intended to take the place of any official publication.

For reference, it is suggested that this guide be carried in each pupil transportation vehicle.

QUALIFICATIONS AND LICENSING

All pupil transportation vehicle drivers must meet the specific qualifications established by the employing district and requirements set by the Nebraska Department of Education and the Nebraska Department of Motor Vehicles (DMV). These statutory requirements must be met to ensure safe and effective operation of pupil transportation vehicles.

This guide has been developed based on rules and regulations found in Nebraska Department of Education *Rule 91, Regulations Governing Driver Qualifications and Operational Procedures for Pupil Transportation Vehicles* and *Rule 92, Minimum Equipment Standards and Safety Inspection Criteria for Pupil Transportation Vehicles.* These Rules have been adopted pursuant to Section 79-318(13) of the Revised Statutes of Nebraska (R.R.S.). The issuance of permits to operate pupil transportation vehicles is also subject to the regulations and procedures of the Nebraska Department of Motor Vehicles.

A student transportation vehicle operator's permit is required for the driver of all vehicles used to transport one or more school children provided that such transportation service is sponsored and approved by a school's governing board. This regulation does not include small vehicles used exclusively to carry members of the vehicle owner's household, or the operation of small vehicles (cars and vans) in emergency situations when approved by a school official as designated by the governing board. A permit is not required for a person driving a small vehicle used only for activity purposes.

Pupil transportation vehicle drivers must always carry the following documentation when operating a pupil transportation vehicle:

- Appropriate and valid pupil transportation vehicle operator's permit,
- Appropriate and valid operator's license (Class O or CDL),
- Valid Level I or II Instructional Course Card,
- Valid medical exam certificate.

Driver's Eligibility

The following requirements shall be met prior to applying for an initial pupil transportation operator's permit <u>and</u> for the annual renewal of a student transportation vehicle operator's permit:

- Possess an appropriate valid operator's license (Class O or CDL)
- Be able to read and comprehend driving regulations and written test questions
- Be a minimum of 18 years of age
- Shall be of good moral character
- Pass a medical examination

Additional requirements:

- The school (or employing agency) must obtain a record of satisfactory driving through the Department of Motor Vehicles as determined by the local board of education policy.
- It is required that a copy of the individual's driving record be on file with the employing agency before employment as a pupil transportation vehicle operator.
- The school or employing agency must also obtain a criminal record of the driver applicants through the Nebraska State Patrol and local law enforcement agency before employment as a pupil transportation vehicle operator.
- The school or employing agency should update these records every two to three years to assure the most current information is on file.

Requirements for the Pupil Transportation Vehicle Operator's Permit

The following requirements must be met prior to the issuance of a pupil transportation vehicle operator's (school bus) permit (when an applicant has never held such a permit):

- Complete a 10-hour Level I Instructional Course for driving pupil transportation vehicles. An applicant may waive the Level I requirement for 60 days if the applicant receives the minimum score on the Level I waiver exam. (The waiver exam may be taken online through the Nebraska Safety Center.) Within 60 days of the waiver exam, the applicant must complete the Level I class. Upon completion of this course, a Level I Instruction Course card is issued to the applicant.
- If preparing to drive a school bus, complete a "behind the wheel" training and evaluation conducted by a school bus driver that holds a current pupil transportation vehicle operator's permit and Commercial Driver's License (CDL). The forms for this evaluation (Pre-Service and Road Test) are available on the Department of Education's Pupil transportation website at http://ess.nde.state.ne.us/OrgServices/PupilTrans/Default.htm
- If the vehicle requires the driver to hold a CDL, the applicant must hold a Learner's Permit for Commercial Vehicles (LPC) prior to the "behind the wheel" evaluation.
  In order to obtain an LPC, the applicant must pass a general knowledge written examination based on the information contained in the CDL Manual. The LPC is valid for six months. (The CDL Manual is available online at the Department of Motor Vehicles website: http://www.dmv.state.ne.us/examining/feemanual.html
- Pass a medical examination within 90 days of application for a license. The physician documents this examination by completing a form prescribed by the Department of Transportation. This form (Medical Examination Report) is available on the Department of Education website at http://ess.nde.state.ne.us/OrgServices/PupilTrans/Default.htm. For purposes of obtaining a permit, the medical exam is valid for 90 days from date of examination.
- Pass the vision test, written examination and driving examination administered by the Department of Motor Vehicles.

Substitute pupil transportation vehicle drivers must meet the same requirements as a regular pupil transportation vehicle driver.

Documentation of Medical Exams

Schools or employing agencies must retain a copy of the valid Medical Examiner's Certificate for each driver for which it employs or contracts his/her services. A driver must provide the school with a copy of the valid Medical Examiner's Certificate each year or be subject to the recall of his/her permit.

If a school learns a driver's Medical Examiner's Certificate has expired or becomes invalid due to health reasons, the school must notify the Department of Motor Vehicles. The permit becomes subject to recall upon notification of the Department of Motor Vehicles.

Requirements for the Renewals

Pupil transportation vehicle operator's permits shall be renewed annually on the driver's birthday.

- Provide an original Medical Examination Report as prescribed by the Department of Transportation. THE DMV will retain the original of this report for their records. For purposes of obtaining a permit, the medical

exam is valid for 90 days from date of examination.

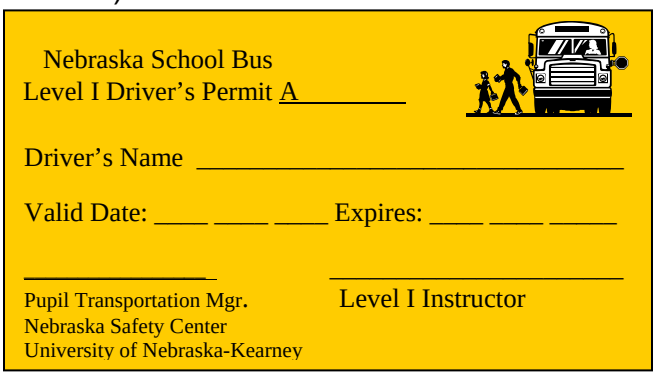
- Provide valid current Level I or Level II Instructional Course Card. After four years of completing a Level I Program and each subsequent four-year period, the driver must attend the Level II refresher course administered by an instructor approved by NDE.
- Pass the vision test, written examination and driving examination (if applicable) administered by the Department of Motor Vehicles. The driving examination must be taken in a vehicle that is representative of the class of vehicle the applicant will drive.

Expiration of Permits

Student transportation vehicle operator permits expire on applicant's birthday each year. The applicant will complete testing at a Department of Motor Vehicles (DMV) Examining site. The applicant must provide the following documentation:

- The approved Medical Examination Report properly completed and signed by a physician. The exam is valid for 90 days from date of examination.
- Current Level I or II Instructional Course Card.
- Appropriate valid Operator's license (Class O or CDL).
- Current pupil transportation vehicle operator's permit.

The DMV Examiner will administer the vision, written examinations and driving examination (if applicable). The driving examination must be taken in a vehicle that is representative of the class of vehicle the applicant will drive. (The applicant must provide the testing vehicle.)


Nebraska School Bus
Level I Driver's Permit A_____

Driver's Name _____

Valid Date: ____ ____ ____ Expires: ____ ____ _____

_____ _____

Pupil Transportation Mgr. Level I Instructor
Nebraska Safety Center
University of Nebraska-Kearney

Types of Permits

The Nebraska Department of Motor Vehicles test for and issues the following pupil transportation vehicle operator permits and commercial driver's licenses:

Permit Class	Type	Vehicle Capacity/Activity *Passengers only* *This count does not include drivers*	License Type Required
A	Small Vehicle	1 to 10 passengers	Class O
B	School Bus	Up to 14 passengers	Class O
C	School Bus	Up to 14 passengers – activity only	Class O
D	School Bus	15 or more passengers	CDL
E	School Bus	15 or more passengers – activity only	CDL

At a minimum, all applicants for a pupil transportation vehicle must hold a valid Class O Operator's License. A Class O License authorizes a person to operate any motor vehicle except a commercial motor vehicle or a motorcycle.

School Bus (Small Vehicle) Permit (Class A)

- The applicant must pass a written examination and a driving examination. The driving examination must be taken in a vehicle that is representative of the class of vehicle the applicant will drive.
- The holder of this permit can only operate a small vehicle such as a car or van.

School Bus Permit (Class B)

- The applicant must pass a school bus driver written examination and driving examination, including the process of

controlling traffic and loading/unloading pupils on a highway. The driving examination must be taken in a vehicle that is representative of the class of vehicle the applicant will drive.

- The holder of this permit can operate a school bus/activity bus (designed to carry 14 passengers or less) and a small vehicle.

School Bus Permit – Activity (Class C)

- The applicant must pass a written examination and driving examination excluding the process of controlling traffic and loading/unloading pupils on a highway. The driving examination will be taken in a vehicle that is representative of the class of vehicle the applicant will drive.
- The holder of this permit may operate an activity bus (designed to carry 14 passengers or less) and a small vehicle.

School Bus Permit (Class D)

- The applicant is subject to the regulations and testing procedures administered by the Department of Motor Vehicles. The applicant must pass a written examination and a driving examination, including the process of controlling traffic and loading/unloading pupils on a highway. The driving examination must be taken in a vehicle that is representative of the class of vehicle the applicant will drive.
- A Commercial Driver's License is required for this permit. The applicant should prepare for the examinations by reviewing this manual and the Commercial Driver's License (CDL) Manual available at the Department of Motor Vehicles Website at http://www.dmv.state.ne.us/
- The holder of this permit may drive a school bus/activity bus (designed to carry 15 passengers or more), school bus/activity bus (designed to carry 14 passengers or less) and a small vehicle

School Bus Permit (Class E)

- The applicant must pass a school bus driver written examination and driving examination, excluding the process of controlling traffic and loading/unloading pupils on the highway. The driving examination must be taken in a vehicle that is representative of the class of vehicle the applicant will drive.
- A Commercial Driver's License is required for this permit. The applicant should prepare for the examinations by reviewing this manual and the Commercial Driver's License (CDL) Manual available at the Department of Motor Vehicles Website at http://www.dmv.state.ne.us/examining
- The holder of this permit may operate an activity bus (designed to carry 15 or more passengers), activity bus (designed to carry 14 passengers or less) and a small vehicle.

CDL School Bus Endorsement

After September 30, 2005, drivers of school buses with a capacity of 16 or more (including the driver) will be required to hold a CDL with a "*school bus"* endorsement. In addition to CDL requirements, the driver must also have knowledge of the following:

- Loading and unloading children, including operation of stop signal devices, external mirror systems, flashing lights, and other warning and passenger safety devices.
- Emergency exits and evacuation procedures
- Safely driving over highway railroad grade crossings

Learner's Permit for Commercial Driver's License (LPC)

While preparing for the CDL examination, the applicant must hold a Learner's Permit for a Commercial Driver's License. This permit allows the applicant to drive a school bus (or a commercial vehicle) on roadways before he or she completes the requirements for a commercial driver's license.

- The applicant must pass a written examination on general driving knowledge administered by the Department of Motor Vehicles. This examination is based on the information contained in the CDL Manual.
- The LPC is valid for six months.

Drug and Alcohol Use and Testing Requirements

A school bus driver subject to CDL requirements is also subject to the drug and alcohol use and testing requirements found in 49 CFR Part 382 and Part 40 of the Federal Motor Carrier Safety Regulations.

The following is a general overview of the Federal Motor Carrier Safety Administration's (FMCSA) alcohol and drug testing rules for persons required to obtain a CDL. The information is intended to provide a general summary of the rules; it should not be relied upon to fulfill all legal requirements stipulated in the regulations. It does not contain many of the requirements or special circumstances detailed in the FMCSA and DOT rules.

REQUIRED TESTS

The following tests apply to all persons who are required to have a CDL for the type vehicle being operated:

- **Pre-Employment:** This test is required and negative results must be received before a driver is allowed to perform a safety sensitive function. The pre-employment test is only required for controlled substances. Alcohol testing is permitted.

- **Reasonable Suspicion:** This test is required when a trained supervisor/employer has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances.

- **Random:** This unannounced testing is based on a random selection of drivers. The selection must be made by a scientifically valid method and all drivers covered by this rule must have an equal chance of being tested. The names of drivers who are selected for testing must be kept confidential until such time that the carrier notifies the driver to take the test. Once the driver is notified, he/she must immediately proceed to the testing facility and undergo testing. Every driver's name that is selected for testing must be returned to the selection pool so that all drivers have an equal chance of being selected at any time.

  Random alcohol testing is also required by the DOT. However, random alcohol tests can only be administered just prior to a driver performing a safety-sensitive function, while performing a safety-sensitive function, or just after performing a safety-sensitive function.

  Random controlled substances tests can be conducted at any time the driver is notified.

  A driver who is selected and refuses to submit to a test must follow the requirements of 49 CFR Part 40, Subpart O.

- **Post Accident:** This test applies to all CDL drivers who are involved in fatal crashes. The test must also be conducted on all CDL drivers who are cited for moving violations arising in a crash that requires a vehicle being towed or an injury requiring medical attention away from the scene. The alcohol test must be conducted within 8 hours and the controlled substances test must be conducted within 32 hours of the crash.

MORE INFORMATION:
For additional research and reading on the Federal Motor Carrier Safety Administration's Alcohol and Drug Testing Regulations, please visit their web site at http://www.fmcsa.dot.gov/rules-regulations/topics/drug/drug.htm.

For the rules and regulations on controlled substances and alcohol use and testing, go to http://www.fmcsa.dot.gov/, click on Rules and Regulations and then on Driver Regulations and Parts 40 and 382.

OPERATING REGULATIONS

Pupil transportation vehicle operators are required to comply with operational requirements set by the Nebraska Department of Education and the Nebraska Department of Motor Vehicles (DMV). These operating requirements are based on Nebraska statutes to ensure the safe transportation of Nebraska school children.

Any officer or employee of any school who violates any of these regulations or fails to include obligations to comply with these regulations in any contract executed by him or her on behalf of a school shall be guilty of a misdemeanor and is subject to removal from office or employment.

Any person operating a pupil transportation vehicle under contract with a school who fails to comply with these regulations shall be guilty of breach of contract and their contract shall be cancelled after notice and hearing by responsible officers of the school.

Operating Regulations for Pupil Transportation Vehicles

Authorized Passengers – No one except school personnel and school children regularly assigned to a pupil transportation vehicle for a particular route schedule or for a school-approved activity/function may ride in such vehicles. Supervisory and monitoring personnel are recognized as authorized passengers.

Backing – The driver of a pupil transportation vehicle shall not drive backwards on the school grounds unless the rear of the bus is observed and directed by a second responsible person. The driver of the vehicle shall not back up on any roadway unless such movement can be made with safety and without interfering with other traffic.

Convoy Distance – A pupil transportation vehicle shall not follow another vehicle within 475 feet when traveling outside the corporate limits of a town or city. This is not intended to prevent a pupil transportation vehicle from passing another motor vehicle.

Emergency Evacuation Drills – At least twice during each school year, each pupil to be transported in a pupil transportation vehicle shall be instructed in safe riding practices and participate in emergency evacuation drill. (See page 26)

Headlights – All pupil transportation vehicles shall operate with headlights on at all times.

Hourly Driving Limitation – Any person operating a pupil transportation vehicle shall not remain *on duty* for a longer period than 16 consecutive hours. When he/she has been continuously on duty for 16 consecutive hours, he/she shall be relieved and not be permitted or required to again go on duty without having at least 10 consecutive hours of rest off duty. Any pupil transportation vehicle driver, who has been on duty 16 hours in the aggregate in any 24-hour period, shall not be required or permitted to continue or again go on duty without having had at least eight consecutive hours off duty. (When the transportation of pupils is subject to the hourly driving limitations of the Federal Motor Carrier Safety Regulations, then those regulations shall govern.)

- "*On duty" means time spent doing any of the following: driving, loading, unloading, repairing, inspecting or otherwise attending the vehicle or its passengers.*

Loading And Unloading Children

The following procedures shall be observed when controlling traffic with a school bus during the process of loading and unloading children:

- Check for oncoming traffic.
- Use rear view mirror system to check traffic approaching from the rear.
- Reduce the school bus speed with minimal braking and without greatly interrupting the flow of traffic.
- Activate the amber school bus 8-light alternately flashing warning signal lamps within these criteria:
  ►Not less than 500 feet nor more than 1,000 feet from the bus stop in rural areas
  ►Not less than 300 feet and not more than 600 feet from the bus stop within the corporate limits of a town or city.
  ►Exception – School bus loading and unloading zones, which are properly designated marked and supervised within the corporate limits of a town or city.
  ►These loading zones must be out of the flow of traffic and adjacent to the school building, may be exempted from the use of a stop sign and flashing warning lights by local given authority and board of education policy.
- As the bus slows down to a stop, allow sufficient area to the right of the bus for pupils to load or unload.
- Place transmission in "Park" – or if there is no "Park" shift point, in "Neutral" – and set the parking brake at each stop.
- Students should remain seated until the bus has come to a complete stop.
- Check to see if road is clear in both directions. When traffic has stopped, activate the alternating flashing red warning lamps and extend the stop arm.

- Make sure all traffic has stopped. Open the door to load and unload children.
- When the children have left the bus, they should walk to a distance of approximately 10-12 feet in front of the bus. Signal to the children when it is safe to cross the roadway.
- When children are safely across the road, or on their way home, retract stop arm, turn off alternately flashing warning signal lamps, check traffic and proceed.
- When loading, do not put bus in motion until door is closed and children are seated.
- Students are not allowed to cross the roadway behind the bus when it is stopped to load or unload; they must walk at least 10 – 12 feet in front of the bus at all times.
- Students who walk along the roadway to and from the bus stop should do so along the left side of the roadway, facing traffic.
- Students should stand off the traveled portion of the roadway while waiting for traffic to pass.

No stops are to be made to load or unload students when they must cross over a median that separates lanes of traffic traveling in opposite directions, unless there is a traffic

control light or a patrol stationed to assist students who must cross the highway. When unloading at such a place, students must wait to cross until after the bus has departed.

Passengers Restraint Systems (Seat Belts) The pupil transportation vehicle operator is required to wear a lap belt whenever the vehicle is in motion. When passenger restraint systems or seat belts are provided in the pupil transportation vehicle, all passengers must use them. Children under the age of 6 must be seated in a child protection system when the pupil transportation vehicle is equipped with seat belts.

Pre-Trip Vehicle Inspection – Each pupil transportation vehicle operator or transportation supervisor shall perform a pre-trip inspection each time a vehicle is used to transport children. Any defects discovered that may affect the operational safety of the vehicle or result in its mechanical breakdown must be reported immediately to the administrator or supervisor. The vehicle should not be operated until the defect(s) are repaired. Documentation of the daily inspections are filed weekly with the administrator and kept on file with the school.

Railroad Crossing – The following regulations shall apply to all school buses, whether loaded or unloaded, during the process of approaching and crossing railroad tracks:

Approach the tracks with caution and decelerate.

- Activate the hazard-warning flasher lights at the following distances:
  ►Not less than 500 feet and not more than 1,000 feet from the nearest railroad track in rural areas
  ►At least 300 feet and not more than 600 feet from the nearest railroad track within the corporate limits of a town or city.
- Stop the school bus within 50 feet, but not less than 15 feet from the nearest rail.
- Command the cooperation of students in an effort to provide maximum quietness.
- Open the door, listen and look in both directions along the track for any approaching trains.
- If no train is approaching, proceed in a gear low enough to permit crossing the tracks without having to shift gears. Vehicles with automatic transmissions should put the transmission in the drive gear.
- Deactivate hazard warning flasher lights after crossing last rail. The entrance door must be closed by the time the bus is clear of the track.

No stops are necessary at any crossing if a police officer or a traffic control flagman (railroad employee) directs traffic to proceed. No stops are required at abandoned or exempted railroad crossings when it is clearly marked.

Railroad tracks should not be crossed unless there is at least 15 feet clearance from the back bumper to the nearest rail. When two or more tracks are to be crossed, do not stop unnecessarily a second time unless the school bus is completely clear of the first track and has at least 15 feet clearance in front and at least 15 feet clearance for the track to the rear.

Safe Pupil Transportation Plan – Each school providing pupil transportation must have a safe pupil transportation plan addressing appropriate procedures to deal with weapons, hazardous materials, security threats, severe

weather, medical emergencies, pupil behavior, and mechanical breakdowns of the vehicle.

Seating – Seating must be provided so all students aboard can sit in a seat as intended by the manufacturer. The manufacturer's rated seating capacity and the manufacturer's gross vehicle weight (GVW) must not be exceeded at any time the vehicle is in motion. Bus routing and seating plans shall be coordinated to eliminate standees when a school vehicle is in motion. Pupil transportation vehicles will have no auxiliary seating accommodations such as temporary or folding jump seats.

Smoking – Smoking in a pupil transportation vehicle is prohibited.

Speed Limits – The maximum pupil transportation vehicle speed limit shall be as posted. However, speed should be governed by reasonable judgment and existing road or weather conditions.

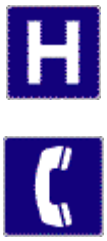
Strobe Light – The white flashing strobe light must be used only in adverse weather conditions, when the vehicle is in distress, <u>or</u> to enhance the visibility of the vehicle when barriers inhibit visibility.

Towing – Pupil transportation vehicles shall not be operated with a trailer or other vehicle attached while children are being transported.

Transportation of Unsafe Items – Pupil transportation vehicles shall not transport any items, animals, materials, weapons (or "look-a-like" weapons) or equipment that would endanger the lives, health and safety of the children, other passengers or driver. An exception exists for "look-a-like" weapons that would be associated with a school sponsored or approved activity. These items could be transported with written permission of an administrator of the school. Also, any item that could break or produce injury if tossed about the inside the vehicle must be secured.

Colors and Shapes of Traffic Signs

(See DMV Driver's Manual for a complete list of signs)

Red Stop, Yield, Do Not Enter, Wrong Way	**White** Regulatory, Speed Limits	**Yellow** Warning of Upcoming Hazard	**Orange** Alert to Road Workers, Construction Areas	**Blue** Motorist Services, Rest Areas, Hospitals	**Green** Guide information, Distance or Direction
Octagon, Triangle shaped signs	Vertical, Rectangle shaped signs	Pentagon, Round, Pennant, Diamond shaped signs	Pentagon, Round, Pennant, Diamond shaped signs	Horizontal Rectangle shaped signs	Horizontal Rectangle shaped signs
					

Inspection Process

To ensure that Nebraska children are being transported safely between home and school as well as to and from activities, the Nebraska Department of Education requires frequent vehicle inspections. These inspections are conducted on all pupil transportation vehicles.

These mechanical inspections are a two-part process:

- Complete inspection conducted before school starts in the fall and every 80 days thereafter. These inspections are done by school-appointed mechanics. *(See NDE Rule 92 for more information.)*
- Pre-trip inspection must be performed each time the vehicle is used for transporting students.

The pre-trip inspection consists of:

- Vehicle exterior (the "daily walk-around")
- Vehicle interior
- Operational inspection (performed while the vehicle is being driven)

If faulty or improperly functioning equipment is discovered during this inspection, a written report (signed and dated) must be immediately filed with the school administration or the transportation supervisor. The vehicle should not be used until repairs are completed.

Drivers must document the pre-trip inspections by completing a "checklist". Those checklists should be kept on the vehicle and then submitted on a weekly basis to the transportation supervisor or school administrator. Schools are required to keep these daily inspection forms on file in order to document that the daily inspections have been properly conducted. A sample of a daily inspection form is provided on page 35. Schools can develop another format of this form to suit their needs. Another version of this daily inspection form should be created for inspecting small vehicles (cars or vans).

Exterior Inspection "The Daily Walk-Around"

Before you begin the daily walk-around, start the engine and allow the vehicle to warm-up. Remain in the vehicle while it is warming up. Set the parking brake and put the transmission in neutral. Get out and inspect the vehicle thoroughly. Walk completely around it -- be alert to faulty equipment.

Listed below is each piece of equipment to be inspected for proper working order and warnings, which point to potential problems.

Pre-trip inspection items for small vehicles (vans and cars) have been indicated by an asterisk(*).

Under the Hood*– Before starting the engine for the daily walk-around, you should check the

coolant and/or antifreeze and oil to make sure they are at the proper level. Also, look for cracked, loose, or worn drive belts, hoses, and hose clamps.

Fluid Leaks* – Examine inner wheels and tires and the area under the vehicle for wetness. Leaks can be engine oil, coolant, fuel, rear axle fluid, or grease, as well as brakes, clutch, or transmission fluid. Leaks should immediately be reported and repaired.

Lights* **–** Check all lights applicable to the vehicle: back-up lights, brake lights, directional signals, hazard flashers, headlights, lighted school bus sign, reflectors, running lights, stop arm lights, taillights, and warning lights. Any lights or reflectors exhibiting such problems as inconsistent flashing, cracks, or other damage, should be reported in writing and repaired.

Mirrors* – Mirrors should be clean, aimed and tightly adjusted so visibility is unobstructed. [For school buses, refer to Section 10 of the Department of Motor Vehicle's Commercial Driver's License (CDL) Manual for more detailed information to properly adjust school bus mirrors.]

Windows* – All windows, especially the windshield and rear window, should be clear of dirt, ice, road film, and snow that can cause glare or impair visibility. Do not clear just a "peephole."

Emergency Rear Door – Check to see that it opens easily from the outside. The emergency door-warning buzzer should sound when the door is opened and the ignition key is on. This door must always be ready for emergencies, yet tightly sealed when closed to prevent possible entrance of exhaust fumes.

Exhaust System* – Look for visible exhaust and listen for excessive noise and vibration. Check for leaks in the exhaust system and holes in the body of the vehicle. Leaks should immediately be reported and repaired. Look for sagging tailpipes (exhaust pipes) and mufflers. Carbon monoxide poisoning occurs most frequently when a vehicle is standing still or is in an enclosed space with the engine running. Also be aware that smoke from a faulty exhaust system in a diesel engine is filled with carcinogens.

Tires *– Check the tires and to see if they are properly inflated. Don't drive the vehicle unless the tires are in good shape. One flat rear tire can place a dangerous weight on the companion tire of a dual set.

Wheels* – Look for loose or missing nuts, excessive corrosion, cracks or other damage. Tighten loose nuts. There must be no damaged wheels on the vehicle.

Interior Inspection

Pre-trip inspection items for small vehicles (vans and cars) have been indicated by an asterisk (*).

After the exterior inspection is complete, the vehicle should be checked thoroughly on the inside. All driver's instruments and controls must be functioning properly. All of the following items should be checked before operating the vehicle.

Lights* – Check the panel light and the interior dome lights. They should be clean and work properly.

Mirrors* – They should be cleaned, aimed and adjusted tightly so visibility is unobstructed. [For school buses, refer to Section 10 of the

Department of Motor Vehicle's Commercial Driver's License (CDL) Manual for more detailed information on properly adjusting school bus mirrors.]

Windows* – These should be cleaned from the inside as well as the outside, for total visibility, especially the windshield and rear window. The windshield wipers and washer fluid mechanism should operate properly. There should always be ample fluid in the washer fluid reservoir.

Defroster, Fan and Heater* – The vents should be unobstructed to permit proper airflow. Assure vents are not covered with coats, books, papers, etc.

Driver's Seat and Restraint System* – The seat should be adjusted so that the driver's feet reach the pedals. The doors, mirrors, and windows must be in comfortable viewing distance, and the steering wheel is easily grasped without stretching or reaching. Restraint systems must retract properly and ends should attach securely.

Emergency Door and Buzzer – The door should be tightly sealed from the inside, but ready for emergency use. The buzzer should sound when the door is opened.

Emergency Equipment* – In a school bus, all emergency equipment should be easily accessible, yet out of the pupil's reach. In a small vehicle, emergency equipment is stored in the trunk. Emergency equipment consists of the first aid kit, fire extinguisher, and reflectors. The fire extinguisher should be charged and properly stored. Replace cracked or broken hoses, keep nozzles unobstructed and make sure locking pins and sealing wires are in place. Periodically, shake the fire extinguisher to loosen the powder.

Horn* – The vehicle's horn must properly operate. In a bus, the horn should have high and low tones.

Stop Arm control and Service Door Control – Check to see that the controls coordinate with the actions of the stop arm and door. If there is a problem, it should be reported and repaired.

Loose objects – Be sure to check the passenger compartment. Inspect seats and windows for damage. Make sure there are no potential missiles (such as lunch boxes, toys, or school books) lying on the seats or floor.

***The following equipment of the Interior Inspection should be checked with the engine running*:**

Air Pressure or Vacuum Gauge – This gauge indicates the proper capacity of pressure to operate the brakes. Do not operate the vehicle until the pressure reaches the proper capacity. Loss of pressure indicates a leak in the system. Newer buses do not have vacuum gauges, but are equipped with warning lights and a buzzer system. When the engine is on, the warning lights should go off and the electric brake motor should not be running. When the

engine is turned off, listen for a motor noise when the brakes are applied.

Voltmeter Gauge – The voltmeter gauge indicates the voltage of the electrical charging system. This meter should show about 14 volts with the engine running or 12 volts if the engine is off. If it shows a higher or lower voltage, report the problem to the transportation supervisor.

Brake Pedal and Warning Light* – If the light comes on during a hard brake application, in a vehicle equipped with a dual brake system, it indicates that at least one of the brake systems is not working properly. Vehicles equipped with anti-lock brakes will have an additional red warning light if the brakes are not working properly.

Fuel Gauge* – It should indicate a safe margin of fuel for operating. A pupil transportation vehicle should always have at least a quarter tank of fuel.

Oil Pressure Gauge* – The oil pressure gauge indicates the proper oil pressure. If it does not, the engine should be turned off. Check the owner's manual to ask the school mechanic to learn what the proper oil pressure is for the vehicle.

Water Temperature Gauge* – The water temperature gauge indicates the temperature of the coolant in the engine. It should read cool or warm. If it reads hot, the engine should immediately be turned off and the problem reported.

Passenger Restraint Systems*-- In vehicles equipped with passenger-restraint systems, ensure that the systems operate properly (i.e. belts retract properly and ends attach securely).

Operational Inspection

The operating inspection is performed while the vehicle is being driven. A daily road check, both before and after loading the pupils, allows the driver to evaluate the working condition of that equipment which can only be inspected while the vehicle is in motion.

A driver should be constantly aware of the weight and motion of the passengers and how the vehicle is affected (as in pick-up characteristics, the tendency to drift, how the vehicle handles on curves, etc.) by always monitoring how the engine performs under load.

The operational inspection consists of checking the following points. *[Small vehicles should be inspected for items with an asterisk (*)]*

Brakes *– Do not wait until the vehicle is on the road to test the brakes. They can be tested in the yard at the bus garage. Moving at a low speed, come to a complete stop. The vehicle should stop in a straight line without pulling to one side, skidding, or swerving. The brakes should not grab, lock, or make excessive noise such as squeaking or squealing. The brake pedal should not feel grabby, over sensitive, or spongy. When the brakes are not in use, watch for dragging which causes the vehicle to pull to one side.

Clutch – The following instructions apply if the bus has a manual transmission. When changing gears, the driver should control the speed of the engine so the shift can be completed easily and smoothly without jerking or slipping. Careless shifting wears out the clutch and reduces its service life. When the shift is completed, remove foot from the clutch-

do not “ride” the clutch. When the pedal is released, the clutch should have some “free play.” Watch for dragging, grabbing, or lack of free play on the pedal. Listen for unusual sounds. If you smell an odor like burning rubber, the vehicle should immediately be stopped.

Emergency (Parking) Brake – Slowly engage the clutch while the parking brake is on to test both air and mechanical brakes. If the bus has automatic transmission, select the drive gear, and with the parking brake applied, apply the accelerator. If the vehicle moves easily, the parking brake is not holding and should immediately be reported. With air brake systems, the parking brake will remain applied if there is partial or complete air loss in the service brakes. Release the parking brake when the vehicle is in motion.

Engine* – Warm the engine for several minutes before putting the vehicle into drive. Increase the engine’s speed slowly so that all the parts can be lubricated. Do not exceed the maximum rpm. Listen for unusual sounds such as backfire, light tapping, occasional misfire, piston slap, rapid hammering, or whistling. Be alert to slow engine warm-up, lack or normal response, vibrations of the chassis, or failure of a warm engine to start.

Steering*– The steering should be easy to handle, precise, responsive, and steady in turns and over rough roads. Power steering should be exceptionally quiet. The steering should not have excessive “play,” jerking, “kickback” or rattles.

Suspension* – Improper suspension can cause “bottoming,” excessive bounce, swaying and weaving on curves or rough roads, or one end of the vehicle to sag. Check for broken springs or faulty shock absorbers.

Transmission* – With the transmission in a moving gear, the vehicle should move smoothly in response to depressing the accelerator. An automatic or manual transmission should slip into gear and have easy and smooth gear changes throughout the shifting range. Do not exceed the manufacturer’s recommended speed for each specific gear (rpm). Exceeding speed recommendations could damage the transmission or reduce its service life. Any metallic or unusual sounds or shifting difficulty should be reported immediately.

Continue to check all equipment throughout the day being alert to warning signs that will indicate potential problems. Be aware that the condition of the vehicle changes during the day.

At the end of the operating period check the passenger compartment for lost articles such as books, lunch boxes, clothing, or toys. Inspect the seats for damaged upholstery and the window for cracks or breaks. Clean the vehicle, sweeping the floor, washing the seats, windows, and exterior.

If faulty or improperly functioning equipment is discovered during an inspection, do not drive that vehicle until repairs have been completed.

Safe Pupil Transportation

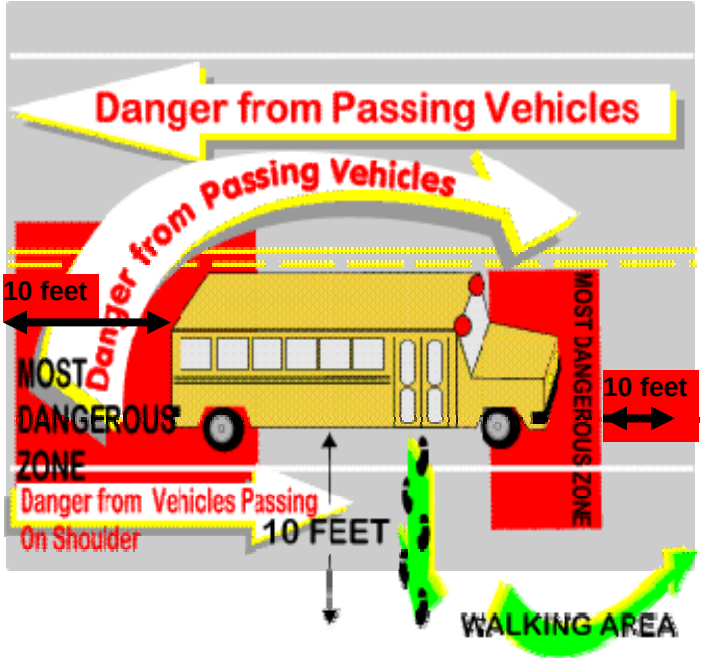
Securing maximum transportation safety for the students is one of the primary responsibilities for a pupil transportation vehicle driver.

School bus stops are the most dangerous part of the school bus ride. Nationally, most of the children are injured or killed when they exit a bus.

Routes must be developed so no stops are made to load or unload students when they must cross over a median that separates lanes of traffic traveling in opposite directions. However, if there is a traffic control light or a patrol stationed to assist students who must cross the highway, a stop could be made at that point in the route. When unloading at such a place, students must wait to cross until after the bus has departed.

All pupil transportation vehicles should carry a list of phone numbers to contact in the case of an emergency. These numbers should include the following:

- Police, Sheriff, and/or State Patrol
- Fire Department
- Hospital
- School Administration
- School Superintendent's or Principal's home phone numbers



The School Bus "Danger Zone"

The "Danger Zone" is the area on all sides of the school bus where children are in the most danger of being hit by a passing vehicle or the school bus itself. It is vital that children are familiar with the "Danger Zone" and are instructed to stay at least ten feet away from the bus and to never go behind the bus. Even with the mirrors provided on the bus, drivers have blind spots within that area around the bus. Remind the school children of these two important points:

- If they cannot see the school bus driver in a bus mirror, the bus driver will not be able to see them.
- If they drop an item near or under the bus when exiting, tell the bus driver but leave the object where it dropped. The student should ask an adult to retrieve it.

Loading And Unloading Procedures

The school bus driver is the most important component of the loading and unloading process. The driver must be observant to the surroundings at stops and closely watch students as they leave the school bus.

Be aware of the dangers of children's clothing becoming entangled on the bus. Jacket and sweatshirt drawstrings, backpack straps, scarves and loose clothing may get caught on the bus handrail or door. This is not only a danger while getting on or off the bus, but could happen any place on the bus.

Warning System

Nebraska school buses are equipped with an eight-light warning system distinguished by two amber and two red, alternately flashing lights on the front and rear of the bus. On the eight-light warning system, the stop arm extends automatically when the door opens and retracts automatically when the door closes. The hazard light warning system is to be used only at railroad crossings or during emergency situations. Both the eight-light warning system and stop arm are to be used only at loading and unloading stops.

Pupil Security

Being able to define and identify security threats and incidents helps drivers distinguish between a prank and an actual emergency, and enables the driver's ability to determine the appropriate course of action.

- A **security threat** is any source that may result in an event that endangers the student or property.
- A **security incident** is an unforeseen event that does not necessarily result in an injury or property damage, but could result in an interruption of service.

Safe Pupil Transportation Plan

In order for pupil transportation vehicle drivers to react appropriately to potentially dangerous situations, all schools are required to develop a safe pupil transportation plan that, *at a minimum*, addresses the following safety issues:

- Weapons
- Pupil behavior
- Terrorist threats
- Severe weather
- Hazardous materials
- Medical emergencies
- Mechanical breakdowns of vehicle

This plan must provide guidance and procedures for drivers, students, school personnel, and other passengers in emergency situations listed above. A copy of the Safe Pupil Transportation Plan should be carried on each pupil transportation vehicle.

Student Behavior Guidelines for Riding School Buses

- Students are not to change from seat to seat while the bus is in motion unless the driver grants permission.
- Students are not permitted to stand while the bus is in motion or extend their arms, heads or legs out of the windows at any time.
- Students should not create noise to the degree that it interferes with the driver's ability to hear emergency vehicles or an approaching train.
- Students should not place objects in the aisle or in front of the emergency exits.

Student discipline

Often times seat assignments can solve behavior problems on the bus. However, poor behavior can quickly escalate resulting in safety concerns that may impact other students and the safe operation of the vehicle.

Defiance results from the student's recognition that the adult is not in control of the situation. If the situation has reached the point where the student will not follow the adult's requests, do not attempt to force the student to obey. It is better to give simple directions that can be followed in order to regain control of the situation quietly.

If you are forced to take disciplinary action to control the situation, stop the vehicle in a safe location as soon as possible. Explain distinct guidelines you can expect the student to obey and that you can also enforce. Suggest an action that can be performed successfully. Inform the administration of the incident so documentation of the events can be on file.

School policy should be in place to detail the steps to formally discipline a disruptive student.

Post Route Check of Vehicle

Pupil transportation vehicle drivers should always do a check for students that may remain in the vehicle at the end of the route. Especially with long school bus routes, some of the students may fall asleep and not exit the bus at the school or their appropriate stop.

There have been several incidences where small children have been left in a school bus or a school van for hours before they have been located. The school bus drivers are responsible for the safe delivery of their passengers.

Strategies for Safe Driving

The purpose of this chapter is to describe the basic skills necessary to operate a pupil transportation vehicle safely and efficiently. By developing these skills, the driver can devote more time to the changing traffic situation.

S.I.P.D.E.

Formula To Safe Driving

Traffic safety experts have determined how we can avoid traffic accidents. There are five steps involved in the process:

S – Aggressively **Search** the traffic environment.
I - **Identify** that a potential hazard(s) exits.
P - **Predict** which of the potential hazard(s) may endanger the safety of your vehicle and its occupants.
D - **Decide** which action(s) to take if the potential hazard develops.
E - **Execute** the maneuver(s) to avoid the hazard.

There are six positions from which collisions most commonly occur with other vehicles. You must be aware at all times for potentially dangerous situations that may happen.

- The vehicle(s) ahead.
- The vehicle(s) approaching from behind.
- A vehicle coming in from an angle.
- The vehicle you are passing.
- The vehicle that is passing your vehicle.
- The oncoming vehicle – a potential head-on collision.

Driving Situations

Stopping and Starting – To assure the safety of the student, slow down the vehicle when approaching a stop and slowly drive away from stops. If your passengers reach for support when you are starting or stopping, your stops and starts are too severe. If driving a vehicle with a manual transmission, do not depress the clutch until the bus is almost stopped. When the clutch is disengaged, the combined braking action of the engine and transmission is eliminated.

Backing – The driver of a pupil transportation vehicle shall not drive backwards on the school grounds unless the rear of the vehicle is observed and directed by a second responsible person. The driver of the vehicle shall not back on any roadway unless the movement can be made with safety and without interfering with other traffic.

Passing – Before passing another vehicle, check your mirrors to make sure no vehicle is passing you. When you do pass, make sure you have room to pass without forcing the vehicle you are passing or the vehicle approaching you to slow down or pull off the road. Do not tailgate when waiting to pass. When you are following too closely to the

vehicle in front, your vehicle has insufficient time to gain momentum to pass quickly.

The best way to pass is to stay a good distance behind the slow moving vehicle and increase your speed before you move into the other lane. When you do pass, you can steer the bus into the opposite lane, accelerate and use the bus's momentum to pass quickly and safely.

You should never pass when the vehicle in front of you changes lanes to pass, decelerates suddenly, signals a left turn, wanders, weaves, or when you are being passed by another vehicle.

Do not pass on a curve or hill. Do not speed up when a motorist is passing you. Pull away from student stops slowly. When it is clear, allow vehicles to pass before accelerating to full road speed.

Curves and Turns – Slow down on all curves and turns, but do not lock the brakes. Reduce your speed before entering a curve or turn and accelerate slightly as the vehicle comes out of it to increase traction. Be extra cautious when you do not know the road or it appears to have a wet surface.

Steep Hills – Before starting down a steep hill, down shift as needed to help control engine speed and test the brakes by gently applying the foot brake to ensure they are functioning properly. As your vehicle moves down the grade, continue checking traffic in all directions, stay in the right most or curb lane. Increase following distance and observe the downhill braking procedures.

- Select a "safe" speed, one that is not too fast for the weight of the vehicle, length and steepness of the grade, weather and road conditions.
- Once a "safe" speed has been reached, apply the brakes hard enough for 3-4 seconds to reduce your speed 5 mph below your "safe" speed and continue this procedure all of the way down the hill.

See CDL Manual for more information related to "Steep Mountain Grades."

Soft Shoulders – Returning the vehicle to the pavement can be frustrating, especially if the shoulder is soft and the tires begin to sink into it or the pavement is much higher than the shoulder. If the vehicle leaves the pavement, do not try to get the wheels back on the road until after you have slowed to a minimum speed. Turn the wheels sharply toward the road and slowly climb back onto the pavement. Rubbing against the side of the pavement can damage tires, wheels, and other parts.

Expressway Driving – Use the outside lane of traffic, even though there is more exposure to entrance and exit ramps. Do not back up on an expressway.

Bridges – Obey all posted weight limit signs. Do not assume that bridge inspectors or engineers have allowed for a safety margin. A two-lane bridge will be posted on each side of the bridge. The total weight capacity of the bridge will be the total of the two posted weight limits. Therefore, if the weight of the bus and

its load are close to the posted weight limit, you should be safe if the bus is the only vehicle on the bridge. The law prohibits more than one vehicle at a time on a one-way bridge. Yield the right-of-way on a one-way bridge.

The posted weight limit is most likely the total weight capacity of the bridge on a one-way bridge.

Be alert for damage or structural defects, especially on old bridges. Watch for damaged or loose planks, the bridge surface breaking up or guardrails that are damaged. Use common sense in crossing bridges that are flooded or may have been damaged by flooding. Look for erosion around the banks of bridge supports or other warnings that point to weakening of the bridge. It may be necessary to take another route.

Slow down on bridges. Remember that bridge surfaces freeze faster than road surfaces. Avoid backing up on bridges.

Railroad Crossings – The following regulations shall apply to school buses, either loaded or unloaded, during the process of approaching and crossing railroad tracks except at any such crossing where a police officer or a traffic control flagman directs traffic to proceed:

Approach the tracks with caution and decelerate. Activate the hazard warning flasher lights at a distance of not less than 500 feet and not more than 1,000 feet from the nearest railroad track in rural areas and at least 300 feet and not more than 600 feet from the nearest railroad track within the corporate limits of a town or city.

- Stop the school bus within 50 feet, but not less than 15 feet from the nearest rail.
- Command the cooperation of the students in an effort to provide maximum quietness.
- After the students are quiet, open the door, listen and look in both directions along such track for any approaching train and for signals indicating the approach of a train. If no train is approaching, proceed in a gear low enough to permit crossing the tracks without having to shift and deactivate hazard warning flasher lights after crossing last rail. The entrance door must be closed by the time the bus is clear of the track.
- When two or more tracks are to be crossed, do not stop unnecessarily a second time unless the school bus is completely clear of the first track and has at least 15 feet clearance in front and at least 15 feet clearance for the track to the rear.

Use of Strobe Light – The white flashing strobe light shall be used only in poor weather conditions, when the vehicle is in distress, or to enhance the visibility of the vehicle when barriers inhibit such visibility.

Small Vehicles – Drivers should double check that all doors are closed appropriately before putting the van into motion. The driver and all passengers must use seat belts. To avoid toxic fumes from entering the vehicle, rear windows should not be open while the van is in motion. This allows toxic fumes to enter the vehicle.

Signs, Signals And Markings

All signs, signals and pavement markings are indicators that tell the driver or pedestrian where they are and when and where to go. Color and shape has significant meaning such as a red octagon for stop signs only, and a red equilateral triangle for yield signs only.

The chart on page 8 describes the colors and shapes of various traffic signs. For a complete description of signs, signals and markings, review the Nebraska Department of Motor Vehicles Driver's Manual.

Vehicle Signals:

Steady red – Vehicles must stop and not move until the signal indicate that they may enter the intersection.

Steady yellow – A steady yellow signal is a warning to drivers that the signal is going to turn red. The driver should stop on a steady yellow signal. If you are in the intersection when the signal changes from yellow to red, continue moving and clear the intersection safely.

Steady green – A steady green signal indicates that vehicles can move through the intersection, turn left or turn right. The driver should give the right-of way to vehicles approaching in the opposite lane when he is crossing that lane to make a left turn. Pedestrians should also be given the right-of-way.

Flashing red – A flashing red signal means vehicles must come to a complete stop and then proceed if clear. This signal is used at dangerous intersections, where visibility is limited.

Flashing yellow – A flashing yellow signal means vehicles should slow down and move with caution.

Steady green arrow – A steady green arrow means vehicles can cautiously move in the direction of the arrow without stopping. Again, vehicles should yield the right-of-way to pedestrians.

Pedestrian Signals:

Don't Walk – Pedestrians should not leave the curb until the signal indicates.

Don't Walk, FLASHING – If the signal is flashing, the pedestrian should not cross. If the pedestrian is in the crosswalk allow him to complete the crossing.

Walk – Pedestrians are permitted to leave the curb to cross the road.

Pavement Markings:

Broken yellow line – Separates traffic moving in opposite directions. Passing and turning are allowed. Traffic should stay to the right of a yellow centerline.

Broken yellow line with solid yellow line (two lane road) – Indicates that passing is not permitted from the lane in which the line is located.

Double solid yellow line (two lane road) – Indicates that passing is not permitted in either direction, from either lane (passing prohibited zone).

Multi-lane with white center line – White lines separate lanes of traffic going in the same direction. Broken white lines separate lanes of traffic going in the same direction, and may be crossed with care.

Multi-lane with middle left turn lane – The two way turn lane is for left turns only.

Crosswalk lines – Solid lines mark pedestrian crosswalks. These lines extend the entire width of the roadway.

Stop lines – White stop lines are painted across the lane to indicate the stopping point for vehicles.

Following Distance

To determine the proper following distance when driving a small vehicle, use the **Two-Second Rule.** Choose a reference point ahead of the vehicle you are following -- a sign, utility pole, tree, etc. When the vehicle you are following passes the chosen reference point, begin counting seconds -- one thousand and one, one thousand and two, etc.

If the small vehicle reaches the reference point any earlier than one thousand two (or two seconds) you are following too closely. Two seconds is the recommended minimum interval between your small vehicle and the vehicle in front of you. The two-second interval should be doubled on wet, slippery roads and at interstate speeds.

Refer to the CDL Manual for the proper following distance concerning school buses.

Defensive Driving

Courtesy is an important part of defensive driving. Practice courtesy toward other drivers and pedestrians. If several automobiles are behind you, pull away from student stops slowly and allow vehicles to pass when traffic is clear before accelerating the vehicle up to full road speed. Drive around puddles or slow down to avoid splashing pedestrians.

Glare from the sun reflecting off snow, water or other objects creates a visibility hazard. Sunglasses are essential in cutting glare.

Even though you obey the law, do not count on other drivers and pedestrians to do the same. Many drivers believe that the other driver will do the right thing. Anticipate other drivers to do the wrong thing. Many people drive while they are not mentally alert so be alert for drivers who are angry, distracted, drunk, half asleep, or ill.

You cannot drive safely and rush at the same time. Establish a safe driving pattern and make it a habit. Plan your schedule so there is plenty of time. If you are frequently late the schedule should be changed. Safety is your first priority – schedules are second.

Driving In Poor Weather Conditions

It takes twice the distance to stop on wet surfaces as on a dry surface. Road surfaces are the most slippery just after they have become wet. Water combines with accumulated road film, causing the road surface to become very slippery. This combination creates a greater possibility of skidding due to reduced traction.

Speeding when the road is covered with water can cause the vehicle tires to lose contact with the surface of the road. Learn to adjust your speed to road and weather conditions. Brake slowly and maintain a safe braking distance from other cars on the road.

Visibility and traction are the greatest hazards of winter driving. Be especially cautious on bridge surfaces when the temperature is at freezing level and road surfaces are wet. Bridge surfaces freeze more quickly than road surfaces because of cold air underneath the bridge.

Extra caution is needed when approaching a school bus stopped on a wet road surface. If the school bus were to lose traction at a bus stop where students were waiting, the results could be disastrous.

If you do not have anti-lock brakes, you can help prevent the vehicle from skidding if you do not slam on your brakes. Instead apply them gently or tap them on and off, several times. If driving a bus, use the engine and transmission to slow the bus down whenever possible. In a bus with manual transmission, downshifting is more effective than using the service brakes.

If the vehicle begins to skid, turn the steering wheel in the direction of the skid until it straightens out. For example, if the rear of the vehicle skids to the right, turn the wheel to the right.

If you have difficulty getting the vehicle started on a slick surface or the vehicle becomes stuck, attempt to ease the rear wheels into motion by feeding the gas slowly. If the vehicle has manual transmission, release the clutch gently. As soon as one of the rear wheels spin, let up on the gas. Do not allow the rear wheels to continue spinning. Spinning can damage the rear axle and the vehicle may become stuck even further. It may be necessary to “rock” the vehicle by quickly shifting from low to reverse to low again until the vehicle moves in either direction. If driving a bus, using a higher gear ratio will help to prevent the wheels from spinning.

Essential equipment for safe winter driving includes ice scrapers, squeegees, defrosters, wiper blades, windshield washers (in proper working order), and antifreeze in the radiator.

Before starting, be sure that the lights, signals, mirrors, windshield, and windows are completely clear. Defrost or scrape until you have the proper visibility, not just a “peephole.”

In fog or mist, turn on your lights and slow down to a speed which enables you to see ahead an adequate and safe distance. Use the headlights on low beam -- high beam creates glare. Use fog lights if the vehicle is so equipped. Fog lights are specifically designed to light the road, rather than the fog. Fog lights not only help you to see the road, but also help other drivers to see you.

If you cannot see more than a few feet ahead of the bus, pull off the road and turn on all lights including the emergency flashers to make certain the vehicle can be seen by other driver(s). When you can see enough to continue, use the white line on the edge of the road and the centerline as guides to keep the vehicle on the road.

Driving At Night

Make sure your headlights are clean and properly aimed at all times. To avoid blinding other drivers, dim your headlights before going over the crest of a hill or entering a curve.

When you see oncoming headlights, switch your headlights from high beam to low beam. If the oncoming driver does not dim his headlights, do not retaliate. If the oncoming lights are blinding you, do not look directly at the vehicle, but look toward the right edge of the road.

Driver Visibility

Driver visibility is a key safety issue. The mirrors, lights and signs should be cleaned often. Other motorists may approach behind the bus before they are able to react if lights and signs are not visible. You also have less time to respond to other traffic when dirty windows and lights cause visibility problems when you drive.

Emergency Driving Situations

There are a variety of emergency driving situations that may occur while you are driving a pupil transportation vehicle. While the possibility of these emergencies occurring is slight, you must know how to effectively respond.

Tire Blowouts
If a tire blows out, especially a front tire, the pupil transportation vehicle can suddenly swerve and skid to one side, even more so when driving at a high speed. Do not panic and slam on the brakes. Slamming on the brakes will send the bus into a skid. Get a firm grip on the steering wheel and hold it steady to maintain control of the bus.

Let the bus slow down until you can gently and safely apply the brakes and pull off the road. In case of brake failure, engage the parking brake and turn off the ignition. Rubbing the front tire against a curb or foliage will help to slow down the bus.

Accelerator Malfunction
If the accelerator sticks, pump it with several sharp jabs. Shift the transmission to neutral or depress the clutch, steer the bus onto the shoulder of the road, and then turn off the ignition.

Flooded Engine
Flooding of the carburetor is remedied by holding the accelerator down to the floor but not by pumping it. Engage the starter for 20-30 seconds. Let the engine cool and repeat these steps if necessary.

Lights Malfunction
When lights fail, try other lights such as high or low beams, turn signals, parking, fog, or brake lights. It is important to remain visible at all times.

Release of Hood Latch
Decelerate immediately if the hood latch releases. The pupil transportation vehicle must be stopped so that the hood can be re-latched. Until it can be re-latched, some visibility will be possible either through the small space between where the hood hinges to the body of the bus or through the driver's left window.

Colliding with an Animal
Do not swerve drastically to miss a small animal or you might lose control of the bus. If the pupil transportation vehicle does strike, injure, or kill an animal, the driver should not stop the vehicle. However, if the pupil transportation vehicle hits a large animal, such as a deer or a farm animal, there may be damage that may cause the vehicle to be inoperable.

These would be considered "reportable" accidents for insurance purposes. Stop the vehicle and inspect for damage. If the vehicle has sustained considerable damage, report the incident to the local authorities and the school

administration. If the vehicle can be driven, continue on the route.

Driver Distractions
The pupil transportation vehicle driver may be affected by a physical emergency such as dirt in the eyes, violent coughing, or sneezing. Slow down and stop; then correct the condition.

Do not try to retrieve any dropped item from the floor of the bus while it is in motion. Again stop; then recover or dispose of the dropped item.

A stinging insect, such as a bee, in the pupil transportation vehicle can create mild panic among the students. Ignore it while the bus is in motion. If it becomes a dangerous distraction, stop on the shoulder of the road; then remove the insect.

Student behavior problems and related issues are very distracting to the driver of a pupil transportation vehicle. Dangerous situations can occur quickly when the driver's attention is drawn away from the road due to students' disruptive actions. It may be necessary to pull the vehicle over to the side of the road in order to take control of the situation.

Accidents And Emergencies

If an accident is unavoidable, remain in the driver's seat and maintain control of the steering wheel. Just before impact of the accident, the driver should protect himself by crossing his arms over his face and pressing his head and arms against the dash or steering wheel. Students should cross their arms over their faces and press their heads and arms against the backs of the seat in front of them.

Accident Procedures
The operator of any pupil transportation vehicle which is involved in an accident in Nebraska in which any person is killed or injured, or, where property damage exceeds $1000 for any one person, including the pupil transportation vehicle driver, must make a report within 10 days to the Department of Motor Vehicles.

As a pupil transportation vehicle driver, you must follow the specific procedures in the case of an accident involving a pupil transportation vehicle. Also, local school policy and the school's Safe Pupil Transportation Plan should include procedures for transporting pupils to their homes or to school in case of a pupil transportation vehicle being involved in an accident.

The following steps address post-accident procedures:

- Stop the vehicle immediately.
- Remain at the scene of the accident. Provide reasonable assistance to any person injured in the accident.
- Make certain all pupils are in a safe place away from traffic. They must not leave the assigned area without permission.
- Notify the law enforcement agency immediately. As necessary, inform the school administrator and request medical assistance.
- Make accurate notes of the incident including information such as names, license numbers, registration numbers, location, time, road and weather conditions.
- Set three flares or reflectors to warn traffic, as follows:
  -On the traffic side of the vehicle, within ten (10) feet of the rear corner to mark the location of the vehicle.
  -On the shoulder of the road or in the lane the vehicle is stopped in, about 100 feet behind and ahead of the vehicle.

-Back beyond any hill, curve, or other obstruction that prevents other drivers from seeing the vehicle within 500 feet.

- If the vehicle must stop on or by a one-way, or divided highway, place warning devices 10 feet, 100 feet, and 200 feet toward the approaching traffic.

If you are driving a pupil transportation vehicle and approach a scene of an accident in which your vehicle is not involved and no other assistance is available, you must stop to provide assistance. If you are driving a bus, activate the four (4)-way flashers to warn approaching traffic; if driving a small vehicle, activate the flashers.

Inform your passengers of the situation and park the vehicle in a safe location. Call local authorities to obtain help for those affected by the accident. Provide reasonable assistance until assistance arrives and then continue on the route schedule. Local school policy should include specific instructions to handle these situations.

Understanding the law and knowing the correct driving procedures will help you become a safe driver. When you begin to identify the mistakes of others and adjust your driving to compensate, you have mastered the basic fundamentals for “defensive driving.”

Emergency Evacuations and Equipment

Nebraska State Statute requires schools to conduct emergency evaluations at least twice a year for all students that are transported in a school bus. This includes students with special needs and those students that only ride for school activities.

School Bus Evacuation Drills

- All pupils shall be given an opportunity to participate in evacuation drills including those pupils who ride only on special trips.
- All pupils shall be instructed in school bus passenger safety and procedures for emergency evacuation prior to participation in evacuation drills.
- Drills should be held in restricted off-street areas and not on bus routes.
- All types of emergency evacuations should be practiced with emphasis on utilizing the rear emergency exit.

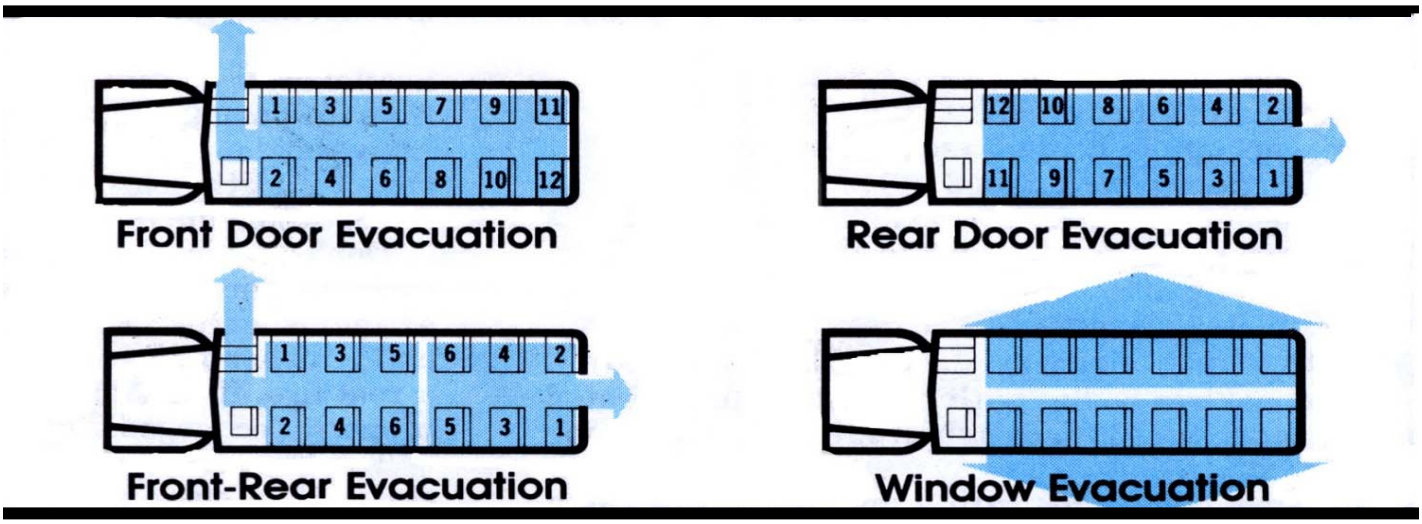
In a school bus accident or emergency situation, the school bus driver must use his/her best judgment to decide what action shall be taken. As a school bus driver, your primary responsibility is pupil safety. In an emergency, it may be necessary that the bus be evacuated.

This procedure requires a definite plan followed by periodic practice in emergency evacuation drills.

A School Bus Must Be Evacuated In These Situations:

- The bus is on fire, it must be stopped and evacuated immediately. Passengers will move to a point 100 feet or more from the bus and remain there until the bus driver has determined that no danger remains. If a school bus is unable to move and is close to existing fire or highly combustible materials, the “danger of fire” shall be assumed and all passengers must be evacuated.
- The bus is stopped in an unsafe location and is unable to proceed, the driver must determine immediately if it is safer for passengers to remain on the bus or to evacuate. For example, if the bus is in the path of any train, or on or closely adjacent to any railroad tracks.
- The bus could change position and increase the danger. For example, if a bus were to come to rest near a body of water or precipice where it could slide into the water or over a cliff, it must be evacuated;
- If there is danger of collision. Under normal traffic conditions, the bus should be visible for a distance of 300 feet or more. A position over a hill or around a curve where such visibility does not exist should be considered reason for evacuation.

School Bus Evacuation Plans



Important Factors In School Bus Evacuation

The safety of the pupils is of utmost importance and must be given first consideration.
Prior to evacuation, the emergency brakes shall be set, ignition turned off, and the transmission placed in an appropriate gear.

The driver must stay in the bus during evacuation to facilitate the evacuation procedures.

Evacuations shall be conducted with "deliberate speed." A time interval of 1½ to 2 seconds per passenger has proven to be the safest and most efficient. A bus should be completely evacuated in 2 ½ minutes.

To insure a safe exit, passengers must have their hands free. They must leave lunch boxes, books, and other personal belongings on the bus.

To assist the driver in evacuations, older students should be selected (and trained) to serve in the capacities listed below.

- Leaders - will lead passengers to safety from each door utilized for evacuation.
- Helpers - two pupils shall be stationed to aid passengers as they leave the bus through the rear emergency exit.

During an evacuation, passengers must be directed to a safe point at least 100 feet from the bus and remain there until given further directions

Common Types Of School Bus Emergency Evacuations

Utilizing the front or service door:
This evacuation is conducted using the same techniques as a routine unloading. The driver will choose whether to evacuate the bus one side at a time or on a staggered seat basis.

Utilizing only the rear exit door:

- The bus driver shall walk back through the bus to the rear exit and direct the pre-assigned leader and helpers to take their positions.
- The leader will open the rear emergency door, exit, and stand clear, ready to lead exiting passengers to a safe location set by the driver.
- The helpers will exit and take their position, one on each side of the rear emergency exit to assist passengers in exiting the bus in a safe and orderly manner.
- Passengers shall remain in their seats until directed by the driver to leave the bus. The driver may choose whether to evacuate the bus one side at a time or on a staggered seat basis.
- The driver shall advise all passengers to have their hands free and coats buttoned. Each passenger shall be two steps away

from the bus before the next person exits. Taller passengers would be reminded to duck their heads in order to exit safely.

Utilizing roof hatches, side emergency doors, and side/rear emergency windows:

- The side door is located on the left side (the street side) of the bus. Use caution exiting, as belongings may be tossed around and might be a hazard underfoot.
- Evacuation procedures are the same as if utilizing the 5-step rear door exit evacuation. Follow the instructions for opening the side/rear window emergency exits. Instructions are displayed on the door and below the window.

Evacuation of Pupils With Disabilities

Each bus route must have its own written emergency evacuation plan. This plan shall include a pupil's ability to evacuate or to help others.

When possible, pupils with disabilities should practice their evacuation skills as required of their non-disabled peers.

The driver/attendant shall also be familiar with any extra equipment on the bus that would aid in the actual evacuation.

It is important to enlist the help of school liaisons, parents and other personnel (such as physical therapists) to train and help pupils understand emergency procedures.

Local emergency personnel should also be involved in developing the plans, especially if there are unique medical complexities of the pupils on board.

School Bus Pupil Representatives

The school bus driver is responsible for the safety of pupils. However, in an emergency a driver might be incapacitated, unable to direct evacuation. Therefore, school bus representatives (school safety patrol members or appointed pupil) should be selected, trained and prepared to direct the evacuation.

School bus representatives should be:

- mature pupil – maturity is more important than age;
- good citizens – a desire to serve is most important;

Choosing pupils who live near the end of the route might be helpful. They must also have written parental permission in advance.

Training programs shall prepare pupils to respond appropriately in case of an emergency. The school bus representatives should be instructed the proper way to:

- turn off ignition switches;
- set emergency brakes;
- summon help when and where needed (instructions and telephone numbers shall be available on buses);
- use windows for evacuation in emergencies;
- set flags and reflectors or reflective triangles;
- open and close service and emergency exit doors;
- direct school bus evacuations;
- perform other duties as directed by the driver.

Emergency Equipment

Pupil transportation vehicle drivers must be knowledgeable about the use and location of all emergency equipment. Emergency equipment includes the following:

- reflector kit.
- bus-mounted hazard flashers.
- body fluid clean-up kit.
- first aid kits.
- fire extinguishers.
- a case of three triangle shaped reflectors. (can be used day and night).

Hazard flashers are part of the lighting system of the pupil transportation vehicle. These can also be used to warn traffic.

First Aid Kits

For buses, the first aid kit should be clearly identified, mounted and secured in the driver's compartment. Buses with a capacity of less than 30 must have one first aid kit.

Buses with more than a capacity of 30 must have two first aid kits – one mounted in the driver's compartment and the other mounted over the rear exit door.

The first aid kit should be stored in the trunk or the rear of small vehicles. Any item used from the first aid kit must be promptly replaced. (The contents for a first aid kit are listed on the following page.)

Body Fluid Clean-up Kit

The body fluid clean-up kit should be stored in the driver's compartment. The kit is designed for one time use and should be replaced as necessary. In a small vehicle, it should be stored in the rear or trunk of the vehicle. (The contents for a body fluid clean-up kit are listed on the following page.)

Fire Extinguisher

Each pupil transportation vehicle must be equipped with at least one dry chemical-type fire extinguisher with hose and with a total rating of 2A10B or greater. In a bus, the fire extinguisher must be mounted and secured in the driver's compartment. In small vehicles, the first extinguisher should be secured in the trunk or the rear of the vehicle.

To operate a fire extinguisher, remove it from the bracket and hold in an upright position. Pull the safety pin and stand upwind from the burning material. Activate the extinguisher by squeezing the handle. Direct it at the base of the fire using short bursts and sweeping side to side.

Contents of a First Aid Kit:

- 3 Sterile gauze compress
- 2 Non-sterile triangular bandage (40” x 36” x 54”) with 2 safety pins
- 24 Sterile gauze pads (3” x 3”)
- 2 Adhesive Tape (1” X 2 ½ yards)
- 2 Sterile gauze roller bandage
- 12 Bandage compress (3”)
- 12 Bandage compress (2”)
- 1 Bandage scissors (4”)
- 3 Sterile eye pads
- 100 Adhesive bandage (3/4” x 3”)
- 1 Pair of medical examination gloves
- 1 Mouth to mouth airway
- 1 Moisture and dustproof container for kit

Contents of a Body Fluid Clean-up Kit:

- 1 Absorbent Pack - 5 oz
- 2 Plastic disposable gloves
- 1 Scoop
- 1 Scraper
- 2 Plastic trash bag with tie (Minimum 12 in. x 12 in.) (1 Red-biohazard and 1 black)
- 1 Disinfectant - 8 oz.
- 1 Disposable Environmental Protection Agency (EPA) registered germicidal towels
- 1 Benzalkonium chloride towelette
- 1 Antiseptic biohand cleaner–4oz
- 1 Moisture and dustproof container for kit

Basic First Aid Procedures

First aid is the immediate and temporary care given to the victim of an accident or sudden illness until medical services can be obtained. A pupil transportation vehicle driver should know how to properly administer basic first aid.

Keep these points in mind when handling situations that may require you to administer first aid:

- Remove everyone from danger and then provide first aid in a safe location. Also, do not attempt to make a rescue until you are sure you won't become a victim.
- Remain calm. Keeping your composure while helping the injured person will help him/her to keep calm and cooperate. If the person becomes anxious or excited, the damage from the injury could be increased.
- Plan quickly what you need to do. Learn basic procedures or have your first aid information available so you can care for the injured person.
- Send for professional help as soon as possible. Have local emergency telephone numbers and school telephone numbers available.
- Let the person know that help is on the way and try to make them as comfortable as possible

Evaluating the Situation and Setting Priorities

To effectively deal with emergencies, the situation must be evaluated and priorities set. Three evaluations which must be made to establish priorities for treatment:

- Condition of the scene
- Type of injury
- Need for treatment

Primary first aid procedures are to:

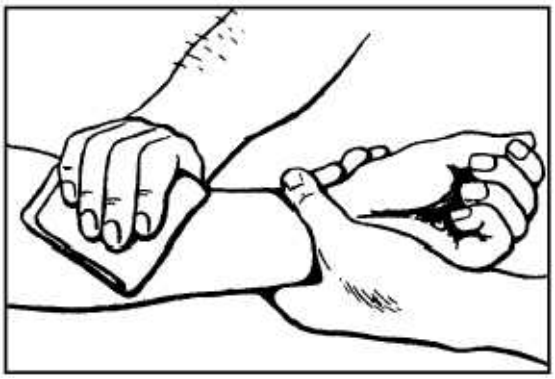
- Restore breathing.
- Control bleeding.
- Prevent shock.

Whenever possible, do not move the victim – treat the person where you find him/her. However, several types of situations require the person to be moved out of immediate danger, such as fire, electrocution, and drowning.

Bleeding

Bleeding needs immediate attention. Evaluate the type of bleeding and the amount of blood lost:

- Capillary oozing – injuries to capillaries or small veins. It is indicated by steady oozing of dark colored blood.
- Venous bleeding – bleeding from the vein. It is indicated by a flow of dark-colored blood at a steady rate.
- Arterial bleeding – bleeding from an artery. It is indicated by bright red blood flowing quickly in spurts.

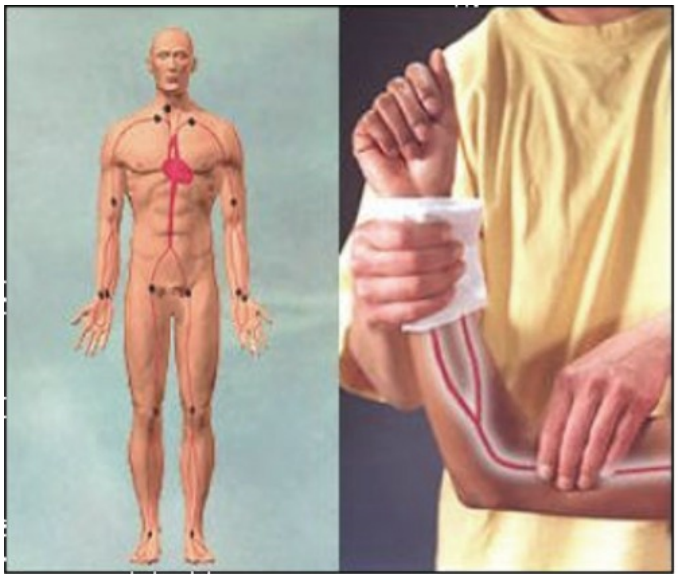


Blood flowing in a small, steady stream or small spurts can be serious, but can be controlled. Blood flowing in a heavy stream or large spurts is very serious and must brought under control immediately.

The primary step to control bleeding is to exert direct pressure over the wound. Place the cleanest material available against the bleeding point and apply pressure by hand until the wound clots and can be dressed with bandages. If necessary, apply direct, even pressure with your bare hand. If blood soaks through the bandage, do not remove it. Apply more bandages and secure them. Make sure the bandages are not too tight so circulation is not restricted.

Look for swelling around the wound. If the bandage interferes with the circulation of the blood, loosen it. Elevate the wound above the level of the heart, except when there is a broken bone.

Artery Pressure Point
If direct pressure on the wound does not control bleeding, direct pressure on any artery pressure point closest to the wound is necessary. The artery pressure point must be located between the heart and the wound. (see illustration below)



Tourniquet Warning
A tourniquet should only be used for hemorrhaging that cannot be controlled by direct or arterial pressure. Tourniquets are dangerous to apply, to leave on, and to remove. Stoppage of blood supply below the tourniquet can lead to gangrene and loss of limb.

Shock

Shock occurs when the vital body functions are depressed. The three most common causes of shock are:

- Excessive bleeding
- Inadequate breathing
- Unsplintered fractures

If shock is not treated promptly, death may result, even if the injury causing the shock is not severe enough to cause death. It is NOT recommended that drivers attempt to splint a fractured bone; instead simply treat the victim for shock.

Recognizing shock
When a person is in shock, the skin is pale, cold, clammy, and moist with beads of sweat around the lips and forehead. The pulse is fast, weak, or entirely absent. Breathing is shallow and irregular and the eyes are dull and vacant with dilated pupils. The person complains of nausea and dizziness. She may be unaware of the seriousness of the injury and then suddenly collapse.

Control of shock
The victim should lie down on top of an article of clothing, newspaper or other material and kept warm with a light blanket. In warmer temperatures, it is not necessary to use cover.

The person should not become overly warm so that perspiration occurs. Perspiration draws blood to the skin, away from the interior of the body where it is needed. In order to help the flow of blood to the heart and head, elevate their legs at least 12 inches high. If there is a head or chest injury or breathing seems difficult, elevate the chest instead of the legs.

Offer small amounts of water to the person every 15 minutes. Do not give water if the victim is vomiting, nauseous, or unconscious.

Burns

It is not recommended to treat burns. First aid treatment often causes complications and interferes with the treatment given by the physicians. Keep the burned area uncontaminated and treat for shock.

Do not apply burn preparation and do not use ice water – it intensifies the shock. There are exceptions when it may be necessary to give first aid. Chemicals may continue to burn the skin if they are not removed. Large amounts of water should be used to flush the area free of the chemicals, particularly if it is a chemical burn of the eyes or face.

Mouth-to-Mouth Resuscitation

Breathing may stop for the following three reasons:

- Air passage is blocked
- Nerve centers that control breathing are not functioning due to drowning, electrocution, head injury or poisoning
- A sucking sound in the chest prevents the lungs from expanding

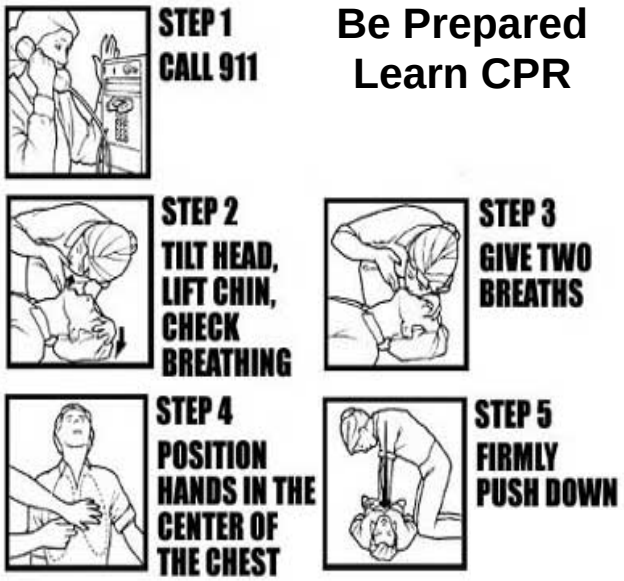
In the first two cases, the skin may be blue and breathing may appear to have stopped. If there seems to be no back injury, place the person on his back, open the mouth and clear out foreign matter with your fingers. Place your hand on the victim's forehead, tilt the head back so the chin points upward and lift jaw. This action moves the base of the tongue away from the back of the throat so the airway is not blocked.

Pinch nostrils to prevent any leakage of air. Open your mouth wide, take a deep breath, and place your mouth over the victim's mouth. With a small child, place your mouth over the mouth and nose, making a tight seal.

Blow vigorously into the mouth, while continuing to lift the lower jaw in order to keep the airway clear. Between each breath, remove your mouth and listen for the outflow of air coming from the lungs. If you hear air, an exchange of air has occurred. Continue to breathe for the person, blowing into the mouth approximately 12 times a minute.

After each breath, remove your mouth and listen for the exchange of air. Blow less vigorously with a small child using shallower breaths at rate of about 20 per minute. A sign of restored breathing is a sigh or a gasp from the victim.

Breath may be irregular at first so continue mouth-to-mouth resuscitation. If normal breathing doesn't occur, continue breathing for the person, alternating with others until aid arrives.



Cardiopulmonary Resuscitation (CPR)

CPR should be used when a person is unresponsive or when breathing or heart beat stops. Call 911 immediately. If someone is available, have him or her call emergency medical services while you begin CPR. Try to stimulate the victim. If no response, turn them onto their back by supporting the head and neck. If head or neck injury is suspected, do not bend or turn neck.

Tilt the head back and lift chin up and out to open the airway. Look, listen and feel for breath. If no breathing is present, seal your lips tightly around their mouth; pinch their nose shut. Give two slow breaths (1 to 1½ seconds each), until chest rises.

If no signs of circulation, place heel of one hand in the center of the chest. Compress at a rate that provides about 100 compressions and 20 breaths per minute. For a child, compression depth should be ½ to 1 inch. For an adult, compressions should be about 2 inches.

Repeat cycle of five compressions to one breath until signs of circulation return or until help arrives.

Epilepsy

Once an epileptic seizure begins, you may not be able to move the person. Try to prevent him/her from injury, such as striking his head or body against any hard, sharp, or hot object.

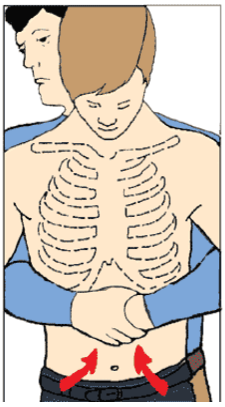
Do not restrain the person or interfere with his movements. Epilepsy victims seldom bite their tongues during seizures. More harm is done when an object is forced between the teeth or into the mouth. Breaking teeth, cutting lips, mouth, or tongue, can occur more often than by the tongue being bitten because of the seizure.

You should communicate information about any seizure to the parents and to the school authorities.

Choking

The Heimlich Method, or Hug of Life, is a procedure to help a choking person. Stand behind the person, place your arms around his/her waist and grasp your hands together halfway between the navel and sternum (right below the rib cage). Form a fist with the thumb side against the midriff area. Grasp your fist with your other hand, press midriff area with a quick upward thrust. If the person has collapsed, turn him on his back. Straddle him and press into the same spot with a quick upward thrust with the heel of one hand placed on top of the other hand. Continue until object if freed and/or the person begins coughing.

Do not pound or slap a choking person on the back – this can force the object further into the throat. Artificial respiration or offering water is useless because the throat is blocked. Children often choke from running with food or other objects in their mouths.



Daily Vehicle Inspection Form

Schools can design variations of this form to suit their particular needs

Bus No.		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Other	
		Am	Pm	Am	Pm	Am	Pm	Am	Pm	Am	Pm	Am	Pm	Am	Pm
Under the Hood	1. Water Level														
	2. Oil Level														
	3. Belts & Hoses														
	4. Fluid Leaks														
Inside Vehicle	5. Floor Clean														
	6. Seats & Windows														
	7. Emergency Equipment														
Start Engine	8. Oil Pressure														
	9. Air/Vacuum Pressure														
	10. Fuel Level														
	11. Heaters & Defrosters														
	12. Wipers & Washer														
	13. Service Door														
	14. Low & High Beam Indicator														
	15. Left Signal Indicator														
	16. Amber Warning Lights														
	17. Emergency Exit & Buzzer														
Outside Vehicle	18. Rear Clear Lights														
	19. Amber Warning Lights														
	20. Left Turn Signal, Rear														
	21. Brake & Taillights														
	22. I.D. Lights														
	23. Exhaust System														
	24. Tires & Wheels, Rear														
Move to Front	25. Headlights, High Beam														
	26. Clear Lights														
	27. Amber Warning Lights														
	28. Left Turn Signal, Front														
	29. Front Tires & Wheels														
	30. Crossover Mirror														
	31. Both Rear View Mirrors														
Re-Enter Vehicle	32. Low Beam Indicator														
	33. Right Signal Indicator														
	34. Red Warning Lights														
Outside Vehicle	35. Right Turn Signal, Front														
	36. Red Warning Lights														
Move to Front	37. Right Turn, Signal														
	38. Red Warning Lights														
Re-Enter Vehicle	39. Service Brakes														
	40. Parking Brake														

Odometer			Mon.	Tues.	Wed.	Thurs.	Fri.									
Regular Route	Before	Am						Activity Trips	Before	Am						
	After	Pm							After	Pm						

Driver Signature:_____ Date:_____

Provided by NDE