

Office of Safe & Orderly Schools Division of Pupil Transportation

PROPER PROCEDURES FOR STOPPING TO LOAD AND DISCHARGE PUPILS

1. Before stopping a bus to load or discharge pupils:
 - a. Test brakes by pushing brake pedal in slightly – remove foot from pedal.
 - b. Check rear view mirrors for vehicles approaching from rear.
 - c. Activate warning lights 300 to 100 feet prior to reaching the loading zone.
 - d. Remove foot from accelerator.
 - e. Place foot on brake pedal and push in gently.
 - f. Push clutch in before coming to a complete stop (standard transmission).
 - g. Make a smooth stop.
 - h. Put bus in neutral (standard and automatic).

2. Loading pupils after stopping
 - a. Check all mirrors and roadway ahead to see that all necessary traffic has stopped.
 - b. If pupils are loading from the left side of the road, check the mirrors again both left and right mirrors to insure there is no traffic coming. The driver shall then wave his/her arm to the pupils when it is safe to cross the road.
 - c. If loading from the left side of the road and there is more than one pupil, be sure to count the number of pupils and do not take your eyes off of them until they are on the bus.
 - d. Have pupils load single file and move behind the guard rail.
 - e. Check all mirrors again – especially the crossview mirror – to make sure all pupils are loaded and have cleared the danger area.
 - f. Close door and deactivate stop arm and warning lights.
 - g. Make sure all pupils are seated prior to moving the school bus.
 - h. Make a smooth start.

3. Unloading pupils after stopping
 - a. When stopping to unload, check all mirrors, left and right, and roadway ahead to see that all necessary traffic has stopped.
 - b. If pupils are unloading to the left side of the road, check the mirrors again and when it is safe for the pupils to cross, the driver shall wave his/her arm, indicating the pupils may cross the road, using the 10 foot rule. If there is more than one pupil, be sure to count the number of pupils and *do not* take your eyes off of them until they have safely crossed the road and are safe distance from the road.

- c. Check all mirrors-especially the crossview mirror – to make sure all pupils are safely across the road and clear of the danger area.
- d. Close service door and deactivate stop sign and warning lights.
- e. Make a smooth start.