

**OPERATING AND SAFETY RULES FOR BUS DRIVERS
ISSUED BY WESTON POLICE DEPARTMENT**

All drivers are directed to follow the rules below:

A. Equipment Check

1. Check the flashing lights on your bus before leaving to pick up children both in the morning and afternoon. Keep these and all other lights clean.
2. Have a current operator's license as well as a school bus license in your possession.
3. Check the foot and hand brake as soon as possible after first moving the bus.
4. Make sure all mirrors are in good repair and properly set so you can see both sides and front of bus using the convex mirrors.
5. Report any defective equipment to Bus Maintenance Department in writing at once and be sure you follow it up to be sure the work is done.
6. Clean ice or snow from bus before operating and also see to it that all other lights and windows are clear of dirt and frost.

B. Operating Rules

1. Stop only at designated school bus stops.
2. Follow the assigned route and do not change without first getting the Transportation Director's approval.
3. At bus stops, pull as far to right side of roadway as practical.
4. Come to a complete stop at all railroad crossings, open door, look, listen, close door, use 4-way flashing lights, and proceed across tracks completely.
5. Do not fuel a bus with children on it. This is a state law.
6. Avoid following traffic too closely as a sudden stop may throw pupils from seats. Do not make abrupt turns or turns into one-way areas.
7. Observe all posted speed limits and reduce speed as warranted by road conditions.
8. Under no condition signal traffic to pass a bus while loading or unloading or waiting to do the same. You are liable.
9. Do not leave the bus while there are pupils aboard. Do not leave the bus running when in school yards. Use parking brake when not in bus.
10. Do not back bus up unless absolutely necessary, and then have a responsible person guide you.
11. When loading or unloading be sure all children are clear of the bus before moving. Check all mirrors and then check again.
12. Do not open door while bus is moving under any circumstances. This includes coming to a bus stop.
13. Do not move bus until door is closed and pupils are behind the white line and seated.
14. When at a bus stop put transmission in neutral and keep foot off accelerator
15. If the road is too narrow for the bus and another vehicle to pass, keep the bus at a stop and call police for assistance if needed.
16. Smoking on school grounds and in school vehicles is unlawful and prohibited.
17. Do not leave the bus with the ignition key in the bus.
18. Wear your seatbelt while in motion.
19. Cell phone use and texting, whether personal or district-issued, are prohibited while the bus is in motion.

C. Pupil Discipline

1. Insist that pupils board and disembark the bus in an orderly manner and get off similarly.
2. Maintain discipline. Be courteous but firm. Never remove a pupil from the bus en route

unless the lives of the others on the bus are in danger. Report the student(s) to the school Principal or Transportation Coordinator.

3. During a teacher-supervised field trip, defer to the teacher for the enforcement of discipline.
4. Do not allow pupils to operate doors of the bus. Keep windows closed in cold weather.

D. Accident Procedure

1. Check all pupils for injury. Keep all pupils on bus. If you must get off, remove key from ignition.
2. Call, or have someone call the police and School Department. Do not move bus until police investigate and issue instructions.

E. Emergency Evacuation Drills

1. Turn off ignition
2. Inform riders of the drill
3. Instruct students to leave all belongings on the bus, and to keep the aisle clear of obstructions.
4. Tell students to stay seated until it is their turn to exit.
5. Instruct first two (2) students out of the rear door to stand-by the door to assist others, if needed.
6. Instruct second two (2) students out of the door to go call for help. (They should know the police and fire phone numbers.)
7. Instruct all others to exit in orderly fashion and stay together at a "safe" area.

F. Violators Passing The Bus

1. Blow horn.
2. Record registration number
3. Fill out a report form after your route is completed and deliver it in to the Coordinator, who in turn will forward it to the Weston Police Department. The offense must be reported within 24 hours of the incident.

Adopted: November 21, 2011