



**THE STATE EDUCATION DEPARTMENT**  
THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

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To: Superintendents of Schools  
District Superintendents  
School Bus Contractors  
Private School Principals

From: Marion Edick, State Director Pupil Transportation Services

Date: July, 2006

SUBJECT: District Safety Review (DSR) – Pupil Transportation

In 2004 the Office of Educational Management Services issued the “District Safety Review” (DSR). This manual was designed to replace the old “Transportation Supervisor’s Handbook” and be a comprehensive source of information concerning pupil transportation services for transportation directors, school business officials, superintendents, and contract carriers.

During the first round of the DSR we asked school districts and contractors to voluntarily complete a survey form and perform a self review of their transportation operations. Accordingly, we would like to thank the more than 300 school districts that responded in 2004. As a result of their comments and feedback, we have revised the document and made some enhancements. For the 2006 edition, we have added a section on cost efficiency and cost effective practices. Now that the instrument has been refined, we strongly encourage your school district to participate in this self assessment process. By doing so, you will ensure to your school board and the voters of the district, that you have a pupil transportation operation that is fully in compliance with all federal and state mandates; an operation that is cognizant of all recommendations from the state agencies having oversight responsibility for pupil transportation; and a operation that has maximized the return on taxpayer dollar for services provided.

Enclosed is a copy of the 2006 “District Safety Review” (DSR). This is a self-assessment tool or self-reporting survey; no one from the Department will come to your district, company or private school. Completion of the review is optional, but strongly recommended and encouraged. We have four objectives for this self-assessment:

1. We would like school districts, contractors, and private schools to take an objective look at their pupil transportation service operation to determine their degree of compliance with the laws and regulations governing pupil transportation to insure the safe transportation of all pupils.
2. We would like to collect data concerning school district, contractor and private school compliance with statutes and regulations, with the goal of determining where we need to focus our future guidance, training and communications.
3. We hope to learn where to better focus our resources and efforts in the school bus driver and monitor/attendant safety training programs.

4. We want to determine where to focus our efforts in providing you with better management and cost efficiency tools with which to operate a safe and cost effective transportation operation.

The enclosed 2006 “District Safety Review” manual serves not only as a guide for the completion of the DSR survey, but more importantly, as a complete information source for your pupil transportation operation. This is an invaluable tool for you and/or the Board of Education to use to determine if your district/company/school is in compliance or whether you might be in potential jeopardy.

Therefore, we ask that as a minimum you commit to complete the sections on Compliance (mandates). It should take no more than one or two staff days to complete and you will then be assured that you have a reasonably safe and compliant service. If you completed the survey in 2004, you may be able to track improvements from the previous year’s responses to the same questions.

You may be wondering, “Is this information, that we are reporting, going to be used to penalize the district (company or school) in any way?” No. The answers you provide will be gathered online by a vendor who will disaggregate your name from the data. The department will receive a copy of the compliance database and a separate listing of those that submitted data. We will not be able to link the name to the data. After the vendor has analyzed the statewide data, a report will be issued to the department and a final summary of the data will be made available. This should occur in mid-December 2006.

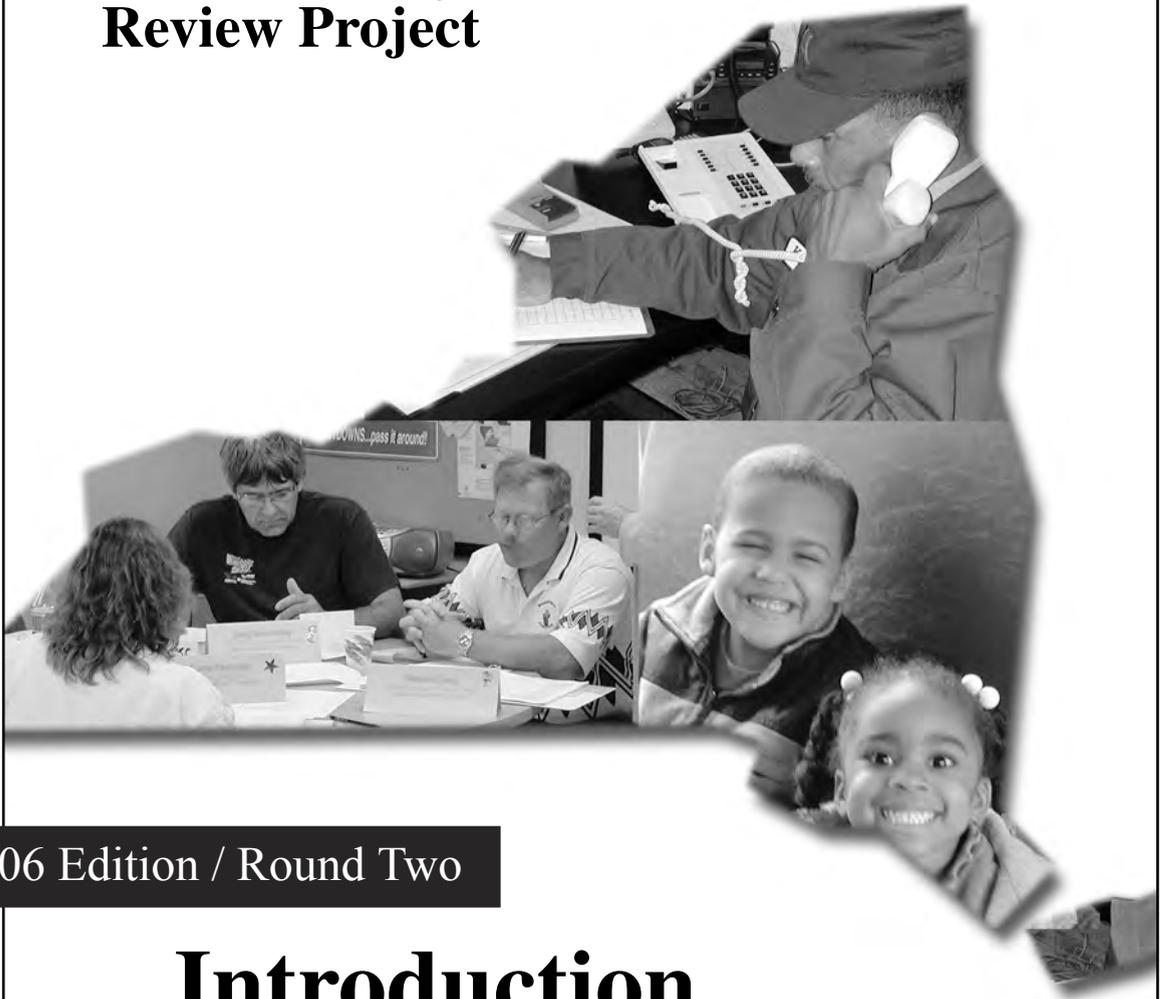
The DSR manual begins with a 5-page overview of the survey that should answer most of your questions about how to conduct the review. First, you will need to choose a Contact Person who will coordinate this survey in your district. Once this individual has been identified (for many this will be the Transportation Director), please give them this entire package of information. The manual contains the complete survey divided into sections with instructions for how to enter your data online. **The initial password all districts/companies/schools will use is “review.”**

We want to provide you with a generous amount of time to complete this survey, to encourage all school districts/companies/schools to participate. We cannot stress enough how invaluable we feel this resource will be for you and your Board of Education. Therefore, the deadline for completing this survey is September 30, 2006. Please direct any questions on the project to the Pupil Transportation Safety Institute (PTSI) at 800-836-2210 or [SEDSafetyReview@ptsi.org](mailto:SEDSafetyReview@ptsi.org). PTSI is under contract with SED and will be coordinating this study for the department.

Let me thank you in advance for your participation in the second year of this important safety effort. New York State’s school children are irreplaceable, and our most valuable resource. Your assistance in helping us maintain and perfect our pupil transportation system, to insure the safety of our children, is greatly appreciated.

New York State  
Education Department

Pupil Transportation  
**District Safety  
Review Project**



2006 Edition / Round Two

**Introduction  
and  
Overview**

New York State Education Department  
**Pupil Transportation**  
**District Safety Review Program**

**2006 Edition / Round Two**

**Direct all questions to:**

Pupil Transportation Safety Institute (PTSI)

Toll free: 1 (800) 836-2210

Email: [SEDSafetyReview@ptsi.org](mailto:SEDSafetyReview@ptsi.org)

**Commissioned by:**

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The University of the State of New York / Albany, NY 12234

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**Produced by:**

Pupil Transportation Safety Institute (PTSI)  
224 Harrison Street, Suite 300, Syracuse, NY 13202

2004 Edition Authors: Jim Ellis & Ted Finlayson-Schueler  
2006 Edition Author: Jim Ellis

July 2006

# Manual Contents

1. *Letter from Marion Edick, New York State Education Department*
2. *What is the State Education Department Pupil Transportation District Safety Review Program?*
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## Separate Bound Documents

1. *Compliance Checklist: Pupil Transportation Safety Mandates* (Core Component - Due September 30, 2006)
2. *Self-Assessment Checklist: Pupil Transportation Safety Recommendations and Best Practices* (Optional Component)

# What is the State Education Department Pupil Transportation District Safety Review Program?

The District Safety Review Program is designed to guide New York State school districts in conducting a self-assessment of their current pupil transportation arrangements. The Safety Review was first distributed to every school district in New York State in the fall of 2004. Round 2 is being distributed to every district in the state in May 2006.

The enclosed *Pupil Transportation Safety Guidance Manual* provides districts with a comprehensive guide to current mandates, recommendations, and best practices.

## **Components of the Safety Review Program**

The Core Components of the Safety Review Program is the *Compliance Checklist*. This component is to be completed by September 30, 2006.

The *Compliance Checklist* provides districts with a simple tool to conduct a review of current state and federal pupil transportation mandates. Statewide data from the district compliance self-assessments will be gathered online (<http://www.hostedsurvey.com/takesurvey.asp?c=DSR>) for the sole purpose of identifying possible areas in need of additional training or support services from the department. **District responses will be treated as confidential information.** All data gathered will be pooled so that data from individual districts cannot be identified.

## **Optional Components of the Safety Review Program**

For districts that wish to conduct a more in-depth evaluation of their transportation systems, an optional *Recommendations and Best Practices Self-Assessment Checklist* is also provided. After conducting the self-assessment, districts may submit the completed checklist to the Pupil Transportation Safety Institute, 224 Harrison St., Suite 300, Syracuse, NY, 13202. Statewide responses will be consolidated and summarized to help the State Education Department determine new training and support service needs. **All district responses will be treated as strictly confidential information.**

# What is the purpose of the District Safety Review Program?

The primary purpose of the State Education Department District Safety Review Program is to help school districts evaluate their own transportation arrangements.

A secondary purpose is to help the State Education Department to identify new safety needs.

The purpose of the review process is not to compare School District A with School District B. School districts, and the communities they are part of, are too diverse for simplistic comparisons. Rather than comparing “apples to oranges,” the goal of the review is to allow both Districts A and B to learn more about themselves, and subsequently to be able to improve their own transportation systems.

## How will my district benefit from the District Safety Review Program?

The safety review process will benefit school districts in many ways:

- **Awareness.** Districts will have a better understanding of their current strengths and weaknesses.
- **Compliance.** Districts will identify any areas in which they are presently out of compliance with state or federal mandates, and learn how those deficiencies can be addressed.
- **Safety improvement.** Districts will learn specific ways to improve student safety during transportation to and from school or school activities.
- **Liability protection.** Districts may be able to utilize what they learn in the review process to reduce their liability exposure.

## What are the transportation categories being assessed?

Eight basic areas of pupil transportation safety are assessed in this review:

1. **Transportation Policy and Management**
2. **Driver and Attendant Qualifications**
3. **Vehicles and Vehicle Maintenance**
4. **Eligibility and Routing**
5. **Training and Education**
6. **Safe Driving Procedures**
7. **Special Needs Transportation**
8. **Accidents and Emergencies**

Each basic category is further divided into sub-categories. For instance, Section III, (Vehicles and Vehicle Maintenance) consists of four sub-categories: III.A. Vehicle Selection; III.B. Vehicle Standards; III.C. Vehicle Maintenance; and III.D. Vehicle Options and Supplemental Safety Equipment.

The review examines three basic levels of safety:

1. **Mandates:** state or federal laws or regulations, including agency interpretations and Commissioner's Decisions.
2. **Recommendations:** written recommendations, guidelines, and training materials from state or federal agencies or widely respected industry bodies. In some situations, recommendations can have the force of law in court.
3. **Best practices:** effective safety procedures or practices, or safety equipment, not yet mandated nor recommended in writing but presently in use in at least some school districts. Some best practices are permitted but not required by existing law (permissive laws).

Financial criteria are incorporated into the respective sections.

## Who should conduct the self-assessment?

The first step in the district self-assessment process is the creation of a Safety Review Committee under the Superintendent's direction. Because school districts are diverse, and their transportation arrangements even more so, the exact membership of the Safety Review Committee will vary from district to district. However, it is recommended that the Committee include at least the following individuals:

- The **individual responsible for the day-to-day transportation operations** for the school district. This will usually be the Transportation Supervisor or Director. In a district that contracts all of its transportation, the Business Administrator or a designated Transportation Liaison serve in this role.
- **A school board member.** A school board member adds a valuable perspective to the review process, and will maximize the internal learning process.
- Other school district administrators as needed.

The committee should lead the safety review, proceeding section by section through the core *Compliance Checklist* and, if the district chooses, the optional *Recommendations and Best Practices Self-Assessment Checklist*, and including other individuals to answer questions or provide information as necessary.

The following people will also be involved in the review process, to assist in answering specific questions, providing data, or making observations:

- Superintendent
- Business Administrator
- Contractor management and safety staff (if applicable)
- Head Mechanic
- School Bus Driver Instructor (SBDI)
- 19A Certified Examiner
- Router

- Dispatcher
- Principal(s)
- CSE Chairperson

Bus drivers, monitors, and attendants may also be involved in the review process to some extent. If your district chooses to utilize the optional *Recommendations and Best Practices Self-Assessment Checklist*, bus drivers and attendants will be directly observed and surveyed in selected areas of the review process.

To add an additional viewpoint to the review process, a parent representative may also be considered for the Safety Review Committee.

## How long does the self-assessment take?

It is estimated that the core *Compliance Checklist* can be completed in 1-2 staff days. If your district chooses to complete the entire self-assessment process, including the optional *Recommendations and Best Practices Self-Assessment*, it is estimated that it will take 3-5 staff days.

To minimize disruption to normal district functions, the school district may choose to stretch the review process out over a few weeks, convening the Safety Review Committee to review progress as necessary. By September 30, 2006, the core *Compliance Checklist* review should be completed and submitted online at <http://www.hostedsurvey.com/takesurvey.asp?c=DSR>.

## How do I involve my contractors?

School districts are ultimately responsible for all pupil transportation arrangements, whether district or contracted, or mixed. Accordingly, school districts, whether they provide their own transportation or contract for it, will be the lead element in the self-assessment.

The review has been designed to work in districts utilizing any of the following transportation arrangements:

- **District transportation.** Districts that run their own fleets and employ their own transportation employees and do not contract any pupil transportation.
- **Contract transportation.** Districts that contract with one or more bus companies for all their pupil transportation.
- **Mixed transportation.** Districts that combine a district-owned fleet with contracted transportation services.

It is essential that districts contracting some or all of their transportation services fully involve contractors in the review process.

Contract bus companies can also utilize the project materials to assess their own operations. Some evaluation criteria apply only to a school district, but most apply to both school district or contract operations. Criteria that apply to both types of operations are indicated by a “C.”

## **How do I submit my district’s *Compliance Checklist* and *Innovations Sharing* responses?**

After completing the hard copy *Compliance Checklist* in this manual, go to <http://www.hostedsurvey.com/takesurvey.asp?c=DSR> and submit district data online. **All district responses will be treated as confidential information.**

## **How has the District Safety Review Program proceeded?**

The District Safety Review materials were developed by the Pupil Transportation Safety Institute under contract to the New York State Education Department, working under the direction of Marion Edick, State Director of Pupil Transportation, and the Education Commissioner’s School Bus Driver Instructor Advisory Committee. In 2003, 34 districts across the state “field-tested” the review in draft form in the spring of 2003. In 2004, “Round One” DSR materials were sent to all school districts in the state, as well as distributed through the New York State Contractors Association to its members. There were 338 responses to the Round One survey. Data from the initial survey was analyzed by PTSI and a synopsis of the findings was distributed to all New York State School Bus Driver Instructors (SBDIs) in the spring of 2006.

## Thank You's

Many individuals across New York State have contributed to the development of this project. Our sincerest gratitude to each of the individuals listed below for their selfless contribution to student safety.

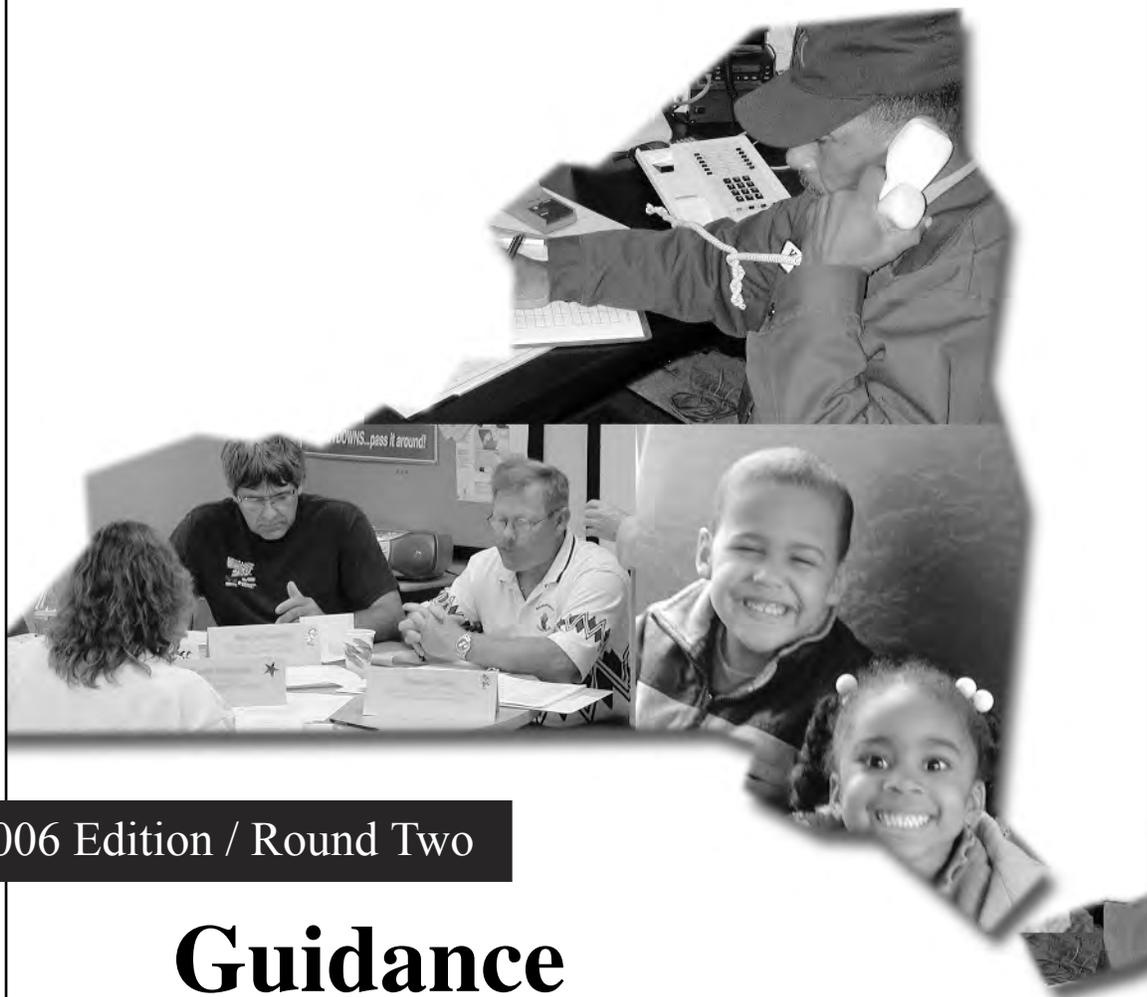
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New York State  
Education Department

## Pupil Transportation Safety



2006 Edition / Round Two

# Guidance Manual

New York State Education Department  
**Pupil Transportation**  
**District Safety Review Program**

**2006 Edition / Round Two**

**Direct all questions to:**

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## **Guidance Manual Introduction**

The purpose of the *Pupil Transportation Safety Guidance Manual* is to provide school districts and bus companies across New York State with a comprehensive guide to a safe and efficient pupil transportation operation.

The *Guidance Manual* is the central component of the New York State Education Department Pupil Transportation District Safety Review Program, which commenced in 2004. It is intended to be used in conjunction with the core *Safety Mandate Compliance Checklist* and the optional *Recommendations and Best Practices Self-Assessment Checklist* as part of a **confidential** self-assessment of a school district's or bus company's transportation arrangements. It is anticipated that the *Guidance Manual* will serve as a valuable guide to school districts and bus companies after the Safety Review Program is completed.

This manual will help school districts and bus companies evaluate their pupil transportation safety programs at three different levels:

1. **Mandates** (laws and regulations, or government agency or court decisions with the force of law)
2. **Recommendations** (written recommendations from government agencies or reputable safety organizations)
3. **Best practices** (safety innovations, not mandated by law or regulation or recommended in writing, that are presently in use in some school districts or bus companies)

The manual examines eight major categories of pupil transportation safety:

1. Transportation Policy and Management
2. Driver and Attendant Qualifications
3. Vehicles and Vehicle Maintenance
4. Eligibility and Routing
5. Training and Education
6. Safe Driving Procedures
7. Special Needs Transportation

## 8. Accidents and Emergencies

The *Appendix* of the *Guidance Manual* contains Worksheets, Surveys, and Forms to help districts and bus companies conduct an in-depth evaluation of their transportation arrangements, utilizing the *Recommendations and Best Practices Optional Self-Assessment Checklist*.

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## Section I. Policy and Management

*Goal: The transportation system is professionally organized, managed, and staffed, following clear written policies that maximize student safety.*

### Section I Topics

I.A.1.	Written policies	I.F.9.	Newsletter
I.A.2.	Eligibility policy	I.F.10.	Safety bulletins
I.A.3.	Discipline policy	I.F.11.	Accessibility
I.A.4.	Policy distribution	I.F.12.	Complaints - investigation
I.A.5.	Policy evaluation	I.F.13.	Complaints - log
I.B.1.	School district responsibility for transportation	I.F.14.	Complaints - follow-up
		I.F.15.	NYS Transportation Week
		I.F.16.	Bus rodeos
I.B.2.	School involvement	I.F.17.	Safety Committee
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		I.F.19.	Positive publicity
I.C.1.	Full time supervisor	I.G.1.	Contract safety specifications
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I.C.4.	Conferences	I.G.3.	Cooperative relationship
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I.C.6.	Education and experience	I.H.1.	Transportation facility safety
I.C.7.	Computer and internet		
I.C.8.	Formal training	I.H.2.	Hazardous substances
I.C.9.	Certification	I.H.3.	Health and safety training
I.C.10.	Reference materials	I.H.4.	Facility safety signage
I.C.11.	Publications	I.H.5.	Hepatitis B vaccinations
I.C.12.	Evaluation plan	I.H.6.	Protective gear
I.D.1.	Driver shortage	I.H.7.	Trip/slip hazards
I.D.2.	Driver turnover	I.H.8.	Protective guards
I.D.3.	Substitutes	I.H.9.	Jacks
I.D.4.	Advertising	I.H.10.	Eye wash station
I.D.5.	Training program	I.H.11.	First aid station
I.D.6.	Paid training	I.H.12.	Fire extinguishers
I.D.7.	Acknowledging inquiries	I.H.13.	Fire inspections
I.E.1.	Adequate staffing	I.H.14.	Smoking in fueling area
I.E.2.	Office and garage coverage	I.H.15.	Safe footwear and clothing
		I.H.16.	Reflective vests
I.E.3.	Office staff professional development	I.H.17.	Safe lifting
		I.H.18.	Wellness program
I.E.4.	Office staff back up	I.H.19.	Facility inspection
I.F.1.	Communication	I.H.20.	Bus yard surface
I.F.2.	Transportation Handbook	I.H.21.	Fire extinguishing system
I.F.3.	Staff evaluations	I.H.22.	Bus yard lighting
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I.F.5.	Buses on site	I.H.24.	Bus yard safety committee
I.F.6.	Progressive discipline	I.H.25.	Backing - minimized in the bus yard
I.F.7.	Supervising new employees		
		I.H.26.	Backing - horn
I.F.8.	Pay	I.H.27.	Caution in bus yard

I.H.28.	Bus yard speed limit	I.I.11.	Operations
I.H.29.	Exiting the bus yard	I.I.12.	Vehicle Maintenance
I.H.30.	Bus yard spot checks	I.I.13.	Professional development
I.H.31.	Children in the bus yard	I.I.14.	Certification
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I.H.38.	Security - cameras	I.I.24.	Bell times or multi-tier systems
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		I.I.26.	District owned facility
I.I.3.	District owned and drivers contracted	I.I.27.	Rented facility
		I.I.28.	District maintenance
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I.I.8.	Staffing		
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I.I.10.	Support		

## I.A. Transportation Policies

**I.A.1. Written policies.** The school board should have specific written policies, that comply with all applicable state and federal laws, regarding all aspects of the pupil transportation program. The responsibility of the chief school administrator for the transportation program should be clearly articulated. Written policies are essential to a professional, safe transportation program. (Recommendation - see *SED Sample Transportation Policy*, 1978, ix)

**I.A.2. Eligibility policy.** School policy should define a safe and reasonable eligibility for transportation by distance for every grade level. State and national accident statistics vividly demonstrate the higher level of safety provided by school buses as a student transportation mode. (Recommendation - see *SED Sample Transportation Policy*, 1978, ix)

**I.A.3. Discipline policy.** Written school policies should define specific discipline procedures and consequences for students and bus drivers. (Recommendation - see *SED Sample Transportation Policy*, 1978, ix)

**I.A.4. Policy distribution.** Parents, students, and drivers should be informed of transportation policies. (Recommendation - see *SED Sample Transportation Policy*, 1978, ix)

**I.A.5. Policy evaluation.** School administrators and the school board should evaluate the safety, effectiveness, and efficiency of the pupil transportation system every year. The Transportation Supervisor should participate in a review of school board transportation policies annually, and recommend any needed additions, deletions, or changes in writing. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, pp. 23, 34)

## **I.B. School administration**

**I.B.1. School district responsibility for transportation.** Responsibility for the transportation program shall reside with the school district and the Superintendent of Schools. The Superintendent must approve in writing all school bus drivers, monitors, and attendants, both district and contractor, regular and substitute. New drivers, monitors, and attendants hired during the school year must be approved by the Superintendent as well. (MANDATE - SED Regulation 8 NYCRR 156.3 b1; Education Law 3624; also see *SED Sample Transportation Policy*, 1978, pp. 6; *National School Transportation Specifications and Procedures*, 2000, p. 77; *SED Transportation Supervisor's Handbook*, 1992, p. 35)

**I.B.2. School involvement.** Principals and teachers should be actively involved with transportation staff in the pupil transportation safety program. Students cannot be taught school bus safety effectively without the participation and assistance of classroom teachers. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 35)

**I.B.3. Transportation Supervisor evaluation.** The school business official or Superintendent of Schools should periodically evaluate the Transportation Supervisor. In addition, the Transportation Supervisor's evaluations of transportation staff should be periodically reviewed, to identify program strengths, problems, and areas where assistance could be needed. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 39)

## **I.C. Management qualifications**

**I.C.1. Full time supervisor.** The school district should employ a full time Transportation Supervisor who is not assigned to a regular route and does not have dual responsibilities, such as Head Mechanic, Superintendent of Buildings and Grounds, Business Manager, etc. As new state and federal requirements have come into effect in recent years, the demands upon transportation departments have grown significantly. By most accounts, student management problems have also become more frequent and more severe. Even in small districts, professional management of pupil transportation operations has become very difficult without a full time supervisor in place. (Best practice)

**I.C.2. State association.** The Transportation Supervisor or Terminal Manager should be a member of the New York Association for Pupil Transportation and/or the New York State Contractors Association. State school bus associations are essential means of attaining current information and assistance for Transportation Supervisors and Terminal Managers. (Best practice)

**I.C.3. National association.** The Transportation Supervisor or Terminal Manager can benefit from membership in the National Association for Pupil Transportation. The national organization can provide current information and assistance on many safety and management issues facing school districts and bus companies. (Best practice)

**I.C.4. Conferences.** The Transportation Supervisor should attend annual school bus conferences such as the NYAPT Conference, Contractor Safety and Maintenance Conference, NAPT Conference, Transporting Student with Disabilities Conference, or other conferences. The field of pupil transportation changes constantly, and attending professional conferences is perhaps the single most effective way to ensure that the Supervisor or Manager is aware of current safety practices. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 39)

**I.C.5. Conference report.** Upon return from a school bus conference, the Transportation Supervisor should prepare a report summarizing what was learned and depicting how the school district benefited from his/her attendance. A formal written report ensures that new safety information is disseminated as widely as possible. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 39)

**I.C.6. Education and experience.** The Transportation Supervisor or Terminal Manager should have an undergraduate degree, or equivalent life experience, in Education, Business Administration, Management, Transportation, or a related field. Managing a modern pupil transportation operation is a demanding task. There is little time for "on the job" training. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 79)

**I.C.7. Computer and internet.** The Transportation Supervisor or Terminal Manager should have basic competency with accounting and word processing software, as well as knowledge of web-based information systems for school bus safety resources. Computers are essential to professional management of a pupil transportation operation in many ways, such as routing, record-keeping, scheduling, communications, and training. The internet has become an invaluable resource for current pupil transportation safety information. Many state and national websites, both government and non-governmental, are devoted to pupil transportation news and information. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, pp. 78-79)

**I.C.8. Formal training.** The Transportation Supervisor or Terminal Manager should receive formal instruction in pupil transportation management, including classroom work, as well as field experience. Professional transportation management requires professional training. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 79)

**I.C.9. Certification.** The Transportation Supervisor or Terminal Manager should strive to attain National Association for Pupil Transportation Certification for Transportation Supervisor or Director. (Best practice)

**I.C.10. Reference materials.** The Transportation Supervisor or Terminal Manager should have access to all applicable transportation manuals, laws, and guidelines to help ensure a safe and efficient pupil transportation program. At a minimum, the transportation office should include the basic SED documents *Transportation Supervisor's Handbook*, *Safe Routes/Safe Stops*, *Basic Course*, and *Pre-Service Course*; DMV's *Part 6 of the Commissioner's Regulations*, and *Vehicle and Traffic Law*; DOT's *Part 720 Regulations*; and the most current edition of *National School Transportation Specifications and Procedures*. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 78)

**I.C.11. Publications.** The Transportation Supervisor should read national and state school bus publications and trade journals on a regular basis. Staying abreast of new developments in laws, safety issues, and equipment is essential. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 78)

**I.C.12. Evaluation plan.** The Transportation Supervisor should develop both annual and long-range goals and objectives for the transportation department, outlining how each of these objectives is to be accomplished, and establishing criteria for measuring the success of the management plan. An ongoing evaluation plan for the pupil transportation system should be in place. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 24; *National School Transportation Specifications and Procedures*, 2000, pp. 78, 102)

## **I.D. Recruitment and Hiring**

**I.D.1. Driver shortage.** The Transportation Supervisor or Terminal Manager, office staff, safety staff, and/or mechanics, should not be taken off their assigned duties and required to drive a route due to a shortage of regular and substitute drivers, more than once a month. When supervisors and support staff are forced to drive on a regular basis, important management and maintenance tasks may not be completed in a timely or thorough manner. (Best practice - see *National School Transportation Specifications and Procedures*, 2000, p. 79; also see *SED Transportation Supervisor's Handbook*, 1992, p. 10)

**I.D.2. Driver turnover.** What is the annual driver turnover rate for the entire fleet - both district and contract drivers? A high turnover rate can undermine safety efforts and relations with students and school personnel in many significant ways. Many factors can influence driver turnover rate. The school district should be aware of what the turnover rate is so corrective measures can be implemented if necessary. (Operational performance - also see *SED Transportation Supervisor's Handbook*, 1992, p. 221) (Use Worksheet I.D.2. - see *Appendix*)

**I.D.3. Substitutes.** A pool of trained and qualified substitutes prepared to assume regular positions as vacancies occur should be maintained. Retaining qualified and available substitutes is a key management art. Professional managers plan ahead, constantly recruiting, training, and otherwise preparing new drivers who are ready to replace those lost to attrition, illness, other jobs, or other factors. Because preparing a new driver can take many weeks, a good supervisor tries to keep some candidates “in the pipeline” at all times. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 48)

**I.D.4. Advertising.** Bus driving opportunities should be regularly advertised through newspapers, radio, local television, school publications, etc., as well as by less formal means. Advertisements seldom “solve” a serious driver shortage problem, but may help. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 48)

**I.D.5. Training program.** To improve recruitment efforts, operations should consider offering training programs to help prospective bus drivers who do not yet have a CDL to obtain one. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 48)

**I.D.6. Paid training.** Operations may need to consider paying trainees who are working towards their CDL road tests. Although school administrators may be reluctant at first to expend funds for future benefit only, paid training can be a significant advantage in attracting suitable driving candidates in today's society. Both “up front” pay, and a deferred payment system in which the new driver is paid for training after a specified length of successful, employment, should be considered. (Best practice)

**I.D.7. Acknowledging inquiries.** The Transportation Supervisor should acknowledge all inquiries about becoming a bus driver, even if there are no current openings. Treating prospects respectfully may provide benefits later. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 48)

## **I.E. Transportation office staff**

**I.E.1. Adequate staffing.** Transportation Supervisors and Terminal Managers should have sufficient assistance from office staff (i.e., dispatchers, routers, secretaries, clerical) to be able to fulfill all their management responsibilities in a timely and professional fashion. The Transportation Supervisor or Terminal Manager should not be required to work overtime on a routine basis to carry out basic duties. Because of the increasing demands placed on pupil transportation, it has become difficult for “one person” pupil transportation operations, even small operations with less than 20 buses, to maintain quality service and a high standard of safety. When responsible for children’s safety, the cost of overlooking a “small” detail due to a supervisor’s lack of time, or fatigue, can be very high. (Best practice)

**I.E.2. Office and garage coverage.** The bus radio and office phones should be covered by trained office or supervisory staff at all times buses are on the road on regular routes. A mechanic should be on duty at all times buses are on the road on regular routes. (Best practice)

**I.E.3. Office staff professional development.** Pupil transportation operations should consider sending office staff to relevant workshops (i.e., in conjunction with the NYAPT Conference, Contractor Association Safety and Maintenance Conference, or a commercial seminar pertinent to their job duties) on a periodic basis. “Front-line” office staff should be informed about new laws and procedures, current safety problems, etc. (Best practice)

**I.E.4. Office staff back up.** Office personnel are trained to provide back up in all office functions except those that are legally designated for certified personnel. (Best practice)

## **I.F. Employee-management relations**

**I.F.1. Communication.** The Transportation Supervisor or Terminal Manager should communicate regularly and effectively with all staff. A high level of safety depends on effective communications between management, drivers, and other transportation staff. (Recommendation - see *SED Transportation Supervisor’s Handbook*, 1992, p. 37)

**I.F.2. Transportation Handbook.** A Transportation Handbook, to guide drivers and other transportation staff in the performance of their duties and to explain local safety procedures, should be distributed to all transportation staff upon hire. The handbook should be regularly updated as new procedures and requirements are implemented. Staff should be required to sign a receipt upon receiving the handbook, or any updates to it. (Recommendation - see *SED Transportation*

*Supervisor's Handbook*, 1992, p. 238; *National School Transportation Specifications and Procedures*, 2000, p. 80)

**I.F.3. Staff evaluations.** The Transportation Supervisor or Terminal Manager should formally evaluate each transportation employee at least once a year. Evaluations should begin by pointing out areas of strength, and then proceed to any areas needing improvement. Evaluations should be maintained in driver files. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, pp. 38, 57, 237)

**I.F.4. Spot checks.** The Transportation Supervisor or Terminal Manager should regularly conduct unannounced spot checks of staff performance and the transportation facility, including regular observations of buses on routes and at schools. A supervisor's regular physical presence ("management by walking around") helps maintain a high level of safety awareness among transportation employees. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 38)

**I.F.5. Buses on site.** For greater security and effective monitoring of driver performance such as reasonable suspicion of drug or alcohol use and pre-trip and post-trip vehicle inspections, all buses are parked on school or company property. "Park outs" (drivers parking their buses at their own homes) are not permitted. (Best practice)

**I.F.6. Progressive discipline.** When problems occur with employees, the Transportation Supervisor or Terminal Manager should follow progressive discipline principles, beginning with an oral discussion, and, if not corrected, followed with a written warning. Each step in any employee discipline proceeding should be carefully documented in writing, and maintained in the employee file. All employees should understand employee discipline procedures; they should be outlined in the *Transportation Handbook*. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 39)

**I.F.7. Supervising new employees.** Probationary drivers and other new employees should be closely supervised for the first month or two. Even a careful hiring and screening process may not reveal a potentially serious problem in a new driver. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 57)

**I.F.8. Pay.** Drivers should be adequately compensated with due regard for the qualifications demanded of them and for their important responsibilities. While adequate pay is only one factor in maintaining a stable fleet of skilled drivers, it cannot be overlooked. Operations that pay significantly less than surrounding fleets often find it harder to attract and retain good drivers. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 57)

**I.F.9. Newsletter.** The school district or bus company should consider issuing a transportation newsletter to transportation staff on a regular basis. Informed drivers can do their jobs more safely, and employee morale is usually improved through regular communications from management. (Best practice)

**I.F.10. Safety bulletins.** Safety bulletins and memos discussing current and new safety issues and concerns should be periodically issued to transportation staff. Regular safety reminders help maintain a high level of safety awareness in transportation staff. When a new safety problem comes to light, it should be addressed in writing by management. Copies of all safety bulletins and memos should be maintained in the transportation office. (Best practice)

**I.F.11. Accessibility.** Drivers, monitors, attendants, and other staff should have ready access to the Transportation Supervisor or Terminal Manager for assistance, guidance, or to express concerns. Bus drivers often experience unforeseen or unusual safety concerns in the course of their duties; the readiness with which drivers can consult with their supervisors is key to safety. (Best practice)

**I.F.12. Complaints - investigation.** All citizen, parent, or employee complaints about a driver, monitor, attendant, bus stop, or any other safety concern should be objectively and professionally investigated. (Best practice)

**I.F.13. Complaints - log.** All complaints are logged and the results of the investigations are documented in writing. (Best practice)

**I.F.14. Complaints - follow-up.** The Transportation Supervisor, Terminal Manager, or Head Mechanic will explain the results of all complaint investigations with the employees involved, and follow up with the individuals who complained. Prompt follow-up to all complaints is a sign of professional management. (Recommendation - see *SED Safe Routes/Safe Stops*, 1992, p. 23)

**I.F.15. NYS Transportation Week.** The school district or bus company should actively participate in local NYS Pupil Transportation Personnel Appreciation Week activities each May. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 222; *SED Advanced Course*, 1999, Session 8, p. 5)

**I.F.16. Bus roadeos.** School districts and bus companies should support and strongly encourage drivers to participate in bus roadeos. Roadeos are an excellent training tool. (Best practice)

**I.F.17. Safety Committee.** School districts and bus companies should consider establishing a transportation safety committee made up of drivers and other transportation staff. School districts with mixed fleets of contract and district drivers should strive to include representatives from all fleets, to discuss shared safety problems and develop consistent solutions. (Best practice)

**I.F.18. Safety Awards.** School districts and bus companies should establish a safety award program to recognize excellent drivers and other transportation staff (i.e., Transportation Employee of the Year, Accident-Free or Safe Driving Pins, safety bonuses, etc.). Positive recognition and incentives may improve morale and increase staff receptiveness to safety initiatives. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 222)

**I.F.19. Positive publicity.** Transportation accomplishments (accident-free driving records, etc.) should be assertively publicized in the local media. (Recommendation - see *SED School Bus Accidents: A Manual of Procedures*, 1987, p. 75)

## **I.G. School District - Contractor Relations (where applicable)**

**I.G.1. Contract safety specifications.** Specific safety requirements for the contractor (i.e., requirement for an SBDI on the contractor staff, additional driver training beyond state minimums, safety meetings, etc.) should be clearly spelled out in the contract. Consequences if the contractor fails to meet contractual safety obligations should be defined in the contract. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 221)

**I.G.2. Monitoring contractors.** Designated school district personnel should systematically and regularly monitor contractor compliance with the contract's safety requirements through direct observations of buses and contractor employees, scheduled and unannounced site visits, and periodic reviews of contractor driver files. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 221)

**I.G.3. Cooperative relationship.** School district safety staff should work closely with contractor safety staff (i.e., joint meetings to discuss safety problems and concerns, joint training sessions). A cooperative working relationship improves student safety. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 221)

**I.G.4. Transit bus training.** Students transported to or from school on municipal transit tripper buses should receive classroom training about the differences in safety procedures between transit buses and school buses. Even older students should receive this training. Students who are accustomed to the protection provided by school bus lights and coloring may forget that transit buses lack such features. Crossing the road requires a different set of procedures. Posters reminding students not to cross in front of a municipal transit bus should be mounted inside where students will best see them as they exit the bus. (Best practice; see NYS Public Transportation Safety Board)

## **I. H. Transportation Employee Health and Safety**

**I.H.1. Transportation facility safety.** The transportation facility must be kept free from hazards likely to cause death or serious physical harm. Day-to-day hazardous conditions such as spilled oil or grease, tools lying around, or unguarded power tools, must be eliminated. (MANDATE - Labor Regulation 12 NYCRR 27 a3 and a1; also see *SED Transportation Supervisor's Handbook*, 1992, 109; *SED Basic Course*, 1998, Chapter 15, p. 6)

**I.H.2. Hazardous substances.** Information concerning hazardous chemicals must be transmitted to employees through a "right-to-know" program. Material safety data sheets must be readily accessible to employees. All toxic substances must be labeled and securely stored. Toxic substances in small and medium sized bottles or cartons are stored in a locked metal cabinet. (MANDATE - 29 CFR 1910.1200; *SED Transportation Supervisor's Handbook*, 1992, pp. 64, 111; *SED Basic Course*, 1998, Chapter 15, p. 11)

**I.H.3. Health and safety training.** Training in occupational health and safety must be provided annually. Training is provided during regular working hours, with no loss of pay, in a convenient location. Training records must be maintained. Newly hired drivers must receive pre-service training about universal precautions, with annual refreshers thereafter for all staff. (MANDATE - Labor Law 878 [1-2]; 12 NYCRR 820.4 [c1] and [g]; 29 CFR 1910.1030 g2i)

**I.H.4. Facility safety signage.** Signs warning of hazards in the garage work area, and informing transportation employees of their right to information regarding toxic substances, must be posted conspicuously on bulletin boards and similar places. (MANDATE - Labor Regulation 12 NYCRR 820.3b; 29 CFR 1910.145)

**I.H.5. Hepatitis B vaccinations.** The hepatitis B vaccination series must be offered to any drivers or other transportation staff who have occupational exposure to infectious disease. (MANDATE - 29 CFR 1910.1030f; see *SED Basic Course*, 1998, Chapter 6, p. 9)

**I.H.6. Protective gear.** Mechanics must wear personal protective equipment (goggles, gloves, respiratory devices, protective shields) where necessary, and must receive training, including written certification, about proper use of protective equipment. (MANDATE - 29 CFR 1910.132; see also *SED Transportation Supervisor's Handbook*, 1992, p. 109)

**I.H.7. Trip/slip hazards.** Trip/slip hazards (cords, puddles, etc.) must be eliminated in the work area. The floor of the work area must be maintained in a clean and, so far as possible, a dry condition. The surface around power tools should be covered with non-skid paint or material. Tripping or slipping hazards

(i.e., potholes, suspended block heater cords, ice, etc.) should be eliminated in the bus yard. (MANDATE - 29 CFR 1910.22; see *SED Transportation Supervisor's Handbook*, 1992, p. 109)

**I.H.8. Protective guards.** Protective guards must be in place on power tools such as grinders. Mechanics must not be allowed to remove or disable protective guards. (MANDATE - 29 CFR 1910.243; see *SED Transportation Supervisor's Handbook*, 1992, p. 109)

**I.H.9. Jacks.** Jacks must be periodically inspected, and tested at least once every six months. Testing must be documented in writing. Weight capacities must be clearly marked on each jack and cannot be exceeded at any time. (MANDATE - 29 CFR 1926.305(d)(1)(iv)(a); see *SED Transportation Supervisor's Handbook*, 1992, p. 109)

**I.H.10. Eye wash station.** A functioning eye wash station must be accessible to garage staff. The eye wash station cannot be blocked by equipment or tools, and should be kept in a clean and sanitary condition. It should be checked periodically. (MANDATE - 29 CFR 1910.151c)

**I.H.11. First aid station.** An adequately-stocked first aid station must be readily accessible to garage staff; and its contents should be checked regularly and re-stocked as necessary. (MANDATE - 29 CFR 1910.151b)

**I.H.12. Fire extinguishers.** Fire extinguishers must be readily accessible to garage staff. Extinguishers must be checked annually. (MANDATE - 29 CFR 1910.157(c)(1) and 1910.157(e)(3); see *SED Transportation Supervisor's Handbook*, 1992, p. 109)

**I.H.13. Fire inspections.** Transportation facilities must be inspected at least once a year by a qualified fire inspector. The Transportation Supervisor should accompany the inspector to learn of any deficiencies so corrective actions can be taken at once. Records of fire inspections must be maintained. (MANDATE - 8 NYCRR 155.8a; 9 NYCRR 444, *NYS Uniform Fire Prevention and Building Code*; see *SED Transportation Supervisor's Handbook*, 1992, pp. 64, 113)

**I.H.14. Smoking in fueling area.** Smoking must be strictly prohibited at or near the bus fueling area. Supervisors should regularly monitor staff compliance with the rule. (MANDATE - 29 CFR 1926.151[a][3])

**I.H.15. Safe footwear and clothing.** Written guidelines for acceptable and safe footwear and clothing for drivers, monitors, and attendants should be in place. Drivers, monitors, and attendants should not be permitted to wear dangling earrings, jewelry, scarves, loose or bulky clothing, drawstrings or dangling straps, and should wear proper footwear with good tread. Many transportation staff injuries are the

result of unsafe clothing or footwear. (Recommendation - see *SED Basic Course*, 1998, Chapter 15, pp. 2, 7)

**I.H.16. Reflective vests.** School districts should consider providing monitors with reflective traffic vests, and requiring their use when on duty. Monitors are exposed to significant risk when escorting children on and off the bus and across the street. (Best practice)

**I.H.17. Safe lifting.** Drivers, monitors, attendants, and mechanics should be trained in and practice safe lifting procedures. Transportation staff injuries due to incorrect lifting techniques are common. (Recommendation - see *SED Basic Course*, 1998, Chapter 15, p. 8)

**I.H.18. Wellness program.** Drivers, monitors, and attendants and other transportation staff should be encouraged to participate in a wellness program run by the school district or bus company. Many school districts have wellness programs in place for teachers and school staff that drivers, monitors, and attendants could also participate in. Providing healthy food alternatives during meetings and training sessions should also be considered. Some school districts provide an exercise room for transportation staff to utilize between runs. (Recommendation - see *SED Advanced Course*, 1999, Session 8, p. 4)

**I.H.19. Facility inspection.** At least once a year, the Transportation Supervisor or Terminal Manager, in conjunction with the Head Mechanic, should conduct a thorough inspection of the transportation facilities for the purpose of identifying hazards or potential hazards, identifying any weaknesses in staff performance or in the conditions of the buses, facilities, or equipment, and determining corrective actions. Written documentation of the inspection should be maintained. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, pp. 38, 109)

**I.H.20. Bus yard surface.** The school district or bus company should consider paving the bus yard. Paved yards reduce the possibility of tripping and slipping incidents, and are more easily cleaned of snow. (Best practice)

**I.H.21. Fire extinguishing system.** School districts or bus companies should consider installing an automatic fire extinguishing system in the bus fueling area. Local fire ordinances may require it. (Best practice)

**I.H.22. Bus yard lighting.** Adequate lighting should be provided in the bus yard, fueling area, and staff parking lot. Adequate lighting can reduce slips, falls, collisions, and increase security. (Recommendation - see *Coming Together*, 2002 SED Professional Development Seminar, p. 61)

**I.H.23. Winter.** Drivers should receive additional assistance from garage staff or other staff in preparing buses for the road in severe weather conditions (i.e., starting cold engines, clearing snow off the bus, etc.). (Best practice)

**I.H.24. Bus yard safety committee.** A committee of transportation staff should be convened to assess potential safety problems in the bus yard and make recommendations for improving safety. Guidelines for establishing such a committee have been provided by SED. (Recommendation - see *Coming Together*, 2002 SED Professional Development Seminar, p. 4)

**I.H.25. Backing - minimized in the bus yard.** Traffic patterns and parking and fueling arrangements in the bus yard should be organized to minimize backing. If the physical layout allows the complete elimination of backing, it should be done. (Recommendation - see *SED Basic Course*, 1998, Chapter 7, p. 29; *Coming Together*, 2002 SED Professional Development Seminar, p. 61)

**I.H.26. Backing - horn.** Bus drivers should always honk their horns and pause before backing in the bus yard. Honking should be required even though buses are equipped with back-up beepers. Ambient noise in the bus yard can camouflage the warning from a beeper. (Recommendation - see *SED Basic Course*, 1998, Chapter 7, pp. 25-26; see *Coming Together*, 2002 SED Professional Development Seminar, p. 61)

**I.H.27. Caution in bus yard.** Drivers, monitors, and attendants should exercise a high level of caution walking to and from buses in the bus yard - not engaging in conversation, reading notes, etc. Drivers, monitors, and attendants should not be permitted to walk behind buses with the engine running. Drivers, attendants, and mechanics have been run over in bus yards. (Recommendation - see *SED Basic Course*, 1998, Chapter 15, p. 7; *Coming Together*, 2002 SED Professional Development Seminar, p. 62)

**I.H.28. Bus yard speed limit.** A 5 mph speed limit for the bus yard should be established, clearly posted, and strictly enforced. (Recommendation - see *SED Basic Course*, 1998, Chapter 7, p. 29; *Coming Together*, 2002 SED Professional Development Seminar, p. 63)

**I.H.29. Exiting the bus yard.** At high traffic times such as afternoon dismissal, buses should leave the bus yard in a set sequence to reduce confusion. The sequence can be posted in buses so substitute drivers know exactly when to leave. (Recommendation - see *Coming Together*, 2002 SED Professional Development Seminar, p. 62)

**I.H.30. Bus yard spot checks.** The Transportation Supervisor or Terminal Manager, or a designee, should conduct regular spot checks to evaluate the extent

to which drivers, monitors, and attendants follow all bus yard safety procedures. Without adequate supervision, bus yards can be dangerous. (Best practice)

**I.H.31. Children in the bus yard.** Children (drivers' own, students boarding buses, or neighborhood children) should be strictly prohibited from being in the bus yard at any time. (Recommendation - see *Coming Together*, 2002 SED Professional Development Seminar, p. 62)

**I.H.32. Supervision of student transfers.** If students must be transferred from one bus to another in the bus yard, the transfer should be supervised by transportation staff other than the drivers of the buses involved. A safely isolated area of the yard should be utilized for transfers whenever possible. (Best practice)

**I.H.33. Fleetwide post-check.** A designated transportation employee should conduct an inspection of the entire fleet at the end of each work day. The employee should carefully double-check all buses to make sure no children were left on board, as well as check for any other safety or mechanical problems in the fleet. (Best practice)

**I.H.34. Mirror adjustment grid.** A mirror adjustment grid should be painted on the bus yard parking lot to help drivers check their vehicle's compliance with state and federal mirror requirements. If other space is unavailable, the adjustment grid may be located at the fueling station. Drivers should be trained about how to use the mirror adjustment grid. (Recommendation - see *Safety at the Crossroads*, 1996 SED Professional Development Seminar, p. 75)

**I.H.35. Buses secured in the bus yard.** Drivers in air brake-equipped buses should pump down air brakes to engage the parking brake whenever parked in the bus yard, to eliminate the possibility of a bus rolling across the yard, vandalism, etc. (Recommendation - see *SED Basic Course*, Chapter 9, p. 18; *Coming Together*, 2002 SED Professional Development Seminar, p. 63)

**I.H.36. Buses chocked in the garage.** Any bus being serviced or repaired in the shop should be secured with wheel chocks. (Best practice)

**I.H.37. Security - fence.** Buses not parked inside a garage should be secured in a fenced-in area. Gates should be locked and entry should be restricted to approved staff. (Recommendation - see *SED Sample Transportation Policy*, 1978, p. 19)

**I.H.38. Security - cameras.** The school district or bus company should consider providing security cameras for the bus yard and the transportation facility. Security cameras may deter theft, vandalism, employee sabotage, and even terrorist activity. (Best practice)

## I. I. Cost Efficiencies

**I.I.1. *Transportation methods.*** To provide safe and efficient transportation it is important to seek out the best fit for your district or operation.

**I.I.2. *District owned and operated.*** This allows total control and supervision of the operation. Checks and balances need to be in place to ensure cost savings and efficiencies.

**I.I.3. *District owned and drivers contracted.*** This provides the district with the assets of a bus fleet. Having a driver contracted operation saves on the expense of hiring, firing, training and compliance issues for drivers, monitors and attendants plus benefits. (Educ. Law § 305(14)(a); see 8 NYCRR § 156.12)

**I.I.4. *Contracted.*** Operations seek to hire a transportation provider with a fleet equipped with maintenance, drivers, monitors and attendants. (Educ. Law § 305(14)(a); see 8 NYCRR § 156.12)

**I.I.5. *Transportation Contracts.*** Individual contracts for transportation that are valued \$10,000 or more must be competitively bid. Also, whenever the aggregate total of all new contracts for a school year exceeds \$10,000, then all the contracts must be competitively bid. (**MANDATE** Educ. Law 305(14)(a); 8 NYCRR 156.12)

**I.I.6. *Approval by Commissioner.*** A transportation contract needs to be approved by the commissioner of education (**MANDATE** 3625(4)). The transportation contract must be filed with the State education department within 120 days of the commencement of services under the contract.

**I.I.7. *Public transportation.*** When a district resides in an area where public transportation is available, they may opt to use it. The commissioner has deemed the districts use of public transportation is neither illegal nor unreasonable. (Appeal of Clancy, 37 Educ. Dep't Rep. 280 (1998))

**I.I.8. *Staffing.*** The duties associated with safe and efficient operation of school transportation are many. The type of operation and the size of the district will determine staffing needs. (Best Practice)

**I.I.9. *Administrative.*** These individuals are in charge of the department such as the Transportation director/supervisor and Assistant transportation director/supervisor.

**I.I.10. *Support.*** The support group is those who perform daily operations of the department such as Dispatchers/head bus drivers, Driver trainers, and Administrative assistants/secretaries.

**I.I.11. Operations.** These individuals are the hands on functioning parts of the department. They are the ones who complete the daily operations like the Drivers, Monitors and attendants.

**I.I.12. Vehicle Maintenance.** If your operation owns its vehicles and maintains them, the staffing required keeping them in compliance and in safe working order are Head mechanics and mechanics. The ratio of mechanics to vehicles is 1 employee to 10 vehicles. (Recommendation-see Supervisor's handbook, 1992 pg. 101-102)

**I.I.13. Professional development.** All transportation departments should provide safety training and professional development opportunities to keep their employees current and in compliance with regulations. (Best Practice) (8NYCRR 156.3(d)(2)(3))

**I.I.14. Certification.** Employee certifications are cost effective. They provide long range savings on initial investments of training and testing. They improve employee moral with the sense of accomplishment and appreciation. (Best Practice)

**I.I.15. Purchasing methods.** The process by which one acquires materials and supplies to operate a safe and efficient transportation department can come from a variety of sources.

**I.I.16. Competitive bidding.** All contracts for public works (for example, services, labor and construction) in excess of \$20,000 and purchase contracts (for example, commodities, materials, supplies and equipment) in excess of \$10,000 must be awarded, after advertising for sealed bids, to the lowest responsible bidder who furnishes the required security ((Gen. Mun. Law § 103(1); Educ. Law §§ 1619, 2513, 2556(10); see, for example, Appeal of World Network Servs., Inc., 38 Educ. Dep't Rep. 800 (1999)). (MANDATE)

**I.I.17. OGS state contract.** Districts can purchase materials, equipment, or supplies except for printed materials, through the office of General Services. (General Municipal Law Section 104)

**I.I.18. Request for Proposal.** The RFP process is another way for districts to award contracts. The RFP is required to be advertised in all the official district newspapers in conformity with Board policy. Districts score the criteria set in regulation, must establish a point system, convene a review committee, evaluate and score all proposals received, prior to awarding a contract, to ensure that any proposal accepted would be "in the best interest of the taxpayers." Even a single proposal must be evaluated and scored to ensure it meets minimum acceptable standards. (Appeal of Leman & Sluys, 39 Educ. Dep't Rep. 407 (1999)).

**I.I.19. Cooperative bidding.** This is where districts come together to purchase a particular item in larger volume and thus receive greater cost savings. Some districts

form consortiums to accomplish this. All districts must supply specific quantities. All districts must advertise in their official newspapers and each must award their contract to the lowest responsible bidder. Districts may not award a zero cost contract or piggyback upon the contract awarded by another consortium member. School districts may purchase school buses, other items, and pupil transportation services cooperatively (Gen. Mun. Law Article 5-G, §§ 119-m–119-oo).

**I.I.20. *Transportation Routing.*** Routing can be very labor intensive and costly. The type of routes and grouping of students will affect efficiency.

**I.I.21. *Computerized routing.*** Districts can purchase computerized routing systems. These purchases are entitled to state aide. SED and the State Comptroller’s Office strongly recommends that school districts use computerized routing services. The expense will quickly be saved in employee labor hours. (Recommendation SED; See National School Transportation Specifications and Procedures 2005 pp. 128-129)

**I.I.22. *Shared services.*** In times of limited fiscal resources and higher scrutiny, districts should consider sharing transportation expenses particularly for special needs transportation. A shared service transportation contract exists when one school district provides services for another school district on their district owned school buses. A shared service contract does not exist when the services are to be provided by a private vendor under contract with one of the school districts. That would be considered piggybacking and is illegal.

**I.I.23. *Bus load capacities.*** Self examination of your routing and bus capacity is the place to start when it comes to efficiency studies. Monitoring of population shifts and growth spurts will enable you to alter routes and buses in the most cost effective manner.

**I.I.24. *Bell times or multi-tier systems.*** Bell times can be explored to see if saving could come from the change of single tier to double or triple tier routing. The advantages of these studies will vary according to the population and location of schools within the district.

**I.I.25. *Fleet Maintenance.*** The owners of the vehicles are responsible to maintain them accordance with manufactures specifications and in compliance with DOT regulations. Efficiency evaluations will determine what is best for your operation.

**I.I.26. *District owned facility.*** Operations who own their own facility need to keep it in compliance with all state mandated regulations such as OSHA.

**I.I.27. *Rented facility.*** Operation who rent garage area or work space may find some of the requirements are the responsibly of the land lord.

**I.I.28. District maintenance.** In house fleet maintenance is one where the district hires the individuals to repair and maintain the vehicles. The person in charge is responsible to purchase the parts and supplies necessary to keep the fleet running safely.

**I.I.29. Contracted maintenance.** Operations who may not be able to own their own facility or hire adequate staff can hire a provider to perform maintenance services. (Educ. Law § 305(14)(a); see 8 NYCRR § 156.12)

**I.I.30. Preventative maintenance intervals.** The intervals of services should follow manufacturer recommendations and may lead to cost savings. When new vehicles are added to the fleet, review the vehicle manuals to insure proper maintenance and make the necessary changes.

**I.I.31. Supplemental maintenance contracts.** If your district or company has a facility it might be efficient to pursue neighboring districts or companies who are in need of vehicle maintenance. This could provide additional revenue and be used to offset your expenses.

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## **Section II. Driver, Monitor, and Attendant Qualifications**

*Goal: Drivers, monitors, and attendants are fully qualified.*

### **Section II Topics**

II.A.1.	DMV school bus driver roster	II.B.6.	Physical performance test currently-employed drivers
II.A.2.	Affidavit of Compliance	-	
II.A.3.	Current DMV forms	II.B.7.	Physical performance test new drivers
II.A.4.	Certified Examiner seminars	-	
II.A.5.	Certified Examiner license	II.B.8.	Physical performance test conducted by SBDI
II.A.6.	Suspensions and convictions	-	
II.A.7.	Defensive driving reviews - with passengers	II.B.9.	Physical performance test vehicle
II.A.8.	Evaluation of loading procedures	II.B.10.	Fingerprinting for monitors and attendants
II.A.9.	Evaluations discussed with drivers	II.B.11.	Attendant and monitor physical performance test
II.A.10.	Corrective measures	II.B.12.	Attendant and monitor physical exam
II.A.11.	Tests on different days	II.B.13.	Physical performance test video
II.A.12.	Physical exam follow-up	-	
II.A.13.	Fingerprinting	II.B.14.	TB test
II.A.14.	Driving history	II.C.1.	Maximum driving time
II.A.15.	Abstract dates	II.C.2.	Maximum on-duty time
II.A.16.	Physician awareness of 19A	II.C.3.	Rest
II.A.17.	Personal medications	II.C.4.	Certificate in lieu of log
II.A.18.	Contractor driver 19A notifications	II.C.5.	Drivers working for more than one operator
II.A.19.	Certified Examiners	II.D.1.	Pre-employment testing
II.A.20.	Drivers informed about Article 19A	II.D.2.	Random testing
II.A.21.	Contractor 19A files	II.D.3.	Post-accident testing
II.A.22.	Informational road test	II.D.4.	Monitoring drivers for drug and alcohol use
II.A.23.	Problems notes	II.D.5.	Drug and alcohol training - drivers
II.A.24.	Physician attendance at 19A seminar	II.D.6.	Drug and alcohol training - supervisors
II.A.25.	Dial-in abstracts	II.D.7.	Positive test consequences
II.A.26.	Behind-the-wheel road test - new hires	II.D.8.	Post-accident testing threshold
II.A.27.	Behind-the-wheel road tests and defensive driving reviews - frequency	II.D.9.	Refresher training
II.B.1.	Age	II.D.10.	Monitor and attendant drug and alcohol testing
II.B.2.	License	II.D.11.	Drug and alcohol use
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II.B.4.	Annual physical exam	II.E.2.	Occasional drivers
II.B.5.	References	II.E.3.	Occasional drivers - qualifications
		II.E.4.	Adequate substitutes
		II.E.5.	Route sheets for substitute drivers

II.E.6.	Selection of substitute drivers	II.E.9.	Occasional drivers - training
II.E.7.	Substitute familiarization with routes	II.E.10.	Occasional drivers - log
II.E.8.	Student helpers		

## II.A. DMV/19A Requirements

**II.A.1. DMV school bus driver roster.** All school bus drivers (district and contract, regular and substitute) must be on DMV's active school bus-qualified roster. A school district can check with DMV's Driver Program Regulation's Customer Service Unit (telephone # 518-473-9455) to verify a driver's qualification status. (**MANDATE** - DMV Regulation 15 NYCRR 6.3a, 6.9b2)

**II.A.2. Affidavit of Compliance.** The annual 19A Affidavit of Compliance must be filed with DMV by July 1 every year. DMV recommends filing the Affidavit one to two months early. Districts must ensure that their contractors file the Affidavit accurately and in a timely fashion. (**MANDATE** - DMV Regulation 15 NYCRR 6.9)

**II.A.3. Current DMV forms.** Current versions of all 19A forms (updated by DMV in 1998 or later) must be utilized for all required driver tests. (**MANDATE** - DMV Regulation 15 NYCRR 6.16)

**II.A.4. Certified Examiner seminars.** All Certified 19A Examiners on staff or contracted must have attended DMV-approved seminars within the past three years. Certified Examiners who have not attended a seminar in the past three years are disqualified by DMV. School districts should check the credentials and current status of the Certified Examiners they utilize. (**MANDATE** - DMV Regulation 15 NYCRR 6.13c)

**II.A.5. Certified Examiner license.** Certified Examiners must be properly licensed for the class of drivers they are testing. If Certified Examiners have changed employers, the new employer should check that the license class is adequate for the new fleet. (**MANDATE** - DMV Regulation 15 NYCRR 6.13a)

**II.A.6. Suspensions and convictions.** Any driver who fails to notify the Transportation Supervisor or Terminal Manager of license suspensions, convictions of moving traffic infractions, or accidents in any jurisdiction must be suspended for five working days. The operation should maintain records of the suspension. (**MANDATE** - VT 509 i)

**II.A.7. Defensive driving reviews - with passengers.** Defensive driving performance reviews must be conducted while drivers are operating the bus with passengers. (**MANDATE** - DMV Regulation 15 NYCRR 6.8c)

**II.A.8. Evaluation of loading procedures.** Behind-the-wheel road tests and defensive driving performance reviews must include an evaluation of student loading and unloading procedures. Certified Examiners should be highly aware of SED's current loading and unloading safety recommendations so they can evaluate drivers on a meaningful basis. (MANDATE - DMV DS-873, DS-875; see also *What the New Regs Mean for CE's*, 1999 DMV CE Refresher, p. 25)

**II.A.9. Evaluations discussed with drivers.** The defensive driving performance review must be discussed with the driver. Drivers must be informed of any deficiencies observed. Recommended corrective actions such as retraining, etc., should be noted on the form. Drivers should sign the form after the performance review has been discussed. (MANDATE - DMV Form DS-873)

**II.A.10. Corrective measures.** Specific corrective measures (retraining, retesting, additional defensive driving performance reviews) must be recommended for any deficiencies noted on the defensive driving performance review. Recommendations for corrective actions should be implemented in a timely fashion. (MANDATE - DMV Regulation 15 NYCRR 6.8c)

**II.A.11. Tests on different days.** Behind-the-wheel road tests and defensive driving performance reviews cannot be combined with each other or conducted on the same day. (MANDATE - DMV Regulation 15 NYCRR 6.8c; DS-873, DS-875)

**II.A.12. Physical exam follow-up.** Any required follow-up to a driver physical, as noted on the physical form (i.e., due to the examining physician's concerns about blood pressure or diabetes), must be conducted in a timely fashion by the driver's personal physician, and approved by the carrier's own physician or nurse practitioner. Follow-up must be documented and maintained in the driver's 19A file. It is the school district's responsibility to monitor that any required follow-up is conducted in a timely fashion. (MANDATE - DMV Regulation 15 NYCRR 6.10b2, 15 NYCRR 6.10g; DS-874)

**II.A.13. Fingerprinting.** The fingerprints of newly hired drivers must be submitted to DMV within 10 days of hiring. (MANDATE - DMV Regulation 15 NYCRR 6.3c10)

**II.A.14. Driving history.** The employment and driving history for all driving jobs over the previous ten years must be checked for all prospective drivers, utilizing DMV form DS 3.6. Copies of the form sent to previous employers should be maintained in drivers' files, even if the previous employers did not respond. (MANDATE - 49 CFR 391.21 b11; VT 509m; NYS CDL Manual, p. 1-9)

**II.A.15. Abstract dates.** Driver abstracts must be dated within 30 days of the required 19A Annual Reviews. (MANDATE - DMV *Ideal Article 19A Driver's File*, CDL-15, 10/99, p. 10)

**II.A.16. Physician awareness of 19A.** Physicians or nurse practitioners conducting driver physical exams must be provided with a copy of current 19A regulations, forms, and instructions, and should be educated about occupational health issues for bus drivers. (MANDATE - DMV Regulation 15 NYCRR 6.10f; see also *The CE's Role in Driver Training*, 1998 DMV CE Refresher, p. 40; National Transportation Safety Board, Highway Accident Report 01/01, *Motor Coach Run Off the Road Accident, New Orleans, Louisiana, May 9, 1999*, Recommendation H-01-17)

**II.A.17. Personal medications.** During their annual physical exams, drivers must identify and list all medicines they are taking. School districts must inform drivers of the importance of full disclosure. While on duty, drivers cannot take medicines, either prescription or over-the-counter, that could make them drowsy or impair their performance in any way. School districts should have a policy in place requiring drivers to report medication changes during the year. (MANDATE - DMV Form DS 874; 49 CFR 382.213c; SED *Basic Course*, 1998, Chapter 13, p. 17, and Chapter 14, p. 6; SED *Advanced Course*, 1999, Session 8, p. 4; NYS *CDL Manual* 2-53)

**II.A.18. Contractor driver 19A notifications.** The school district must ensure that each of its contractors correctly reports the school information on the 19A Bus Driver Application (DS-870) that the contractor files with DMV, so the school is immediately notified by DMV of any disqualifications of a contract driver. A school district can check with DMV's Driver Program Regulation's Customer Service Unit (518-473-9455) to verify this. (MANDATE - 15 NYCRR 6.26b and d).

**II.A.19. Certified Examiners.** An adequate number of Certified 19A Examiners should be on hand to handle the DMV driver testing requirements for the fleet in a professional fashion. Certified Examiners can be in-house employees or entrepreneurs who are contracted. If Certified Examiners also drive regular routes, adequate time off the route should be allowed to let them conduct driver tests in a timely and professional fashion. (Best practice)

**II.A.20. Drivers informed about Article 19A.** Drivers should be thoroughly informed about the purpose of Article 19A and all 19A requirements, such as the new requirements that went into effect in 1998. (Recommendation - see *What the New Regs Mean for CE's*, 1999 DMV CE Refresher; "Notice To All NYS Bus Drivers: Important Changes to Article 19A"; *CE Professionalism in the Real World*, 2000 DMV CE Refresher; "Article 19A Certified Examiner Responsibilities and Duties")

**II.A.21. Contractor 19A files.** Contractor driver 19A files should be regularly monitored by the school district. Ultimate legal responsibility, as well as moral responsibility, for student safety resides with the school district and the board of education. (Best practice)

**II.A.22. Informational road test.** DMV's "Informational Road Test" procedure, emphasizing communication with the driver being tested, should be utilized when conducting 19A behind-the-wheel road tests. The Informational Road Test stresses the learning aspect of the test, and focuses on communication with the driver before, during, and after the test. (Recommendation - see 1996 DMV CE Refresher, pp. 11-17)

**II.A.23. Problems noted.** Behind-the-wheel road tests and defensive driving performance reviews for a fleet's drivers should indicate that safety problems have been observed and duly noted by Certified Examiners - completed test forms in the fleet's 19A files should not all be "perfect." Few drivers are flawless, and "paper compliance" with safety requirements does nothing to improve safety. (Best practice)

**II.A.24. Physician attendance at 19A seminar.** School districts should consider asking the physicians, nurse practitioners, or physicians' assistants who conduct or assist with driver physical exams to periodically attend DMV 19A carrier seminars and/or CE refreshers. Medical personnel need to be regularly updated about DMV policies and procedures pertaining to physical exams. (Best practice)

**II.A.25. Dial-in abstracts.** School districts should consider utilizing the DMV dial-in system for obtaining driver record abstracts. The ability to instantaneously obtain an abstract can be beneficial to the transportation office in many ways. (Best practice)

**II.A.26. Behind-the-wheel road test - new hires.** School districts should consider conducting behind-the-wheel road tests on new hires before they transport students, even if they already have a CDL and/or prior bus driving experience. The behind-the-wheel road test is not required for two years for new drivers bus direct observation of a driver's performance is invaluable in assessing the driver's safety awareness and skills. Previous experience as a CDL driver is no assurance that the driver is adequately qualified to safely transport students. (Best practice)

**II.A.27. Behind-the-wheel road tests and defensive driving reviews - frequency.** School districts should consider performing defensive driving performance reviews and behind-the-wheel road tests more frequently than required by DMV. Article 19A explicitly allows operators to establish higher standards than minimum state requirements. (Best practice; permissive law - see VT 509-j[b])

## **II.B. SED Driver, Monitor, and Attendant Requirements**

**II.B.1. Age.** All school bus drivers must be at least 21 years old and all bus monitors and attendants must be at least 19 years old. (MANDATE - SED Regulation 8 NYCRR 156.3b2 and c2)

**II.B.2. License.** Only drivers who have the appropriate license for the vehicle being operated and who have complied with DMV and SED requirements can drive students to and from home on regularly scheduled routes. Individuals with a conditional license cannot transport students. Individuals possessing only a permit cannot transport students, even if a properly licensed bus driver is also on board. (MANDATE - SED Regulation 8 NYCRR 156.3 b4; see also *Sample Transportation Policy*, 1978, 22)

**II.B.3. Superintendent approval of drivers.** All drivers (including all contract drivers, all substitutes, and any drivers who commence employment during the course of the school year) must be approved by the Superintendent of Schools or an authorized designee/agent. The approval must be in writing and documentation should be maintained in driver files. (MANDATE - SED Regulation 8 NYCRR 156.3 b1; Education Law 3624)

**II.B.4. Annual physical exams.** All school bus drivers must receive an annual physical exam. The physical exam must be conducted within four weeks of the start of school for new drivers, and within each 13-month period for existing drivers. A bus driver whose physical has expired should not be permitted to transport students at any time. (MANDATE - SED Regulation 8 NYCRR 156.3 b3ii)

**II.B.5. References.** Three personal references, from individuals not related to the driver by blood or marriage, must be checked for all prospective drivers. References should be maintained in the driver's permanent file. The Transportation Supervisor, Terminal Manager, or a designee should make direct personal contact with individuals providing references. (MANDATE - SED Regulation 8 NYCRR 156.3 b6)

**II.B.6. Physical performance test - currently-employed drivers.** All drivers in the fleet must have passed the SED physical performance test within the past two years. (MANDATE - SED Regulation 8 NYCRR 156.3 b3iii)

**II.B.7. Physical performance test - new drivers.** New drivers must pass the physical performance test prior to transporting students. Newly hired drivers who have already passed the test for another employer within the past two years may present a copy to their new employer in lieu of taking another test. (MANDATE - SED Regulation 8 NYCRR 156.3 b3iii)

**II.B.8. Physical performance test - conducted by SBDI.** Physical performance tests must be conducted by a certified SBDI, or by an approved DMV Certified 19A Examiner employed by the carrier, if a waiver has been granted to the carrier by SED. (MANDATE - SED Regulation 8 NYCRR 156.3 b3iiiia and 8 NYCRR 156.3 b3iiid)

**II.B.9. Physical performance test - vehicle.** The physical performance test must be administered on the largest type of school bus possessed by the carrier that the driver is licensed to drive. (MANDATE - SED PT 901, *New York State School Bus Driver Physical Performance Test Guidelines For School Bus Driver Instructors*, 8/97)

**II.B.10. Fingerprinting for monitors and attendants.** All monitors and attendants hired after July 1, 2001 must be fingerprinted for the SED criminal history check. (MANDATE - SED Regulation 8 NYCRR 87.4 and 87.2 h1)

**II.B.11. Attendant and monitor physical performance test.** Attendants and monitors must pass a physical performance test tailored to their specific job duties and responsibilities. Individuals employed as of July 1, 2003 have until July 1, 2004 to pass the test. Individuals hired as a monitor or attendant after July 1, 2003 must take and pass a physical performance test before assuming their duties. The physical performance test must be conducted by a certified School Bus Driver Instructor unless SED has issued a waiver permitting the test to be conducted by an approved DMV Certified Examiner employed by the carrier. (MANDATE - SED Regulation 8 NYCRR 156.3 c3iii)

**II.B.12. Attendant and monitor physical exam.** School districts should consider requiring attendants and monitors to pass a physical exam within two weeks prior to the beginning of the school year. The examining physician may require the monitor or attendant to undergo any diagnostic tests necessary to determine the physical and mental ability to perform his or her duties. (Best practice and permissive law - SED Regulation 8 NYCRR 156.3 c3ii)

**II.B.13. Physical performance test - video.** The SED physical performance test training video distributed by SED should be shown to new drivers, attendants, and monitors prior to taking the test the first time. The video prepares drivers for the physical performance test and reduces the chance of an injury. (Recommendation - see *Safety is Fundamental*, 2001 SED Professional Development Seminar, p. 16; *The Human Element*, 1998 SED Professional Development Seminar, p. 125)

**II.B.14. TB test.** School bus drivers, attendants, and monitors should be tested for tuberculosis (TB) and other communicable diseases. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 90)

## II.C. DOT Driver Requirements

**II.C.1. Maximum driving time.** Bus drivers cannot drive more than 10 hours within a period of 15 consecutive hours. (MANDATE - DOT Regulations 17 NYCRR 723.10g; see also *National School Transportation Specifications and Procedures*, 2000, p. 105)

**II.C.2. Maximum on-duty time.** Drivers cannot be on duty for more than 15 hours in any 24 hour period. On long layovers during field and sports trips, drivers are still considered “on duty” unless they have received written instructions from their employers explicitly stating they are not responsible for the bus in any way during the layover. (MANDATE - DOT Regulations 17 NYCRR 723.10i1; see also *National School Transportation Specifications and Procedures*, 2000, p. 105)

**II.C.3. Rest.** Drivers cannot go on duty without having at least eight consecutive hours of rest. (MANDATE - DOT Regulations 17 NYCRR 723.10i1; see also *National School Transportation Specifications and Procedures*, 2000, p. 105)

**II.C.4. Certificate in lieu of log.** A certificate in lieu of a log must be maintained in the file of every driver who drives exclusively within a 100 air-mile radius. (MANDATE - DOT Regulations 17 NYCRR 723.10f)

**II.C.5. Drivers working for more than one operator.** Drivers driving for two different carriers must furnish copies of daily records of driving hours and duty status to each carrier. (MANDATE - DOT Regulations 17 NYCRR 723.9h2)

## II.D. Drug and Alcohol

**II.D.1. Pre-employment testing.** All newly hired drivers must pass a drug test prior to transporting students. The final results of the drug tests must be received and placed in the drivers’ files before they are allowed to transport students. (MANDATE - 49 CFR 382.301)

**II.D.2. Random testing.** All drivers, including all substitutes and part-time drivers, must be placed in a random drug and alcohol testing pool. At least 10% of the average number of drivers in the fleet are given random alcohol tests, and at least 50% are given random drug tests, each year. (MANDATE - 49 CFR 382.305)

**II.D.3. Post-accident testing.** All bus drivers who are involved in a fatal accident, or who receive a citation for a moving traffic violation arising from an accident that resulted in an injury requiring immediate medical treatment away from the scene or that required any vehicle to be towed from the scene, must be given a post-accident drug and alcohol test. (MANDATE - 49 CFR 382.303)

**II.D.4. Monitoring drivers for drug and alcohol use.** A trained supervisor should be physically present to monitor drivers for possible drug or alcohol use as they go on duty in the morning and afternoon each day. A driver should not be allowed to be on duty or operate a bus, if by the driver's general appearance or conduct he or she appears to have consumed an intoxicating liquor within the past six hours. Courts have held that operations must have a procedure in place to detect a driver's intoxicated appearance or behavior. Operations can be held liable if they knew or should have known that one of their drivers appeared to have consumed alcohol in the preceding six hour period. (MANDATE - 49 CFR 382.307; see also *In re Northland Transportation, Inc. v. Jackson*, 271 A.D.2d 846 [3d Dep't 2000])

**II.D.5. Drug and alcohol training - drivers.** New drivers must be provided with educational materials explaining the requirements of drug and alcohol testing prior to transporting students. Drivers must sign a receipt for the materials, and the employer must maintain the original signed certificate in the driver's file. (MANDATE - 49 CFR 382.601)

**II.D.6. Drug and alcohol training - supervisors.** Supervisors must receive at least two hours of training on alcohol misuse and controlled substances use, for the purpose of determining whether reasonable suspicion exists requiring a driver to undergo reasonable suspicion testing. Documentation of supervisors' reasonable suspicion training must be maintained by the operation. (MANDATE - 49 CFR 382.603)

**II.D.7. Positive test consequences.** School districts and bus contractors should consider establishing a "zero tolerance" written policy terminating any driver who has tested positive for drugs or alcohol. Contractual considerations must be taken into account. Courts have held that a school district may terminate a bus driver who fails an alcohol test even if it is an isolated incident because the district has a special obligation to its students, and alcohol use jeopardizes their safety. (Best practice; see *Will v. Frontier CSD Bd. of Education*, 97 N.Y.2d 690 [2002]).

**II.D.8. Post-accident testing threshold.** School districts and bus contractors should consider establishing a written policy that requires post-accident drug and alcohol testing after all bus accidents, not only those meeting the federal criteria for post-accident testing. Contractual considerations must be taken into account. Drug and alcohol testing can actually help protect the operation, and the driver involved, after an accident. (Best practice)

**II.D.9. Refresher training.** School districts and bus contractors should consider providing periodic inservice refreshers for drivers regarding drug and alcohol abuse and testing. (Best practice)

**II.D.10. Monitor and attendant drug and alcohol testing.** School districts should consider requiring bus monitors and attendants to be subject to drug and

alcohol testing, similar to bus drivers. Bus monitors and attendants have close interaction with children and are directly responsible for children's safety. (Best practice)

**II.D.11. Drug and alcohol use.** How many drivers tested positive for drug or alcohol use in random or post-accident drug or alcohol tests during the past 12 months (contract or district-employed drivers)? Positive random or post-accident tests could indicate a lapse in an operation's monitoring of drivers for reasonable suspicion of drug or alcohol use. (Operational performance - consult your drug and alcohol testing provider; use Worksheet II.D.11, in *Appendix*)

## **II.E. Substitutes and Occasional Drivers**

**II.E.1. Substitute driver qualifications.** All substitute drivers are school bus qualified and in compliance with all NYS DMV and SED requirements and standards. It is the responsibility of the school district to make sure all substitutes, including those who do not drive regularly, are in compliance with all requirements. (Note: substitute bus attendants and monitors must also meet all SED attendant and monitor requirements.) (**MANDATE** - DMV Regulation 15 NYCRR 6.3a, 6.9b2; SED Regulation 8 NYCRR 156.3 b4)

**II.E.2. Occasional drivers.** All occasional drivers must be currently certified teachers, and cannot transport students on a regular home-to-school bus route at any time. (**MANDATE** - SED Regulation 8 NYCRR 156.3 b5iv)

**II.E.3. Occasional drivers - qualifications.** Certified teachers transporting students in school-owned vehicles should comply with all requirements of DMV and SED, with the exception of SED's training requirements. When driving a bus with a seating capacity of 15 or more adult passengers, occasional drivers must have a valid Commercial Driver's License in the appropriate vehicle class, with a passenger endorsement. A Class D license is not valid for transporting students, teachers, or other persons acting in a supervisory capacity to or from school or school activities. Occasional drivers should also receive annual physical exams, provide three character references, and be approved annually by the Superintendent of Schools. (**MANDATE** - SED Regulation 8 NYCRR 156.3 b5iv; VT 509(a)1, VT 501(2)(iv), and VT 142; see also SED *Sample Transportation Policy*, 1978, p. 23)

**II.E.4. Adequate substitutes.** An adequate roster of qualified substitute drivers, who do not have other assigned duties within the transportation operation (i.e., mechanics, dispatchers, et al), should be maintained. An adequate supply of qualified substitutes is critical to a smooth operation. To ensure an adequate number of substitutes, some school districts and bus companies have created "permanent substitute" positions. Permanent substitutes are guaranteed a certain

amount of hours daily whether they drive or not. (Recommendation - see SED *Transportation Supervisor's Handbook*, 1992, p. 48)

**II.E.5. Route sheets for substitute drivers.** Substitute drivers should be provided with accurate, up-to-date route sheets. Information about route hazards should be exchanged among regular and substitute drivers. The lack of up-to-date route information for substitutes has contributed to catastrophic school bus accidents. (Recommendation - *SBDI as Catalyst*, 1997 SED Professional Development Seminar, pp. 105-106; see National Transportation Safety Board, *Collision of Northeast Illinois Regional Commuter Railroad Corporation (METRA) Train and Transportation Joint Agreement School District 47/155 School Bus at Railroad/Highway Grade Crossing in Fox River Grove, Illinois, on October 25, 1995, HAR 96/02*, p. 56)

**II.E.6. Selection of substitute drivers.** Operations should consider appointing experienced bus drivers, not rookies, as substitutes. Being a substitute driver, like being a substitute teacher, can be very challenging. Experienced drivers are usually more familiar with the routes, the geographical area, the vehicles, and the students, and may be able to provide a higher degree of safety. (Best practice)

**II.E.7. Substitute familiarization with routes.** Substitutes should ride with regular drivers ahead of time to familiarize themselves with routes they may drive. Substitutes can transport students more safely when they are familiar with the routes. (Recommendation - see SED *Basic Course*, 1998, Chapter 7, p. 28)

**II.E.8. Student helpers.** Regular drivers should appoint reliable student helpers to assist substitutes when the regular driver is out. Appointed student helpers should be listed on the route sheet. The students selected should be on the bus for all or most of the route, and should be seated near the front of the bus so they can readily direct the substitute. Student helpers need to be taught how to give clear directions to the substitute. (Recommendation - see SED *Basic Course*, 1998, Chapter 7, p. 28)

**II.E.9. Occasional drivers - training.** School districts should consider requiring occasional drivers to meet SED training requirements for regular school bus drivers. Occasional drivers can be required by school policy to participate in mandated school bus driver training programs such as Pre-Service, Basic, and Refresher training. (Best practice)

**II.E.10. - Occasional drivers - log.** A log should be maintained of how many times occasional drivers drive during the school year. (Best practice)

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### **Section III. Vehicles and Vehicle Maintenance**

*Goal: Vehicles used to transport students are selected and maintained to maximize student safety.*

#### **Section III Topics**

III.A.1.	Vehicle specifications committee	III.C.23.	Head Mechanic's office
III.A.2.	Consideration of new safety features	III.C.24.	Computerization
III.A.3.	Receiving new vehicles	III.C.25.	Mechanic training
III.A.4.	Fleet standardization	III.C.26.	Service manuals
III.B.1.	NYS DOT approval	III.C.27.	Technical bulletins
III.B.2.	Vehicles used for transporting wheelchairs	III.C.28.	ASE certification
III.B.3.	Automatic fire extinguishing system	III.C.29.	Association membership
III.B.4.	Fire block upholstery	III.C.30.	Industry publications
III.B.5.	Mirrors	III.C.31.	Workshops and conferences
III.B.6.	Age of vehicles	III.C.32.	Mechanics' Rodeo
III.B.7.	Federally-approved school buses	III.C.33.	Communication with drivers
III.B.8.	Non-conforming vans	III.C.34.	Spare vehicle assignments
III.B.9.	Spare buses	III.C.35.	Mechanic participation in driver training
III.C.1.	Pre-trip inspection	III.C.36.	School bus-specific pre-trip
III.C.2.	Air brake check	III.C.37.	Seat cushions
III.C.3.	Service brake check	III.C.38.	Pre-trips - spot checks
III.C.4.	Emergency exits	III.C.39.	Post-trips - spot checks
III.C.5.	Vehicle cleanliness - inside	III.C.40.	Vehicle shut down procedures
III.C.6.	Daily Vehicle Inspection Reports	III.C.41.	Vehicle cleanliness - inside
III.C.7.	Repairs	III.C.42.	Vehicle cleanliness - spot checks
III.C.8.	Post-trip inspection	III.D.1.	Consideration of safety options
III.C.9.	Safety recalls	III.D.2.	Communication devices
III.C.10.	Ventilation	III.D.3.	Mirror standardization
III.C.11.	Idling	III.D.4.	Heated mirrors
III.C.12.	DOT inspections	III.D.5.	Power mirrors
III.C.13.	"B" and "C" defect privilege	III.D.6.	Additional stop arm
III.C.14.	Manufacturer's recommendations	III.D.7.	L.E.D.-lighted stop arms
III.C.15.	Analysis of breakdowns	III.D.8.	Heated windshield wipers
III.C.16.	Lifts	III.D.9.	Crossing control arm
III.C.17.	Work area	III.D.10.	Heated crossing control arm
III.C.18.	Parts room	III.D.11.	Power doors
III.C.19.	Vehicle washing equipment	III.D.12.	Airfoil
III.C.20.	Access to work area	III.D.13.	Roof-mounted strobe lights
III.C.21.	Servicing personal vehicles	III.D.14.	Child check device
III.C.22.	Ratio of mechanics to vehicles	III.D.15.	Body skirts
		III.D.16.	External PA systems
		III.D.17.	Automatic chains
		III.D.18.	Access to lift door

III.D.19.	Lift interlock	III.D.42.	3-2 seating
III.D.20.	Bridgeable lifts	III.D.43.	Body fluid clean-up kits
III.D.21.	Wheelchair securement/ restraint storage	III.D.44.	Air horns
III.D.22.	Light over lift	III.D.45.	Luggage compartments - external
III.D.23.	Retarder brakes	III.D.46.	Luggage compartments - passenger-side access
III.D.24.	Driver lap/shoulder belt	III.D.47.	Driver storage
III.D.25.	Driver head rest	III.D.48.	Maximum driver visibility
III.D.26.	Reflective stripes on bumpers	III.D.49.	Air suspension - lift-equipped buses
III.D.27.	Reflective tape on all buses	III.D.50.	Flashlights
III.D.28.	Fuel tank between frame rails	III.D.51.	Snow brushes
III.D.29.	Seat belt cutters on all buses	III.D.52.	Towels
III.D.30.	Fire-block upholstery on all buses	III.D.53.	Radio speakers disabled
III.D.31.	Roof identification	III.D.54.	Heated steps
III.D.32.	Silent alarm	III.D.55.	Phone number - all buses
III.D.33.	Noise-reducing switch	III.D.56.	L.E.D. lighting
III.D.34.	Video cameras	III.D.57.	White roof
III.D.35.	Danger zone detection system	III.D.58.	Tinted glass
III.D.36.	How to Cross Posters - on buses	III.D.59.	Acoustic roof panels
III.D.37.	Brake interlock	III.D.60.	Additional side directionals
III.D.38.	Tachograph	III.D.61.	Auxiliary heaters
III.D.39.	Data recorder	III.D.62.	Driver side exhaust
III.D.40.	Maximum seat spacing	III.D.63.	Storm glass
III.D.41.	Seat belts for car seats	III.D.64.	Heated driver window
		III.D.65.	GPS

### III.A. Vehicle Selection

**III.A.1. Vehicle specifications committee.** Operations should consider establishing a committee to gather input from the Head Mechanic, Transportation Supervisor, assistant mechanics, drivers, trainers, and SBDIs to help determine specifications for new bus purchases. Input from drivers about vehicle types and optional safety features is very important to student safety. (Best practice)

**III.A.2. Consideration of new safety features.** New vehicle designs, features, and options should be carefully reviewed and considered when determining specifications for new buses. Supervisors and Head Mechanics should stay aware of available safety features and options through industry press, conferences, and trade associations. (Recommendation - see *SED Safe Routes/Safe Stops*, 1992, p. 8)

**III.A.3. Receiving new vehicles.** A formal procedure should be in place (i.e., specification checklist, sign-offs) for accepting new vehicles from the vendor. Even if a new vehicle has already passed DOT inspection it should still be carefully inspected upon delivery. It is not uncommon for new vehicles to be delivered with significant discrepancies from the original order. The Head Mechanic and

Transportation Supervisor should jointly inspect new vehicles. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1998, p. 142)

**III.A.4. Fleet standardization.** For greater efficiency and to ensure the highest level of maintenance, the bus fleet is standardized as much as possible (manufacturer, type of vehicle, equipment, etc.). (Best practice)

### **III.B. Vehicle Standards**

**III.B.1. NYS DOT approval.** All vehicles used to transport students to and from school, except for vehicles owned by parents contracted to transport only their own children, must be approved and inspected by NYS DOT. (**MANDATE** - DOT Regulation 17 NYCRR 721.3; see Education Law 3623; also see *School Law*, New York State School Boards Association, 27th Edition, p. 550)

**III.B.2. Vehicles used for transporting wheelchairs.** Children using wheelchairs must be transported in federally approved school buses (i.e., designed to transport 10 or more passengers and meeting all Federal Motor Vehicle Safety Standards for school buses). Multipurpose vans and “non-conforming” vans are not permitted to transport students using wheelchairs at any time, including extracurricular trips or work site shuttles. It is the responsibility of the school district to ensure that contractors, whose fleet may contain non-school bus vans for non-school transportation purposes, also comply with this requirement. (**MANDATE** - DOT Regulation 17 NYCRR 720.8B 3)

**III.B.3. Automatic fire extinguishing system.** Buses manufactured on or after January 1, 1990, fueled with other than diesel fuel, and used to transport three or more wheelchairs or with a total capacity of more than eight passengers and used to transport non-ambulatory students, must be equipped with an automatic fire extinguishing system and/or automatic signal device to warn the driver of fire in the engine compartment. The system must be functional and drivers should be trained about how it works. (**MANDATE** - DOT Regulation 17 NYCRR 720.8B 20a)

**III.B.4. Fire block upholstery.** All buses manufactured on or after January 1, 1990 and equipped to handle wheelchairs, must have fire block upholstery on all padded seats and padded panels designed to protect wheel chair passengers. All other padded panels must be fire retardant. When seats or seat covers are replaced, fire block upholstery must be utilized. (**MANDATE** - DOT Regulation 17 NYCRR 720.8B 20c)

**III.B.5. Mirrors.** Mirrors on all buses built after December 31, 1993 must meet federal mirror performance requirements. Mirrors must be properly adjusted by each driver to comply with the performance requirements. Buses with mirrors out of adjustment should not be permitted to transport students at any time.

(**MANDATE** - 49 CFR 571.111; see NYS DOT Regulation 17 NYCRR 720.4M 2b-c)

**III.B.6. Age of vehicles.** What is the average age of all vehicles in the bus fleet (both district-owned and contracted vehicles, of all sizes and types)? “Younger” fleets are usually equipped with more up-to-date safety features and may be less prone to breakdowns. (Operational performance; use Worksheet III.B.6, in *Appendix*)

**III.B.7. Federally-approved school buses.** To provide the highest possible level of protection, all vehicles (district-owned and contracted) used to transport children should be federally-approved school buses, meeting federal school bus construction standards or the equivalent, as defined in 49 CFR 571 (i.e., designed for 10 passengers or more and meeting all Federal Motor Vehicle Safety Standards for school buses). Smaller vehicles that do not meet federal school bus standards, even though approved by NYS DOT, should not be used to transport students. (Recommendation - see National Transportation Safety Board, *Pupil Transportation in Vehicles Not Meeting Federal School Bus Standards*, Highway Special Investigation Report 99/02, Recommendation H-99-25, 1999; *Vans Used for School Transportation*, National Association of State Directors of Pupil Transportation Services, 2000; *National School Transportation Specifications and Procedures*, 2000, p. 75)

**III.B.8. Non-conforming vans.** Non-conforming vans (i.e., 10-15 passenger vans that do not meet Federal Motor Vehicle Safety Standards for school buses) should not be used to transport any students at any time, including on school-sponsored charter trips. The National Highway Traffic Safety Administration regulates the sale and lease of new vehicles, and prohibits the sale or lease of non-conforming vans to schools or contractors for school purposes. Some courts have found operators liable for continuing to use non-conforming vans for school purposes. (Recommendation - see 49 CFR 571.3; *Vans Used for School Transportation*, National Association of State Directors of Pupil Transportation Services, 2000)

**III.B.9. Spare buses.** An operation should have enough spares vehicles on hand to adequately cover extracurricular trips at peak season, also taking into account breakdowns, DOT inspections, and regular maintenance. Vehicle shortages can disrupt an operation and may create significant safety problems such as overloading and delays. At least one additional spare bus per type (i.e., lift-equipped, full-sized, etc.) should be available for every ten buses assigned to regular routes. Adequate spares are necessary not only for mechanical breakdowns but to cover sports trips during afternoon routes, or for non-school trips for private contractors. During peak sports seasons, many sports trips may be scheduled at the same time. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 74)

### III.C. Vehicle Maintenance

**III.C.1. Pre-trip inspection.** Drivers must conduct thorough pre-trip inspections on each bus they drive every day. Professional pre-trips can prevent accidents and fires and are essential to safety. (MANDATE - 17 NYCRR 721.3D; 49 CFR 392.7-8)

**III.C.2. Air brake check.** Drivers on air brake equipped vehicles must conduct a complete static air brake check on each bus they drive, including pumping air down to check the vehicle's warning devices and spring brake. Any problems identified in a static air brake check must be reported to the Head Mechanic immediately. Veteran drivers may need assistance in learning how to conduct a proper static air brake check. (MANDATE - DOT Regulation 17 NYCRR 720.4Z 1o; 17 NYCRR 721.4E 1-2)

**III.C.3. Service brake check.** Drivers must check the service brake operation within the first 50', with the bus moving, as part of the pre-trip inspection. Brake failure from mechanical problems or vandalism is always a possibility. Service brake checks must be conducted on every bus driven. Any suspicion of brake problems must be reported to the Head Mechanic at once, before beginning to transport students. (MANDATE - DOT Regulation 17 NYCRR 720.4Z 1o; 17 NYCRR 721.4E 1-2)

**III.C.4. Emergency exits.** As part of their pre-trip inspections, drivers must open all emergency exits all the way every day, including all roof hatches. Roof hatch latch mechanisms can be tricky to operate; drivers should become thoroughly familiar with how they function. (MANDATE - 17 NYCRR 721.3D; 49 CFR 392.7-8)

**III.C.5. Vehicle cleanliness - inside.** Drivers must maintain the interior of their buses in a clean and sanitary condition. Buses should be swept every day. NYS DOT does not permit dirty buses to transport students. (MANDATE - DOT Regulation 17 NYCRR 721.4A 11; see SED *Sample Transportation Policy*, 1978, p. 21; SED *Transportation Supervisor's Handbook*, 1992, p. 102)

**III.C.6. Daily Vehicle Inspection Reports.** Drivers must complete a Daily Vehicle Inspection Report for every bus they drive, every day. Drivers should sign the form (after completing their pre-trips) before leaving the bus yard in the morning; and sign it again after completing their post-trips. The Head Mechanic must review all reports daily and make sure they are filled out properly. Mechanics must sign the report to certify that any defects listed have been repaired. Drivers must be able to review the previous day's report to ensure that all defects noted were repaired. (MANDATE - DOT Regulation 17 NYCRR 721.1B4-5; see SED *Sample Transportation Policy*, 1978, p. 18).

**III.C.7. Repairs.** When a driver discovers a defect, the vehicle must be taken out of service and repaired before being used again to transport children. Even “minor” defects should be repaired before transporting students. (MANDATE - DOT Regulation 17 NYCRR 721.4A 1-2)

**III.C.8. Post-trip inspection.** Drivers must conduct thorough post-trip inspections for children, items left on board, or mechanical defects, at the end of each route. Failure to check the bus for children at the end of a trip or route could expose a child to great risk. The requirement for post-trip inspections must be strictly enforced for drivers, attendants, and monitors. (MANDATE - SED Regulation 8 NYCRR 156.3 e4; DOT Regulation 17 NYCRR 721.3E; see also *SED Basic Course*, 1998, Chapter 9, p. 17; *SED Pre-Service Course*, 1989, pp. 17-18)

**III.C.9. Safety recalls.** Vehicle and vehicle component safety recalls issued under the direction of the National Highway Traffic Safety Administration must be immediately complied with. Failure to act on a safety recall could expose students to risk and the school district to liability. Accurate records should be maintained of any corrective action arising from a safety recall. (MANDATE - see 49 CFR 573; the National Highway Traffic Safety Administration may take legal action against a pupil transportation provider that fails to comply with a safety recall)

**III.C.10. Ventilation.** The garage work area must be adequately ventilated. An effective method for removing exhaust must be provided and utilized whenever an engine is running inside the garage. (MANDATE - OSHA Regulation 29 CFR 1926.57(d)(1))

**III.C.11. Idling.** Drivers cannot idle buses for more than five minutes (three minutes in New York City) unless necessary for driver and passenger health and safety, for instance to defrost windows or maintain heat in severe cold weather. Excessive idling may create significant health risks for students and staff. (MANDATE - DEC Regulation 6 NYCRR 217 )

**III.C.12. DOT inspections.** What is the NYS DOT passing rate for the entire fleet of vehicles used to transport pupils for your school district, (both district-owned and contracted vehicles), for the past 24 months? Reviewing the pass rate for 24 months provides a comprehensive picture of the maintenance program. School districts that contract with more than one bus company should be aware of the overall pass rate for all fleets. (Operational performance; use Worksheet III.C.12, in *Appendix*)

**III.C.13. “B” and “C” defect privilege.** NYS DOT “B” and “C” inspection privileges are granted to the school district and all its contractors because of their good maintenance record. NYS DOT allows operations with good passing rates to correct minor mechanical defects without taking a bus out of service. Being granted “B” and “C” defect privilege by NYS DOT is one indication of an excellent bus maintenance program. (Recommendation - NYS DOT)

**III.C.14. Manufacturer's recommendations.** Vehicle and vehicle component manufacturers' recommended service schedules and maintenance procedures should be carefully followed or exceeded. Manufacturer's recommendations vary. A manufacturer may alter recommended maintenance procedures from year to year. Head Mechanics should be very familiar with the maintenance recommendations for all vehicles under their care. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, pp. 96, 147)

**III.C.15. Analysis of breakdowns.** Vehicle breakdown and repair records are regularly and systematically analyzed to identify ways to improve the maintenance program. Careful analysis of repair records may also reveal patterns indicating some drivers are contributing to excessive component wear or breakdowns through hard braking, cornering, speeding, or other poor driving habits. (Best practice)

**III.C.16. Lifts.** A sufficient number of vehicle lifts should be available for the size and age of the fleet. Deferring needed repairs or scheduled service because no lift is available is poor preventive maintenance practice. Lifts should be inspected at least once a year and professionally serviced as necessary. (Best practice)

**III.C.17. Work area.** There should be adequate space in the garage work area to service and repair pupil transportation vehicles. Minimum inside depth of the garage should be 50 feet to allow for longer buses, end lifts, access to vehicles being worked on, etc. The garage work area should be adequately heated and lighted and consistently maintained in a clean, neat condition. Professionally managed bus garages are well organized and cleaned daily, or more frequently in severe conditions. (Recommendation - see *SED Sample Transportation Policy*, 1978, p. 19)

**III.C.18. Parts room.** The parts room should be large enough to maintain an adequate supply of spare parts for the fleet, and should be maintained in a neat and organized condition. A cluttered or poorly organized parts room is inefficient and indicates poor preventive maintenance. A system of accounting and controls should be in place to eliminate theft, pilferage, and waste. Inventory and replacement costs should be carefully tracked. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 102)

**III.C.19. Vehicle washing equipment.** A dedicated wash bay should be available to wash buses, or a suitable off-site arrangement if on-site washing is prohibited. Mechanics should not be responsible for washing buses. Forcing drivers or mechanics to wash buses outside in winter conditions is poor practice and ensures a dirty fleet. An automatic power washer should be provided for large fleets, where permitted by local environmental ordinances. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 105)

**III.C.20. Access to work area.** Access to the garage work area is restricted to mechanical and supervisory staff. Drivers and the public should not be allowed to pass through or loiter in the garage work area. The possibility of trips, slips, falls, burns, and other injuries to untrained staff is high in the bus garage. Distracting mechanics from their tasks is inefficient and can be very dangerous. Signs should be posted restricting access to the work area. The restriction should be consistently enforced. (Best practice)

**III.C.21. Servicing personal vehicles.** Only vehicles owned, leased, or formally approved by the school district should be serviced in the bus garage. Personal vehicles should not be serviced or repaired in the bus garage, including after work hours. The risk of personal injury or damage to equipment is too high, and liability exposure is increased. (Recommendation - *SED Transportation Supervisor's Handbook*, 1992, p. 106)

**III.C.22. Ratio of mechanics to vehicles.** Adequate garage maintenance staff should be provided to service and repair the fleet. In an average fleet, one mechanic should be provided for every ten vehicles. In small fleets (15-20 buses), a full-time mechanic and mechanic helper should be provided. The average age of the fleet and the nature of the maintenance facility are factors influencing how many mechanics are needed. Sophisticated equipment on modern buses may require greater staff maintenance time than in the past. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, pp. 101-102)

**III.C.23. Head Mechanic office.** The Head Mechanic should be provided with adequate, private office space. Paperwork is a big part of the Head Mechanic's job and a professional and neat office environment contributes to accuracy and efficiency. Privacy is needed for meetings with garage staff, DOT inspectors, vendors, drivers, and for phone conversations. (Best practice)

**III.C.24. Computerization.** Mechanics should consider utilizing computerized tracking of vehicle maintenance and repairs. Both commercially available and in-house computerized tracking programs may be suitable. Computerized tracking efficiently shows breakdown and wear patterns. Mechanics also need access to the internet for emailing vendors and parts suppliers, and access to manufacturer, trade association, and government web sites, etc. (Best practice)

**III.C.25. Mechanic training.** Head Mechanic and assistant mechanics should receive inservice training at regular intervals. Inservice programs are offered by the New York Head Mechanics' Association, vehicle and component manufacturers, area vendors, and other parties. Vehicles and components change and evolve every year. New equipment and new technologies are regularly introduced. Failure to stay abreast of new technology is poor maintenance practice. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 83)

**III.C.26. Service manuals.** Current service manuals should be available for all vehicles and equipment serviced. Complete service manuals may not be provided with new vehicles. If necessary they should be purchased separately from the manufacturer. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 83)

**III.C.27. Technical bulletins.** All manufacturers' technical advisory bulletins should be carefully reviewed by mechanics and any revisions to maintenance procedures or schedules should be promptly adopted. (Best practice)

**III.C.28. ASE certification.** School districts and bus contractors should consider obtaining ASE school bus technician certification for their mechanics. ASE certification is a sign of highly professional maintenance program. Training programs are available to help mechanics prepare for the exam. (Best practice)

**III.C.29. Association membership.** Head Mechanics should be active members of the New York State Head Mechanics' Association. The Head Mechanics' Association is a valuable source of updated information about current maintenance issues, equipment options, DOT inspection practices, etc. Local chapters provide an excellent forum for sharing questions, concerns, and suggestions about new technologies, laws, or maintenance problems. (Best practice)

**III.C.30. Industry publications.** The Head Mechanic should regularly read relevant school bus and commercial vehicle publications. Head Mechanics should stay abreast of current maintenance and safety practices. (Best practice)

**III.C.31. Workshops and conferences.** Head Mechanics should regularly attend school bus conferences such as the New York Association for Pupil Transportation Conference, the Contractors' Safety and Maintenance Conference, the National Association for Pupil Transportation Conference, or comparable state-sponsored workshops or training institutes, as well as the annual Head Mechanics' Conference. Most school bus conferences offer programs specifically oriented to mechanics. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 83)

**III.C.32. Mechanics' Rodeo.** Mechanics should consider competing or judging at local or state school bus mechanic rodeos. Mechanics' (or technicians') rodeos provide excellent learning opportunities and can increase morale and motivation. (Best practice)

**III.C.33. Communication with drivers.** Mechanics should communicate professionally and courteously with all drivers at all times. Communication problems between mechanics and drivers can create serious safety problems. Disrespectful comments about by mechanics about drivers, or vice-versa, can lead to poor morale. (Best practice)

**III.C.34. Spare vehicle assignments.** Drivers should be assigned spare vehicles ahead of time whenever possible (i.e., when their regular bus is scheduled for service or inspection). The Head Mechanic should be involved in making spare vehicle assignments as he or she can usually best determine which vehicles are due for service, repairs, etc. Early notification about a spare vehicle permits the driver to become familiar with the vehicle and make sure mirrors, seats, etc. are properly adjusted. Early notification about vehicle assignments contributes to good driver morale. (Best practice)

**III.C.35. Mechanic participation in driver training.** Mechanics should participate in training drivers about vehicle and equipment related topics such as pre-trip inspection, air brakes, antilock brakes, reading gauges, etc. Mechanics should help inservice drivers when new equipment comes into the fleet. The ability to explain mechanical topics knowledgeably is an important part of driver training. (Best practice)

**III.C.36. School bus-specific pre-trip.** School bus drivers should follow SED's recommended pre-trip procedures as described in the *Basic Course*, which exceed DMV and DOT requirements. SED's school bus-specific pre-trip includes numerous significant safety items often overlooked in generic bus or truck pre-trips. (Recommendation - see SED *Basic Course*, 1998, Chapter 9, pp. 16-17)

**III.C.37. Seat cushions.** As part of their daily pre-trip inspections, drivers should check seat cushions attachment to the seat frames. Every cushion should be checked. Loose cushions could be hazardous in an accident. (Recommendation - see SED *Basic Course*, 1998, Chapter 9, pp. 16-17; National Transportation Safety Board, *School Bus and Dump Truck Collision, Central Bridge, New York, October 21, 1999*, Highway Accident Report 00/02, Recommendation H-00-32)

**III.C.38. Pre-trips - spot checks.** Supervisors should conduct regular spot checks of driver pre-trip inspections. Pre-trips may be conducted more professionally when drivers know supervisors monitor their performance. (Best practice)

**III.C.39. Post-trips - spot checks.** Supervisors should conduct regular spot checks of driver post-trip inspections. (Best practice)

**III.C.40. Vehicle shut down procedures.** Drivers should shut off all switches and controls, remove the key, secure the bus (pumping air down on air brake-equipped buses), and close all windows and vents at the end of each day. Some operations require drivers to remove the key at the end of each trip, not just the end of the day. (Best practice)

**III.C.41. Vehicle cleanliness - outside.** The exteriors of all pupil transportation vehicles should be washed at least once a week during winter months, or daily when the roads are wet or snow covered, and as needed at other times of the year. The

rear of the bus, especially the warning lights, should be kept clean at all times - several times a day under adverse weather conditions. Mirrors must be kept clean and clear. Windows in the driver's area of the bus should be kept clean inside and out to maximize visibility and reduce glare. Drivers should carry a clean rag or paper towels on their buses to clean mirrors and windows as needed on the route or trip. Buckets, squeegees, and cleaning materials should be readily available to drivers at all times in the bus yard or at the fueling station. Dirty windows and mirrors have been contributing factors in tragic school bus accidents.

(Recommendation - see *SED Sample Transportation Policy*, 1978, p. 20; *SED Transportation Supervisor's Handbook*, 1992, pp. 102, 105; *SED Safe Routes/Safe Stops*, 1992, p. 14; *SED Basic Course*, 1998, Chapter 9, p. 12)

**III.C.42. Vehicle cleanliness - spot checks.** Supervisors should conduct regular fleet inspections for cleanliness. Drivers who do not maintain adequately clean vehicles should be reminded, warned, or disciplined as necessary.

(Recommendation - see *SED Sample Transportation Policy*, 1978, x)

### **III.D. Vehicle Options and Supplemental Safety Equipment**

**III.D.1. Consideration of safety options.** Optional safety features should be carefully considered when ordering buses. Although few school districts and contractors can afford to purchase all desired options, awareness of the possibilities helps maximize limited financial resources. New safety features and equipment are available every year. (Recommendation - *SED School Bus Accidents: A Manual of Procedures*, 1987, p. 81)

**III.D.2. Communication devices.** All pupil transportation vehicles should be equipped with two-way radios or school district cell phones. When transporting students (especially young students and students with special needs), the ability to quickly summon emergency assistance is critically important. Drivers should be advised to safely pull off the road whenever possible when using communication devices. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 87; *SED School Bus Accidents: A Manual of Procedures*, 1987, p. 81; see also VT 1225c2)

**III.D.3. Mirror standardization.** School districts and bus companies should consider standardizing pedestrian crossover mirrors on all buses equipped with crossover mirrors. Different mirror designs can be confusing to drivers. School districts and bus companies should also consider equipping all buses in the fleet, not just buses built after December 31, 1993, with pedestrian crossover mirrors that comply with current Federal Motor Vehicle Safety Standards. Vehicle and mirror manufacturers, and NYS DOT, should be consulted before retrofitting mirrors. (Best practice)

**III.D.4. Heated mirrors.** School districts and bus companies should consider equipping buses with heated mirror systems to improve visibility in difficult weather conditions. Heated mirrors are especially useful in areas prone to severe winter weather. Ice and snow on mirrors can create serious safety problems. (Best practice - also see *National School Transportation Specifications and Procedures*, 2000, p. 35)

**III.D.5. Power mirrors.** School districts and bus companies should consider equipping buses with power-adjustable motorized mirrors. Power mirrors allow drivers to quickly adjust mirrors for maximum visibility, and to readily readjust mirrors without getting out of their seats if they have moved out of adjustment on the route or a trip, or when driving conditions change (such as adjusting mirrors to reduce glare during night driving). (Best practice)

**III.D.6. Additional stop arm.** School districts and bus companies should consider providing all buses in the fleet with more than one stop arm, including consideration of passenger-side rear stop arms when passenger-side passers are a concern. Additional stop arms are especially important in areas prone to stop arm violations due to heavy traffic or other factors. (Best practice; as of January 1, 2002, all new full-sized school buses in New York State must be equipped with a second stop arm)

**III.D.7. L.E.D.-lighted stop arms.** School districts and bus companies should consider equipping their buses with L.E.D.-lighted stop arms, which provide sharper, brighter lighting and a flashing “STOP” message to catch motorists’ attention.. (Best practice)

**III.D.8. Heated windshield wipers.** School districts and bus companies should consider equipping buses with heated windshield wipers. Heated wipers are especially useful in areas with severe winter weather. Ice and snow build up on windshield wipers and windshields can create significant safety problems in bad weather. (Best practice)

**III.D.9. Crossing control arm.** School districts and bus companies should consider equipping buses with crossing control arms (crossing gates). Crossing control arms reinforce safe crossing procedures for students. (Best practice - see *National School Transportation Specifications and Procedures*, 2000, p. 25; *SED Safe Routes/Safe Stops*, 1992, p. 8)

**III.D.10. Heated crossing control arm.** School districts and bus companies in areas with severe winter weather should consider providing buses with heated crossing control arms (crossing gates) to prevent ice and snow build up. (Best practice)

**III.D.11. Power doors.** School districts and bus companies should consider equipping buses with power-operated service doors. Power doors may reduce repetitive motion injuries and other physical complaints by drivers. (Best practice - see *National School Transportation Specifications and Procedures*, 2000, p. 26)

**III.D.12. Airfoil.** School districts and bus companies should consider equipping buses with roof-mounted airfoils to keep rear windows and lights free of snow and dust. Airfoils are most useful in areas with severe winter weather or in school districts with unpaved roads. (Best practice)

**III.D.13. Roof-mounted strobe lights.** To improve conspicuity in low-light conditions, school districts and bus companies should consider equipping buses with roof-mounted strobe lights. (Permissive law - best practice; see Part 56.12 of DMV Regulations, effective March 12, 2003; also see *National School Transportation Specifications and Procedures*, 2000, p. 34)

**III.D.14. Child check device.** School districts and bus companies should consider equipping buses with a mechanical or electronic child check system (i.e., magnetic sign, interlock alarm, etc.) which requires drivers to walk to the back of the bus to check for children before getting off. (Best practice)

**III.D.15. Body skirts.** School districts and bus companies should consider equipping buses with lowered body skirts to reduce the possibility of a student or other child falling or crawling under the bus. (Best practice)

**III.D.16. External PA systems.** School districts and bus companies should consider providing buses with external public address systems to help communicate with students outside the bus during loading or unloading. (Best practice - see *National School Transportation Specifications and Procedures*, 2000, p. 36; *SED Safe Routes/Safe Stops*, 1992, p. 8)

**III.D.17. Automatic chains.** School districts and bus companies should consider equipping buses with automatic, driver-activated traction chains. Automatic chains may be especially beneficial in areas with severe winter weather. (Best practice - also see *National School Transportation Specifications and Procedures*, 2000, p. 40)

**III.D.18. Access to lift door.** School districts and bus companies should consider positioning wheelchair stations on all lift equipped buses so access to the lift door is not blocked. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 54; this is a **MANDATE** on new buses - see 49 CFR 571.217, effective April 21, 2003)

**III.D.19. Lift interlock.** School districts and bus companies should consider equipping lift-equipped buses with brake interlock systems to prevent buses from

being moved until lifts are properly stowed. Incidents have occurred in which drivers moved the bus before stowing the wheelchair lift. Interlocks are an option but are not presently required by NYS DOT. (Best practice - see *National School Transportation Specifications and Procedures*, 2000, p. 49)

**III.D.20. Bridgeable lifts.** School districts and bus companies should consider providing lift-equipped buses with bridgeable lift platforms that maintain a level surface when lowered onto uneven surfaces. (Best practice)

**III.D.21. Wheelchair securement/restraint storage.** A bag, enclosure, or other method to store wheelchair securement belts should be provided on lift-equipped buses and utilized when the securement belts are not in use. Securement belts should be removed from their floor mounts and stowed in the storage bag when not in use. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 54)

**III.D.22. Light over lift.** Lift-equipped buses should be equipped with a special (ADA) light to illuminate the lift area in low-light conditions. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 57)

**III.D.23. Retarder brakes.** School districts and bus companies in areas with steep grades should consider equipping buses with retarder braking systems to supplement service brakes on downgrades. (Best practice)

**III.D.24. Driver lap/shoulder belt.** School districts and bus companies should provide lap/shoulder belts for bus drivers, not just lap belts. Lap/shoulder belts provide a higher level of protection for the bus driver in many accident scenarios. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 36)

**III.D.25. Driver head rest.** School districts and bus companies should equip buses with driver seat head rests to provide a higher level of protection to bus drivers in rear end collisions and other accident scenarios. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 37)

**III.D.26. Reflective stripes on bumpers.** School districts and bus companies should consider equipping buses with diagonal reflective striping on rear bumpers to reduce the possibility of rear-end collisions in poor-visibility. (Best practice)

**III.D.27. Reflective tape on all buses.** School districts and bus companies should consider marking all pupil transportation vehicles with reflective tape, including small multipurpose vehicles and school cars, to provide a higher level of protection to students and drivers when the vehicle is stopped at railroad tracks or to load or unload students in low-light driving conditions. (Best practice - also see *National School Transportation Specifications and Procedures*, 2000, p. 36)

**III.D.28. Fuel tank between frame rails.** To provide a higher measure of protection against fires in severe collisions, buses should be equipped with fuel tanks mounted between frame rails. Not all bus designs allow for placing the fuel tank between the frame rails, but most do. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 16)

**III.D.29. Seat belt cutters on all buses.** School districts and bus companies should consider equipping all buses with seat belt cutters, not just lift-equipped buses as required by law. Almost all New York State school buses are equipped with seat belts, and even if the school district does not mandate student seat belt use, some students do use them. A belt cutter could be essential in evacuating belted students. (Best practice)

**III.D.30. Fire-block upholstery on all buses.** School districts and bus companies should consider equipping all buses, including those that are not equipped with a wheelchair lift, with fire-block upholstery, to provide a higher degree of fire prevention and safety when transporting young students or students who are ambulatory but have other types of special needs. (Best practice)

**III.D.31. Roof identification.** School districts and bus companies should consider placing roof identification numbers that are clearly visible from the air on buses. In case of an accident, road emergency, or criminal act (such as a bus hijacking or other type of terrorist action), roof identification numbers may help law enforcement quickly locate the bus. (Best practice)

**III.D.32. Silent alarm.** School districts and bus companies should consider equipping buses with silent alarm buttons so drivers can immediately and unobtrusively alert base if a criminal or other intruder has entered the bus. Many municipal transit systems equip their buses with silent alarms. (Best practice)

**III.D.33. Noise-reducing switch.** Buses should be equipped with a noise-reducing switch that shuts off all nonessential noise-making components, including, but not limited to, fans, heaters, and the radio, to help drivers hear train horns or whistles at railroad crossings. Tragic school bus accidents at railroad grade crossings have been partly caused by the driver's inability to hear approaching trains. (Recommendation - see National Transportation Safety Board Highway Accident Report HAR-01/03, *Collision of CSXT Freight Train and Murray County School District School Bus At Railroad/Highway Grade Crossing, Conasauga, Tennessee, March, 28, 2000*, Recommendation #H-01-38; see also *Coming Together*, 2002 SED Professional Development Seminar, p. 38)

**III.D.34. Video cameras.** School districts and bus companies should consider equipping buses with video cameras. Cameras can improve safety by monitoring and documenting student conduct. To protect all parties involved, a formal school policy authorizing the use of video cameras on buses should be in place. (Best

practice and permissive law; see Education Regulation 8 NYCRR 156.9[d][1]; see also Appeal of Burrows, 39 Education Department Report, 212 [1999]; also see *National School Transportation Specifications and Procedures*, 2000, p. 101)

**III.D.35. Danger zone detection system.** School districts and bus companies should consider equipping buses with external electronic child detection systems (sonar, microwave, etc.) to alert the driver to a child in the danger zones around the outside of the bus. (Best practice)

**III.D.36. How to Cross Posters - on buses.** All buses should be equipped with SED's Safe Crossing Posters. Posters should be placed where students can best see them as they exit the bus. (Recommendation - see *SED Basic Course*, 1998, Chapter 11, p. 5; *SED Transportation Supervisor's Handbook*, 1992, pp. 82, 215; *SED Safe Routes/Safe Stops*, 1992, 17; *SED School Bus Safety Is One Bus Stop at a Time*, 2002, p. 17)

**III.D.37. Brake interlock.** School districts and bus companies should consider equipping buses with brake interlock systems to secure the bus whenever students are being received or discharged. Interlock systems engage the parking or service brake when the passenger door is opened. SED recommends that buses be secured whenever students are being received or discharged. A brake interlock system eliminates the need for drivers to manually set the parking or spring brake at each bus stop. (Best practice)

**III.D.38. Tachograph.** School districts and bus companies should consider equipping buses with tachographs to monitor speed. (Best practice)

**III.D.39. Data recorder.** School districts and bus companies should consider equipping buses with electronic onboard data recorders, which can document many bus driver actions such as speed, flasher use, braking, etc. (Best practice)

**III.D.40. Maximum seat spacing.** Buses utilized for transporting children in car seats and other types of child safety restraints should be purchased with seats installed at maximum seat spacing as specified under Federal Motor Vehicle Safety Standards No. 222, *School Bus Passenger Seating and Crash Protection* (within 24 inches from the seating reference point). Maximum seat spacing makes it easier to secure car seats and children. Some car seats and some children are too big to fit properly in a school bus seat at the minimum seat spacing configuration. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 141; National Highway Traffic Safety Administration, *Guideline for the Safe Transportation of Pre-School Age Children in School Buses*, 1999; National Highway Traffic Safety Administration, *Choosing the Correct School Bus For Transporting Pre-School Age Children*, 2001)

**III.D.41. Seat belts for car seats.** Seat belts on buses utilized for transporting children in car seats should be installed so the non-adjustable end of the belt not extends two inches or less from the seat bight (where the seat cushion meets the seat back). The non-adjustable end of lap belts should be positioned in the center of the seat and at the aisle. Belt buckles should be mounted on the aisle side of the seat for easier installation of the car seat. It can be difficult to properly secure a car seat in a bus seat if the seat belt is not specifically installed for car seat use. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 143; National Highway Traffic Safety Administration, *Choosing the Correct School Bus For Transporting Pre-School Age Children*, 2001)

**III.D.42. 3-2 seating.** School districts should consider equipping buses with a “3-2” seating configuration to provide adequate seat space for larger students and to provide for a wider aisle (3-3 aisle: 12”; 3-2 aisle: 15”). The National Highway Safety Administration recommends that all students be seated properly, entirely within the confines of the seat. Three larger students often cannot fit on the seat the seat with the 13” per student allowance in a “3-3” seating configuration. (Best practice; see National Highway Traffic Safety Administration, *The Number of Persons That Can Safely Sit on a School-Bus Seat*, [www.nhtsa.dot.gov](http://www.nhtsa.dot.gov), and *Choosing the Correct School Bus For Transporting Pre-School Age Children*, 2001)

**III.D.43. Body fluid clean-up kits.** All buses should be equipped with body fluid clean-up kits. Drivers should be trained about how to use the kits properly. Clean-up kits should be regularly checked and restocked as needed. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 28)

**III.D.44. Air horns.** School districts and bus companies in areas should consider equipping their buses with air horns. Air horns may be especially useful where stop arm violations are common. Air horns are significantly louder than standard electric horns and may be able to alert a motorist or a student to prevent an injury. (Best practice)

**III.D.45. Luggage compartments - external.** School districts and bus companies should consider equipping buses with external luggage compartments. External luggage compartments are especially useful on sports and field trips, so athletic equipment, coolers, etc., can be safely transported without blocking aisles or exits. (Best practice)

**III.D.46. Luggage compartments - passenger-side access.** School districts and bus companies purchasing buses with luggage compartments should consider luggage compartments with passenger-side access. Passenger-side access eliminates the need for the driver or a student to be in the roadway, exposed to traffic dangers,

when placing items in or removing them from the luggage compartment. (Best practice)

**III.D.47. Driver storage.** School districts and bus companies should consider providing supplemental storage compartments in or near the driver area (i.e., seat pouch, locking compartment, etc.) for driver materials such as clipboards, route sheets, maps, purses, gloves, sunglasses, etc. Bus drivers often bring a variety of work-related or personal items with them on the bus. Unsecured items in the driver area or on the dash can distract the bus driver and create a serious safety hazard. (Best practice)

**III.D.48. Maximum driver visibility.** School districts and bus companies should consider purchasing “transit-style” or modified “slant nosed” transit-style buses to maximize driver vision of the danger zones in front of the bus. (Best practice - see *SED Transportation Supervisor’s Handbook*, 1992, p. 140; *SED Safe Routes/Safe Stops*, 1992, p. 8)

**III.D.49. Air suspension - lift-equipped buses.** Lift-equipped buses should be equipped with an air suspension system to provide a smoother ride for fragile students using wheelchairs. (Recommendation - see *SED Transportation Supervisor’s Handbook*, 1992, p. 139)

**III.D.50. Flashlights.** Flashlights should be provided for all drivers. Flashlights are necessary for pre-trip inspections early in the morning, as well as on extracurricular trips at night, etc. Flashlights should be safely secured on the bus. (Recommendation - see *SED Advanced Course*, 1999, Session 7, p. 6)

**III.D.51. Snow brushes.** Snow brushes should be available for all buses. Drivers should be provided with an effective means of clearing snow from windows, mirrors, lights, and hoods. Snow brushes should be safely secured when carried on the bus. (Recommendation - see *SED Basic Course*, 1998, Chapter 7, p. 13; *SED Advanced Course*, 1992, Session 7, p. 6)

**III.D.52. Towels.** Paper towels or clean rags, to clean windows, mirrors, etc., should be provided for all buses. Towels are useful for clearing inside windows that steam up in winter conditions, as well as for assorted other tasks. (Recommendation - see *SED Advanced Course*, 1999, Session 7, p. 6)

**III.D.53. Radio speakers disabled.** Internal am/fm radio speakers located immediately above school bus drivers’ seating positions, within four feet of the driver’s seat back in its rearmost upright position, should be disabled. New buses should be ordered without am/fm radio speakers in the driver area. Radio noise has been a contributing factor in tragic school bus accidents. It is critically important that bus drivers are able to hear warnings such as train whistles at railroad tracks or a warning shout from a parent or bystander when loading or unloading students.

(Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 36; National Transportation Safety Board, Highway Accident Report 96/02, *Collision of Northeast Illinois Regional Commuter Railroad Corporation [METRA] Train and Transportation Joint Agreement School District 47/155 School Bus at Railroad/Highway Grade Crossing in Fox River Grove, Illinois, on October 25, 1995*, Recommendation # H-96-51)

**III.D.54. Heated steps.** School districts and bus companies should consider providing buses with heated entrance steps. Heated steps may be especially useful in areas with severe winter weather. Heated steps help keep stair treads clear of snow and ice and help prevent slips and falls by students, drivers, monitors, and attendants. (Best practice)

**III.D.55. Phone number - all buses.** School districts and bus companies should consider placing the operation's phone number on all buses in the fleet, not just buses purchases or acquired since Sept. 1, 1997, as required by state law. (Best practice)

**III.D.56. L.E.D. lighting.** School districts and bus companies should consider equipping buses with L.E.D. lighting, which improves bus conspicuity and reduces maintenance costs and current draw. (Best practice)

**III.D.57. White roof.** School districts and bus companies should consider providing buses with white roofs to lower interior temperatures in hot weather conditions. (Best practice)

**III.D.58. Tinted glass.** School districts and bus companies should consider equipping buses with tinted side windows to lower interior temperatures in hot weather. Tinted windows may also increase security by making it more difficult for strangers outside the bus to see children seated inside. (Best practice)

**III.D.59. Acoustic roof panels.** School districts and bus companies should consider equipping buses with acoustic roof panels to lower noise in the passenger compartment and improve driver concentration. (Best practice)

**III.D.60. Additional side directionals.** School districts and bus companies should consider equipping buses with additional side directionals at the front and rear of the bus to reduce lane-encroachment collisions. (Best practice)

**III.D.61. Auxiliary heaters.** School districts and bus companies in areas subject to severe winter conditions should consider equipping buses with supplemental diesel-powered heaters to provide greater passenger and driver comfort and to help clear and defrost windows. Auxiliary heaters may also help to decrease idling time in severe winter conditions. (Best practice)

**III.D.62. Driver side exhaust.** Buses are equipped with a driver side exhaust system to reduce student exposure to exhaust fumes near school loading areas. (Best practice)

**III.D.63. Storm glass.** Buses are equipped with storm glass in windows in the driver's area to decrease fogging and to improve visibility in winter conditions. (Best practice)

**III.D.64. Heated driver window.** Buses are equipped with heated driver windows to decrease fogging and improve visibility in winter conditions. (Best practice)

**III.D.65. GPS.** Buses are equipped with Global Positioning Systems to allow the transportation office to monitor the location of all buses at all times, increasing security for students. (Best practice)

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## Section IV. Eligibility and Routing

*Goal: Safe bus stops, bus routes, and trips are provided for students.*

### Section IV Topics

IV.A.1.	Mandated transportation	IV.C.4.	Parent information about bus stops
IV.A.2.	Homeless transportation	IV.C.5.	Dry run
IV.A.3.	Eligibility measurement	IV.C.6.	Time pressure
IV.A.4.	Protection of the school bus - percentage	IV.C.7.	Computerized routing
IV.A.5.	Distance to bus stop	IV.C.8.	Manual check of computerized routes
IV.A.6.	Child Safety Zones	IV.C.9.	Route sheet on the bus
IV.A.7.	Child care	IV.C.10.	Updating routes
IV.A.8.	Students driving to school	IV.C.11.	Consistent drop off locations
IV.B.1.	Visibility at bus stops	IV.C.12.	Unauthorized route changes
IV.B.2.	Room at bus stops	IV.C.13.	Visibility at railroad crossings
IV.B.3.	Non-cross roads	IV.C.14.	Challenging crossings
IV.B.4.	Parent request for exception to non-cross policy	IV.C.15.	Accident data - railroad crossings
IV.B.5.	Crossovers minimized	IV.C.16.	Driver responsibility for reporting route hazards
IV.B.6.	Crossers - percentage	IV.C.17.	Pedophiles near bus stops
IV.B.7.	Route sheets - hazards noted	IV.C.18.	Tagging children
IV.B.8.	Route sheets - crossers noted	IV.C.19.	Identifying buses
IV.B.9.	Route and bus stop hazards minimized	IV.C.20.	Kindergarten routes - school start-up
IV.B.10.	Bus stops on hills	IV.C.21.	Kindergarten routes - monitors
IV.B.11.	Stops on side streets	IV.C.22.	Principal responsibility for bus safety
IV.B.12.	Intersection stops	IV.C.23.	Authorization for bus stop change
IV.B.13.	School Bus Stop signs	IV.C.24.	Map
IV.B.14.	State Law signs	IV.C.25.	Standees
IV.B.15.	Turnarounds and pull-offs	IV.C.26.	High school routes
IV.B.16.	Distance between bus stops	IV.D.1.	Bus line up - emergency doors
IV.B.17.	Cul-de-sacs	IV.D.2.	Passing motorists on school sites
IV.B.18.	Number of students at a stop	IV.D.3.	School zone speed limits
IV.B.19.	Grade level of students at a stop	IV.D.4.	Passing other buses on school sites
IV.B.20.	Supervision at the bus stop	IV.D.5.	School site traffic patterns
IV.B.21.	Unsafe roads	IV.D.6.	Supervision of students in loading zones
IV.B.22.	Private roads	IV.D.7.	Separate loading areas
IV.B.23.	Minimizing backing	IV.D.8.	Separate dismissals
IV.B.24.	Emergency routes	IV.D.9.	Teachers wait
IV.B.25.	Activity bus passes		
IV.B.26.	Length of bus ride		
IV.C.1.	Unguarded crossings - Board approval		
IV.C.2.	Annual review of route hazards		
IV.C.3.	Written route sheets		

IV.D.10.	Safety reminders to school staff	IV.E.5.	Vehicles for extracurricular trips
IV.D.11.	Marked walkways	IV.E.6.	Driver selection - extracurricular trips
IV.D.12.	Supervision of early or late students	IV.E.7.	Regular route drivers and extracurricular trips
IV.D.13.	Assigned parking on school sites	IV.E.8.	Extracurricular trip drivers training
IV.D.14.	Backing - school sites	-	Trip route
IV.D.15.	Assistance if backing is necessary	IV.E.9.	Chaperones, teachers, and coaches on board
IV.D.16.	Leaving the loading area	IV.E.10.	Passenger roster
IV.D.17.	Kindergarten children - school sites	IV.E.11.	Trip kit
IV.D.18.	School site roadways	IV.E.12.	Baggage on trips
IV.D.19.	School site loading areas - diagonal parking	IV.E.13.	Emergency contacts
IV.D.20.	Traffic signs on school sites	IV.E.14.	Trip Handbook
IV.D.21.	School site planning	IV.E.15.	Trip drill
IV.D.22.	School site evaluation	IV.E.16.	Extracurricular trip
IV.D.23.	Bus loading procedures	IV.E.17.	Evacuation Team
IV.D.24.	Bus loading supervisor	IV.E.18.	Bus inspection at destination
IV.D.25.	Walking between buses	IV.E.19.	Checking tires on trips
IV.D.26.	Drivers on board	IV.E.20.	Securing buses on trips
IV.D.27.	Middle loading	IV.E.21.	Cell phones on trips
IV.D.28.	Crossing guards	IV.E.22.	Driver accessibility at the destination
IV.E.1.	Custody of students on trips	IV.E.23.	Charter company selection
IV.E.2.	Driving hours on trips		
IV.E.3.	Speed limit on trips		
IV.E.4.	Transportation Supervisor coordination		

## IV.A. Eligibility

**IV.A.1. Mandated transportation.** The school district, unless it is a city school district, must provide transportation for all K-8 grade students who live two miles or more from their schools, and all 9-12 grade students who live three miles or more from their schools. (**MANDATE** - Education Law 3635(1)(a and c))

**IV.A.2. Homeless transportation.** The school district must transport homeless children between their temporary housing and their schools of origin within a 50 mile limit. School buses must travel to shelters, transitional living projects, and motels where homeless students reside. Bus stops must be arranged to keep students' living situations confidential. (**MANDATE** - Education Law 3209(4)(c and e); see 42 USC 11435(2), *Homeless Education Assistance Act*)

**IV.A.3. Eligibility measurement.** Distances for determining student eligibility for transportation must be measured from home to school by the nearest available publicly maintained route. The Transportation Supervisor should use a consistent method to measure distances when determining eligibility. A calibrated vehicle

odometer or an aerial survey are both acceptable. (**MANDATE** - Education Law 3635(1)(a); also see *SED Transportation Supervisor's Handbook*, 1992, p. 34; see *Appeal of Adamitis*, 38 Education Department Reports, 765 [1999]; *Appeal of Jagoda*, 34 Education Department Reports, 154 [1994]; *Appeal of Canossa*, 37 Education Department Reports, 456 [1998])

**IV.A.4. Protection of the school bus - percentage.** What percentage of all students in your school district are eligible to ride a school bus to and from school? Research clearly indicates that the school bus is by far the safest transportation mode for students to get to and from school; estimates range from 8 to 24 times safer than any other transportation mode (parent cars, student drivers, walking, ride a bike). Nationally, approximately 800 school-aged children die going to and from school by other transportation modes each year, while school bus fatalities (all types) are typically 25 or less per year. Consequently, one of the most effective means of improving the safety of a community's children is to increase the percentage who use school buses to travel to and from school each day. (Operational performance - use Worksheet IV.A.4, in *Appendix*; see *The Relative Risks of School Travel*, Transportation Research Board, 2002, p. 113)

**IV.A.5. Distance to bus stop.** The distance between a student's home and bus stop should not exceed the distance used by the district for determining eligibility for transportation, except for students living on private or unsafe roadways not traveled by buses. (Recommendation - see *Appeal of Marsh*, 36 Education Department Report 134 [1996])

**IV.A.6. Child Safety Zones.** The school district should consider establishing Child Safety Zones for children whose most direct walking route to school would traverse a hazardous zone but who are not eligible for transportation based on the district's mileage limits. Note: school districts are not required to provide transportation to students directly to and from home. A school board is authorized to exercise its discretion in designating pick-up points after considering and balancing issues of student safety, convenience, routing efficiency and cost. The fact that a pick-up point is located on a heavily traveled road or may require students to wait or travel on unlit narrow roadways with no sidewalks or walkways is insufficient to prove that the pick-up point is unsafe. It is the responsibility of the parent, not the school district, to see that his or her child reaches the pick-up point safely. (Best practice/permissive law - see Education Law 3635b and 3635.1.d; Part 191 of the Regulations of the Commissioner of Transportation; see also SED's *Child Safety Zones* memorandum of January 27, 1993; *Matter of Clark*, 15 Education Department Report, 260, [1976]; and *Appeal of Icenogle*, 34 Education Department Report, 406 [1995]; *Appeal of DiNapoli*, 38 Education Department Report, 269 [1998]; *Appeal of Behan*, 34 Education Department Report, 368 [1995]; *Appeal of Krauciunas*, 35 Education Department Report, 107 [1995]; *Appeal of Jett*, 33 Education Department Report, 446 [1994]; *Pratt v. Robinson*, 39 N.Y.2d 554 [1976]; *Appeal of Rheame-Wellenc*, 37 Education Department Report 83 [1997];

*Appeal of Pauldine*, 35 Education Department Report, 54 [1995], application to reopen denied; 38 Education Department Report, 101 [1998])

**IV.A.7. Child care.** School districts should consider providing transportation for students in grades K-8 between school and child care locations within a student's attendance zone. (Best practice and permissive law - see Education Law 3635[1][e]; see *Appeal of Bernes*, 39 Education Department Reports, 620 [2000])

**IV.A.8. Students driving to school.** Student drivers should be approved by the school district. Driving to and from school should be a privilege dependent on principal approval. Student driving privileges should be suspended for unsafe actions. Safety studies prove that students are much safer using school buses to get to and from school. (Best practice; see also *SBDI as Catalyst*, 1997 SED Professional Development Seminar, p. 35; see *The Relative Risks of School Travel*, Transportation Research Board, 2002, p. 113)

## **IV.B. Routes and Bus Stops**

**IV.B.1. Visibility at bus stops.** Whenever possible there should be at least 500 feet visibility at bus stops where the speed limit is 35 mph, and 1000 feet above 35 mph. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 76; *SED Safe Routes/Safe Stops*, 1992, p. 62)

**IV.B.2. Room at bus stops.** There should be sufficient room 15 feet from the roadway for all students assigned to bus stops to wait comfortably and safely. Students waiting near the roadway at bus stops have been struck by passing cars. (Recommendation - see *SED Safe Routes/Safe Stops*, 1992, pp. 31; 119)

**IV.B.3. Non-cross roads.** Heavily traveled highways should be designated as non-cross roads so students do not have to cross. Students should not be required to cross a road wider than two lanes. The school district should establish a written policy clearly defining which roads students are not allowed to cross. All loading and unloading along designated non-cross roads should take place at the students' residence side of the street. (Recommendation - see *SED Sample Transportation Policy*, 1978, p. 4; *SED Transportation Supervisor's Handbook*, 1992, p. 71; *SED Safe Routes/Safe Stops*, 1992, p. 34)

**IV.B.4. Parent request for exception to non-cross policy.** Once the school district has identified certain roads as "non-cross" roads, no exceptions should be made to allow a student to cross such a road, even by parental request (for instance to reduce the length of their child's bus ride by adopting a "first on, first off" policy so students who are picked up early in the morning are not last to be dropped off in the afternoon). (Recommendation - see *SED Safe Routes/Safe Stops*, 1992, p. 34; see *Appeal of Fullam*, 38 Education Department Reports, 227 [1998]; *Appeal of*

*Reich*, 38 Education Department Reports, 565 [1999]; *Appeal of Byrne*, 34 Education Department Reports, 389 [1995])

**IV.B.5. Crossovers minimized.** Whenever possible, bus stops should be established so students do not have to cross the road. No elementary students and few if any secondary students should be required to cross main or heavily traveled streets. If necessary, bus routes should be retraced so students do not need to cross the roadway. Accident statistics indicate that students who must cross the road to get on or off their buses are more at risk. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 91; *SED Sample Transportation Policy*, 1978, p. 4; *SED Transportation Supervisor's Handbook*, 1992, p. 71; *SED School Bus Accidents: A Manual of Procedures*, 1987, p. 75; *SBDI as Catalyst*, 1997 SED Professional Development Seminar, p. 105)

**IV.B.6. Crossers - percentage.** What percentage of all students eligible for transportation (whether riding school district or contractor buses) must cross the road when they get off the bus in the afternoon? Although geographical factors vary widely from community to community, each school district should be aware of how many students are required to cross. Students who must cross the street to get on or off their buses are more at risk of injury or death. Statistically, the afternoon drop-off is the most dangerous time of the day for students using school buses. Awareness that a high percentage of students must cross the road may motivate the school district to examine its routing procedures. (Operational performance - use Worksheet IV.B.6, in *Appendix*)

**IV.B.7. Route sheets - hazards noted.** Written route sheets should identify and highlight potential hazards, including railroad crossings, steep hills, dangerous intersections, etc. A standardized route hazard review checklist, such as that developed by the National Association of State Directors of Pupil Transportation Services, should be utilized for identifying potential hazards on bus routes. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, pp. 88-89, 249; National Transportation Safety Board, Highway Accident Report HAR 96/02, *Collision of Northeast Illinois Regional Commuter Railroad Corporation (METRA) Train and Transportation Joint Agreement School District 47/155 School Bus at Railroad/Highway Grade Crossing in Fox River Grove, Illinois, on October 25, 1995*, Recommendation # H-96-52; National Association of State Directors of Pupil Transportation, *Identification and Evaluation of School Bus Route and Hazard Marking Systems*, 1998; *Coming Together*, 2002 SED Professional Development Seminar, p. 39; *SBDI as Catalyst*, 1997 SED Professional Development Seminar, p. 105; *Safety at the Crossroads*, 1996 SED Professional Development Seminar, p. 49)

**IV.B.8. Route sheets - crossers noted.** All bus stops where students must cross the road should be clearly noted on the written or printed route sheet (whether computer-generated, typed, or handwritten). Drivers should be provided with the

names and locations of all students who must cross the highway. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 77; *SED Safe Routes/Safe Stops*, 1992, pp. 11, 58; *SED Routing and Driving Tips*; *SED School Bus Safety Is One Bus Stop at a Time*, 2002, p. 21; *SED School Bus Accidents: A Manual of Procedures*, 1987, p. 75)

**IV.B.9. Route and bus stop hazards minimized.** Bus stops should not be placed at or near dangerous intersections, railroads, narrow bridges, sharp curves, on cliffs, on steep hills or near the crowns of hills, or drug houses. Bus stops should be at least 200' from railroad tracks. Whenever possible, routes should avoid dangerous railroad crossings and other driving hazards. Accident histories at railroad crossings, and any unusual roadway characteristics at the crossing, should be considered when establishing bus routes. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 71; *Coming Together*, 2002 SED Professional Development Seminar; *SED Safe Routes/Safe Stops*, pp. 32, 46, Exhibits Section; National Transportation Safety Board, *Collision of Northeast Illinois Regional Commuter Railroad Corporation (METRA) Train and Transportation Joint Agreement School District 47/155 School Bus at Railroad/Highway Grade Crossing in Fox River Grove, Illinois, on October 25, 1995*, HAR 96/02, Recommendation # H-96-53)

**IV.B.10. Bus stops on hills.** Bus stops on steep hills should be avoided whenever possible. When a bus stop on a hill is unavoidable, it should be located at a safe distance from the crest so motorists traveling at the posted speed can stop within the sight distance, and should be protected by use of school bus stop ahead signs or by a pull-off area. At least one court has held that a school district has a duty to act with reasonable care to other motorists when routing its buses and designating pick-up points for school buses. Unreasonably placing a bus stop in an area with hilly terrain and limited visibility, if safer alternatives are available, could lead to a finding of liability. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 71; *National School Transportation Specifications and Procedures*, 2000, p. 92; also see *Black v. Homer CSD*, 190 Misc.2d 17 [N.Y. Sup. Ct. 2002])

**IV.B.11. Stops on side streets.** Whenever possible, bus stops should be established on side streets instead of main roads to reduce traffic tie ups. (Recommendation - *SED Sample Transportation Policy*, 1978, p. 4)

**IV.B.12. Intersection stops.** Bus stops at intersections should be avoided. Whenever possible, bus stops should be placed at least 100' from intersections. Children waiting at corner bus stops are more at risk. Motorists can be confused by buses loading or unloading at intersections. Motorists turning from an intersecting street may not have time to stop for the bus or a student. New York State students have been struck and killed when they were discharged at intersections. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 76; *SED Basic Course*, 1998, Chapter 8, p. 10; *SED Safe Routes/Safe Stops*, 1992, pp.

31, 33, 119, and Exhibit Section; *SBDI as Catalyst*, 1997 SED Professional Development Seminar, p. 105; *Safety at the Crossroads*, 1996 SED Professional Development Seminar, p. 49)

**IV.B.13. School Bus Stop signs.** The school district should work in conjunction with NYS DOT, local governments, and highway departments to post “School Bus Stop Ahead” signs to alert motorists to potentially hazardous bus stop locations along its bus routes. (Recommendation - see *SED Safe Routes/Safe Stops*, 1992, pp. 29-30; see DOT’s *Manual of Uniform Traffic Control Devices* regarding the necessary criteria for posting such signs)

**IV.B.14. State Law signs.** The school district works in conjunction with local government agencies and highway departments to post “State Law: Stop for Stopped School Bus” signs to remind motorists of their obligations to stop for buses that are loading or unloading students. As opposed to “School Bus Stop Ahead” signs, “State Law: Stop for Stopped School Bus” signs are not posted to alert motorists about a specific bus stop, but as a general reminder. State Law signs can be posted in prominent locations along local roadways. (Recommendation - see *SED Safe Routes/Safe Stops*, 1992, p. 30)

**IV.B.15. Turnarounds and pull-offs.** The school district should establish designated bus turnarounds as needed in appropriate locations on bus routes. Turnarounds should have adequate visibility - 500 feet minimum in areas where the speed limit is 35 mph or less, and 1000 feet minimum where the speed limit is more than 35 mph. Turnarounds should not be established unless adequate space is available to turn a bus around safely, and the space is properly maintained by town, county, and/or state highways. The school district should also consider designating pull-off areas for school buses to be driven off the main traveled part of a highway to receive or discharge students. On heavily traveled roads, pull-offs may provide a higher degree of safety to students boarding or exiting the bus, as well as students on board. The state or municipality having jurisdiction over a highway so designated should provide construction and maintenance of pull-off areas. (Recommendation/permissive law - see *SED Sample Transportation Policy*, 1978, p. 5; *SED Safe Routes/Safe Stops*, 1992, p. 62; Education Law 3635 [2][5]; also see National Highway Traffic Safety Administration *Guideline 17*, IVC2b3)

**IV.B.16. Distance between bus stops.** The distance between bus stops should be sufficient to allow bus drivers to activate the amber prewarning flashers. Whenever possible, stops should not be at least 0.2 mile from each other so the bus has time to re-enter the flow of traffic before signaling its intent to stop again. Stops that are very close together can increase the possibility of a motorist striking the rear of the bus. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 90; *SED Safe Routes/Safe Stops*, 1992, pp. 27, 47)

**IV.B.17. Cul-de-sacs.** Dead end streets, loop streets, and cul-de-sacs should be avoided by buses whenever possible. Forcing a bus driver to back up or maneuver the bus through a restricted space significantly increases the chance of an accident and exposes children in the area to greater risk. Bus routes for typical students should not go into dead ends and cul-de-sacs unless there is no alternative. Buses should not block the entrance to cul-de-sacs when loading students. (Recommendation - see *SED Sample Transportation Policy*, 1978, 4; *SED Transportation Supervisor's Handbook*, 1992, 71; *SED Safe Routes/Safe Stops*, 1992, pp. 63, 119; see also *Appeal of Davies*, 42 Education Department Reports [2002])

**IV.B.18. Number of students at a stop.** Whenever possible, no more than 15 children should be placed at a bus stop, unless there is adequate waiting space away from heavy traffic areas, in which case a maximum of 25 students should be allowed. Large numbers of students at a bus stop increase the possibility of unsafe behavior, and make it more difficult for the bus driver to be sure all students are out of the danger zones before moving the bus away from the bus stop. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 77; *SED Sample Transportation Policy*, 1978, p. 5)

**IV.B.19. Grade level of students at a stop.** Age mix should be considered as a factor when assigning students to bus stops. When possible, students with a wide age variation should not be assigned to the same bus stop at the same time (example: K-5 students at a bus stop with grade 6-8 students). (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 77)

**IV.B.20. Supervision at the bus stop.** School districts and bus companies should consider establishing a program in which parent volunteers or safety patrol leaders provide supervision at bus stops. (Best practice; see *SED Transportation Supervisor's Handbook*, 1992, p. 77)

**IV.B.21. Unsafe roads.** Transportation should not be provided on roads in unreasonably hazardous condition, such as those not maintained by town highway departments if the lack of maintenance makes it unsafe to travel these roads. Roads with unsafe shoulders, roads that are so narrow that a school bus and another vehicle cannot safely pass each other, and roads with steep grades that buses cannot safely negotiate, should be considered as unsafe for student transportation purposes. Examples of other unsafe conditions to be taken into consideration are limited sight distance, frequent flooding, road erosion, accumulations of ice and snow, mud, etc. (Recommendation - see *SED Sample Transportation Policy*, 1978, p. 4; see *Appeal of Warner*, 37 Education Department Reports, 469 [1998]; *Appeal of Gulla*, 39 Education Department Reports, 716 [2000]; *Matter of Clark*, 15 Education Department Reports, 260 [1976]; and *Matter of McGibbon*, 14 Education Department Reports, 271 [1975])

**IV.B.22. Private roads.** When transportation on private roads is provided by the school district, the landowner's written consent should be obtained. Note: School districts are not required to provide transportation to students over privately maintained roads. Transportation should not be provided on private roads that are unsafe or are not maintained by town, county, and/or state highway departments. (Recommendation - see *SED Safe Routes/Safe Stops*, 1992, p. 64; *SED Sample Transportation Policy*, 1978, 5; see *Appeal of Taylor*, 26 Education Department Reports, 255 [1986]; see also *Matter of Cohen*, 21 Education Department Reports, 280 [1981])

**IV.B.23. Minimizing backing.** A concerted effort should be made to eliminate backing on bus routes. Backing a school bus increases the chance of an accident and is dangerous for students and others. Routing a bus so it must back up should be permitted only when there is no reasonable alternative. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 72; *SED Safe Routes/Safe Stops*, 1992, p. 62)

**IV.B.24. Emergency routes.** Alternate emergency routes and bus stops should be established ahead of time, and utilized when weather or road conditions make a portion of the regular route, or a regular bus stop, unsafe. Emergency routes and emergency bus stops should be identified in writing. Drivers, students, and parents should be fully informed about emergency routes and emergency bus stops ahead of time. Parents need to understand exactly how they can find out when an emergency route is in effect (i.e., local radio stations). (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 67; *SED Safe Routes/Safe Stops*, 1992, pp. 50, 64; *National School Transportation Specifications and Procedures*, 2000, p. 91; *SBDI as Catalyst*, 1997 SED Professional Development Seminar, p. 106)

**IV.B.25. Activity bus passes.** Students using activity buses should be required to obtain a pass each day from the principal or other school administrator. Uncontrolled access to "late" buses or activity buses raises concerns about the school district's custodial responsibility for its students. If an accident or other bus emergency occurs, uncontrolled or poorly-controlled access makes it difficult or impossible to know which students were on the bus. Uncontrolled access to late buses can also increase the possibility of discipline problems. (Recommendation - see *SED Safe Routes/Safe Stops*, 1992, p. 56)

**IV.B.26. Length of bus ride.** In-district routes should be planned so the majority of children do not ride more than 30 minutes in urban school districts and one hour in rural districts. One hour should generally be the maximum riding time for one-way trips. Note: SED does not specify a maximum time limit for a student bus ride. In certain situations, such as transportation to out-of-district schools, one-way trips of one-and-one-half hours or more are unavoidable. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 71; *SED Safe Routes/Safe*

*Stops*, 1992, p. 45; see also *Appeal of Devore*, 36 Education Department Reports, 326, [1997]; *Matter of Capozza*, 25 Education Department Reports, 15 [1985]; *Matter of Rouis*, 20 Education Department Reports, 493 [1981]; *Appeal of Polifka*, 31 Education Department Reports, 61 [1991])

## **IV.C. Routing Procedures**

**IV.C.1. Unguarded crossings - Board approval.** The School Board must adopt, after a public hearing, a resolution authorizing the use of any unguarded railroad crossing in the district. The resolution must be on file with both SED and DOT. The Transportation Supervisor must be aware of all unguarded crossings within the district. The school district must maintain a map identifying any unguarded railroad crossing on its routes. (**MANDATE** - Education Law 3636)

**IV.C.2. Annual review of route hazards.** Bus routes should be reviewed annually for safety hazards, accuracy, loading and unloading dangers, etc. All routes, including routes run by school district buses and routes run by contractor buses, should be reviewed. Written documentation of the route review should be maintained by the school district (i.e., who reviewed the route, when it was reviewed, and what if any safety hazards were identified, etc.). (Recommendation - see National Highway Traffic Safety Administration, *Guideline 17*, IVC2b1; *National School Transportation Specifications and Procedures*, 2000, pp. 77, 98, 236; *SED Safe Routes/Safe Stops*, 1992, p. 36; see also *SED School Bus Accidents: A Manual of Procedures*, 1987, p. 79)

**IV.C.3. Written route sheets.** Drivers should be provided with a written (computer-generated, typed, or hand-printed) route sheet, including “left-right” directions, precise locations of bus stops, and names of students assigned to each stop. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 92; *SED Sample Transportation Policy*, 1978, x, *SED Transportation Supervisor’s Handbook*, 1992, p. 77)

**IV.C.4. Parent information about bus stops.** Prior to the start of school, parents should be informed of the location of their child’s bus stop and the designated pickup time. Notification can take the form of individual letters to parents, or a public notice in school or community publications. (Recommendation - see *SED Transportation Supervisor’s Handbook*, 1992, p. 77)

**IV.C.5. Dry run.** A trial run and time study of each route, in the type of bus that will be used on the actual route, should be performed prior to the start of school each year. Dry runs should be reviewed with the router or Transportation Supervisor to correct any mistakes, time discrepancies, or hazards before students are transported. When a new driver is assigned to a route, he or she should also perform a dry run before transporting students. Dry runs should also be conducted

before the start of summer school. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 75; *SED Safe Routes/Safe Stops*, 1992, p. 40; *National School Transportation Specifications and Procedures*, 2000, p. 92)

**IV.C.6. Time pressure.** Drivers should be given adequate time to safely complete their routes. Route times should be determined with ample time allocated for students to safely board and exit buses, and for bus drivers to adhere to all posted as well as advisory speed limits along the route. Rushing has been determined to be a significant factor in school bus accidents. Drivers running late on a route because of traffic or weather conditions or any other unforeseen delay should not be pressured to “make up time” by dispatchers, supervisors, teachers, or principals. (Recommendation - *SED Transportation Supervisor's Handbook*, 1992, p. 224; *Safety at the Crossroads*, 1996 SED Professional Development Seminar, p. 49)

**IV.C.7. Computerized routing.** Computer-assisted routing should be utilized. Computerized routing provides transportation staff with quick and efficient access to the location of students to be used in establishing bus stops. Many computer routing software programs are commercially available. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 91)

**IV.C.8. Manual check of computerized routes.** Computer-generated routes should be manually checked and adjusted as necessary by transportation staff before the start of the school year. Even sophisticated computerized routing systems should not be expected to take into account all safety factors involved in routing, such as unusual roadway features and conditions. Drivers should not be expected to maintain computer-generated route times without comparing them with the results of a dry run. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 91)

**IV.C.9. Route sheet on the bus.** An up-to-date copy of the bus route should be carried in each bus. The route sheet could help emergency responders determine which students should be on the bus after an accident or other type of bus emergency. (Recommendation - see *SED Sample Transportation Policy*, 1978, x)

**IV.C.10. Updating routes.** Drivers should be required to keep their route sheets up-to-date. A consistent system to periodically review route sheets for accuracy should be in place. Inaccurate route sheets can confuse substitute drivers and could contribute to an accident. (Recommendation - see *SED Safe Routes/Safe Stops*, 1992, p. 12; *SBDI as Catalyst*, 1997 SED Professional Development Seminar, pp. 105-106)

**IV.C.11. Consistent drop off locations.** As much as possible, student drop off points should be regular and consistent. SED permits children to be transported to child care locations one or more days per week and to their homes the remaining days, but the schedule should be the same every week. Irregular drop off schedules

can be confusing both to drivers and students, especially young students. Many incidents have occurred in which students were discharged at the wrong stop because of irregular and confusing schedules. Harm could easily come to a young student discharged at the wrong stop. Irregular drop off schedules are especially confusing to substitute drivers. (Best practice - see *Appeal of Seibt*, 40 Education Department Reports, [2000], and *Appeal of Van Der Jagt*, 33 Education Department Reports 517, [1994]; also see *SED Transportation Supervisor's Handbook*, 1992, p. 225)

**IV.C.12. Unauthorized route changes.** Drivers should not be allowed to alter a route or change the location of a bus stop in any way without official authorization. Routes should be checked periodically by supervisory staff to make sure unauthorized changes have not occurred. In certain situations, bus drivers (school district or bus contractor) could be held liable if a route or bus stop is changed without district authorization. Parent requests to drivers to change bus stops should always be directed to the Transportation Supervisor. (Recommendation - see *SED Basic Course*, 1998, Chapter 8, p. 10; *SED Transportation Supervisor's Handbook*, 1992, p. 225; *Safe Routes/Safe Stops*, 1992, pp. 2, 58; *SED Pre-Service Course*, 1989, pp. 3, 9)

**IV.C.13. Visibility at railroad crossings.** Whenever possible, railroad crossings on bus routes should have at least 1000 feet of visibility along the tracks in both directions. (Recommendation - see *SED Safe Routes/Safe Stops*, 1992, p. 63; see National Association of State Directors of Pupil Transportation, *Identification and Evaluation of School Bus Route and Hazard Marking Systems*, 1998)

**IV.C.14. Challenging crossings.** Railroad crossings with limited visibility, inadequate space, confusing signals, or other problems should be avoided whenever possible. Each challenging crossing should be evaluated on an individual basis, with collaborative input from bus drivers, SBDIs, law enforcement, NYS DOT, Operation Lifesaver, the Transportation Supervisor or Terminal Manager, and others to devise the safest possible strategy for crossing it in a school bus. (Recommendation - see *Coming Together*, SED 2002 Professional Development Seminar, p. 33; *Safety at the Crossroads*, SED 1996 Professional Development Seminar, p. 49)

**IV.C.15. Accident data - railroad crossings.** Information from the Federal Railroad Administration's web-based railroad crossing accident prediction system should be consulted when developing school bus routes. The FRA web site contains information about crossing accident histories, train frequencies, train speeds, and types of warning devices in place. (Recommendation - see National Transportation Safety Board, *Collision of CSXT Freight Train and Murray County School District School Bus at Railroad/Highway Grade Crossing, Conasauga, Tennessee, March 28, 2000*, Highway Railroad Accident Report HAR-01-03, Recommendation # H-01-44; National Transportation Safety Board, *Collision of Northeast Illinois*

*Regional Commuter Railroad Corporation (METRA) Train and Transportation Joint Agreement School District 47/155 School Bus at Railroad/Highway Grade Crossing in Fox River Grove, Illinois October 25, 1995, Highway Railroad Accident Report 96-02, Recommendation # H-96-53)*

**IV.C.16. Driver responsibility for reporting route hazards.** Bus drivers should be held responsible for reporting potential hazards on the route (for instance hazardous crossovers, dangerous intersections, etc.). The responsibility of drivers to report hazards should be clearly explained in writing in the Transportation Handbook. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 224; *SED Safe Routes/Safe Stops*, 1992, p. 12)

**IV.C.17. Pedophiles near bus stops.** In conjunction with local law enforcement, the school district should inform bus drivers of the identity of pedophiles living near school bus stops. A photograph of the pedophile, obtained through law enforcement, should be distributed to bus drivers. Bus drivers should be aware of potentially dangerous individuals who could target children at bus stops. (Best practice)

**IV.C.18. Tagging children.** Kindergarten and other vulnerable children, such as children with certain special needs, should wear identification tags during the bus ride. Tags are especially important early in the school year when young students can become confused and board the wrong bus or get off at the wrong stop. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 225)

**IV.C.19. Identifying buses.** School districts should consider placing signs with animal or cartoon figures, or other graphic elements that are easily identifiable to young children, on their buses. Especially at the start of the school year, kindergarten children and children with certain special needs may not be able to read bus numbers. (Best practice)

**IV.C.20. Kindergarten routes - school start-up.** During the first few days of school, school districts should consider providing additional adult supervision (i.e., monitors, substitute drivers, parent volunteers, etc.) on routes with kindergarten children. Young children often become confused or frightened when they first ride a bus. Statistically, kindergarten students are much more vulnerable to a school bus fatality than any other age student. An adult assistant on the bus can help teach the new bus riders important safety rules. The assistant can also help the bus driver find unfamiliar bus stops and houses at the start of the school year, and can escort and protect young students as they get on and off the bus. (Best practice)

**IV.C.21. Kindergarten routes - monitors.** School districts should consider providing bus monitors throughout the school year on routes transporting kindergarten students. Statistically, kindergarten students are most at risk of a school bus fatality, especially as they board and exit the bus. Crossing the street

unassisted poses a significant risk to kindergarten students. Five-year-olds may lack the developmental capability to fully recognize or process traffic dangers. Young children can also be dangerously impulsive. Monitors can help teach kindergartners safe loading and unloading procedures and safe bus ridership. (Best practice)

**IV.C.22. Principal responsibilities for bus safety.** Principals should report any overcrowding or other unsafe transportation conditions or practices to the Transportation Supervisor. Teachers and teacher aides assigned to bus duty may see questionable practices such as a bus that appears overloaded. Such observations should be promptly communicated to the principal, who should in turn contact the Transportation Supervisor in turn. (Recommendation - see *SED Sample Transportation Policy*, 1978, p. 8)

**IV.C.23. Authorization for bus stop change.** Written authorization should be required before students are allowed to disembark from the bus at a location other than their regular assigned stop. For safety's sake the policy should be strictly adhered to at all times. If during the route a student asks to get off the bus at a different stop, the driver should immediately contact base by radio for direction. The Transportation Supervisor should have responsibility for granting final approval of bus stop change requests. Drivers should be notified in writing (for instance, by a note or a sign-off slip) about any special transportation arrangements for the day. (Recommendation - see *SED Sample Transportation Policy*, 1978, p. 10; *SED Transportation Supervisor's Handbook*, 1992, p. 82)

**IV.C.24. Map.** An up-to-date map of the district should be used for routing. Significant hazards and other special characteristics such as steep hills, curves, areas of low visibility, and bridge weight limits should be identified on the map. A copy of the map should be displayed in the dispatch or Supervisor's office. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, pp. 32, 72; *SED Safe Routes/Safe Stops*, 1992, p. 43)

**IV.C.25. Standees.** Students should not be permitted to stand on buses at any time. A seat should be provided for each bus rider. The protection provided by compartmentalized seating depends on students being properly seated. (Recommendation and pending mandate - VT 1229b; *SED Transportation Supervisor's Handbook*, 1992, p. 72; *National School Transportation Specifications and Procedures*, 2000, p. 86; *SED School Bus Accidents: A Manual of Procedures*, 1987, p. 81; National Highway Traffic Safety Administration, *Guideline 17, IVC2e1; School Bus Seating Capacity*, National Association of State Directors of Pupil Transportation Services, 1999)

**IV.C.26. High school routes.** High school routing should be based on the adult seating capacity of the bus, not child capacity ratings. Three large students cannot safely fit into a typical 39" school bus seat. When routing, the "in-use" capacity of buses should be adjusted depending on the size of the students to be transported on

that route. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 86; National Highway Traffic Safety Administration, *Guideline 17, IVC2e2; School Bus Seating Capacity*, National Association of State Directors of Pupil Transportation Services, 1999)

#### **IV.D. School site safety**

**IV.D.1. Bus line up - emergency doors.** Bus emergency doors must be functional at all times, including when buses are parked in school loading areas. Rear emergency doors must be able to be completely opened when buses are lined up in the bus loop. “Nose to tail” parking in a loading area could prevent rear emergency doors from being fully opened. An emergency evacuation due to a fire or other emergency could be hampered, and children could be placed at unnecessary risk. (MANDATE - DOT Regulation 17 NYCRR 720.5A)

**IV.D.2. Passing motorists on school sites.** School bus flashers must be activated whenever loading or unloading students on school grounds, and motorists must not be allowed to pass buses on school grounds. Motorists that pass buses with red lights flashing are violating state law and placing children at risk, and should be reported to the school administration for appropriate follow-up with the local police agency. (MANDATE - VT 1174a and VT 375.20a; see also DOT Regulation 17 NYCRR 721.4G, and SED *Transportation Supervisor’s Handbook*, 1992, p. 79)

**IV.D.3. School zone speed limits.** Lowered speed limits should be set and consistently enforced both for buses and other motorists on school grounds and on roadways adjacent to schools. Local police agencies should enforce school zone speed limits in front of schools. (MANDATE - VT 1180c; see also SED *Transportation Supervisor’s Handbook*, p. 80)

**IV.D.4. Passing other buses on school sites.** Buses must not be allowed to pass other buses that are in the process of loading and unloading students, on school grounds or at any other time. Bus drivers are legally permitted to signal other vehicles, including other buses, to proceed through their flashers, but the practice is discouraged on school grounds since students could be nearby. (MANDATE - VT 1174a; see also SED *Transportation Supervisor’s Handbook*, 1992, p. 81)

**IV.D.5. School site traffic patterns.** Traffic patterns for approaching, driving, parking on, and leaving school grounds should be consciously planned to maximize student safety. Established traffic patterns on school grounds should be strictly enforced. (Recommendation - see SED *Sample Transportation Policy*, 1978, x)

**IV.D.6. Supervision of students in loading zones.** Principals should arrange for adequate supervision at bus loading and unloading zones and should strictly enforce traffic regulations on school grounds. Student loading and unloading in the bus loop should be directly supervised by school staff. Staff responsibilities should be clearly understood and the principal should ensure that those supervising the loading and unloading of students carry out their responsibilities in a conscientious manner. Students should not be permitted to move toward buses in school loading zones until the buses have come to a full stop. Note: a court has held that a district's duty of care toward a student continues when the student is released without further supervision into a foreseeably hazardous situation the district played some role in creating. (Recommendation - see *SED Sample Transportation Policy*, 1978, ix, 8; *SED Transportation Supervisor's Handbook*, 1992, pp. 22, 75, 78, 79, 80; *SED Safe Routes/Safe Stops*, 1992, p. 7; *National School Transportation Specifications and Procedures*, 2000, p. 77; *SBDI as Catalyst*, 1997 SED Professional Development Seminar, pp. 31-33; also see *Ernest v. Red Creek Central School District*, 93 N.Y. 2d 664 [1999])

**IV.D.7. Separate loading area.** A separate school bus loading zone should be provided on school grounds, away from other vehicles and walking students. Buses and bus riders should be separated as much as possible from walkers, parents, and teachers during arrival and dismissal times. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, pp. 90, 245; National Highway Traffic Safety Administration, *Guideline 17*, IVC2b4, IVE7; *SBDI as Catalyst*, 1997 SED Professional Development Seminar, pp. 28-30)

**IV.D.8. Separate dismissals.** Student walkers and students who drive to school should be dismissed either before or after buses have left the loading area. Buses and walkers should not be dismissed at the same time. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 78; *SBDI as Catalyst*, 1997 SED Professional Development Seminar, p. 31)

**IV.D.9. Teachers wait.** Teachers should remain in the building until all buses have left the loading area. Teacher cars and school buses should not attempt to leave school grounds simultaneously. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 78)

**IV.D.10. Safety reminders to school staff.** School staff should be instructed about how to safely interact with buses on school grounds during the loading and unloading process, including reminders to not pass a bus with its red flashers activated. SED's school site safety reminders should be periodically distributed to administrators, bus liaisons, and teachers. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 80; *SBDI as Catalyst*, 1997 SED Professional Development Seminar, pp. 58-64)

**IV.D.11. Marked walkways.** Clearly marked and controlled walkways should be provided next to school bus loading zones. Students should be instructed not to cross the yellow safety line until their bus has arrived and its doors are opened. Students should line up behind the safety line while waiting, and enter the bus in an orderly manner. (Recommendation - see *SED Sample Transportation Policy*, 1978, p. 8; *SED Transportation Supervisor's Handbook*, 1992, p. 79; *National School Transportation Specifications and Procedures*, 2000, pp. 90, 245)

**IV.D.12. Supervision of early or late students.** School administrators should provide adequate supervision for students whose bus schedules necessitate their early arrival or late departure from school. Unsupervised students milling around the bus loading area creates a hazardous situation. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 77)

**IV.D.13. Assigned parking on school sites.** At school dismissal, buses should be consistently parked in assigned locations in the bus loop. Classroom teachers should review bus loop parking arrangements with their students. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 76)

**IV.D.14. Backing - school sites.** Buses should not be permitted to back up on school sites. It can be very dangerous and the rule should be strictly enforced. Children have backed over and killed on school sites. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, 79; *SED Basic Course*, 1998, Chapter 7, pp. 25, 30; *National School Transportation Specifications and Procedures*, 2000, pp. 90, 245)

**IV.D.15. Assistance if backing is necessary.** If an unusual situation (i.e., a mechanical breakdown of another bus) requires that a bus must be backed on a school site, a reliable spotter should direct the driver. When possible, one person located in front and one behind the bus should provide guidance to the backing driver. Teachers or teachers' aides assigned to bus duty may be able to provide the guidance. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 79; *SED Basic Course*, 1998, Chapter 7, p. 26)

**IV.D.16. Leaving the loading area.** Bus drivers should move forward slowly when leaving the school site loading area. A student could suddenly try to catch a bus as it's leaving. Bus drivers should be prepared to stop at all times while on school grounds. Bus drivers should also be highly aware of signs, poles, or posts located near the roadway in the school loop, and should pull their buses out away from such hazards as soon as possible. Students have been killed when the buses they were riding in passed too close to signs or poles in the school loop. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 80; *SED Basic Course*, 1998, Chapter 7, p. 30)

**IV.D.17. Kindergarten children - school sites.** Kindergarten students should be escorted to their buses by adults. Additional supervision should be provided when kindergarten children are being loaded or unloaded at school sites. Young students should hold hands as they walk toward their buses at dismissal. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 80)

**IV.D.18. School site roadways.** Bus driveways on school grounds should be at least 30 feet wide and should not fully encircle the school building. School bus traffic flow should be one-way, and routed so the passenger side of the bus is next to the loading and unloading zone. Trees, shrubbery, or signs should not obstruct bus drivers' vision on school roadways. (Recommendation - see *SED Sample Transportation Policy*, 1978, p. 19; *National School Transportation Specifications and Procedures*, 2000, pp. 244-245)

**IV.D.19. School site loading areas - diagonal parking.** A minimum width of 60 feet of paved surface should be available for buses parking diagonally in the loading and unloading area. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 262)

**IV.D.20. Traffic signs on school sites.** Traffic signs to enforce traffic safety in the loading and unloading areas (for instance, speed limit signs) should be erected and maintained by the school district. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 79)

**IV.D.21. School site planning.** The Transportation Supervisor should participate in school site selection and planning of bus loops to ensure that SED recommendations and other safety concerns about bus loading areas are considered. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 41; *National School Transportation Specifications and Procedures*, 2000, p. 78)

**IV.D.22. School site evaluation.** School districts should use the "School Site Evaluation Checklist" created by SED to assess school site safety. A school site safety team made up of administrators, teachers, SBDIs, drivers, parents, the Transportation Supervisor, students, and law enforcement should jointly conduct the evaluation. (Recommendation - see *SED Safe Routes/Safe Stops*, 1992, "Exhibits" section; *SBDI as Catalyst*, 1997 SED Professional Development Seminar, pp. 46-53; also see *National School Transportation Specifications and Procedures*, 2000, pp. 262-263)

**IV.D.23. Bus loading procedures.** Students should be kept away from the bus loading area until all buses have arrived. Younger students should be dismissed in groups at appropriate intervals, and should board their buses in single file, accompanied by a teacher or teacher's aide. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, pp. 76, 79; also see *SED School Bus Accidents: A Manual of Procedures*, 1987, p. 79)

**IV.D.24. Bus loading supervisor.** Bus drivers should move their buses forward in the bus loading area only upon a designated loading supervisor's signal. Bus drivers should know who is responsible for directing buses. The chain of command in the school loading area should be clear to all parties. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, pp. 76, 78-80; *SED Basic Course*, 1998, p. 31; *SED School Bus Accidents: A Manual of Procedures*, 1987, p. 79)

**IV.D.25. Walking between buses.** Students should not be allowed to walk between buses in the loading and unloading area. The rule should be strictly enforced. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 81)

**IV.D.26. Drivers on board.** Drivers should be on board their buses at all times when students are present in the loading and unloading area. A high degree of vigilance is called for in the bus loading area. Students are creative and anything could happen if a driver is away from the bus. Note: once students are on the bus, drivers must be on board. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 81; see SED Regulation 8 NYCRR 156.3 e4)

**IV.D.27. Middle loading.** At dismissal, students should first fill the middle seats of their buses when boarding. Rear and front seats should be filled last, after all other seats are taken. Middle loading helps to protect students in certain types of severe crashes. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 76; *SED Basic Course*, 1998, Chapter 8, p. 4; *SED Routing and Driving Tips* from *SED 2002 School Bus Safety Is One Bus Stop at a Time*, pp. 21-22; see also *SED Suggestions for the Safe Administration, Routing and Operation of School Buses*, July 1, 1988)

**IV.D.28. Crossing guards.** The city, town or village should consider providing crossing guards for student who must cross or walk on hazardous roads directly in front of schools. Crossing guards should be trained about their responsibilities and how to prevent an injury to a student or themselves. Reflective vests should be provided to better protect both crossing guards and students. (Best practice/permissive law - see General Municipal Law 208-a; *Ernest v. Red Creek CSD*, 93 N.Y.2d 664 [1999]; Informal Opinion Attorney General 84-30; see also 806(3); *Matter of Glasner*, 7 Education Department Report, 15 [1967])

## **IV.E. Extracurricular trips**

**IV.E.1. Custody of students on trips.** Students must be returned to the point of departure or an appropriate school by the bus at the conclusion of an extracurricular trip, unless a student's parent or guardian has provided written authorization for an alternative arrangement. (**MANDATE** - Education Law 1804.11)

**IV.E.2. Driving hours on trips.** Extracurricular trip driving hours and on duty hours must be regulated by the school district, based on a common sense application of current federal requirements. Driving and on duty hours must be within NYS DOT regulations. (MANDATE - DOT Regulation 17 NYCRR 723.10g; see Federal Motor Carrier Safety Regulation 49 CFR 395.3; also see *National School Transportation Specifications and Procedures*, 2000, p. 105; SED *Safe Routes/Safe Stops*, 1992, p. 59; SED *Basic Course*, 1998, Chapter 7, p. 32; SED *Advanced Course*, 1999, Session 8, p. 4)

**IV.E.3. Speed limit on trips.** School buses cannot exceed 55 mph when transporting students at any time, including extracurricular trips when traveling on interstate highways or the New York State Thruway, and even when traveling out of state. (MANDATE - SED Regulation 8 NYCRR 156.3 e6; see also *Speed Limit for School Buses*, National Association of State Directors of Pupil Transportation Services, 2000)

**IV.E.4. Transportation Supervisor coordination.** The Transportation Supervisor should be responsible for all extracurricular activity trips, even if the school district uses a charter bus service instead of a school bus. The expertise of the Transportation Supervisor should be utilized to ensure the safest possible extracurricular trip. All contracts and arrangements for charter bus service for any school activity should be approved by the Transportation Supervisor. If teachers or principals are permitted to arrange charter trips directly without transportation department oversight, current safety requirements and recommendations may be unintentionally overlooked. Accidents have occurred when school staff arranged for charter trips without sufficient knowledge of safety requirements. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 103; SED *Safe Routes/Safe Stops*, 1992, p. 60)

**IV.E.5. Vehicles for extracurricular trips.** Students should travel to and from school-sponsored activities in school buses meeting state and federal school bus standards. Although school buses may not be able to provide the passenger comfort level of coach buses, school buses are constructed according to the highest safety standards. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 103)

**IV.E.6. Driver selection - extracurricular trips.** Drivers assigned to extracurricular trips should have adequate bus driving experience. Night driving, unfamiliar routes, and excited passengers can place special demands on bus drivers. Inexperienced drivers may lack the skill and judgment necessary to provide a high level of safety on extracurricular trips. Contractual agreements preventing the assigning of experienced drivers to field trips should be eliminated when possible. (Recommendation - see SED *Transportation Supervisor's Handbook*, 1992, p. 171)

**IV.E.7. Regular route drivers and extracurricular trips.** Drivers assigned to regular routes should not be permitted to take extracurricular trips that prevent them from driving their regular routes. Permitting regular route drivers to take extracurricular trips conflicting with their regular route schedules results in a higher frequency of substitute drivers on regular routes, and is not the safest practice. (Best practice)

**IV.E.8. Extracurricular trip drivers - training.** Specialized training in the special demands of extracurricular trip driving should be provided to drivers. For instance, drivers should know what to do if an accident occurs on a trip. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, pp. 105-106)

**IV.E.9. Trip route.** The Transportation Supervisor should go over the extracurricular trip route with the assigned driver, check to see if road construction or any other unusual hazards will be encountered, and provide a map. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, pp. 172, 174; *SED Safe Routes/Safe Stops*, 1992, p. 59; *SED Basic Course*, 1998, Chapter 7, p. 32)

**IV.E.10. Chaperones, teachers, and coaches on board.** An adult chaperone, teacher, or coach, whose responsibilities include assisting the driver with passenger control, should be provided on all extracurricular trips. Written guidelines describing trip responsibilities should be provided to chaperones, teachers, and coaches by the school district. Chaperones, teachers, and coaches should be authorized to terminate the trip if the condition of the bus or the bus driver (fatigue, speeding, substance abuse, etc.) threaten the safety of students. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 104; DMV memo from M. McLoughlin, July 13, 1992; *SED Basic Course*, 1998, Chapter 7, p. 32)

**IV.E.11. Passenger roster.** A passenger roster, including an accurate list of all students and other passengers on board, including emergency phone numbers, should be carried on extracurricular trip buses, and should also be left with proper authorities at the school. If an accident or other emergency occurs, school officials need to be able to quickly determine exactly who was on the bus. (Recommendation - see *SED Safe Routes/Safe Stops*, 1992, p. 60; *National School Transportation Specifications and Procedures*, 2000, p. 105; *SED Basic Course*, 1998, Chapter 5, p. 15)

**IV.E.12. Trip kit.** On long trips or in bad weather, trip drivers should consider bringing an "extracurricular trip kit" in a "tackle box" type of carrier. The kit should be equipped with items such as an emergency blanket, flashlight, disposable camera, money or credit card, cell phone, etc. Extra washer fluid should also be carried when severe weather conditions call for it. (Recommendation - see *SED Basic*

*Course*, 1998, Chapter 5, p. 15; *SED Advanced Course*, 1999, Session 7, p. 7; *National School Transportation Specifications and Procedures*, 2000, pp. 105-106)

**IV.E.13. Baggage on trips.** Buses used for extracurricular trips should be equipped with adequate storage space. Loose baggage or equipment which could cause injury or block passageways should not be transported in the passenger compartment. Baggage should be carried in luggage compartments on the bus, or in a separate vehicle. If any equipment must be carried in the passenger area, it cannot be allowed to take up passenger seating space and must be securely fastened. The aisle and all emergency exits must be kept clear. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 174; *National School Transportation Specifications and Procedures*, 2000, pp. 104-106; note: it is against the law to block bus aisles or emergency exits.)

**IV.E.14. Emergency contacts.** Trip drivers should have emergency phone numbers on hand during the trip, and should be informed about who to contact should the need for assistance arise. On trips far from home and/or beyond normal school hours, phone numbers of school districts and bus companies in the destination area, including home phone numbers of area mechanics as provided by the New York State Association of Head Mechanics, should also be provided whenever possible. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 174; *SED Safe Routes/Safe Stops*, 1992, p. 59; *National School Transportation Specifications and Procedures*, 2000, p. 104)

**IV.E.15. Trip handbook.** A Trip Handbook, explaining extracurricular trip procedures and including trip forms, directions to common destinations, etc., should be compiled and provided to transportation staff, as well as coaches and school administrators. (Recommendation - *SED Transportation Supervisor's Handbook*, 1992, p. 174)

**IV.E.16. Trip drill.** Drivers should conduct a "mini-drill" to review emergency procedures and equipment with students and chaperones before leaving on an extracurricular trip. Students and chaperones on trips may not be regular bus riders and may be less familiar with safety rules and procedures. (Recommendation - see *SED Safe Routes/Safe Stops*, 1992, p. 60; *SED Basic Course*, 1998, Chapter 5, p.15, and Chapter 7, p. 32; *National School Transportation Specifications and Procedures*, 2000, p. 275; also see National Transportation Safety Board, *School Bus Run-off-Bridge Accident, Omaha, Nebraska, October 13, 2001*, Highway Accident Report 04-01, Recommendation # H-04-06)

**IV.E.17. Extracurricular trip Evacuation Team.** Every school bus driver assigned to transport students on extracurricular trips should assign a six-student Evacuation Team at the start of the trip. The Evacuation Team should be instructed about what to do in an emergency evacuation. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 275)

**IV.E.18. Bus inspection at destination.** After discharging students at their destinations, bus drivers should inspect the bus to make sure they remain in satisfactory condition for the return trip. The destination inspection should be similar to a daily pre-trip inspection. If a mechanical problem is found during an inspection as soon as students are dropped off at the destination, there may still be time to get it repaired for the return trip. (Best practice)

**IV.E.19. Checking tires on trips.** On long trips in hot weather bus drivers should inspect their tires every two hours or 100 miles. (Recommendation - see *NYS CDL Manual*, 2-37)

**IV.E.20. Securing buses on trips.** Drivers on extracurricular trips should secure their parked buses if they must leave them by pumping the air out of the air brake system so the spring brake is activated. The key should be removed, and if possible the bus should be locked. When a bus left unattended at its destination was vandalized it rolled down a hill, killing a student. (Recommendation - *SED Basic Course*, 1998, Chapter 7, p. 32)

**IV.E.21. Cell phones on trips.** School districts and bus companies should consider providing drivers on extracurricular trips with cell phones for long-distance emergency communication. Drivers must pull over to the side of the road before using cell phones. (Best practice)

**IV.E.22. Driver accessibility at the destination.** Extracurricular trip drivers should remain accessible (on the premises of the event, or at an prearranged location accessible by phone) during the extracurricular activity, in case an emergency arises requiring an early return. (Best practice)

**IV.E.23. Charter company selection.** Charter bus companies should be selected based on quality of service, not just cost. All charter bus drivers should be school bus-qualified by NYS DMV and the buses used must be DOT-approved and well maintained. The charter bus company should provide the school district with the names and current abstracts of a pool of drivers who may be assigned to drive the trip. The Transportation Supervisor should review the 19A files of all prospective drivers for the trip. The identity of the trip driver should be verified by checking the driver's license the day of the trip. (Recommendation - see *SED Safe Routes/Safe Stops*, 1992, p. 60; DMV memo from M. McLoughlin, July 13, 1992)

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## Section V. Training and Education

*Goal: Drivers, monitors, attendants, students, and parents are prepared to fulfill their respective roles in school bus safety.*

### Section V Topics

V.A.1.	Bus drills	V.B.12.	Behavior contract
V.A.2.	Hands-on practice during drills	V.B.13.	Unsafe behavior - consequences
V.A.3.	Safe loading and unloading practice during drills	V.B.14.	Drivers informed of consequences
V.A.4.	Safety program	V.B.15.	Parent conference
V.A.5.	Drivers conduct drills	V.B.16.	Due process
V.A.6.	Drill helpers	V.B.17.	Behavior log
V.A.7.	Sit and slide	V.B.18.	Harassment
V.A.8.	Safety chain	V.B.19.	Utilizing school expertise
V.A.9.	Drill checklist	V.B.20.	Bus of the Month
V.A.10.	Classroom Curriculum	V.C.1.	Pre-Service training - new drivers
V.A.11.	Drivers in the Classroom	V.C.2.	Pre-Service training - experienced drivers
V.A.12.	Safe Bus	V.C.3.	Refreshers - drivers
V.A.13.	Safety Instructor	V.C.4.	2002-2003 Statewide refreshers
V.A.14.	Active learning	V.C.5.	Basic Course - drivers
V.A.15.	Safe Crossing video	V.C.6.	Pre-Service training - bus attendants and monitors
V.A.16.	Reinforcement of classroom instruction	V.C.7.	Basic Course - bus attendants and monitors
V.A.17.	Principal responsibility for safety instruction	V.C.8.	Refreshers - bus attendants and monitors
V.A.18.	Teacher responsibilities - classroom instruction	V.C.9.	Bus attendant and monitor training - experienced employees
V.A.19.	How to Cross Poster in classrooms	V.C.10.	Bus attendant training - CPR
V.A.20.	Poster contest	V.C.11.	2003-2004 Statewide refresher - drivers, monitors, and attendants
V.A.21.	Speech contest	V.C.12.	Toxic substances training
V.A.22.	Backpacks	V.C.13.	Universal precautions training
V.A.23.	Drawstrings	V.C.14.	Child protective training
V.A.24.	Kindergarten orientation	V.C.15.	2004-2005 Statewide refresher - drivers, monitors, and attendants
V.A.25.	Preschool safety training	V.C.16.	2005-2006 Statewide refresher - drivers, monitors, and attendants
V.A.26.	Educating student drivers	V.C.17.	Driver, monitor, and attendant safety awareness
V.B.1.	Code of conduct - on the bus	V.C.18.	Behind-the-wheel training for new drivers
V.B.2.	Items allowed on the bus		
V.B.3.	Classroom behavior on buses		
V.B.4.	Bus stop behavior		
V.B.5.	Assigned buses		
V.B.6.	Assigned seats		
V.B.7.	Staying seated		
V.B.8.	Communication with the school		
V.B.9.	Seat belt use - small buses		
V.B.10.	Seat belt use - all buses		
V.B.11.	Air bags		

V.C.19.	Orientation for new employees	V.C.44.	Operation Lifesaver presentation
V.C.20.	School Bus Safety Is One Bus Stop At A Time	V.C.45.	Bullying and harassment prevention training
V.C.21.	Additional training	V.C.46.	New York State Police Safe Schools presentation
V.C.22.	Advanced Course	V.C.47.	Confidentiality training
V.C.23.	Training needs survey	V.C.48.	Mass Casualty Incident training
V.C.24.	Evening sessions	V.C.49.	Smoke Bus training
V.C.25.	Safety bulletins	V.C.50.	Insurance company assistance
V.C.26.	Newsletter	V.C.51.	New York State School Bus Video Library
V.C.27.	Message board	V.C.52.	In-house training library
V.C.28.	Radio reminders	V.D.1.	Rules to parents
V.C.29.	Laws and regulations	V.D.2.	Parent involvement
V.C.30.	Attitude and communication skills training	V.D.3.	Superintendent support
V.C.31.	Intersection safety training	V.D.4.	Principal support
V.C.32.	Challenging students training	V.D.5.	School newsletter
V.C.33.	Loading and unloading training	V.D.6.	School Bus Safety Week
V.C.34.	Mirror training	V.D.7.	Business support
V.C.35.	Railroad crossing safety training	V.D.8.	Operation Safe Stop
V.C.36.	Road rage prevention training	V.D.9.	Traffic Safety Board
V.C.37.	Special needs training	V.D.10.	Media relations
V.C.38.	Student management training	V.D.11.	Positive publicity
V.C.39.	School site safety training	V.D.12.	Public Service Announcements
V.C.40.	Substitute driver training	V.D.13.	News scrapbook
V.C.41.	Veteran driver training	V.D.14.	Customer survey
V.C.42.	Violence prevention training	V.E.1.	Administrative Council
V.C.43.	Emergency preparedness training	V.E.2.	Educating school personnel

## V.A. Student Safety Training

**V.A.1. Bus drills.** A minimum of three bus drills must be held during the school year, with the first conducted during the first seven days of school. All students, not just those who ride a bus on a daily basis, must receive the drills. Students attending non-public schools must also receive the drills. Drills must cover all required topics, including emergency evacuation, safe boarding and exiting, weather hazards, bus behavior and bus rules, and seat belts. Written documentation of drills should be maintained by the school district. (**MANDATE** - Education Law 3623; SED Regulation 8 NYCRR 156.3 f-g; also see *Coming Together*, 2002 SED Professional Development Seminar, and *Reaching Drivers, Teaching Students*, 2004 SED Professional Development Seminar)

**V.A.2. Hands-on practice during drills.** During drills, students must actually practice the use and operation of emergency exits and equipment. Drills cannot be

just lectures. Emergency exits can be tricky to operate, and exiting a bus safely takes practice. Students learn best through hands-on practice. (MANDATE - SED Regulation 8 NYCRR 156.3 f-g; see *SED Basic Course*, 1998, Chapter 11, p. 10; also see *Reaching Drivers, Teaching Students*, 2004 SED Professional Development Seminar)

**V.A.3. Safe loading and unloading practice during drills.** Bus drills must include student practice in safe loading and unloading procedures. Drills should include demonstration of the Safe Crossing Rule, danger zones, and other loading and unloading safety procedures. (MANDATE - SED Regulation 8 NYCRR 156.3 f; see *SED Basic Course*, 1998, Chapter 11, p. 11; *Reaching Drivers, Teaching Students*, 2004 SED Professional Development Seminar)

**V.A.4. Safety program.** To supplement bus drills, a program should be in place to teach students school bus safety in the classroom, including loading and unloading safety procedures, safety rules for extracurricular trips, and emergency evacuation procedures. All students should participate in the safety education program, not just regular bus riders. Many school districts in New York State have developed innovative, comprehensive classroom safety training programs. (Recommendation - see *SED Sample Transportation Policy*, 1978, ix)

**V.A.5. Drivers conduct drills.** Whenever possible, bus drivers should conduct drills on their own buses for the students they transport every day. If a real emergency occurs, the driver and the students will already have a working relationship. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, pp. 214-215)

**V.A.6. Drill helpers.** Drivers should appoint reliable older students as helpers and “spotters” during drills to prevent an injury to a student during practice. The designated drill helpers should be prepared to fulfill the same role in an actual emergency on the bus. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 272; *SED Basic Course*, 1998, Chapter 5, p. 14, and Chapter 11, p. 9; also see *Reaching Drivers, Teaching Students*, 2004 SED Professional Development Seminar)

**V.A.7. Sit and slide.** To reduce the risk of injury, students should be required to “sit and slide” from emergency doors when practicing evacuation during a bus drill. Students should not be allowed to “jump” from emergency doors at any time. Jumping from the back door of a bus can easily result in an injury to a student or driver. Safe and effective drills require close supervision of students. (Recommendation - *SED Basic Course*, 1998, Chapter 11, p. 9; also see *Reaching Drivers, Teaching Students*, 2004 SED Professional Development Seminar)

**V.A.8. Safety chain.** When evacuating from a bus, young students should be taught to use a buddy system, holding hands or holding onto a rope, in a “safety

chain.” A buddy system prevents younger students from wandering off. (Recommendation - *SED Basic Course*, 1998, Chapter 11, p. 10)

**V.A.9. Drill checklist.** SED’s “Bus Safety Drill Guides and Completion Forms” should be provided to drivers to help them conduct quality bus drills. (Recommendation - see *Reaching Drivers, Teaching Students*, 2004 SED Professional Development Seminar SED, pp. 17-21; also see *2002 School Bus Safety Is One Bus Stop at a Time*, p. 41; *SED Basic Course*, 1998, Chapter 11, pp. 6, 13)

**V.A.10. Classroom Curriculum.** SED’s *K-6 Classroom Bus Safety Curriculum* should be utilized by teachers to teach school bus safety in the classroom. The Curriculum was distributed to all school districts in the state and contains lesson plans and instructional suggestions and materials for age-appropriate classroom school bus safety training. (Recommendation - see SED memo to Superintendents, August 1989)

**V.A.11. Drivers in the Classroom.** A team of drivers should be utilized (between driving duties) to provide classroom safety training to students. With guidance and practice, drivers can often become outstanding safety trainers. “Driver in the Classroom” programs have proven very effective in teaching students bus safety. (Recommendation - see *SED Transportation Supervisor’s Handbook*, 1992, p. 215)

**V.A.12. Safe Bus.** The school district or bus company should consider creating an evacuation training bus, equipped with safety platforms, railings, and other features to prevent injury during evacuation practice, for student safety training. An older bus due to be retired from the fleet can serve as a starting platform for creating a Safe Bus. (Best practice; see *SED Basic Course*, 1998, Chapter 11, p. 10)

**V.A.13. Safety Instructor.** The school district or bus company should consider creating a Safety Instructor position (full or part-time) whose primary role is to provide classroom school bus safety training to students. (Recommendation - see *SED Transportation Supervisor’s Handbook*, 1992, p. 216)

**V.A.14. Active learning.** Classroom safety training should include opportunities for students to actually practice important safety procedures such as the Safe Crossing Rule. Younger students can practice bus loading procedures in the classroom using simple and inexpensive props. Classroom safety training should not be just lectures. Students learn most effectively by hands-on practice and active participation. (Recommendation - see *SED Transportation Supervisor’s Handbook*, 1992, p. 216)

**V.A.15. Safe Crossing video.** The SED video *Safe Crossing: An ‘Egg-Cellent’ Idea*, which teaches children how to get on and off a bus safely, should be used in classroom safety instruction for all young students. The video demonstrates New

York State's "Universal Crossing" and "Universal Danger" signals, as well as other critical safety procedures for students and drivers. (Recommendation - video was distributed to all school districts by SED in 1991)

**V.A.16. Reinforcement of classroom instruction.** Instructional supplements such as stickers, buttons, certificates, coloring books, etc. should be provided to students to reinforce classroom safety instruction. Student safety materials may be developed in-house, or purchased from a variety of sources. (Recommendation - see *SED Basic Course*, 1998, Chapter 8, p. 12; *SED Transportation Supervisor's Handbook*, 1992, p. 216; see also *SED K-6 Classroom Bus Safety Curriculum*, 1989)

**V.A.17. Principal responsibility for safety instruction.** Principals should oversee and encourage classroom bus safety instruction. Principal oversight helps ensure quality safety instruction. (Recommendation - see *SED Sample Transportation Policy*, 1978, pp. 7-8)

**V.A.18. Teacher responsibilities - classroom instruction.** Elementary level classroom teachers should periodically review safety procedures for boarding buses in the afternoon with their students. Teachers should also regularly remind students of safe loading and unloading procedures at bus stops. Classroom reinforcement of critical safety procedures taught on the bus significantly improves retention by young students. (Recommendation - *SED Transportation Supervisor's Handbook*, 1992, pp. 75, 77-78, 82)

**V.A.19. How to Cross Poster in classrooms.** SED's "How To Cross" Poster should be posted in every elementary classroom at a height where children can see it. Teachers should periodically discuss the poster with their students. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, pp. 82, 215; *SED Basic Course*, 1998, Chapter 11, p. 5; *SED Safe Routes/Safe Stops*, 1992, p. 17; *SED 2002 School Bus Safety Is One Bus Stop at a Time*, p. 17; *SBDI as Catalyst*, 1997 SED Professional Development Seminar, p. 104)

**V.A.20. Poster contest.** The school district should consider participation in the annual School Bus Safety Poster Contest sponsored by the New York Association for Pupil Transportation. Student participation in the poster contest has proven to be an effective means of reinforcing key school bus safety messages. (Best practice; see New York Association for Pupil Transportation, which coordinates the poster contest)

**V.A.21. Speech contest.** The school district should consider participation in the annual School Bus Safety Speech Contest for older students, sponsored by the National Association for Pupil Transportation. (Best practice)

**V.A.22. Backpacks.** Students should use backpacks to keep school materials safely together on the bus. Accident analysis indicates that one of the most common causes of a school bus fatality is when a child drops a piece of paper, book, or other item near or under the bus. The chance of such an incident is reduced when materials are securely contained in a backpack or book bag. (Recommendation - SED *Basic Course*, 1998, Chapter 8, p. 8; SED *Pre-Service Course*, 1989, p. 3; SED 2002 *School Bus Safety is One Bus Stop at a Time*, p. 20)

**V.A.23. Drawstrings.** Drawstrings on student jackets and other clothing should not exceed three inches in length. Long drawstrings are very dangerous when students get off buses, as well as on playground equipment and other situations. Parents should be informed of the dangers of long drawstrings. Other loose or dangling items from student clothing or backpacks, such as large bunches of keys or cartoon figures, can also be hazardous. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 159; see New York General Business Law 391-B; SED 2002 *School Bus Safety is One Bus Stop at a Time*, p. 56)

**V.A.24. Kindergarten orientation.** The school district and/or bus company should consider establishing an age-appropriate kindergarten bus safety orientation program to be conducted for entering students and their parents before the start of the school year. Safety procedures should be demonstrated to the new students and their parents on and around an actual bus. Safety handouts should be provided to reinforce the safety messages. (Best practice)

**V.A.25. Preschool safety training.** To begin preparing children to ride a bus safely, the school district and/or bus company should consider establishing an age-appropriate safety training program for area preschool or Headstart students who will be starting public school next year. (Best practice)

**V.A.26. Educating student drivers.** High school students who drive to school should be informed about school ground safety procedures, especially the importance of not passing a stopped bus while students are getting on or off. (Recommendation - see SED *Transportation Supervisor's Handbook*, 1992, p. 80)

## **V.B. Student Behavior Management**

**V.B.1. Code of conduct - on the bus.** The school district must have a written code defining appropriate and acceptable student conduct, dress, and language, including on a bus, with provisions regarding civil and respectful treatment of school personnel and other students, including the appropriate range of disciplinary measures which may be imposed for the violation of such code. (**MANDATE** - SED Regulation 8 NYCRR 100.2 1[2])

**V.B.2. Items allowed on the bus.** Students should not be allowed to bring materials on the bus that could block the bus aisle or an exit. Large or bulky items that cannot safely fit on students' laps should not be permitted on the bus. Students should be prohibited from bringing items on board which could not fit on their laps, including all musical instruments other than flutes or clarinets, hockey sticks, lacrosse sticks, baseball bats, ski equipment, large equipment bags, large art displays, and any other item of similar size and shape. (MANDATE - DOT Regulation 15 NYCRR 721.7[a]; see *SED Transportation Supervisor's Handbook*, 1992, p. 77; see also *Appeal of Moyer*, 37 Education Department Report 335, [1998])

**V.B.3. Classroom behavior on buses.** Principals should require students to behave on the bus as they are expected to behave in the classroom. (Recommendation - *SED Sample Transportation Policy*, 1978, p. 8)

**V.B.4. Bus stop behavior.** Students should arrive at the bus stop at least five minutes before the scheduled pick-up, but not more than ten minutes early. They should wait for the bus in an orderly fashion, safely off the highway. When the bus is in sight, they should line up single file and should not approach the bus until it has stopped and the driver signals. (Recommendation - *SED Sample Transportation Policy*, 1978, pp. 9-10; *SED Basic Course*, 1998, Chapter 8, p. 4)

**V.B.5. Assigned buses.** Principals should make sure that students ride their assigned school buses and do not board buses going to any destination other than their homes or authorized activities. (Recommendation - *SED Sample Transportation Policy*, 1978, p. 8)

**V.B.6. Assigned seats.** Students should be required to sit in assigned seats. (Recommendation - *SED Transportation Supervisor's Handbook*, 1992, p. 78; *SBDI as Catalyst*, 1997 SED Professional Development Seminar, p. 155)

**V.B.7. Staying seated.** Students should board the bus quickly and take their seats at once. They should not be permitted to change seats while the bus is moving. At their bus stops, students should remain seated until the bus is completely stopped. Students have been injured by standing up before their buses arrived at their stops. Standing students can easily be thrown to the floor if their buses stop fast. (Recommendation - see *SED Sample Transportation Policy*, 1978, p. 10; *SED Basic Course*, 1998, Chapter 8, p.4; *SED Routing and Driving Tips*, SED 2002 *School Bus Safety Is One Bus Stop at a Time*, p. 22; *SED Pre-Service Course*, 1989, p. 4)

**V.B.8. Communication with the school.** Designated school personnel should meet buses each morning to provide support to drivers. Student behavior improves when students know school personnel will immediately be informed about any

problems on the bus ride. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 226)

**V.B.9. Seat belt use - small buses.** Students in small school buses, with a Gross Vehicle Weight Rating of 10,000 pounds or less, should be required to wear seat belts whenever the bus is in motion. The National Highway Traffic Safety Administration believes compartmentalized seating is insufficient protection for students in small school buses. (Recommendation - see National Highway Traffic Safety Administration, *Guideline 17*, IVC2e5)

**V.B.10. Seat belt use - all buses.** The school district should require all students to wear seat belts in all buses. SED's recommendation is intended to keep students safely seated in their compartments, and to improve student behavior. (Recommendation - see *SED Seat Belts on School Buses*, 1994; also see SED memorandum re seat belts from C. Szuberla, November, 1998, p. 10)

**V.B.11. Air bags.** Students age 12 and under should not ride in the front seat of any school vehicles equipped with air bags. (Recommendation - see National Highway Traffic Safety Administration, *Supplemental Questions & Answers Regarding Air Bags*)

**V.B.12. Behavior contract.** School districts should consider requiring parents and students to sign a school bus student behavior contract at the beginning of the school year. Student and parent accountability may improve behavior. (Best practice)

**V.B.13. Unsafe behavior - consequences.** Principals should take prompt action on all behavior problems on the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the bus driver should be seen as sufficient reason to deny transportation to a student. Behavior problems on the bus is a common contributing factor to bus accidents. (Recommendation - see *SED Sample Transportation Policy*, 1978, pp. 8, 11)

**V.B.14. Drivers informed of consequences.** Disciplinary action against a misbehaving student should be noted on the referral. Drivers should be informed of any disciplinary action taken. (Recommendation - see *SED Sample Transportation Policy*, 1978, p. 12)

**V.B.15. Parent conference.** After repeated offenses, a student should be suspended from riding the bus, with a parent conference before the suspension is lifted. (Recommendation - see *SED Sample Transportation Policy*, 1978, p. 13)

**V.B.16. Due process.** Prior to a suspension from bus riding privileges, a student should be given an opportunity to present his or her side of the story. Students subject to long-term bus suspensions must be given an opportunity for an impartial

hearing. (Recommendation - see *SED Sample Transportation Policy*, 1978, pp. 14-15)

**V.B.17. Behavior log.** Drivers and attendants transporting challenging students should maintain a daily log of behavior concerns. Accurate documentation of behavior patterns on the bus can help the Committee on Special Education determine what is best for the student. (Recommendation - see *SED Advanced Course*, 1999, Session 4, p. 6)

**V.B.18. Harassment.** The school district should have written policies and procedures in place for dealing with all forms of harassment on the school bus. Drivers should be trained to recognize harassment and bullying, and should report harassment to their supervisors promptly, in writing. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 85; *SED Basic Course*, 1998, Chapter 10, pp. 23, 25; *SED Advanced Course*, 1999, Session 4, p. 6; *SBDI as Catalyst*, 1997 SED Professional Development Seminar, p. 155)

**V.B.19. Utilizing school expertise.** District resources for helping drivers manage student behavior, such as school psychologists, social workers, counselors, teachers, and administrators, should be utilized in driver training sessions and meetings. Contractor transportation staff should also benefit from district expertise about student management. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 226)

**V.B.20. Bus of the Month.** The school district should consider establishing a “Bus of the Month” or similar program to reward and encourage safe bus behavior. Principals can be involved in establishing criteria for selecting buses. (Best practice)

## **V.C. Driver, Monitor, and Attendant Training**

**V.C.1. Pre-Service training - new drivers.** All new drivers must complete the two hour NYSED Pre-Service Course prior to transporting students. Drivers who transport students with special needs must complete an additional hour. Pre-service training is conducted under the general or direct supervision of a School Bus Driver Instructor. The Pre-Service Exam should be administered at the conclusion of the Pre-Service Course. (**MANDATE** - SED Regulation 8 NYCRR 156.3 b5i; see *SED Pre-Service Course*, 1989, p. v)

**V.C.2. Pre-Service training - experienced drivers.** All drivers in the fleet (school district or contractor) who first drove a bus after July 1, 1973, must have received two hours of pre-service training. Documentation of the training should be maintained. (**MANDATE** - SED Regulation 8 NYCRR 156.3 b5i)

**V.C.3. Refreshers - drivers.** All school bus drivers in the fleet (including substitutes, part-time drivers, and mechanics and office staff who drive occasionally) must receive at least two two-hour school bus safety refresher programs annually, the first between July 1 and the first day of school, and the second between December 1 and March 1. The school district is responsible to ensuring that contractor drivers are receiving the required refresher training. Refresher training must be conducted or directly supervised by a currently-approved School Bus Driver Instructor. Refresher programs for drivers transporting pupils with disabilities exclusively must include instruction to children with disabilities. (MANDATE - SED Regulation 8 NYCRR 156.3 b5iii)

**V.C.4. 2002-2003 Statewide refreshers.** All school bus drivers in the fleet (including substitutes, part-time drivers, and mechanics and office staff who drive occasionally) must receive the two SED-mandated refresher programs (on highway-rail crossing safety and bus yard safety) during the 2002-2003 school year. (MANDATE - *Coming Together*, 2002 SED Professional Development Seminar, pp. 4, 25, 76)

**V.C.5. Basic Course - drivers.** All school bus drivers must have completed SED's *Basic Course* within their first 365 days of employment as a school bus driver in New York State. The Final Exam should be administered at the completion of the course. The course must be taught or directly supervised by a currently-approved SBDI. Documentation of course completion should be maintained by the school district and bus company. (MANDATE - SED Regulation 8 NYCRR 156.3 b5ii)

**V.C.6. Pre-Service training - bus attendants and monitors.** Prior to transporting students, new bus attendants and monitors must complete at least 3 hours of pre-service training. The pre-service training must be conducted under the general supervision of a certified School Bus Driver Instructor and must cover all topics required by SED. (MANDATE - SED Regulation 8 NYCRR 156.3 c5i-ii; see also *National School Transportation Specifications and Procedures*, 2000, pp. 82-83)

**V.C.7. Basic Course - bus attendants and monitors.** Within their first year of service, new bus attendants and monitors must complete at least 10 hours of basic training in a curriculum approved by SED, taught or directly supervised by a certified School Bus Driver Instructor. (MANDATE - SED Regulation 8 NYCRR 156.3 c5iii; see also *National School Transportation Specifications and Procedures*, 2000, pp. 82-83)

**V.C.8. Refreshers - bus attendants and monitors.** All bus attendants and monitors must receive at least two two-hour refresher training sessions annually, directly supervised by a certified School Bus Driver Instructor, at sessions conducted between July 1 and the start of school, and December 1 and March 1, of

every school year. (**MANDATE** - SED Regulation 8 NYCRR 156.3 c5iv; see also *National School Transportation Specifications and Procedures*, 2000, pp. 82-83)

**V.C.9. Bus attendant and monitor training - experienced employees.** All individuals already employed as bus attendants and monitors as of July 1, 2003, must complete a 3 hour pre-service course, under the general supervision of a certified School Bus Driver Instructor. (**MANDATE** - SED Regulation 8 NYCRR 156.3 c5)

**V.C.10. Bus attendant training - CPR.** All attendants serving pupils with a disabling condition whose IEP requires it must receive instruction in cardiopulmonary resuscitation (CPR). (**MANDATE** - VT 1229d3)

**V.C.11. 2003-2004 Statewide refresher - drivers, monitors, and attendants.** All school bus drivers in the fleet (including substitutes, part-time drivers, and mechanics and office staff who drive occasionally), monitors, and attendants must receive the SED-mandated refresher program (on bullying prevention) during the 2003-2004 school year. (**MANDATE** - *Who Will Protect Our Children*, 2003 SED Professional Development Seminar, p. 6)

**V.C.12. Toxic substances training.** Training must be provided for all transportation employees who work with toxic substances. Documentation should be maintained by the school district or bus company. (**MANDATE** - Labor Law 878 [1-2]; 12 NYCRR 820.4 [c1] and [g]; 29 CFR 1910.1030 g2i and 1910.1200; see *SED Transportation Supervisor's Handbook*, 1992, pp. 64, 110-111 and *SED Basic Course*, 1998, Chapter 15, p. 11)

**V.C.13. Universal precautions training.** Drivers, monitors, attendants, mechanics, and service personnel such as washing and cleaning staff, must be trained in universal precautions. Universal precautions training should be documented. (**MANDATE** - Labor Law 878 [1-2]; 12 NYCRR 820.4 [c1] and [g]; 29 CFR 1910.1030 g2i; see *SED Transportation Supervisor's Handbook*, 1992, p. 127; *National School Transportation Specifications and Procedures*, 2000, pp. 118, 143)

**V.C.14. Child protective training.** Drivers, monitors, and attendants (district or contractor) must be informed about child protection laws (e.g., abuse and neglect). The school district must provide training for all current and new employees regarding the recognition and reporting of child abuse and maltreatment. (**MANDATE** - Education Law 3209a; see also *National School Transportation Specifications and Procedures*, 2000, pp.134-135)

**V.C.15. 2004-2005 Statewide refreshers - drivers, monitors, and attendants.** All school bus drivers in the fleet (including substitutes, part-time drivers, and mechanics and office staff who drive occasionally), monitors, and attendants must

receive the two SED-mandated refresher programs (on teaching students safety and critical driving skills for bus drivers) during the 2004-2005 school year.

(**MANDATE** - *Lifesaving Skills*, 2004 SED Professional Development Seminar, p. 6)

**V.C.16. 2005-2006 Statewide refreshers - drivers, monitors, and attendants.**

All school bus drivers in the fleet (including substitutes, part-time drivers, and mechanics and office staff who drive occasionally), monitors, and attendants must receive the two SED-mandated refresher programs (on bus stop safety and school bus security) during the 2005-2006 school year. (**MANDATE** - *Continuous Improvement*, 2005 SED Professional Development Seminar, p. 6)

**V.C.17. Driver, monitor, and attendant safety awareness.** What percentage of drivers, monitors, and attendants (district and contractor) are aware of critical school bus safety information? For the past decade, SED's school bus training programs have focused on disseminating key safety information to drivers, monitors, and attendants, to reduce loading and unloading accidents and improve emergency preparedness. School districts should know whether transportation staff understand key safety concepts. (Operational performance - use Survey V.C.17. in *Appendix*)

**V.C.18. Behind-the-wheel training for new drivers.** A standardized training checklist should be utilized for behind-the-wheel training for new drivers. Inconsistent behind-the-wheel training for new drivers may contribute to unsatisfactory performance later. A minimum of 40 hours of behind-the-wheel training should be provided to previously unlicensed individuals before allowing them to transport students. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 85; *The CE's Role in Driver Training*, 1998 DMV CE Refresher, pp. 33-42)

**V.C.19. Orientation for new employees.** New transportation employees should be given an orientation regarding job duties and responsibilities, school board policies, including demonstrations of key safety procedures. A standardized employee orientation checklist should be utilized. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 56)

**V.C.20. School Bus Safety Is One Bus Stop At A Time.** The current edition of SED's annual publication *School Bus Safety Is One Bus Stop At A Time* should be distributed to all drivers during Pre-Service, Basic, and Advanced Course training sessions, and to monitors and attendants during Pre-Service and Basic Course training. The annual publication contains up-to-date accident data, lessons from accidents, and currently recommended safety procedures. (Recommendation - see *Safety is Fundamental*, 2001 SED Professional Development Seminar, p. 21)

**V.C.21. Additional training.** All school bus drivers should receive at least eight hours of inservice training annually. Although only four hours are mandated by

New York State, the recommended additional hours help maintain a high level of safety awareness in bus drivers. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 85)

**V.C.22. Advanced Course.** What percentage of drivers (regular and substitute, district and contractor) have taken the SED *Advanced Course* at least once in their careers? Veteran drivers benefit from training programs tailored to their specific needs and experiences, as the *Advanced Course* is. Although the *Advanced Course* is not presently mandated by New York State, school districts should consider requiring experienced drivers to take it. (Operational Performance - use Worksheet V.C.22., in *Appendix*. Also see recommendations in *SED Transportation Supervisor's Handbook*, 1992, p. 159, and in *SBDI as Catalyst*, 1997 SED Professional Development Seminar, p. 97)

**V.C.23. Training needs survey.** Experienced drivers should be periodically surveyed to obtain a better understanding of their training needs. A training needs assessment allows the school district or bus company to provide more effective training programs. (Recommendation - see *Building on the Basic*, 2000 SED Professional Development Seminar, p. 22)

**V.C.24. Evening sessions.** Evening training sessions before workdays should not end later than 9:30 p.m.. Bus drivers usually rise early. Late night classes could contribute to driver fatigue the next day. (Recommendation - see SED memorandum, *Learning Environment Specifications*, 1989)

**V.C.25. Safety bulletins.** Safety bulletins and memos should be periodically issued to transportation staff. Safety awareness is increased by frequent reminders and updates. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 61)

**V.C.26. Newsletter.** A transportation department newsletter should be regularly provided to all transportation staff (district and contractor). A newsletter is an effective means of keeping drivers and other transportation staff up-to-date. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 156)

**V.C.27. Message board.** Safety updates and reminders, information and news stories about accidents or new laws, etc. should be regularly posted on a staff message board. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 156)

**V.C.28. Radio reminders.** Safety reminders should be announced over the bus radio. A daily radio message can remind drivers of key safety procedures and raise their awareness of the importance of what they are doing. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 156)

**V.C.29. Laws and regulations.** Drivers, monitors, and attendants should be provided with an updated edition of school bus laws and regulations each year. Awareness of current laws and regulations is critical to safety. (Recommendation - see *SED Basic Course*, 1998, Chapter 3, p. 1)

**V.C.30. Attitude and communication skills training.** Inservice training based on the attitude and safety curriculum and instructional materials provided by SED in 1998 has been provided to drivers, monitors, and attendants. (Recommendation - see *The Human Element*, 1998 SED Professional Development Seminar; also see *Coming Together*, 2002 SED Professional Development Seminar, p. 8)

**V.C.31. Intersection safety training.** Inservice training based on the intersection safety and defensive driving curriculum and instructional materials provided to SBDIs by SED in 1996, including the National Association of State Directors of Pupil Transportation Services video, *Vision Obscuration*, has been provided to drivers. (Recommendation - see *Safety at the Crossroads*, 1996 SED Professional Development Seminar; *Coming Together*, 2002 SED Professional Development Seminar, p. 8)

**V.C.32. Challenging students training.** Inservice training about how to handle emotionally disturbed students, based on the curriculum and instructional materials provided by SED in 1997, has been conducted with drivers. (Recommendation - see *SBDI as Catalyst*, 1997 SED Professional Development Seminar; *Coming Together*, 2002 SED Professional Development Seminar, p. 8)

**V.C.33. Loading and unloading training.** Inservice training about how to safely load and unload students, based on the curricula and instructional materials provided by SED in 1995, 1996, 1997, and 2005, including the video, *At the Bus Stop: the Moment of Truth*, provided to SBDIs in 1995, has been conducted with drivers. (Recommendation - see *Back to Basics*, 1995 SED Professional Development Seminar; *Safety at the Crossroads*, 1996 SED Professional Development Seminar; *SBDI as Catalyst*, 1997 SED Professional Development Seminar; *Continuous Improvement*, 2005 SED Professional Development Seminar, pp. 72-116)

**V.C.34. Mirror training.** Inservice training based on the mirror use and adjustment curriculum and instructional materials provided by SED in 1996, including mirror use and adjustment demonstrations and exercises, has been conducted with drivers. Correct mirror adjustment and use is critical to school bus safety. (Recommendation - see *Safety at the Crossroads*, 1996 SED Professional Development Seminar; *Coming Together*, 2002 SED Professional Development Seminar, p. 8; also see Federal Motor Vehicle Safety Standard 49 CFR 571.111)

**V.C.35. Railroad crossing safety training.** Inservice training based on the railroad crossing safety instructional materials provided by SED in 1996 and 2002, including the Operation Lifesaver videos provided to SBDIs, has been conducted

with drivers. (Recommendation - *Safety at the Crossroads*, 1996 SED Professional Development Seminar; *Coming Together*, 2002 SED Professional Development Seminar, p. 8)

**V.C.36. Road rage prevention training.** Inservice training based on the road rage prevention instructional materials provided by SED in 1998 and 2001 has been conducted with drivers. (Recommendation - see *The Human Element*, 1998 SED Professional Development Seminar; *Safety is Fundamental*, 2001 SED Professional Development Seminar; *Coming Together*, 2002 SED Professional Development Seminar, p. 8)

**V.C.37. Special needs training.** Inservice training based on the curricula and instructional materials provided by SED in 1997 and 2003 about how to safely transport students with special needs has been conducted with drivers. (Recommendation - see *SBDI as Catalyst*, 1997 SED Professional Development Seminar; *Who Will Protect Our Children?*, 2003 SED Professional Development Seminar; *Coming Together*, 2002 SED Professional Development Seminar, p. 8)

**V.C.38. Student management training.** Inservice training about how to safely manage students on a bus, based on the curricula and instructional materials provided by SED in 1995, 1997, and 2003, has been provided to drivers. (Recommendation - see *Back to Basics*, 1995 SED Professional Development Seminar; *SBDI as Catalyst*, 1997 SED Professional Development Seminar; *Who Will Protect Our Children?*, 2003 SED Professional Development Seminar; *Coming Together*, 2002 SED Professional Development Seminar - see p. 8)

**V.C.39. School site safety training.** The curricula and educational materials on school site safety provided by SED in 1997 have been utilized with drivers and school staff. (Recommendation - see *SBDI as Catalyst*, 1997 SED Professional Development Seminar; *Coming Together*, 2002 SED Professional Development Seminar, p. 8)

**V.C.40. Substitute driver training.** Inservice training based on the substitute driving safety instructional materials provided by SED in 1997 has been conducted with all drivers. (Recommendation - see *SBDI as Catalyst*, 1997 SED Professional Development Seminar; see *Coming Together*, 2002 SED Professional Development Seminar, p. 8)

**V.C.41. Veteran driver training.** Inservice training based on the instructional materials about veteran driver safety issues provided by SED in 1997 has been conducted with all drivers. (Recommendation - see *SBDI as Catalyst*, 1997 SED Professional Development Seminar; see *Coming Together*, 2002 SED Professional Development Seminar, p. 8)

**V.C.42. Violence prevention training.** The inservice instructional materials on preventing violence on a bus provided by SED in 1997 and 2003 has been utilized with drivers. (Recommendation - see *SBDI as Catalyst*, 1997 SED Professional Development Seminar; *Who Will Protect Our Children?*, 2003 SED Professional Development Seminar; see *Coming Together*, 2002 SED Professional Development Seminar, p. 8)

**V.C.43. Emergency preparedness training.** Inservice training based on the emergency preparedness curricula and instructional materials provided by SED in 1995 has been provided to drivers. (Recommendation - see *Back to Basics*, 1995 SED Professional Development Seminar; *Coming Together*, 2002 SED Professional Development Seminar, p. 8)

**V.C.44. Operation Lifesaver presentation.** An inservice presentation about railroad crossing safety provided by Operation Lifesaver staff or volunteers, as recommended by SED in 1996, has been conducted with drivers. (Recommendation - see *Safety at the Crossroads*, 1996 SED Professional Development Seminar, p. 36; *Coming Together*, 2002 SED Professional Development Seminar, p. 48)

**V.C.45. Bullying and harassment prevention training.** Inservice training about preventing bullying and harassment on a bus, based on the curriculum provided by SED in 2003, should be provided to drivers, monitors, and attendants. (Recommendation - see *Who Will Protect Our Children?*, 2003 SED Professional Development Seminar; also see *National School Transportation Specifications and Procedures*, 2000, p. 85)

**V.C.46. New York State Police Safe Schools presentation.** The New York State Police presentation about handling potential violence in a school setting should be conducted for transportation staff, as recommended by SED in 1997. (Recommendation - see *SBDI as Catalyst*, 1997 SED Professional Development Seminar, p. 161)

**V.C.47. Confidentiality training.** Transportation staff should be trained regarding confidentiality laws and requirements. The inservice training curriculum on the topic, provided by SED in 2003, should be provided to drivers, monitors, and attendants. Any violation of student or family confidentiality can have serious consequences for the school district. (Recommendation - see *Who Will Protect Our Children?*, 2003 SED Professional Development Seminar; *SED Transportation Supervisor's Handbook*, 1992, p. 128; *Safe Routes/Safe Stops*, 1992, p. 81)

**V.C.48. Mass Casualty Incident training.** Drivers and other transportation staff should participate in a school bus Mass Casualty Incident training exercise in conjunction with local EMS, fire, and police personnel, as recommended by SED in 1995. (Recommendation - see *Back to Basics*, 1995 SED Professional Development Seminar, p. 33)

**V.C.49. Smoke Bus training.** Drivers should participate in a “smoke-filled bus” evacuation readiness training exercise utilizing a non-toxic smoke generator. (Recommendation - see *SED Advanced Course*, 1999, Session 5, p. 10)

**V.C.50. Insurance company assistance.** The school district or bus company should consider utilizing its insurance company’s loss control services for speakers and presenters at training programs, awards, consultations about safety problems, etc. (Best practice)

**V.C.51. New York State School Bus Video Library.** The school district or bus company should consider renting training videos (the fee is nominal) from the New York State School Bus Video Library housed at Madison-Oneida BOCES. (Best practice)

**V.C.52. In-house training library.** The school district or bus company should consider establishing (through purchase or other means) its own library of training materials, including videos, manuals, props, and the like. (Best practice)

## **V.D. Public and Parent Education**

**V.D.1. Rules to parents.** Parents should be provided with a list of bus safety rules, explaining expected student behavior at the bus stop and during the bus ride. (Recommendation - see *SED Transportation Supervisor’s Handbook*, 1992, p. 77; *National School Transportation Specifications and Procedures*, 2000, p. 87; *SED Basic Course*, 1998, Chapter 8, p. 12)

**V.D.2. Parent involvement.** Parents should be invited to participate on a transportation committee to discuss school bus safety concerns. The Transportation Supervisor and other school administrators should work with the committee to develop a written statement of parent responsibilities in relation to pupil transportation. (Recommendation - see *SED Transportation Supervisor’s Handbook*, 1992, p. 224; *SED Sample Transportation Policy*, 1978, p. 8)

**V.D.3. Superintendent support.** The Superintendent should promote public understanding and support for the overall transportation program. (Recommendation - see *SED Transportation Supervisor’s Handbook*, 1992, p. 35; *National School Transportation Specifications and Procedures*, 2000, p. 77)

**V.D.4. Principal support.** Principals should help educate parents about the importance of children following safety rules. Principals should strive to work with PTAs and community groups to increase understanding of school bus safety, to improve student behavior on buses, and increase parent and motorist awareness of not passing stopped buses. (Recommendation - see *SED Transportation*

*Supervisor's Handbook*, 1992, p. 80; *SED Sample Transportation Policy*, 1978, p. 8)

**V.D.5. School newsletter.** School newsletters should be utilized to help educate parents and the community about school bus safety. The Transportation Supervisor should periodically provide information updates or short articles for the school newsletter. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, pp. 80, 234)

**V.D.6. School Bus Safety Week.** The school district should participate in annual School Bus Safety Week activities to help increase public awareness about school bus safety. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 222)

**V.D.7. Business support.** Local businesses should be encouraged to become involved in public education about school bus safety (for instance, placing school bus safety messages on tray liners, grocery bags, milk cartons, etc.). (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 224)

**V.D.8. Operation Safe Stop.** In cooperation with local police agencies the school district (and bus contractors) should participate in annual Operation Safe Stop activities to educate the public about the importance of not passing a stopped school bus. (Recommendation - see *SED Basic Course*, Chapter 8, p. 13; *SBDI as Catalyst*, 1997 SED Professional Development Seminar, p. 110; *Back to the Basics*, 1995 SED Professional Development Seminar, pp. 136-137; also see New York Association for Pupil Transportation, which coordinates annual Operation Safe Stop activities across the state)

**V.D.9. Traffic Safety Board.** The Transportation Supervisor should attend and if possible become a member of the local or county Traffic Safety Board, using Safety Board meetings as a forum to discuss school bus safety concerns with the traffic safety community. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 223)

**V.D.10. Media relations.** The Transportation Supervisor should develop a working relationship and personal acquaintance with local reporters and media personnel. A list of contacts at local newsrooms is maintained. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 240)

**V.D.11. Positive publicity.** The Transportation Supervisor should attempt to publicize positive achievements of the transportation department in local media. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 234)

**V.D.12. Public Service Announcements.** Public Service Announcements about school bus safety should be provided to local print and electronic news media at

appropriate times throughout the year. (Recommendation - see SED *Transportation Supervisor's Handbook*, 1992, p. 223)

**V.D.13. News scrapbook.** A scrapbook of news stories about the transportation department, including copies of press releases distributed to local media, should be maintained. (Recommendation - see SED *Transportation Supervisor's Handbook*, 1992, p. 241)

**V.D.14. Customer survey.** The school district should periodically survey parents about their satisfaction with transportation services. (Best practice)

## **V.E. Communication with School Personnel**

**V.E.1. Administrative Council.** The school district should consider involving the Transportation Supervisor the Administrative Council or school administrator meetings. Open communication between principals and the transportation department is critical to safety and efficiency. (Best practice)

**V.E.2. Educating school personnel.** The Transportation Supervisor should work with administrators and teachers to improve their understanding of school bus safety and the transportation system as a whole. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 78)

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## Section VI. Safe Driving Procedures

*Goal: School bus drivers follow current safety practices.*

### Section VI Topics

VI.A.1.	Red school bus flashers	VI.A.23.	Waiting for the bus to cross
VI.A.2.	Amber “pre-warning” school bus flashers	VI.A.24.	Middle loading
VI.A.3.	Danger zones	VI.A.25.	Student responsibility - loading and unloading
VI.A.4.	Daily instruction	VI.A.26.	Passing motorists
VI.A.5.	Safe Crossing	VI.B.1.	Stopping at railroad tracks
VI.A.6.	Compliance with safety procedures	VI.B.2.	Alerting motorists
VI.A.7.	Bus secured	VI.B.3.	Visibility problems
VI.A.8.	Position of bus in roadway	VI.B.4.	Door open
VI.A.9.	Students seated	VI.B.5.	Silencing the bus
VI.A.10.	Universal crossing signal	VI.C.1.	Cell phones
VI.A.11.	Universal danger signal	VI.C.2.	Driver seat belts
VI.A.12.	Check before they step	VI.C.3.	Corrective lenses
VI.A.13.	Stopping prior to students	VI.C.4.	Hearing aid battery
VI.A.14.	Bus monitors for crossers	VI.C.5.	Driver, monitor, and attendant conduct on bus
VI.A.15.	Crossing procedures with bus monitor	VI.C.6.	Backing minimized
VI.A.16.	Avoiding distractions at the bus stop	VI.C.7.	Backing - horn
VI.A.17.	Crossers first	VI.C.8.	Backing - spotters
VI.A.18.	Leaving bus stops	VI.C.9.	View obstructions on the bus
VI.A.19.	Pick up before right turn, drop off after	VI.C.10.	Earphones prohibited
VI.A.20.	Pick up before backing, drop off after	VI.C.11.	Advisory speed postings
VI.A.21.	Counting students	VI.C.12.	Intersections
VI.A.22.	Student bus helper	VI.C.13.	Courtesy

### VI.A. Loading and Unloading Safety

**VI.A.1. Red school bus flashers.** Red school bus flashers must be activated whenever passengers are being received or discharged - including on school grounds, private roadways, and including non-student passengers such as bus monitors and attendants. (MANDATE - VT 375.20a; see also DOT Regulation 17 NYCRR 721.4G, and SED *Transportation Supervisor’s Handbook*, 1992, p. 76)

**VI.A.2. Amber “pre-warning” school bus flashers.** Amber “pre-warning” flashers must be activated prior to stopping to receive or discharge passengers; amber flashers should be activated approximately 300’ before the bus stops in residential areas, and earlier on high speed roads, roads with limited visibility, or during bad weather. (MANDATE - VT 375.20a; see also SED *Basic Course*, 1998, Chapter 8, p. 6; SED 2002 *School Bus Safety Is One Bus Stop at a Time*, p. 25 )

**VI.A.3. Danger zones.** Drivers must keep their buses halted with red signal lights flashing until all discharged passengers, whether crossing the street or not, are at least 15' from the bus and either off the roadway or on a sidewalk. This requirement applies on school grounds and private roadways and parking lots as well as public roads. (MANDATE - VT 1174b; also see *SED Transportation Supervisor's Handbook*, 1992, p. 78)

**VI.A.4. Daily instruction.** Drivers must instruct children who must cross the road about safe crossing procedures every day. Daily reminders are the most effective means of increasing student compliance with loading and unloading safety procedures. A court has held that a driver's failure to provide daily safety instruction to students can lead to "absolute liability" for a school district. (MANDATE - SED Regulation 8 NYCRR 156.3 d4; VT 1174 b; see *SED Safe Routes/Safe Stops*, 1992, p. 16; *SED Basic Course*, 1998, Chapter 11, pp. 4-5; *SED Pre-Service Course*, 1989, p. 9)

**VI.A.5. Safe Crossing.** All students who must cross the road must do so in front of their buses so they are in the vision of their drivers. Students and drivers must establish eye contact before the student begins to cross. Safe crossing procedures should be adhered to in the morning, and with older students, too. (MANDATE - SED Regulation 8 NYCRR 156.3 d4; see *SED "Transportation Supervisor's Handbook,"* 1992, p. 78; *SED Basic Course*, 1998, Chapter 8, p. 5)

**VI.A.6. Compliance with safety procedures.** What percentage of bus drivers follow currently recommended loading and unloading safety procedures? Loading and unloading safety procedures should be strictly followed by drivers - in the right circumstances, failure to follow even a single procedure could result in a tragedy. School districts should know the extent to which their drivers (district or contract) following loading and unloading safety procedures. (Operational performance - use Observation Form VI.A.6 in *Appendix*)

**VI.A.7. Bus secured.** In addition to using the service brake, bus drivers should secure their buses (by setting the parking brake or other means) whenever they are loading or unloading students, including at schools. This recommendation should be followed whether one or many students are getting on or off the bus. (Recommendation - see *SED Basic Course*, 1998, Chapter 8, pp. 10-11; *SED Advanced Course*, 1999, Session 5, p. 5; *Essentials of Effective Instruction*, 2001 SED Professional Development Seminar, pp. 73-74)

**VI.A.8. Position of bus in roadway.** Bus drivers should position their buses in the driving lane, approximately 18" from the side of the road and parallel to it, when stopping to load or unload students. (Recommendation - see *SED Basic Course*, 1998, Chapter 8, p. 10; *SED Safe Routes/Safe Stops*, 1992, p. 15)

**VI.A.9. Students seated.** Drivers should not put the bus in motion until all students are seated. Students should not leave their seats until the bus has come to a complete stop and the driver has opened the door. (Recommendation - see *SED Sample Transportation Policy*, 1978, p. 11, *SED Transportation Supervisor's Handbook*, 1992, p. 77; *SED Safe Routes/Safe Stops*, 1992, p. 18)

**VI.A.10. Universal crossing signal.** Drivers should use SED's universal "Safe to Cross" signal and students should understand what it means. Before crossing, students should proceed to a position where they are visible to the driver and protected by the bus, and should always wait for a signal from their bus driver to cross, looking both left and right before leaving the protection of the bus. (Recommendation - see *SED Safe Routes/Safe Stops*, 1992, p. 19; *SED Transportation Supervisor's Handbook*, 1992, p. 78; *SED Basic Course*, 1998, Chapter 8, p. 5; *SED 2002 School Bus Safety is One Bus Stop at a Time*, pp. 19, 21; *Safety is Fundamental*, 2001 SED Professional Development Seminar, p. 84; SED video, *Safe Crossing: an 'Egg-Cellent' Idea*, 1991)

**VI.A.11. Universal danger signal.** Drivers should train students about SED's universal horn "Danger" signal to indicate a motorist is running the bus flashers, and students should understand what the horn means. Students in the process of crossing in front of a bus who did not understand what to do when the bus driver sounded the horn have been struck and killed by motorists. (Recommendation - see *SED Safe Routes/Safe Stops*, 1992, p. 19; *SED Basic Course*, 1998, Chapter 8, p. 5; *SED 2002 School Bus Safety is One Bus Stop at a Time*, pp. 19, 21; SED video, *Safe Crossing: an 'Egg-Cellent' Idea*, 1991)

**VI.A.12. Check before they step.** Before they disembark, students should carefully check to the back of the bus for vehicles passing on the right side. "Right side passers" are a serious problem in many areas. (Recommendation - see *SED 2002 School Bus Safety Is One Bus Stop at a Time*, pp. 17; *SED Basic Course*, 1998, Chapter 8, p. 5; see also *SED Routing and Driving Tips* in *SED 2002 School Bus Safety Is One Bus Stop at a Time*, pp. 21-22)

**VI.A.13. Stopping prior to students.** Bus drivers should not stop their buses directly adjacent to students waiting near the road at a bus stop. Drivers should stop their buses slightly before the bus stop and direct students to proceed towards the bus when it's safe. (Recommendation - see *SED Pre-Service Course*, 1989, p. 4)

**VI.A.14. Bus monitors for crossers.** Younger students who must cross the street are safer when escorted by bus monitors. Bus monitors provide a high degree of safety for younger students getting on or off a bus. (Best practice - see also National Highway Traffic Safety Administration, *Guideline 17*, IVE6)

**VI.A.15. Crossing procedures with bus monitor.** On routes with bus monitors, students are still required to make eye contact with their bus drivers and wait for the driver signal before starting across. (Recommendation - see *SED Basic Course*, 1998, Chapter 8, p. 6)

**VI.A.16. Avoiding distractions at the bus stop.** Drivers should not look into the internal overhead mirror to check on student behavior while approaching, stopped at, or pulling away from a bus stop. Driver attention should be completely focused on students outside the bus at this time. Tragedies have occurred when bus drivers looked into the internal mirror at or near a bus stop and lost track of a child outside the bus. (Recommendation - see *SED Safe Routes/Safe Stops*, 1992, p. 12; *SED 2002 School Bus Safety Is One Bus Stop at a Time*, p. 25; *SED Basic Course*, 1998, Chapter 8, p. 7)

**VI.A.17. Crossers first.** At group stops, drivers should discharge crossers before non-crossers. Safety is increased when the discharge process is tightly controlled. (Recommendation - see *SED Basic Course*, Chapter 8, p. 8; *SED Pre-Service Course*, 1989, p. 5; *SED Safe Routes/Safe Stops*, 1992, 18-19; *SED Routing and Driving Tips*, *SED 2002 School Bus Safety Is One Bus Stop at a Time*, p. 21; *SED School Bus Accidents: A Manual of Procedures*, 1987, p. 80)

**VI.A.18. Leaving bus stops.** Bus drivers should pull ahead slowly as they leave bus stops. Students who are late, or students “horsing around,” might chase after the bus. The driver needs to be able to stop quickly. (Recommendation - see *SED Basic Course*, 1998, Chapter 8, p. 9)

**VI.A.19. Pick up before right turn, drop off after.** If a bus stop must be at or near a corner, bus drivers should pick students up before turning in the morning, and drop students off after turning in the afternoon. Students standing on the corner have been run over by their own buses as they made right turns. (Recommendation - see *SED Basic Course*, 1998, Chapter 8, p. 8; *SED Safe Routes/Safe Stops*, 1992, p. 20; *SED Routing and Driving Tips*, *SED 2002 School Bus Safety Is One Bus Stop at a Time*, p. 22; *SED School Bus Accidents: A Manual of Procedures*, 1987, p. 79)

**VI.A.20. Pick up before backing, drop off after.** Drivers who must back up at or near a bus stop should pick students up before backing in the morning, and drop students off after backing in the afternoon. Students are safer on the bus if the bus must back. Students have been backed over and killed at bus stops. (Recommendation - see *SED Safe Routes/Safe Stops*, 1992, pp. 20, 62; *SED Routing and Driving Tips*, *SED 2002 School Bus Safety Is One Bus Stop at a Time*, p. 22; *SED School Bus Accidents: A Manual of Procedures*, 1987, p. 79; *SED Pre-Service Course*, 1989, p. 4)

**VI.A.21. Counting students.** Drivers should count students as they disembark from the bus, and re-count before moving the bus to make sure all students are out of harm's way. (Recommendation - see *SED Safe Routes/Safe Stops*, 1992, p. 16; *SED Basic Course*, 1998, Chapter 8, p. 7)

**VI.A.22. Student bus helper.** Reliable students should be assigned as bus helpers to double-check that all students are safely away from the bus before the bus moves away from a bus stop. Student helpers do not diminish the responsibility of the bus driver but can add an additional measure of safety. (Recommendation - see *SED Basic Course*, 1998, Chapter 8, p. 7)

**VI.A.23. Waiting for the bus to cross.** At the bus stop in the morning, students should wait for the school bus to arrive before crossing the road, so they can cross with the protection of the bus flashers. School districts should not allow drivers to instruct students to cross the street before the bus arrives "to save time." (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 77)

**VI.A.24. Middle loading.** The middle of the bus should be loaded first and seats at the rear and front of the bus should be left empty whenever the bus is not fully loaded. Students in the rear and front seats are more vulnerable to injury in some types of collisions. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 77; *SED Basic Course*, 1998, Chapter 8, p. 4; *SED Safe Routes/Safe Stops*, 1992, p. 17; *SED Routing and Driving Tips*, *SED 2002 School Bus Safety Is One Bus Stop at a Time*, pp. 21-22; *SED Suggestions for the Safe Administration, Routing and Operation of School Buses*, July 1, 1988; National Transportation Safety Board, *Highway Accident Report, HAR-78-01*, Recommendation # H-78-9; National Highway Traffic Safety Administration, *Letter to State Directors of Pupil Transportation*, December 30, 1980)

**VI.A.25. Student responsibility - loading and unloading.** Drivers should report students who do not follow safe loading and unloading procedures. Violation of loading and unloading safety rules should be considered as any serious disciplinary infraction and could result in the loss of bus privileges. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 82, *SED Sample Transportation Policy*, 1978, p. 12)

**VI.A.26. Passing motorists.** Drivers should report motorists who pass a stopped bus to NYS DMV on form DS-103, and/or to local police agencies on an affidavit. Drivers should be trained about how to report violators accurately. (Recommendation - see *SED Basic Course*, 1998, Chapter 8, p. 6; also see Vehicle and Traffic Law 1174)

## VI.B. Railroad Crossing Procedures

**VI.B.1. Stopping at railroad tracks.** Bus drivers must stop at all railroad tracks, with or without passengers on board. (MANDATE - VT 1171; see *SED Basic Course*, 1998, Chapter 7, p.21; *SED Pre-Service Course*, 1989, p. 15)

**VI.B.2. Alerting motorists.** 4-way “hazard” flashers should be utilized to warn motorists that the bus is about to stop for railroad tracks. They should be left on until the bus has safely crossed the tracks and has resumed “road speed” for the area. (Recommendation - see *SED Safe Routes/Safe Stops*, 1992, p. 13; *SED Basic Course*, 1998, Chapter 7, p. 21; *SED 2002 School Bus Safety Is One Bus Stop at a Time*, p. 33; *National School Transportation Specifications and Procedures*, 2000, p. 269)

**VI.B.3. Visibility problems.** If the view of the tracks is less than 1000 feet in either direction or is obstructed in any way, bus drivers should not proceed across the tracks until they have made certain that no train is approaching. Drivers should not consider a signal indicating safety as conclusive. Drivers should ask their Transportation Supervisor, trainer, or SBDI for assistance in determining the safest possible strategy for railroad crossings with severe visibility problems. (Recommendation - see *SED Safe Routes/Safe Stops*, 1992, p. 21; *National School Transportation Specifications and Procedures*, 2000, p. 269; *SED Basic Course*, 1998, Chapter 7, p. 23; *SED 2002 School Bus Safety Is One Bus Stop at a Time*, p. 35; *Recommended Procedures for School Bus Drivers at Railroad Grade Crossings*, National Safety Council)

**VI.B.4. Door open.** Drivers should always open the passenger door of the bus to check for trains when stopped at railroad tracks. The ability to hear auditory warnings of an approaching train can be critical in preventing a tragedy. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 269; *SED Basic Course*, 1998, Chapter 7, p. 22; *Coming Together*, 2002 SED Professional Development Seminar, pp. 36-38; *SED 2002 School Bus Safety Is One Bus Stop at a Time*, p. 33; *Recommended Procedures for School Bus Drivers at Railroad Grade Crossings*, National Safety Council; *Life Saving Facts for School Bus Drivers*, Federal Railroad Administration; also see National Transportation Safety Board, *Collision of CSXT Freight Train and Murray County School District School Bus at Railroad/Highway Grade Crossing, Conasauga, Tennessee, March 28, 2000*, Highway Accident Report HAR 01/03, p. 58)

**VI.B.5. Silencing the bus.** Bus drivers should shut off all noise-producing equipment (heaters, fans, and am/fm radios) and silence their students at railroad tracks. (Recommendation - see *SED Basic Course*, 1998, Chapter 7, p. 22, and Chapter 13, p. 7; *Coming Together*, SED 2002 Professional Development Seminar, pp. 36, 38; *SED 2002 School Bus Safety Is One Bus Stop at a Time*, p. 33; *National*

*School Transportation Specifications and Procedures*, 2000, p. 88; *Recommended Procedures for School Bus Drivers at Railroad Grade Crossings*, National Safety Council; *Life Saving Facts for School Bus Drivers*, Federal Railroad Administration; also see National Transportation Safety Board, *Collision of CSXT Freight Train and Murray County School District School Bus at Railroad/Highway Grade Crossing, Conasauga, Tennessee, March 28, 2000*, Highway Accident Report HAR 01/03, p. 58)

## **VI.C. Defensive Driving**

**VI.C.1. Cell phones.** Bus drivers cannot use a cell phone while the bus is in motion or while engaged in other safety-critical actions such as students getting on or off the bus. (MANDATE - VT 1225c2)

**VI.C.2. Driver seat belts.** Bus drivers must use their seat belts or lap-shoulder belts correctly. If the belts are adjustable, they must be properly adjusted. Shoulder belts should never be placed behind the driver's back, or under the driver's arm - the practice is dangerous. (MANDATE - VT 383.4a)

**VI.C.3. Corrective lenses.** Drivers whose physical exam indicates "qualified only when wearing corrective/contact lenses" must wear them at all times. The school district or contractor should be aware of which drivers must wear corrective lenses, and should monitor compliance. (MANDATE - DMV Regulation 15 NYCRR 6.10; see DMV Form DS-874)

**VI.C.4. Hearing aid battery.** Bus drivers who wear a hearing aid should carry a spare battery. (MANDATE - 49 CFR 392.9b; see *SED Basic Course*, 1998, Chapter 13, p. 7)

**VI.C.5. Driver, monitor, and attendant conduct on the bus.** Bus drivers, monitors, and attendants do not smoke in a school bus at any time, and do not eat or drink any liquid or perform any act or conduct themselves in any manner which may impair the safe operation of a school bus while transporting students. Tragedies have occurred because bus drivers were distracted by coffee or soda as they drove. (MANDATE - SED Regulation 8 NYCRR 156.3 e5)

**VI.C.6. Backing minimized.** A concerted effort should be made to eliminate backing on bus routes. All backing on bus routes should be authorized by the Transportation Supervisor. Drivers should not back up where students may be present around the bus. (Recommendation - see *SED Transportation Supervisor's*

*Handbook*, 1992, p. 72; *SED Basic Course*, 1998, Chapter 7, pp. 25-26; *SED School Bus Accidents: A Manual of Procedures*, 1987, p. 81)

**VI.C.7. Backing - horn.** When backing is unavoidable, drivers should sound the horn and pause three seconds before starting to back up. Back-up beepers may not be heard above ambient noise in the surrounding area. (Recommendation - see *SED Basic Course*, 1998, Chapter 7, pp. 25-26)

**VI.C.8. Backing - spotters.** When backing is unavoidable, drivers should use a reliable spotter (for instance, a bus attendant or older student, from the inside rear of the bus). Spotters should be understand exactly what their role is. (Recommendation - see *SED Basic Course*, 1998, Chapter 7, pp. 25-26 and Chapter 8, p. 7; *SED Pre-Service Course*, 1987, p. 3; *Coming Together*, 2002 SED Professional Development Seminar, p. 61)

**VI.C.9. View obstructions on the bus.** Drivers should be highly aware of view obstructions on their buses. View obstructions on buses have contributed to catastrophic bus accidents. Bus drivers should be taught to “rock before they roll” and should move actively in the seat to “look around” bus mirrors, posts, and pillars before proceeding into an intersection. (Recommendation - see *SED Basic Course*, 1998, Chapter 7, p. 4; *SED Advanced Course*, 1999, Session 7, pp. 4-5; *Safety at the Crossroads*, 1996 SED Professional Development Seminar, pp. 39-40, 45; see National Association of State Directors of Pupil Transportation Services video, *Vision Obscuration*, 1996)

**VI.C.10. Earphones prohibited.** Drivers should not be permitted to listen to “Walkman” type radios with earphones while driving a bus (this includes wearing only one earplug of the device). It is against the law to wear earphones in both ears. (Recommendation - see *SED Basic Course*, 1998, Chapter 13, p. 7)

**VI.C.11. Advisory speed postings.** Bus drivers should comply with advisory speed postings and warning signs, as well as statutory speed limits. Communities and courts understandably expect school bus drivers to maintain a high standard of care. (Recommendation - see *SED Basic Course*, 1998, Chapter 7, p. 5; *Safety at the Crossroads*, 1996 SED Professional Development Seminar, p. 44)

**VI.C.12. Intersections.** Bus drivers should slow their buses and cover the brake approaching intersections. Accident statistics indicate that intersections are dangerous for school buses. (Recommendation - see *SED Pre-Service Course*, 1989, p. 10; *Safety at the Crossroads*, 1996 SED Professional Development Seminar, pp. 42-43)

**VI.C.13. Courtesy.** When it’s possible to do so safely, bus drivers should let backed-up traffic pass their buses. Bus drivers should pull over in a safe location

and come to a complete stop when letting traffic pass. (Recommendation - see SED *Basic Course*, 1998, Chapter 8, p. 6)

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## **Section VII. Special Needs Transportation**

*Goal: Children with special needs are transported safely.*

### **Section VII Topics**

VII.A.1.	Forward facing wheelchairs	VII.B.12.	Special needs bus roadeos
VII.A.2.	Securement system	VII.B.13.	Wheelchair securement training equipment
VII.A.3.	Wheelchair passenger occupant restraint	VII.C.1.	Drills for students with special needs
VII.A.4.	Securement system instructions	VII.C.2.	Written evacuation plan
VII.A.5.	Securement anchorage locations	VII.C.3.	Emergency responder readiness regarding students with special needs
VII.A.6.	Tiedown strap angle	VII.D.1.	Approved child safety restraints
VII.A.7.	Proper wheelchair securement	VII.D.2.	Use of child safety restraint systems
VII.A.8.	Manufacturer's training materials	VII.D.3.	Safety vests
VII.A.9.	Wheelchair station location	VII.D.4.	Placement of child safety restraints
VII.A.10.	Riding lift with student	VII.D.5.	Child Passenger Safety Technician
VII.A.11.	Determining securement points on wheelchairs	VII.D.6.	Discarding child safety restraints
VII.A.12.	Marking securement points on wheelchairs	VII.D.7.	Child safety restraint registration and recalls
VII.A.13.	Securement check	VII.D.8.	Cleaning child safety restraints
VII.A.14.	Transferring student in wheelchair to bus seat	VII.E.1.	Transporting student medication
VII.A.15.	Bus secured	VII.E.2.	Securement of medical equipment on the bus
VII.A.16.	Removing lap trays	VII.E.3.	Placement of oxygen on the bus
VII.B.1.	Epinephrine Auto-Injector (Epi-Pen) training	VII.E.4.	Do Not Resuscitate order
VII.B.2.	CPR training	VII.F.1.	Information about students
VII.B.3.	Attendants on special needs routes	VII.F.2.	Confidentiality
VII.B.4.	Staffing consistency for special needs routes	VII.F.3.	Emergency medical facilities
VII.B.5.	Staffing qualifications	VII.F.4.	Relationship with Committee on Special Education
VII.B.6.	Dry runs for special needs routes		
VII.B.7.	School closings		
VII.B.8.	Length of ride for students with special needs		
VII.B.9.	Individual Transportation Plan		
VII.B.10.	First aid training		
VII.B.11.	Utilizing school expertise		

## **VII.A. Wheelchair Safety**

**VII.A.1. Forward facing wheelchairs.** Wheelchairs must be transported facing forward on school buses manufactured after January 17, 1994. (MANDATE - DOT Regulation 17 NYCRR 720.8B 1)

**VII.A.2. Securement system.** Wheelchairs must be secured with a system anchored at four points on buses manufactured after January 17, 1994. At least four tiedown straps must be utilized to secure the wheelchair. (MANDATE - DOT Regulation 17 NYCRR 720.8B 13a)

**VII.A.3. Wheelchair passenger occupant restraint.** The wheelchair passenger restraint system, consisting of both a lap and shoulder belt, must be used and correctly positioned and adjusted for all students transported in wheelchairs. Failure to utilize the passenger restraint system could expose the passenger to risk of injury in a collision or even in a sudden stop. Passenger restraint systems can be tricky to hook up and adjust. (MANDATE - DOT Regulation 17 NYCRR 720.8B 2)

**VII.A.4. Securement system instructions.** Buses transporting wheelchairs must contain operating instructions for the securement system used, including a diagram of the proper placement of the wheelchairs, proper positioning of securement devices and occupant restraints, and correct belt angles. The instructions and diagrams should be prominently displayed so drivers and attendants can consult them when securing wheelchairs. (MANDATE - DOT Regulation 17 NYCRR 720.8B 12o; also see *National School Transportation Specifications and Procedures*, 2000, pp. 54-55)

**VII.A.5. Securement anchorage location.** Wheelchair securement anchorages on buses manufactured after April 21, 2003 cannot be placed in front of side and rear emergency exits. (MANDATE - 49 CFR 571.217)

**VII.A.6. Tiedown strap angle.** The angle of rear tiedown straps for wheelchairs should be between 30 and 45 degrees; the angle of front tiedown straps should be between 40 and 60 degrees. Because wheelchair designs vary so much, angles will of necessity also vary, but the quoted figures should be regarded as a general goal. (Recommendation - see SAE J2249)

**VII.A.7. Proper wheelchair securement.** What percentage of students using wheelchairs (on district or contractor buses) are properly secured? Proper wheelchair securement can be challenging. There are many different wheelchair designs and the securement tiedown straps and equipment can be tricky to operate correctly. School districts should know if students using wheelchairs are properly secured. (Operational performance - use Observation Form VII.A.7. in *Appendix*)

**VII.A.8. Manufacturer’s training materials.** Training materials (videos, booklets, brochures, etc.) provided by lift and wheelchair securement system manufacturers should be shown and utilized with drivers and attendants. In most cases manufacturers provide training materials at no charge to operations which have purchased their equipment. Some wheelchair securement and lift manufacturers and vendors also provide free inservice training for drivers and attendants about how to use their equipment properly. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, pp. 52, 55)

**VII.A.9. Wheelchair station location.** School districts and bus companies should consider purchasing lift-equipped buses with wheelchair stations positioned between the front and rear axles of the bus, to minimize bumps. A child using a wheelchair who is medically fragile could be injured by a severely bumpy bus ride. Placing wheelchair positions in the very rear of the bus increases vehicle capacity slightly but exposes students using wheelchairs to a higher level of risk. The rear of the bus is more subject to severe bumps and jolts. (Best practice)

**VII.A.10. Riding lift with student.** School districts and bus companies should consider prohibiting attendants (and any other parties) from riding the lift when a child in a wheelchair is being raised or lowered. Attendants have been knocked off lifts and seriously injured. A second person on the lift could also overload the lift. (Best practice)

**VII.A.11. Determining securement points on wheelchairs.** Wheelchair securement points should be located at or near a welded joint on the main frame. They should not be located on removable parts of the wheelchair or on the folding crossbar. Determining appropriate securement points can be complicated on some wheelchairs. Consulting with occupational or physical therapists or other knowledgeable professionals in a team approach is advised. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, pp. 117, 188)

**VII.A.12. Marking securement points on wheelchairs.** After suitable securement points have been determined on a wheelchair, school districts and bus companies should consider marking them with colored electrical tape, electrical ties, or other means so substitute drivers and attendants can readily locate them. (Best practice)

**VII.A.13. Securement check.** After the wheelchair is fully secured but before the bus moves, the driver or attendant should always test securement by attempting to move the chair (“shake test”). The student in the wheelchair should be alerted prior to the shake test. Securement should also be periodically checked during the bus ride. (Recommendation - see *SED Basic Course*, 1998, Chapter 12, p. 20; *SED Advanced Course*, 1999, Session 5, p. 7)

**VII.A.14. Transferring student in wheelchair to bus seat.** Students using wheelchairs who can safely do so, should be transferred to a bus seat for the bus ride, either under their own power or using a transfer board. Safety experts consider the bus seat as a generally safer way to ride. The student's parents and occupational and/or physical therapist should be consulted prior to deciding how to transport the child. Some children have medical conditions that preclude being transferred to the bus seat. (Recommendation - see *SED Basic Course*, 1998, Chapter 12, p. 18; *SED Advanced Course*, 1999, Session 5, p. 8)

**VII.A.15. Bus secured.** When loading or unloading students in wheelchairs, drivers should always secure the their buses by setting the parking brake or other effective means. Because drivers must get out of the bus seat and leave the driver area to load or unload a student using a wheelchair, and because some buses require that the engine remain running while the lift is operated, the bus should always be safely secured. (Recommendation - see *SED Basic Course*, 1998, Chapter 12, p. 18)

**VII.A.16. Removing lap trays.** Whenever possible, lap trays, augmentative communication devices, and ambulation equipment that attaches to wheelchairs should be removed and safely secured for the bus ride. The student should board and leave the bus with the lap tray removed from the wheelchair. Safety experts fear a lap tray left in place could injure a student in a wheelchair in a collision. The student's parents and therapists should be consulted prior to removing the lap tray or any other medical or communication device. Certain medical conditions may make it inadvisable to remove a child's lap tray. (Recommendation - see *SED Basic Course*, 1998, Chapter 12, p. 20; *SED Advanced Course*, 1999, Session 5, p. 7; *National School Transportation Specifications and Procedures*, 2000, p. 142)

## **VII.B. Staffing for Special Needs Routes**

**VII.B.1. Epinephrine Auto-Injector (Epi-Pen) training.** Drivers, monitors, and attendants transporting students who carry epi-pens must complete an SED-approved training course about how to administer the epi-pen. The course can be provided by the school nurse. (**MANDATE** - Public Health Law 3000 c3a)

**VII.B.2. CPR training.** CPR training must be provided for attendants transporting students whose IEP requires staff to be CPR-certified. (**MANDATE** - VT 1229d(3); see also *SED Transportation Supervisor's Handbook*, 1992, p. 127; *National School Transportation Specifications and Procedures*, 2000, pp. 118-119)

**VII.B.3. Attendants on special needs routes.** Attendants should be provided to assist drivers transporting students in wheelchairs or with challenging special needs. In a fire or other emergency, evacuating students in wheelchairs in time could be

difficult without the help of an additional adult. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, pp. 116, 227)

**VII.B.4. Staffing consistency for special needs routes.** Whenever possible, drivers and attendants who are already familiar with individual students should be placed on routes transporting students with special needs. Consistency is important for many students with special needs. When drivers and attendants are switched from route to route, students with special needs may experience more difficult bus rides. Even behavior in school may be negatively impacted. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 125; *National School Transportation Specifications and Procedures*, 2000, p. 115)

**VII.B.5. Staffing qualifications.** Drivers and attendants who are highly knowledgeable about students with special needs should be assigned to special needs routes whenever possible. Inexperienced drivers and attendants may lack the skills, patience, or sensitivity needed to safely transport students with special needs or challenging conditions. (Recommendation - see *Safe Routes/Safe Stops*, 1992, p. 70)

**VII.B.6. Dry runs for special needs routes.** Drivers assigned to routes with students with special needs should be thoroughly familiar with the route before transporting students. Students with special needs often have unique physical, mental, and/or emotional characteristics. Unfamiliarity with the student's unique conditions could place the student at greater risk of injury. Drivers and attendants should find out as much about the student as possible before driving the route. They should review the location of the student's bus stop ahead of time to make sure it is safe, and should demonstrate loading and unloading procedures for both the student and parent. Prior to transporting the students, the supervisor or a knowledgeable trainer or experienced driver should accompany drivers newly assigned to special needs routes on a dry run. (Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 157; *SED Basic Course*, 1998, Chapter 12, p. 5)

**VII.B.7. School closings.** The school day should not be canceled or shortened (i.e., for weather conditions, etc.) for students with special needs unless it is also canceled or shortened or shortened for typical children. (Recommendation - see *SED Safe Routes/Safe Stops*, 1992, p. 77. The federal Office of Civil Rights has ruled that shortening a disabled student's educational day when typical students' day is not shortened could be discriminatory.)

**VII.B.8. Length of ride for students with special needs.** Routes transporting students with special needs should be of reasonable length. Whenever possible, they should not exceed one hour. Longer bus rides may be necessary for out-of-district placements. The necessity of a significantly longer bus ride should be taken into account by the CSE when considering student placement. Special needs routes should not be routinely longer than those for typical children in like circumstances.

(Recommendation - see *SED Transportation Supervisor's Handbook*, 1992, p. 116; *SED Safe Routes/Safe Stops*, 1992, p. 45)

**VII.B.9. Individual Transportation Plan.** An Individual Transportation Plan should be created for students with special transportation needs such as students who are medically fragile, technology dependent, or highly disruptive on the bus. The plan should be cooperatively developed by special education staff, transportation staff, medical staff, and parents. (Recommendation - see *SED Safe Routes/Safe Stops*, 1992, p. 73; *Who Will Protect Our Children?*, 2003 SED Professional Development Seminar, pp. 54-56; *SED Transportation Supervisor's Handbook*, 1992, p. 127; *SED Advanced Course*, 1999, Session 5, p. 11)

**VII.B.10. First aid training.** Transportation staff responsible for students with special needs should receive basic first aid training. (Recommendation - *SED Transportation Supervisor's Handbook*, 1992, p. 127)

**VII.B.11. Utilizing school expertise.** School district personnel who have expertise about students with special needs (i.e., psychologists, therapists, counselors, physicians, et al) provide advice and guidance to drivers and attendants transporting students with special needs. School district experts regularly participate in driver and attendant training programs. Staff expertise should be shared with contractor as well as district transportation staff. (Best practice)

**VII.B.12. Special needs bus roadeos.** Drivers and attendants transporting students with special needs should participate in special needs bus roadeos. Special needs bus roadeos focus on learning, not competition. They have proven to be an effective means of improving skills critical to special needs transportation safety. (Recommendation - *SED Advanced Course*, 1999, Session 5, p. 12)

**VII.B.13. Wheelchair securement training equipment.** School districts and bus contractors should consider creating or purchasing a wheelchair securement training board equipped with a set of up-to-date wheelchair securement tie downs. They should consider acquiring a training wheelchair. (Best practice)

## **VII.C. Emergency Preparedness on Special Needs Routes**

**VII.C.1. Drills for students with special needs.** Students with special needs must participate in bus drills as fully as they are able. There is no legal ground for excusing disabled students from bus safety drills. Drills may need to be adapted to the specific conditions of the students, and additional adult staff may be needed to prevent an injury to a child who is medically fragile or technology-dependent. (MANDATE - Education Law 3623; SED Regulation 8 NYCRR 156.3 f-g; also see *SED Basic Course*, 1998, Chapter 11, pp. 6, 11)

**VII.C.2. Written evacuation plan.** A written evacuation plan, tailored to the specific students assigned to the route, should be in place for all buses transporting students with special needs, especially buses transporting medically fragile, technology-dependent, or highly disruptive students. Evacuation plans should be reviewed by the Transportation Supervisor and should be revised when routes change. Evacuation plans should be practiced regularly. (Recommendation - see *SED Basic Course*, 1998, Chapter 5, p. 16; *SED Advanced Course*, 1999, Session 5, p. 10; *National School Transportation Specifications and Procedures*, 2000, pp. 119, 120, 142)

**VII.C.3. Emergency responder readiness regarding students with special needs.** The school district or bus company should educate local emergency responders about the types of children with special needs they could encounter at an accident scene. Emergency responders should be prepared for the unique rescue challenge they could face if a bus transporting children with special medical conditions, or children in safety restraints, is involved in an accident or other emergency. Emergency responders should periodically participate in evacuation drills involving children with special needs. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 120; National Highway Traffic Safety Administration, *Guideline for the Safe Transportation of Pre-School Age Children in School Buses*, 1999, #3)

## **VII.D. Child Safety Restraint Systems**

**VII.D.1. Approved child safety restraints.** All child safety restraints used on school buses must meet the requirements of Federal Motor Vehicle Safety Standard 213. A label indicating compliance with this standard must be affixed to the restraint. (MANDATE - Federal Motor Carrier Safety Regulation 49 CFR 571.213)

**VII.D.2. Use of child safety restraint systems.** Pre-school children under the age of four must be transported in a properly secured car seat or other approved child restraint on the school bus. (MANDATE - VT 1229 c11; also see National Highway Traffic Safety Administration, *Guideline for the Safe Transportation of Pre-School Age Children in School Buses*, 1999)

**VII.D.3. Safety vests.** The entire seat behind a student using a safety vest must be left empty, or all students in the seat must be properly restrained in a seat belt or child restraint. Safety vests purchased after February 1, 2003, must bear a warning label informing users that the vest must be used only on school bus seats, and that the entire seat directly behind the child wearing the safety vest must be either unoccupied, or occupied only by passengers who are also restrained. (MANDATE - National Highway Traffic Safety Administration Interim Final Rule, October 22, 2002)

**VII.D.4. Placement of child safety restraints.** Car seats and other child safety restraints should not be placed in bus seats adjacent to emergency exits. If a child in a car seat shares the bus seat with another child, the child in the car seat should be placed at the window seating position, not in the aisle seat. (Recommendation - see National Highway Traffic Safety Administration, *Guideline for the Safe Transportation of Pre-School Age Children in School Buses*, 1999, and *Choosing the Correct School Bus For Transporting Pre-School Age Children*; also see *National School Transportation Specifications and Procedures*, 2000. p. 141)

**VII.D.5. Child Passenger Safety Technician.** A NHTSA-certified Child Passenger Safety Technician should provide training assistance to drivers and attendants transporting children in car seats and other safety restraints. In-house transportation staff can become certified by NHTSA, or an existing Technician may be brought in from the outside. (Recommendation - see National Highway Traffic Safety Administration)

**VII.D.6. Discarding child safety restraints.** Child safety restraints that have been in vehicles involved in accidents, whose expiration dates have expired, or which are more than six years old, should be discarded or destroyed. Even if child safety restraints have no visible damage they may have internal cracks that could compromise their ability to protect a child in a collision. (Recommendation - National Highway Traffic Safety Administration, *Guideline for the Safe Transportation of Pre-School Age Children in School Buses*, 1999, #1)

**VII.D.7. Child safety restraint registration and recalls.** Car seats and other types of child safety restraints should be registered with their manufacturers immediately upon purchase. Safety recalls should be promptly complied with by the school district or bus company. An accurate list of child safety restraints in use on district or contractor buses should be maintained by the district so recalls can be quickly addressed. The NHTSA website provides a list of child safety restraints currently under recall. (Recommendation - see National Highway Traffic Safety Administration, *Guideline for the Safe Transportation of Pre-School Age Children in School Buses*, 1999, #1)

**VII.D.8. Cleaning child safety restraints.** A procedure should be established for the periodic maintenance and cleaning of car seats and other child safety restraints. Transportation personnel involved with pre-school children should be taught ways to prevent exposure to contagious and communicable diseases. (Recommendation - see National Highway Traffic Safety Administration, *Guideline for the Safe Transportation of Pre-School Age Children in School Buses*, 1999, #6)

## **VII.E. Medical Concerns on Routes**

**VII.E.1. Transporting student medication.** Student medication should be transported in a secure container, and chain of custody is documented by use of a sign-off form or other method. A clear policy regarding the transportation of student medicine should be in place in the school district. (Recommendation - *SED Transportation Supervisor's Handbook*, 1992, p. 128; *SED Advanced Course*, 1999, Session 5, p. 11; *National School Transportation Specifications and Procedures*, 2000, p. 119)

**VII.E.2. Securement of medical equipment on the bus.** Portable medical equipment and special accessory items for students should be secured at the mounting location to withstand a pulling force of five times the weight of the item, or should be contained in an enclosed, latched compartment capable of withstanding forces applied to its interior equal to five times the weight of its contents. All medical equipment should be secured below the window. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, pp. 59, 141)

**VII.E.3. Placement of oxygen on the bus.** Transported oxygen cylinders should be positioned to protect them from direct sunlight, heater vents, and other heat sources. Oxygen containers should be safely secured (see VII.E.2.). (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 59)

**VII.E.4. Do Not Resuscitate order.** If a student has an out-of-hospital Do Not Resuscitate (DNR) order in effect while being transported, a policy should be in place clearly explaining driver and attendant responsibilities if a medical emergency occurs during the bus ride. DNR policies should be developed in consultation with school attorneys. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 120)

## **VII.F. Staff Access to Information About Students with Special Needs**

**VII.F.1. Information about students.** A designated professional employee of the school district with knowledge of students' disabilities informs bus drivers and attendants of their responsibilities relating to the implementation of individualized education programs and the specific accommodations, modifications, and supports that must be provided for students. Drivers and attendants should be provided with pertinent information about students assigned to the bus, identifying students who have medical problems (seizures, bee sting allergies, diabetes, etc.) or communication and behavioral concerns that may require specific actions from the driver or could protect the child's safety in an emergency. For students with severe special needs, a student data file card should be carried on board the bus to be available to EMS personnel in a bus emergency. Data cards must be treated as

confidential information. Other students and parents should not be allowed access to it. (**MANDATE** - Chapter 408 of the Laws of 2002; see also *SED Sample Transportation Policy*, 1978, p. 17; *SED Transportation Supervisor's Handbook*, 1992, p. 157; *SED Safe Routes/Safe Stops*, 1992, pp. 12, 59; *National School Transportation Specifications and Procedures*, 2000, pp. 93, 100, 142; see *Family Educational Rights and Privacy Act*, 20 USC 1232 g b1)

**VII.F.2. Confidentiality.** Drivers, monitors, and attendants must treat medical and other information about students and students' families in a confidential manner. Violations of confidentiality could result in actionable claims against the school district or bus company. (**MANDATE** - Education Regulation 8 NYCRR 200.5f; *Family Educational Rights and Privacy Act*, 20 USC 1232 g b1; see *SED Transportation Supervisor's Handbook*, 1992, p. 157)

**VII.F.3. Emergency medical facilities.** Route sheets for buses transporting students who are medically fragile should indicate the location of nearby medical facilities, where emergency services could be provided to the student. (Recommendation - see *SED Basic Course*, 1998, Chapter 12, p. 5)

**VII.F.4. Relationship with Committee on Special Education.** The Transportation Supervisor or designated representative should participate in CSE meetings when non-routine transportation issues are to be addressed. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 113; see *Who Will Protect Our Children?*, 2003 SED Professional Development Seminar)

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## Section VIII. Accidents and Emergencies

*Goal: Students are exposed to minimal risk from school bus accidents and emergencies.*

### Section VIII Topics

VIII.A.1.	Overall accident rate	VIII.C.1.	Early take home drill
VIII.B.1.	SED reporting	VIII.C.2.	School emergency plan - transportation involvement
VIII.B.2.	DOT reporting	VIII.C.3.	School - EMS joint planning
VIII.B.3.	Principal responsibilities	VIII.C.4.	Nuclear evacuation plans
VIII.B.4.	School nurse responsibilities	VIII.C.5.	Driver training - emergency plans
VIII.B.5.	Parent notification	VIII.C.6.	Mass Casualty drill
VIII.B.6.	Contractor accident reporting	VIII.C.7.	Tabletop drill
VIII.B.7.	Accident documentation	VIII.C.8.	Utility company training
VIII.B.8.	Accident investigation equipment	VIII.C.9.	Emergency and Rescue Procedures: a Guideline Manual for School Bus Involvement
VIII.B.9.	Accident photos	VIII.C.10.	Emergency power
VIII.B.10.	Accident investigation training	VIII.D.1.	Uniform Violent Incident Reporting
VIII.B.11.	Accident assessment	VIII.D.2.	Violence code
VIII.B.12.	Accident Review Board	VIII.D.3.	Location of buses
VIII.B.13.	Near-miss reporting	VIII.D.4.	Safety Schools training
VIII.B.14.	Driver retraining	VIII.D.5.	Training video
VIII.B.15.	Accident tracking	VIII.D.6.	School Bus Watch
VIII.B.16.	Accident packets		
VIII.B.17.	Disposable cameras on field trips		
VIII.B.18.	Recording radio transmissions		

### VIII.A. Accident Rate

**VIII.A.1. Overall accident rate.** What is the number of accidents (as defined by NYS DMV in VT 509-a7) per 10,000 miles for all bus drivers employed by the school district or its contractors for the past school year (in their buses or their personal vehicles, in any jurisdiction)? This information must be reported annually to DMV on the Certificate of Compliance. School districts that utilize multiple contractors should be aware of the overall accident rate for all buses used to transport their students. (Operational performance - use Worksheet VIII.A.1., in *Appendix*. Also see VT 509-a7 and VT 509-i[1b] and 15 NYCRR 6.8d)

### VIII.B. Accident Management

**VIII.B.1. SED reporting.** All accidents which qualify as school bus accidents according to SED must be reported on DMV form MV-104F within ten days.

Note: School vehicle accidents that occur with no passengers on board or in the process of getting on or off, but that involve injury or at least \$1000 property damage, must be reported to DMV on DMV form MV-104 within ten days. It is against the law to fail to report a reportable accident. (**MANDATE** - VT 605 a1; see SED 2002 *School Bus Safety Is One Bus Stop at a Time*, pp. 54-55)

**VIII.B.2. DOT reporting.** All accidents involving loss of life, injury, that were caused by mechanical failure, or that involved intrusion of exhaust fumes into the passenger compartment, smoke, or fire, must be immediately reported to DOT. No passengers can be transported until the bus is released by DOT. (**MANDATE** - DOT Regulation 17 NYCRR 722.1)

**VIII.B.3. Principal responsibilities.** The building principal should be prepared to go to a bus accident with a student list to assist in the identification and management of students. (Recommendation - see SED *Sample Transportation Policy*, 1978, p. 17)

**VIII.B.4. School nurse responsibilities.** A school nurse should be prepared to go to bus accidents to assist in checking students. Even apparently uninjured students should be checked by a trained medical professional. Medical checks should be documented in writing on a student injury form or by other means. The documentation regarding medical checks should be maintained in a permanent accident file. (Recommendation - see SED *Sample Transportation Policy*, 1978, p. 17)

**VIII.B.5. Parent notification.** Parents of students involved in a school bus accident (whether district or contractor) should be notified as soon as possible. A written procedure should define exactly how parents will be notified after an accident, including accidents occurring on afternoon runs when school staff has left. (Recommendation - see SED *Sample Transportation Policy*, 1978, p. 17)

**VIII.B.6. Contractor accident reporting.** School districts should consider requiring contractors to immediately report all bus accidents to the school district. (Best practice)

**VIII.B.7. Accident documentation.** All bus accidents, “minor” or major, should be investigated and documented by the school district, whether the driver was a district employee or contractor. Careful accident investigation and documentation of all accidents may reveal safety problems that need to be rectified. (Recommendation - see SED *Transportation Supervisor’s Handbook*, p. 219; SED *School Bus Accidents: A Manual of Procedures*, p. 36; *National School Transportation Specifications and Procedures*, 2000, pp. 77-78)

**VIII.B.8. Accident investigation equipment.** Staff responsible for accident response should be equipped with an adequate accident investigation kit, including a

suitable camera. (Recommendation - see *SED Transportation Supervisor's Handbook*, p. 220; *SED School Bus Accidents: A Manual of Procedures*, p. 40)

**VIII.B.9. Accident photos.** For insurance and investigative purpose, photos should be taken of all school bus accidents involving district students. (Recommendation - see *SED Sample Transportation Policy*, 1978, p. 17)

**VIII.B.10. Accident investigation training.** Transportation staff designated for accident response should receive professional accident investigation training. Bus accident investigation training is available from several sources. (Recommendation - see *SED Transportation Supervisor's Handbook*, p. 220; *SED School Bus Accidents: A Manual of Procedures*, p. 39)

**VIII.B.11. Accident assessment.** All accidents, “minor” or major, district or contractor, should be assessed by the school district for preventability, using a consistent and objective set of written criteria. Many school districts and bus companies use the National Safety Council’s *Guidelines for Determining Accident Preventability* for this purpose. (Recommendation - see *SED Transportation Supervisor's Handbook*, p. 220)

**VIII.B.12. Accident Review Board.** An Accident Review Board made up of transportation administrators, safety personnel, and driver representatives should evaluate all accidents for preventability and to identify possible contributing factors. (Recommendation - see *SED Transportation Supervisor's Handbook*, p. 220)

**VIII.B.13. Near-miss reporting.** Drivers should be encouraged to report “near-miss” incidents. The Transportation Supervisor should keep track of near-misses to help identify safety problems and possibly prevent future accidents. (Recommendation - see *SED School Bus Accidents: A Manual of Procedures*, p. 35)

**VIII.B.14. Driver retraining.** Post-crash driver retraining should be required by the school district, and carefully documented in writing. Retraining can help prevent similar accidents in the future and can also provide a measure of liability protection to school districts and bus companies. (Recommendation - see *National School Transportation Specifications and Procedures*, 2000, p. 98; *SBDI as Catalyst*, 1997 SED Professional Development Seminar, p. 100; *The CE's Role in Driver Training*, 1998 DMV CE Refresher, p. 25)

**VIII.B.15. Accident tracking.** The school district should log, track, and analyze school bus accidents over time to reveal accident patterns, safety deficiencies, and training needs. Computerized accident records facilitates analysis. (Best practice)

**VIII.B.16. Accident packets.** Each bus should have an accident packet including a summary of accident procedures, emergency phone numbers, a seating chart, etc. (Recommendation - see *SED Sample Transportation Policy*, 1978, x)

**VIII.B.17. Disposable cameras on field trips.** School districts should consider providing bus drivers sent on field trips to distant locations with disposable accident cameras. The field trip driver may be able to take photos to help document an accident. (Best practice)

**VIII.B.18. Recording radio transmissions.** The school district should consider recording bus radio transmissions. If an accident or other emergency occurs, the tape can be reviewed and maintained as part of the accident record. (Best practice)

### **VIII.C. Emergency Preparedness**

**VIII.C.1. Early take home drill.** In cooperation with local emergency preparedness plan officials, the school district must conduct a test of its emergency plan and emergency response procedures, including the usefulness of the transportation system in an emergency, at a time not to occur more than 15 minutes earlier than the normal dismissal time, at least once every school year. Parents must be notified at least one week prior to the drill. Drill records are maintained. (MANDATE - SED Regulation 8 NYCRR 155.17 j; also see *SED Transportation Supervisor's Handbook*, p. 64)

**VIII.C.2. School emergency plan - transportation involvement.** The Transportation Supervisor should be involved in the development of the school district's emergency management plan. The role of transportation staff and school buses should be clearly defined for all types of school emergencies. Failure to involve the Transportation Supervisor in school emergency planning could lead to dangerous confusions or lapses during a school emergency. (Recommendation - see *SED Transportation Supervisor's Handbook*, p. 115; SED Regulation 8 NYCRR 155.17 a; also see *SED Guidance Document for School Safety Plans*, 2001, p. 45)

**VIII.C.3. School - EMS joint planning.** The roles and responsibilities of the school district and the local EMS agency should be clarified in advance. School emergency disaster plans should be closely coordinated with county disaster plans. (Recommendation - see *SED Transportation Supervisor's Handbook*, p. 115; also see NYS DOH Bureau of Emergency Medical Services Policy Statement 99-11, *EMS Response to School Incidents*)

**VIII.C.4. Nuclear evacuation plans.** For school districts in regions with a nuclear plant, the role of school buses and school bus drivers in the county-wide evacuation plan should be clearly defined, and should be practiced periodically. School bus drivers should understand ahead of time what duties they will be asked to perform in

a nuclear emergency. Failure to clarify transportation roles and responsibilities ahead of time could result in dangerous confusions and lapses during an actual nuclear emergency. (Best practice; see SED Regulation 8 NYCRR 155.17 f)

**VIII.C.5. Driver training - emergency plans.** Drivers should be well informed about school emergency procedures and plans. Bus drivers should understand exactly what they are to do in all types of school emergencies. (Recommendation - see SED *Sample Transportation Policy*, 1978, x)

**VIII.C.6. Mass Casualty drill.** The school district (and its contractors, if applicable) should consider organizing a school bus Mass Casualty Incident drill, involving local emergency responders, drivers, and school staff. A Mass Casualty drill allows all parties that would be involved in an actual school bus emergency to clarify their roles and the lines of communication and command. (Best practice)

**VIII.C.7. Tabletop drill.** The school district (and its contractors, if applicable) should consider organizing a school bus “tabletop” emergency drill to test components of the district’s emergency plan. The State Emergency Management Office may be able to provide assistance for planning or carrying out the drill exercise. (Best practice; see SED Regulation 8 NYCRR 155.17 e2vii)

**VIII.C.8. Utility company training.** The school district (and its contractors, if applicable) should consider asking the local electric utility to provide training to bus drivers about what to do if a wire comes in contact with their bus. Utility companies typically provide such training to bus drivers free of charge. (Best practice)

**VIII.C.9. *Emergency and Rescue Procedures: A Guideline Manual for School Bus Involvement.*** The document *Emergency and Rescue Procedures: A Guideline Manual for School Bus Involvement* developed by the National Association of State Directors of Pupil Transportation Services and distributed to SBDIs by SED in 1995, should be disseminated to local police, fire, ambulance, EMTs, and all other entities designated to respond to a school bus crash, emergency, or disaster. The document provides guidelines and suggestions for improving community preparation for a school bus emergency. (Recommendation - see SED Professional Development Seminar, *Back to Basics*, 1995, pp. 7, 35; *National School Transportation Specifications and Procedures*, 2000, p. 99; National Association of State Directors of Pupil Transportation Services, *Emergency and Rescue Procedures: A Guideline Manual for School Bus Involvement*, 1995)

**VIII.C.10. Emergency power.** The transportation department and bus garage should have their own means of providing electricity temporarily during a power outage, such as a portable generator of adequate size, for operating the bus radio, fueling system, phone system, computers, and other necessary equipment. The generator should be maintained according to manufacturer’s guidelines and

periodically checked. Adequate fuel to operate the generator should be securely stored and changed at least once a year. (Best practice)

## **VIII.D. Violence and Terrorism**

**VIII.D.1. Uniform Violent Incident Reporting.** All violent or disruptive incidents that occurred in or on a school bus during the prior school year, including weapons possession or use, homicide, assault, criminal harassment, intimidation or bullying, reckless endangerment, kidnapping, sexual offenses, use, possession, or sale of drugs or alcohol, theft, bomb threats, and vandalism, are reported to the State Education Department by September 30. (**MANDATE** - 8 NYCRR 100.2{gg}).

**VIII.D.2. Violence code.** The school district or bus company should establish a standard radio code so drivers can notify base of a potentially violent situation on the bus. A prearranged radio code can prevent a perpetrator from realizing he or she has been discovered by the driver. Any indication of a weapon on the bus should be immediately reported. (Recommendation - see *SED Basic Course*, Chapter 10, p. 26; *SED Advanced Course*, Session 4, p. 7; *SBDI as Catalyst*, 1997 SED Professional Development Seminar, pp. 156-157)

**VIII.D.3. Location of buses.** The Transportation Office should be able to pinpoint the location of all its buses on the road at all times. The ability to know where every bus is could be critical in facilitating a quick police response to a criminal or terrorist incident. Maintaining up-to-date routes, and requiring that drivers always report their locations before leaving their buses for any reason, can help the Transportation Office to know where buses are. Installing Global Positioning System (GPS) units on buses is an expensive but extremely effective method of pinpointing the location of buses at all times. (Best practice)

**VIII.D.4. Safe Schools training.** The Safe Schools training program provided by the New York State Police should be conducted for bus drivers, monitors, and attendants. The program prepares drivers, monitors, and attendants to handle a weapons incident or other type of violence on a bus. The Safe Schools training program is provided free. (Recommendation - see 1997 SED Professional Development Seminar, *SBDI as Catalyst*, p. 161)

**VIII.D.5. Training video.** The video, *Gun on the Bus*, distributed by SED to SBDIs in 1997, should be shown to drivers. The video demonstrates how one driver successfully handled a weapon incident on his bus. (Recommendation - see 1997 SED Professional Development Seminar, *SBDI as Catalyst*, p. 158)

**VIIID6. School Bus Watch.** The “School Bus Watch” training program developed by NAPT, NASDPTS, and NSTA in 2005, should be shown to all bus drivers. (Recommendation - National Association for Pupil Transportation, 2005.)

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## **Resources**

*The following reference materials were used in compiling this guidance document.*

### **State Education Department Guidances for Supervisors**

*SED Transportation Supervisor's Handbook, 1992*

*SED Safe Routes/Safe Stops, 1992*

*SED School Bus Accidents: A Manual of Procedures, 1987*

*SED Sample Transportation Policy, 1978*

*SED Routing and Driving Tips, 2002*

*SED Seat Belts on School Buses, 1994*

*SED memo re seat belts from Charles Szuberla, November, 1998*

*SED memo re child safety zones from Richard Ahola, January 27, 1993*

*SED Suggestions for the Safe Administration, Routing and Operation of School Buses, July 1, 1988*

*SED Learning Environment Specifications, 1989*

*SED PT 901, New York State School Bus Driver Physical Performance Test Guidelines For School Bus Driver Instructors, 8/97*

### **State Education Department Driver Training Materials**

*School Bus Safety Is One Bus Stop at a Time, annually*

*SED Advanced Course, 1999*

*SED Basic Course, 1998*

*SED Pre-Service Course, 1989*

*SED At the Bus Stop: the Moment of Truth video, 1995*

### **State Education Department Student Training Materials**

*Gun on the Bus, video, 1996*

*SED Safe Crossing: An 'Egg-Cellent' Idea, video, 1991*

*SED K-6 Classroom School Bus Safety Curriculum, 1989*

*SED memo to Superintendents re K-6 Curriculum, August 1989*

## **New York State Education Department Materials for School Bus Driver Instructors**

*Reaching Drivers, Teaching Students*, 2004 SED Professional Development Seminar

*Who Will Protect Our Children?*, 2003 SED Professional Development Seminar

*Coming Together*, 2002 SED Professional Development Seminar

*Safety is Fundamental*, 2001 SED Professional Development Seminar

*Building on the Basic*, 2000 SED Professional Development Seminar

*The Human Element*, 1998 SED Professional Development Seminar

*SBDI as Catalyst*, 1997 SED Professional Development Seminar

*Safety at the Crossroads*, 1996 SED Professional Development Seminar

*Back to Basics*, 1995 SED Professional Development Seminar

## **New York State Education Department Commissioner's Decisions**

*Appeal of Adamitis*, 38 Education Department Reports, 765 [1999]

*Appeal of Behan*, 34 Education Department Reports, 368 [1995]

*Appeal of Bernes*, 39 Education Department Reports, 620 [1999]

*Appeal of Burrows*, 39 Education Department Reports, 212 [1999]

*Appeal of Byrne*, 34 Education Department Reports, 389 [1995]

*Appeal of Canossa*, 37 Education Department Reports, 456 [1998]

*Appeal of Davies*, 42 Education Department Reports [2002]

*Appeal of Devore*, 36 Education Department Reports, 326 [1997]

*Appeal of DiNapoli*, 38 Education Department Reports, 269 [1998]

*Appeal of Fullam*, 38 Education Department Reports, 227 [1998]

*Appeal of Gulla*, 39 Education Department Reports, 716 [2000]

*Appeal of Icenogle*, 34 Education Department Reports, 406 [1995]

*Appeal of Jagoda*, 34 Education Department Reports, 154 [1994]

*Appeal of Jett*, 33 Education Department Reports, 446 [1994]

*Appeal of Krauciunas*, 35 Education Department Reports, 107 [1995]

*Appeal of Marsh*, 36 Education Department Reports, 134 [1996]

*Appeal of Moyer*, 37 Education Department Reports, 335 [1998]  
*Appeal of Pauldine*, 35 Education Department Reports, 54 [1995]  
*Appeal of Polifka*, 31 Education Department Reports, 61 [1991]  
*Appeal of Reich*, 38 Education Department Reports, 565 [1999]  
*Appeal of Rheame-Wellenc*, 37 Education Department Reports, 83 [1997]  
*Appeal of Seibt*, 40 Education Department Reports [2000]  
*Appeal of Taylor*, 26 Education Department Reports, 255 [1986]  
*Appeal of Van Der Jagt*, 33 Education Department Reports, 517 [1994]  
*Appeal of Warner*, 37 Education Department Reports, 469 [1998]  
*Matter of Capozza*, 25 Education Department Reports, 15 [1985]  
*Matter of Clark*, 15 Education Department Report, 260 [1976]  
*Matter of Cohen*, 21 Education Department Reports, 280 [1981]  
*Matter of Glasner*, 7 Education Department Reports, 15 [1967]  
*Matter of McGibbon*, 14 Education Department Reports, 271 [1975]  
*Matter of Rouis*, 20 Education Department Reports, 493 [1981]

### **New York Department of Motor Vehicle Guidances**

*NYS CDL Manual*

DMV memo from M. McLoughlin, July 13, 1992

*DMV Ideal Article 19A Driver's File*

### **New York Department of Motor Vehicles Refresher Materials for Article 19A Certified Examiners**

*CE Professionalism in the Real World*, 2000 DMV CE Refresher

*What the New Regs Mean for CEs*, 1999 DMV CE Refresher

*The CE's Role in Driver Training*, 1998 DMV CE Refresher

*1996 DMV CE Refresher*

### **New York State Department of Health Guidances**

NYS DOH Bureau of Emergency Medical Services Policy Statement 99-11, *EMS Response to School Incidents*

## New York State Laws and Regulations

Education Law 305 (driver, monitor, and attendant qualifications)  
Education Law 1804 (field trip custody)  
Education Law 3209 (homeless, child protective training)  
Education Law 3623 (drills)  
Education Law 3624 (driver, monitor, and attendant qualifications)  
Education Law 3635 (eligibility, child safety zones)  
Education Law 3636 (RRX)  
Chapter 408 of the Laws of 2002  
6 NYCRR 217 (DEC)  
8 NYCRR 100 (code of conduct)  
8 NYCRR 87 (school fingerprinting)  
8 NYCRR 155 (fire)  
8 NYCRR 156 (Education Department school bus regulations)  
8 NYCRR 200 (special needs, confidentiality)  
9 NYCRR 444, *NYS Uniform Fire Prevention and Building Code*  
12 NYCRR 27 (labor)  
12 NYCRR 820 (toxic substances)  
15 NYCRR 6 (Department of Motor Vehicles Part 6 of the Commissioner's Regulations - Article 19A - school bus driver qualifications)  
17 NYCRR 720-723 (Department of Transportation school bus regulations)  
Part 56.12 of DMV Regulations (strobes)  
Part 191 of the Regulations of the Commissioner of Transportation  
Labor Law 878 (toxic substances training)  
General Business Law 391 (drawstrings)  
General Municipal Law 208 (crossing guards)  
New York State Office of the State Comptroller, *Uniform System of Accounts*  
Public Health Law 3000 (epi-pens)  
VT 383 (driver seat belts)  
VT 375 (passing motorists)

VT 509 (school bus driver qualifications)

VT 1171 (RRX)

VT 1174 (passing motorists)

VT 1180 (school speed limit)

VT 1225 (cell phones)

VT 1229 (standees)

*School Law*, New York State School Boards Association

### **New York State Court Cases**

*Pratt v. Robinson*, 39 N.Y.2d 554 [1976]

*Ernest v. Red Creek Cent. School District*, 93 N.Y. 2d 664 [1999]

*In re Northland Transportation, Inc. v. Jackson*, 271 A.D.2d 846 [3d Dep't 2000]

*Black v. Homer CSD*, 190 Misc.2d 17 [N.Y. Sup. Ct. 2002]

*Will v. Frontier CSD Bd. of Education*, 97 N.Y.2d 690 [2002]

### **Federal Laws and Regulations**

20 USC 1232, *Family Educational Rights and Privacy Act*

29 CFR 1910 and 1926 (OSHA)

42 USC 11435(2), *Homeless Education Assistance Act*

49 CFR 382 (driver physicals, drug and alcohol)

49 CFR 391 (driver safety, CDL)

49 CFR 392 (vehicle safety)

49 CFR 395 (driving hours)

49 CFR 571 (school bus construction standards)

49 CFR 573 (vehicle defects and recalls)

### **National Safety Guidances**

*National School Transportation Specifications and Procedures*, 2000

*The Relative Risks of School Travel*, Transportation Research Board, 2002

*Recommended Procedures for School Bus Drivers at Railroad Grade Crossings*,  
National Safety Council

*Vans Used for School Transportation*, National Association of State Directors of Pupil Transportation Services, 2000

*Speed Limit for School Buses*, National Association of State Directors of Pupil Transportation Services, 2000

*School Bus Seating Capacity*, National Association of State Directors of Pupil Transportation Services, 1999

*Identification and Evaluation of School Bus Route and Hazard Marking Systems*, National Association of State Directors of Pupil Transportation, 1998

*Vision Obscuration* video, National Association of State Directors of Pupil Transportation Services, 1996

National Highway Traffic Safety Administration, *Supplemental Questions & Answers Regarding Air Bags*

National Highway Traffic Safety Administration, *Guideline 17*

National Highway Traffic Safety Administration, *The Number of Persons That Can Safely Sit on a School-Bus Seat*

National Highway Traffic Safety Administration, *Guideline for the Safe Transportation of Pre-School Age Children in School Buses*, 1999

National Highway Traffic Safety Administration, *Choosing the Correct School Bus For Transporting Pre-School Age Children*, 2001

National Transportation Safety Board Highway Accident Report HAR 04-01, *School Bus Run-off-Bridge Accident, Omaha, Nebraska, October 13, 2001*

National Transportation Safety Board Highway Accident Report HAR-01/03, *Collision of CSXT Freight Train and Murray County School District School Bus At Railroad/Highway Grade Crossing, Conasauga, Tennessee, March, 28, 2000*

National Transportation Safety Board, *Highway Accident Report, HAR-78-01, (middle loading)*

National Highway Traffic Safety Administration, *Letter to State Directors of Pupil Transportation*, December 30, 1980 (middle loading)

National Transportation Safety Board, Highway Special Investigation Report 99/02, *Pupil Transportation in Vehicles Not Meeting Federal School Bus Standards*, 1999

National Transportation Safety Board, Highway Accident Report 00/02, *School Bus and Dump Truck Collision, Central Bridge, New York, October 21, 1999*

National Transportation Safety Board, Highway Accident Report 01/01, *Motor Coach Run Off the Road Accident, New Orleans, Louisiana, May 9, 1999*

National Transportation Safety Board, Highway Accident Report 96/02, *Collision of Northeast Illinois Regional Commuter Railroad Corporation (METRA) Train and Transportation Joint Agreement School District 47/155 School Bus at*

*Railroad/Highway Grade Crossing in Fox River Grove, Illinois, on October 25, 1995*

*Life Saving Facts for School Bus Drivers*, Federal Railroad Administration

Society of Automotive Engineers, SAE J2249 (wheelchair securement)

## **Organizations**

National Association of State Directors of Pupil Transportation Services (NASDPTS)

National Association for Pupil Transportation (NAPT)

National Safety Council

New York Association for Pupil Transportation (NYAPT)

New York State Contractor's Association

New York State Head Mechanic's Association

New York State Police

New York State School Bus Video Library

New York State Public Transportation Safety Board

Office of Civil Rights

Operation Lifesaver

# Appendix

## Worksheets, Surveys, and Observation Forms

The following Worksheets, Surveys, and Observation Forms are to be used in completing the *Recommendations and Best Practices Optional Self-Assessment Checklist*. Worksheet, Survey, and Observation Form numbering corresponds to that in the *Checklist*.

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## I.D.2. Driver Turnover Worksheet

*Instructions: Complete the following questions.*

1. <u>Over the past 12 months</u> , how many school bus drivers <u>in total</u> have been on your school district's roster (both school district and contract drivers, regular and substitutes)?	1. _____
2. <u>At the present time</u> , how many school bus drivers are on your school district's roster (both school district and contract drivers, regular and substitutes)?	2. _____
3. Subtract answer #2 from answer #1.	3. _____
4. Divide answer #3 by answer #2. (Round to two decimal places)	4. _____
5. Multiply answer #4 by 100. This is your annual driver turnover rate in percentages - enter this number in checklist I.D.2.	5. _____%

---

## I.D.2. Driver Turnover Worksheet

*Instructions: Complete the following questions.*

1. <u>Over the past 12 months</u> , how many school bus drivers <u>in total</u> have been on your school district's roster (both school district and contract drivers, regular and substitutes)?	1. <u>87</u>
2. <u>At the present time</u> , how many school bus drivers are on your school district's roster (both school district and contract drivers, regular and substitutes)?	2. <u>72</u>
3. Subtract answer #2 from answer #1.	3. <u>15</u>
4. Divide answer #3 by answer #2. (Round to two decimal places)	4. <u>.17</u>
5. Multiply answer #4 by 100. This is your annual driver turnover rate in percentages - enter this number in checklist I.D.2.	5. <u>17 %</u>

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## II.D.11. Postive Drug and Alcohol Test Worksheet

*Instructions: Complete the following questions.*

1. <u>Over the past 12 months</u> , how many district-employed bus drivers have tested positive for drugs or alcohol in either a <u>random</u> or <u>post-accident</u> drug and alcohol test?	1. _____
2. <u>Over the past 12 months</u> , how many contractor bus drivers have tested positive for drugs or alcohol in either a <u>random</u> or <u>post-accident</u> drug and alcohol test?	2. _____
3. Add the answers to #1 and #2. This is your total number of positive tests. Enter this number in checklist II.D.11.	3. _____

---

## II.D.11. Postive Drug and Alcohol Test Worksheet

*Instructions: Complete the following questions.*

1. <u>Over the past 12 months</u> , how many district-employed bus drivers have tested positive for drugs or alcohol in either a <u>random</u> or <u>post-accident</u> drug and alcohol test?	1. _____ 2 _____
2. <u>Over the past 12 months</u> , how many contractor bus drivers have tested positive for drugs or alcohol in either a <u>random</u> or <u>post-accident</u> drug and alcohol test?	2. _____ 2 _____
3. Add the answers to #1 and #2. This is your total number of positive tests. Enter this number in checklist II.D.11.	3. _____ 4 _____

### III.B.6. Average Vehicle Age Worksheet

**Instructions:**

1. Enter the bus # and age in years for each bus (round up - i.e., 9 months = 1 year) in the fleet - including all district-owned and all contractor vehicles, of all types, regular and spares. (If you already know the fleet average age, enter it in checklist III.B.6.)
2. Total the years in each column.
3. Add the total years of all columns.
4. Divide the total years of all columns by the total number of vehicles in all columns. This is "Average Vehicle Age" for all vehicles used to transport children in your school district. Enter this figure (to two decimal places) in the "Average Vehicle Age" box bottom right below, and in checklist III.B.6.

Column 1		Column 2		Column 3		Column 4	
Bus #	Age in Years						
1:		26:		51:		76:	
2:		27:		52:		77:	
3:		28:		53:		77:	
4:		29:		54:		78:	
5:		30:		55:		79:	
6:		31:		56:		80:	
7:		32:		57:		81:	
8:		33:		58:		82:	
9:		34:		59:		83:	
10:		35:		60:		84:	
11:		36:		61:		85:	
12:		37:		62:		86:	
13:		38:		63:		87:	
14:		39:		64:		89:	
15:		40:		65:		90:	
16:		41:		66:		91:	
17:		42:		67:		92:	
18:		43:		68:		93:	
19:		44:		69:		94:	
20:		45:		70:		95:	
21:		46:		71:		96:	
22:		47:		72:		97:	
23:		48:		73:		98:	
24:		49:		74:		99:	
25:		50:		75:		100:	
<b>Total Years Column 1:</b>		<b>Total Years Column 2:</b>		<b>Total Years Column 3:</b>		<b>Total Years Column 4:</b>	

<b>Total Years Column 1:</b>	
<b>Total Years Column 2:</b>	
<b>Total Years Column 3:</b>	
<b>Total Years Column 4:</b>	
<b>Total Years Any Additional Columns:</b>	
<b>TOTAL YEARS ALL VEHICLES IN FLEET:</b>	

$\frac{\text{Total Years All Vehicles}}{\text{Total Number of Vehicles}} = \text{Average Vehicle Age}$	<b>Average Vehicle Age:</b>
--	-----------------------------

### III.B.6. Average Vehicle Age Worksheet

**Instructions:**

1. Enter the bus # and age in years for each bus (round up - i.e., 9 months = 1 year) in the fleet - including all district-owned and all contractor vehicles, of all types, regular and spares. (If you already know the fleet average age, enter it in checklist III.B.6.)
2. Total the years in each column.
3. Add the total years of all columns.
4. Divide the total years of all columns by the total number of vehicles in all columns. This is "Average Vehicle Age" for all vehicles used to transport children in your school district. Enter this figure (to two decimal places) in the "Average Vehicle Age" box bottom right below, and in checklist III.B.6.

Column 1		Column 2		Column 3		Column 4	
Bus #	Age in Years						
1: 66	13	26: 93	5	51: 118	1	76:	
2: 68	13	27: 94	5	52: 119	1	77:	
3: 69	12	28: 95	8	53: 120	1	77:	
4: 70	12	29: 96	5	54: 121	1	78:	
5: 71	12	30: 97	4	55: 122	1	79:	
6: 73	12	31: 98	4	56: 123	7	80:	
7: 74	11	32: 99	4	57: 124	6	81:	
8: 75	11	33: 100	4	58: 125	1	82:	
9: 76	10	34: 101	4	59: 126	1	83:	
10: 77	10	35: 102	3	60:		84:	
11: 78	10	36: 103	3	61:		85:	
12: 79	9	37: 104	3	62:		86:	
13: 80	9	38: 105	3	63:		87:	
14: 81	8	39: 106	3	64:		89:	
15: 82	8	40: 107	3	65:		90:	
16: 83	8	41: 108	2	66:		91:	
17: 84	7	42: 109	2	67:		92:	
18: 85	7	43: 110	2	68:		93:	
19: 86	7	44: 111	2	69:		94:	
20: 87	7	45: 112	2	70:		95:	
21: 88	6	46: 113	2	71:		96:	
22: 89	6	47: 114	1	72:		97:	
23: 90	6	48: 115	1	73:		98:	
24: 91	5	49: 116	1	74:		99:	
25: 92	5	50: 117	1	75:		100:	
<b>Total Years Column 1:</b>	224	<b>Total Years Column 2:</b>	77	<b>Total Years Column 3:</b>	20	<b>Total Years Column 4:</b>	

<b>Total Years Column 1:</b>	224
<b>Total Years Column 2:</b>	77
<b>Total Years Column 3:</b>	20
<b>Total Years Column 4:</b>	
<b>Total Years Any Additional Columns:</b>	
<b>TOTAL YEARS ALL VEHICLES IN FLEET:</b>	321

$\frac{\text{Total Years All Vehicles : } 321}{\text{Total Number of Vehicles : } 59} = \text{Average Vehicle Age}$	<b>Average Vehicle Age: 5.44 years</b>
---	--

### III.C.12. Pass Rate Worksheet

**Instructions:** IF your school district transports **ALL** its students on **ONLY ONE FLEET** (district or contracted), enter the fleet’s NYS DOT pass rate for the past 24 months in checklist # III.C.12.

**IF** your school district uses **MORE THAN ONE FLEET** to transport its students (for instance, district buses and contractor buses, or multiple contractors), follow the instructions below.

1. Enter “# Buses” for each fleet used to transport students in your district. (Note: if you use more than 4 fleets, use an additional sheet) Enter quantities in Column 2, Rows 2-5 (as applicable).
2. Enter “Pass Rate, Last 24 Months” for each of the fleets, as a decimal, in Column 3, Rows 2-5 (as applicable). Use the overall NYS DOT pass rate for each fleet, even if you only utilize a few vehicles from the fleet for transporting your district’s students. (Note: a 100% pass rate is 1.00 as a decimal.)
3. For each fleet, multiply “# Buses” by “Pass Rate, Last 24 Months” (Column 2 by Column 3). Enter the quantities in Column 4 - this is the “Weighted Pass Rate” for each fleet you use.
4. Add Column 2. Enter total quantity in Row 6 of Column 2. This is the “Total Buses, All Fleets” used to transport students in your district.
5. Add Column 4. Enter total quantity in Row 6 of Column 4. This is the “Total Weighted Pass Rate” for all fleets your district uses. (Note: figure may exceed 100 at this point in the calculation.)
6. Divide “Total Weighted Pass Rate” (Column 4, Row 6) by Total Buses, All Fleets (Column 2, Row 6). See equation in Row 7. The resulting quantity is your district’s “Overall Pass Rate,” expressed in decimals. Multiply by 100 to express the same quantity as a percentage. Enter this figure in Column 5, Row 7, and checklist # III.C.12.

	Column 1	Column 2	Column 3	Column 4	Column 5
Row 1		# Buses	Pass Rate Last 24 Months	Weighted Pass Rate	
Row 2	Fleet 1		X	=	
Row 3	Fleet 2		X	=	
Row 4	Fleet 3		X	=	
Row 5	Fleet 4		X	=	
Row 6		Total Buses, All Fleets:		Total Weighted Pass Rate:	
Row 7	$\frac{\text{Total Weighted Pass Rate}}{\text{Total Buses All Fleets}} = \text{Overall Pass Rate}$				Overall Pass Rate:

### III.C.12. Pass Rate Worksheet

**Instructions:** IF your school district transports ALL its students on ONLY ONE FLEET (district or contracted), enter the fleet's NYS DOT pass rate for the past 24 months in checklist # III.C.12.

IF your school district uses MORE THAN ONE FLEET to transport its students (for instance, district buses and contractor buses, or multiple contractors), follow the instructions below.

1. Enter "# Buses" for each fleet used to transport students in your district. (Note: if you use more than 4 fleets, use an additional sheet) Enter quantities in Column 2, Rows 2-5 (as applicable).
2. Enter "Pass Rate, Last 24 Months" for each of the fleets, as a decimal, in Column 3, Rows 2-5 (as applicable). Use the overall NYS DOT pass rate for each fleet, even if you only utilize a few vehicles from the fleet for transporting your district's students. (Note: a 100% pass rate is 1.00 as a decimal.)
3. For each fleet, multiply "# Buses" by "Pass Rate, Last 24 Months" (Column 2 by Column 3). Enter the quantities in Column 4 - this is the "Weighted Pass Rate" for each fleet you use.
4. Add Column 2. Enter total quantity in Row 6 of Column 2. This is the "Total Buses, All Fleets" used to transport students in your district.
5. Add Column 4. Enter total quantity in Row 6 of Column 4. This is the "Total Weighted Pass Rate" for all fleets your district uses. (Note: figure may exceed 100 at this point in the calculation.)
6. Divide "Total Weighted Pass Rate" (Column 4, Row 6) by Total Buses, All Fleets (Column 2, Row 6). See equation in Row 7. The resulting quantity is your district's "Overall Pass Rate," expressed in decimals. Multiply by 100 to express the same quantity as a percentage. Enter this figure in Column 5, Row 7, and checklist # III.C.12.

	Column 1	Column 2	Column 3	Column 4	Column 5
Row 1		# Buses	Pass Rate Last 24 Months	Weighted Pass Rate	
Row 2	Fleet 1	22	X .95	= 20.9	
Row 3	Fleet 2	130	X .80	= 104	
Row 4	Fleet 3	11	X 1.00	= 11	
Row 5	Fleet 4		X	=	
Row 6		Total Buses, All Fleets: 163		Total Weighted Pass Rate: 135.9	
Row 7	$\frac{\text{Total Weighted Pass Rate : } 135.9}{\text{Total Buses All Fleets : } 163} = \text{Overall Pass Rate}$				Overall Pass Rate: <b>.833 (or 83%)</b>

## IV.A.4. School Bus Protection Worksheet

*Instructions: Complete the following questions.*

<p>1. How many students are eligible for transportation in your school district (all grade levels, public and private, in-district and out of district)?</p>	<p>Eligible Students</p> <p>1. _____</p>
<p>2. How many total students in your school district?</p>	<p>Total Students</p> <p>2. _____</p>
<p>3. Divide #1 by #2. Multiply by 100 for percentage value. Enter percentage in checklist # IV.A.4.</p> $\frac{\text{Eligible Students}}{\text{Total Students}} = \text{Percentage Offered School Bus Protection}$	<p>Percentage Offered School Bus Protection</p> <p>3. _____</p>

## IV.A.4. School Bus Protection Worksheet

*Instructions: Complete the following questions.*

<p>1. How many students are eligible for transportation in your school district (all grade levels, public and private, in-district and out of district)?</p>	<p>Eligible Students</p> <p>1. <u>1,450</u></p>
<p>2. How many total students in your school district?</p>	<p>Total Students</p> <p>2. <u>1,966</u></p>
<p>3. Divide #1 by #2. Multiply by 100 for percentage value. Round to nearest tenth. Enter percentage in checklist # IV.A.4.</p> $\frac{\text{Eligible Students}}{\text{Total Students}} = \text{Percentage Offered School Bus Protection}$	<p>Percentage Offered School Bus Protection</p> <p>3. <u>74%</u></p>

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## IV.B.6. Crossers Worksheet

*Instructions: Complete the following questions.*

1. How many students are eligible for transportation in your school district (all grade levels, public and private, in-district and out of district)?	Eligible Students  1. _____
2. How many eligible students must cross the road when they get off the bus in the afternoon? (Note: number can be obtained from routing data or from drivers)	Crossers in P.M.  2. _____
3. Divide #2 by #1. Multiply by 100 for percentage value. Enter percentage in checklist # IV.B.6.  $\frac{\textit{Students Who Cross}}{\textit{Total Eligible Students}} = \textit{Percentage of Crossers}$	Percentage Crossers  3. _____

---

## IV.B.6. Crossers Worksheet

*Instructions: Complete the following questions.*

1. How many students are eligible for transportation in your school district (all grade levels, public and private, in-district and out of district)?	Eligible Students  1. <u>1,722</u>
2. How many eligible students must cross the road when they get off the bus in the afternoon? (Note: number can be obtained from routing data or from drivers)	Crossers in P.M.  2. <u>329</u>
3. Divide #2 by #1. Multiply by 100 for percentage value. Enter percentage in checklist # IV.B.6.  $\frac{\text{Students Who Cross}}{\text{Total Eligible Students}} = \text{Percentage of Crossers}$	Percentage Crossers  3. <u>19%</u>

---

## V.C.17. Safety Awareness Survey

**Instructions to school district:** 1. Copy and distribute this survey to all drivers, monitors, and attendants (district and contractor, regular and substitute). 2. Administer the survey in a manner that encourages honest responses. 3. Use the Answer Sheet on the following page to score responses and compute the percentage of staff who demonstrated 100% safety awareness on the survey.

\* \* \*

**Instructions to drivers, monitors, and attendants:** Read the statements about school bus safety below. Fill in the circle indicating “True” or “False” for each statement. Return the completed survey to your supervisor.

**Driver, monitor, or attendant name:** \_\_\_\_\_

<u>STATEMENT</u>	TRUE	FALSE
1. “Accident reports show that students who use school buses are more at risk when they are getting on or off a bus than when they are riding on the bus.”	<input type="radio"/>	<input type="radio"/>
2. “If students must cross the street after they get off a bus, they should make eye contact with the bus driver and wait for the bus driver’s signal before starting across.”	<input type="radio"/>	<input type="radio"/>
3. “Accident reports show that older students are more at risk than younger students when they are getting on or off a bus.”	<input type="radio"/>	<input type="radio"/>
4. “Accident reports show that students using school buses are most at risk going to school in the morning.”	<input type="radio"/>	<input type="radio"/>
5. “All New York State school buses have the same number of emergency exits.”	<input type="radio"/>	<input type="radio"/>

---

## V.C.17. Safety Awareness Survey

**Instructions:** Use the answer sheet on the bottom half of this page to score completed surveys. Use the Scoring Procedures sheet on the next page to tally completed surveys and calculate the results for the checklist.

# ANSWER KEY

<u>STATEMENT</u>	TRUE	FALSE
1. "Accident reports show that students who use school buses are more at risk when they are getting on or off a bus than when they are riding on the bus."	<input checked="" type="radio"/>	<input type="radio"/>
2. "If students must cross the street after they get off a bus, they should make eye contact with the bus driver and wait for the bus driver's signal before starting across."	<input checked="" type="radio"/>	<input type="radio"/>
3. "Accident reports show that older students are more at risk than younger students when they are getting on or off a bus."	<input type="radio"/>	<input checked="" type="radio"/>
4. "Accident reports show that students using school buses are most at risk going to school in the morning."	<input type="radio"/>	<input checked="" type="radio"/>
5. "All New York State school buses have the same number of emergency exits."	<input type="radio"/>	<input checked="" type="radio"/>

## V.C.17. Safety Awareness Survey Scoring

**Instructions:** 1. Use the tally box below to count the surveys that had all questions answered correctly, and those that had one or more wrong answers. 2. Use the calculation box to determine the percentage of surveys that were 100% correct, and enter that figure in Checklist # V.C.17.

<b>TALLY BOX</b>		
<p>After all completed surveys have been turned in and scored, divide them into two groups: those in which <u>all</u> questions were answered correctly, and those in which one or more questions were answered incorrectly. Tally both groups (i.e., IIII IIII IIII) and then total the groups and enter the figures in the boxes immediately below. Add the two figures together and enter that figure in the "Total Surveys" box.</p>		
<u>All</u> questions answered correctly	One or more questions answered incorrectly	
Total all questions correct:	Total one or more wrong:	Total surveys:
	+	=
<b>CALCULATIONS BOX</b>		
<p>To determine the percentage of drivers, monitors, and attendants who answered all questions correctly, divide the "Total all questions correct" figure by the "Total surveys" figure from the left and right boxes above. Multiply the decimal value by 100 to arrive at the percentage value. Enter that value in the box below right, and in also in checklist # V.C.17.</p>		
$\frac{\text{Total all questions correct}}{\text{Total surveys}} = \text{Percentage all questions correct}$		<b>Percentage all questions correct:</b>

## V.C.17. Safety Awareness Survey Scoring

**Instructions:** 1. Use the tally box below to count the surveys that had all questions answered correctly, and those that had one or more wrong answers. 2. Use the calculation box to determine the percentage of surveys that were 100% correct, and enter that figure in Checklist # V.C.17.

<b>TALLY BOX</b> After all completed surveys have been turned in and scored, divide them into two groups: those in which <u>all</u> questions were answered correctly, and those in which one or more questions were answered incorrectly. Tally both groups (i.e., III III III) and then total the groups and enter the figures in the boxes immediately below. Add the two figures together and enter that figure in the "Total Surveys" box.		
<p><u>All</u> questions answered correctly</p> <p>               III III III III III III                III III III III III III III III III                III III III III II             </p>	<p>One or more questions answered incorrectly</p> <p>               III III III IIII             </p>	
<p>Total all questions correct:</p> <p style="text-align: center;">102</p>	<p>Total one or more wrong:</p> <p style="text-align: center;">+                    19</p>	<p>Total surveys:</p> <p style="text-align: center;">=    121</p>
<b>CALCULATIONS BOX</b> To determine the percentage of drivers, monitors, and attendants who answered all questions correctly, divide the "Total all questions correct" figure by the "Total surveys" figure from the left and right boxes above. Multiply the decimal value by 100 to arrive at the percentage value. Enter that value in the box below right, and also in checklist # V.C.17.		
$\frac{\textit{Total all questions correct}}{\textit{Total surveys}} = \textit{Percentage all questions correct}$ $\frac{102}{121} = .84$		<p><b>Percentage all questions correct:</b></p> <p style="text-align: center; font-size: 1.5em;"><b>84%</b></p>

---

## V.C.22. Advanced Course Worksheet

**Instructions:** Complete the following questions.

1. How many drivers in total are currently on your school district's roster (both school district and contract drivers, regular and substitutes) ?	1. _____
2. How many of the above drivers have taken the SED Advanced Course at least once in their careers? (An Advanced Course certificate documenting their attendance should be present in their training files.)	2. _____
3. Divide answer #2 by answer #1. (Round to two decimal places)	3. _____
4. Multiply answer #3 by 100. This is the percentage of your drivers who have taken the Advanced Course. Enter this number in checklist V.C.22.	4. _____

---

## V.C.22. Advanced Course Worksheet

**Instructions:** Complete the following questions.

1. How many drivers in total are currently on your school district's roster (both school district and contract drivers, regular and substitutes)?	1. <u>154</u>
2. How many of the above drivers have taken the SED Advanced Course at least once in their careers? (An Advanced Course certificate documenting their attendance should be present in their training files.)	2. <u>84</u>
3. Divide answer #2 by answer #1. (Round to two decimal places)	3. <u>.55</u>
4. Multiply answer #3 by 100. This is the percentage of your drivers who have taken the Advanced Course. Enter this number in checklist V.C.22.	4. <u>55%</u>

## VI.A.6. Loading/Unloading Safety Observation Form

**Instructions to school district:** Copy and use this form to observe bus drivers in your school district as they load and unload students on a regular take-home route. Observe from inside the bus, in or near the front seat. Observe at least 10 drivers (if there are less than 10 drivers in your fleet, observe all you have). Use one sheet for each driver observed. Do not fill the sheet out until the observation is finished (use the back side of the form, or another sheet, to make notes during the observation). Observe both district-employed and contract drivers; if using multiple contractors, observe at least 3 drivers in each fleet. See the next page for instructions to calculate the results for the checklist.

\* \* \*

Bus #/Initials of driver observed: \_\_\_\_\_ Date of observation: \_\_\_\_\_

\* \* \*

<b>LOADING AND UNLOADING SAFETY PROCEDURE</b>	<b>DRIVER PERFORMED PROCEDURE EVERY TIME</b>	<b>DRIVER DID NOT PERFORM PROCEDURE EVERY TIME</b>
1. Driver secured bus (with parking brake, spring brake, or other means) every time a student got off the bus.	<input type="radio"/>	<input type="radio"/>
2. Driver gave safety instruction to every student who got off the bus and had to cross the road.	<input type="radio"/>	<input type="radio"/>
3. Driver kept bus stopped with flashers activated until all student(s) were at least 15' from the bus and off the roadway.	<input type="radio"/>	<input type="radio"/>
4. Driver used NYSED "Universal Crossing Signal" for all students who had to cross.	<input type="radio"/>	<input type="radio"/>
5. Driver checked right-front crossover mirror prior to moving, and kept attention on student(s) outside the bus until bus had pulled away from the bus stop.	<input type="radio"/>	<input type="radio"/>

## VI.A.6. Loading/Unloading Observations Scoring

**Instructions: 1.** Use the box below to tally your observations of compliance with currently-recommended loading and unloading safety procedures. Count the observations in which every safety procedure listed was followed every time, and then count the observations in which at least one safety procedure was not followed all the time. **2.** Use the calculation box to determine the percentage of observations that were 100% correct, and enter that figure in Checklist # VI.A.6.

<b>TALLY BOX</b>		
<p>After all observations are completed, divide them into two groups: those in which <u>all</u> listed safety procedures were followed all the time, and those in which one or more procedures was not followed all the time. Tally both groups (i.e., IIII IIII IIII) and then total the groups and enter the figures in the boxes immediately below. Add the two figures together and enter that figure in the "Total Observations" box.</p>		
<u>All</u> safety procedures listed followed every time	One or more safety procedures not followed all the time	
Total all safety procedures followed:	Total one or more safety procedures not followed:  +	Total observations:  =
<b>CALCULATIONS BOX</b>		
<p>To determine the percentage of observed drivers who complied with current safety procedures, divide the "Total all safety procedures followed" figure by the "Total observations" figure from the left and right boxes above. Multiply the decimal value by 100 to arrive at the percentage value. Enter that value in the box below right, and in also in checklist # VI.A.6.</p>		
$\frac{\text{Total all safety procedures followed}}{\text{Total observations}} = \text{Percentage compliance}$		<b>Percentage compliance with safety procedures:</b>

## VI.A.6. Loading/Unloading Observations Scoring

**Instructions:** 1. Use the box below to tally your observations of compliance with currently-recommended loading and unloading safety procedures. Count the observations in which every safety procedure listed was followed every time, and then count the observations in which at least one safety procedure was not followed all the time. 2. Use the calculation box to determine the percentage of observations that were 100% correct, and enter that figure in Checklist # VI.A.6.

<b>TALLY BOX</b> After all observations are completed, divide them into two groups: those in which <u>all</u> listed safety procedures were followed all the time, and those in which one or more procedures was not followed all the time. Tally both groups (i.e., III III III) and then total the groups and enter the figures in the boxes immediately below. Add the two figures together and enter that figure in the "Total Observations" box.		
<u>All</u> safety procedures listed followed every time  III III III II	One or more safety procedures not followed all the time  III I	
Total all safety procedures followed:  17	Total one or more safety procedures not followed:  +            6	Total observations:  =    23
<b>CALCULATIONS BOX</b> To determine the percentage of observed drivers who complied with current safety procedures, divide the "Total all safety procedures followed" figure by the "Total observations" figure from the left and right boxes above. Multiply the decimal value by 100 to arrive at the percentage value. Enter that value in the box below right, and in also in checklist # VI.A.6.		
$\frac{\text{Total all safety procedures followed}}{\text{Total observations}} = \text{Percentage compliance}$ $\frac{17}{23} = .74$		<b>Percentage compliance with safety procedures:</b>  <b>.74</b>

## VII.A.7. Wheelchair Securement Observation Form

**Instructions to school district:** Copy and use this form to observe students in your school district being transported in wheelchairs. Use one form for each student observed. Observe buses as they arrive at school in the morning or before leaving school in the afternoon, with wheelchairs already secured. If you transport more than 10 students in wheelchairs, observe at least 10. Observe all students in wheelchairs if you transport 10 or fewer students in wheelchairs. Observe students on both district-owned and contract buses. See the next page for instructions for calculating the results of your observations for the checklist.

\* \* \*

Bus # observed: \_\_\_\_\_

Date of observation: \_\_\_\_\_

\* \* \*

### **WHEELCHAIR SECUREMENT SAFETY PROCEDURE**

	<u>YES</u>	<u>NO</u>
1. Wheelchair is secured by 4 Tiedown straps. Angle of rear tiedown straps is between 30 and 45 degrees; angle of front tiedown straps is between 40 and 60 degrees.	<input type="radio"/>	<input type="radio"/>
2. Tiedown straps are attached to the main wheelchair frame, near welded joints - not to removable components, wheels, etc..	<input type="radio"/>	<input type="radio"/>
3. Tiedown straps are tight. Secured wheelchair will not move on the floor.	<input type="radio"/>	<input type="radio"/>
4. Wheelchair brakes are locked.	<input type="radio"/>	<input type="radio"/>
5. Wheelchair passenger's lap-shoulder restraint is properly fastened and adjusted. Shoulder belt crosses the collar bone; lap belt is snug and is not positioned over wheelchair components.	<input type="radio"/>	<input type="radio"/>

## VII.A.7. Wheelchair Observations Scoring

**Instructions:** **1.** Use the box below to tally your observations of students using wheelchairs in your school district. Count the observations in which all safety procedures were followed, and then count the observations in which at least one safety procedure was not followed. **2.** Use the calculation box to determine the percentage of observations that indicated 100% compliance with wheelchair safety procedures, and enter that figure in Checklist # VII.A.7.

<b>TALLY BOX</b>		
Divide observations into two groups: those in which <u>all</u> listed wheelchair safety procedures were followed, and those in which one or more procedures was not followed. Tally both groups (i.e., III III III) and then total the groups and enter the figures in the boxes immediately below. Add the two figures together and enter that figure in the "Total Observations" box.		
<u>All</u> safety procedures followed	One or more safety procedures not followed	
Total all safety procedures followed:	Total one or more safety procedures not followed:  +	Total observations:  =
<b>CALCULATIONS BOX</b>		
To determine the percentage of wheelchairs secured according to current safety procedures, divide the "Total all safety procedures followed" figure by the "Total observations" figure from the left and right boxes above. Multiply the decimal value by 100 to arrive at the percentage value. Enter that value in the box below right, and in also in checklist # VII.A.7.		
$\frac{\text{Total all safety procedures followed}}{\text{Total observations}} = \text{Percentage compliance}$		<b>Percentage compliance with safety procedures:</b>

## VII.A.7. Wheelchair Observations Scoring

**Instructions:** 1. Use the box below to tally your observations of students using wheelchairs in your school district. Count the observations in which all safety procedures were followed, and then count the observations in which at least one safety procedure was not followed. 2. Use the calculation box to determine the percentage of observations that indicated 100% compliance with wheelchair safety procedures, and enter that figure in Checklist # VII.A.7.

<b>TALLY BOX</b> Divide observations into two groups: those in which all listed wheelchair safety procedures were followed, and those in which one or more procedures was not followed. Tally both groups (i.e., III III III) and then total the groups and enter the figures in the boxes immediately below. Add the two figures together and enter that figure in the "Total Observations" box.		
<u>All</u> safety procedures followed  III III III	One or more safety procedures not followed  III II	
Total all safety procedures followed:  13	Total one or more safety procedures not followed:  +                      7	Total observations:  =    20
<b>CALCULATIONS BOX</b> To determine the percentage of wheelchairs secured according to current safety procedures, divide the "Total all safety procedures followed" figure by the "Total observations" figure from the left and right boxes above. Multiply the decimal value by 100 to arrive at the percentage value. Enter that value in the box below right, and in also in checklist # VII.A.7.		
$\frac{\text{Total all safety procedures followed}}{\text{Total observations}} = \text{Percentage compliance}$ $\frac{13}{20} = .65$		<b>Percentage compliance with safety procedures:</b>  <b>.65</b>

## VIII.A.1. Accident Rate Worksheet

**Instructions:** **IF** your school district transports **ALL** its students on **ONLY ONE FLEET** (district or contracted), enter the fleet’s accident rate per 10,000 miles for all bus drivers employed by the school district or its contractors for the past school year (in their buses or their personal vehicles, in any jurisdiction) in checklist # VIII.A.1. (*Note: accident rate data needed for this worksheet is the same as entered on last year’s annual DMV Certificate of Compliance.*)

**IF** your school district uses **MORE THAN ONE FLEET** to transport its students (for instance, district buses and contractor buses, or multiple contractors), follow the instructions below.

1. Enter “Accidents/10,000 miles” for each of the fleets, in Column 3, Rows 2-5 (as applicable).
2. Add Column 2. Enter total quantity in Row 6 of Column 2. This is the “Total Accidents / 10,000 miles.”
3. Divide “Total Accidents / 10,000 miles” by the total number of fleets your district uses. The resulting quantity is your district’s “Overall Accident Rate.” Enter this figure in Row 7, and checklist # VIII.A.1.

	Column 1	Column 2	
Row 1		Accidents / 10,000 miles	
Row 2	Fleet 1		
Row 3	Fleet 2		
Row 4	Fleet 3		
Row 5	Fleet 4		
Row 6		Total Accidents / 10,000 miles:	
Row 7	$\frac{\text{Total Accidents 10,000 Miles}}{\text{Total Fleets}} = \text{Overall Accident Rate}$		Overall Accident Rate:

## VIII.A.1. Accident Rate Worksheet

**Instructions:** IF your school district transports **ALL** its students on **ONLY ONE FLEET** (district or contracted), enter the fleet's accident rate per 10,000 miles for all bus drivers employed by the school district or its contractors for the past school year (in their buses or their personal vehicles, in any jurisdiction) in checklist # VIII.A.1. (Note: accident rate data needed for this worksheet is the same as entered on last year's annual DMV Certificate of Compliance.)

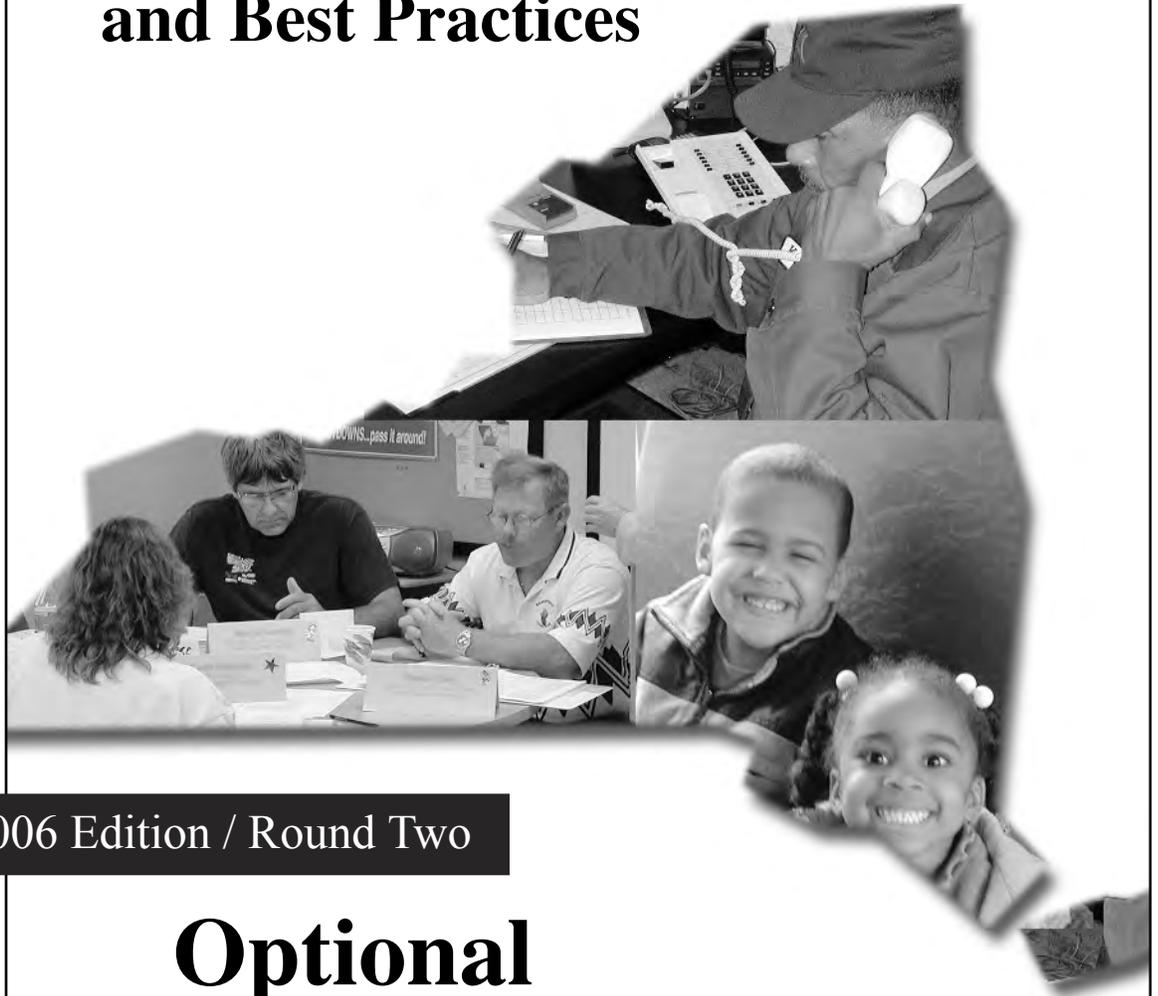
IF your school district uses **MORE THAN ONE FLEET** to transport its students (for instance, district buses and contractor buses, or multiple contractors), follow the instructions below.

1. Enter "Accidents/10,000 miles" for each of the fleets, in Column 3, Rows 2-5 (as applicable).
2. Add Column 2. Enter total quantity in Row 6 of Column 2. This is the "Total Accidents / 10,000 miles."
3. Divide "Total Accidents / 10,000 miles" by the total number of fleets your district uses. The resulting quantity is your district's "Overall Accident Rate." Enter this figure in Row 7, and checklist # VIII.A.1.

	Column 1	Column 2	
Row 1		Accidents / 10,000 miles	
Row 2	Fleet 1	0.12	
Row 3	Fleet 2	0.22	
Row 4	Fleet 3	0.17	
Row 5	Fleet 4		
Row 6		Total Accidents / 10,000 miles: .51	
Row 7	$\frac{\text{Total Accidents 10,000 Miles}}{\text{Total Fleets}} = \text{Overall Accident Rate}$ $\frac{.51}{3} = .17$		Overall Accident Rate: <b>.17</b>

New York State  
Education Department

Pupil Transportation Safety  
**Recommendations  
and Best Practices**



2006 Edition / Round Two

**Optional  
Self-Assessment  
Checklist**

New York State Education Department  
**Pupil Transportation**  
**District Safety Review Program**

**2006 Edition / Round Two**

**Direct all questions to:**

Pupil Transportation Safety Institute (PTSI)

Toll free: 1 (800) 836-2210

Email: [SEDSafetyReview@ptsi.org](mailto:SEDSafetyReview@ptsi.org)

**Commissioned by:**

The State Education Department  
The University of the State of New York / Albany, NY 12234

Office of Educational Management/Grants Management  
Room 876 Education Building Annex  
Albany, New York 12234

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**Produced by:**

Pupil Transportation Safety Institute (PTSI)  
224 Harrison Street, Suite 300, Syracuse, NY 13202

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2006 Edition Author: Jim Ellis

July 2006

NAME OF SCHOOL DISTRICT/BUS COMPANY SUBMITTING CHECKLIST (OPTIONAL):

\_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

DAYTIME PHONE (INC. AREA CODE): (\_\_\_\_\_) \_\_\_\_\_

NAME OF CONTACT PERSON: \_\_\_\_\_

TITLE OF CONTACT PERSON: \_\_\_\_\_

# Instructions: *Recommendations and Best Practices Optional Self-Assessment Checklist*

The purpose of this *Recommendations and Best Practices Optional Self-Assessment Checklist* is to help you conduct an in-depth confidential evaluation your school district’s or bus company’s pupil transportation system. The checklist is an optional supplement to the New York State Education Department District Safety Review Project. It parallels the core *Pupil Transportation Safety Mandate Compliance Checklist*. The *Recommendations and Best Practices Optional Self-Assessment Checklist* examines safety measures not presently mandated by New York State or the federal government. It includes both recommendations (non-mandatory safety measures recommended in writing by a government agency or safety organization) and best practices (non-mandatory safety measures utilized by some school districts or bus companies, although not yet recommended in writing by a government agency or safety organization).

An honest, comprehensive review of current transportation arrangements can help a school district or bus company identify ways to further improve the safety of the children, and simultaneously provide a greater level of liability protection.

Similar to the *Compliance Checklist*, the *Recommendations and Best Practices Optional Self-Assessment Checklist* is organized into five columns:

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
----------------	---------------------	--------------------------	-----------------------	----------------------------------

- **Column 1** (“Safety Measure”) identifies the pupil transportation recommendation or best practice. Refer to the corresponding *Guidance Manual* for background information and references. **Note: a “C” in the Safety Measure column indicates a topic that applies both to school districts and private contract bus companies.** Bus contractors may benefit from conducting the self-assessment on their own operations. Numbering in this *Recommendations and Best Practices Self-Assessment Checklist* corresponds to numbering in the *Guidance Manual*.
- **Column 2** (“Assessment Criteria”) describes specific criteria for assessing a particular safety measure.
- **Column 3** (“Sources of information”) identifies likely sources of information about whether the school district currently utilizes a safety measure.
- **Column 4** (“Response”) provides a space for indicating whether a district presently utilizes a particular safety measure (or whether the measure is “NA” - not applicable).
- **Column 5** (“Where documentation found”) provides a space to describe where the needed information was found, and to add any other notes that might be useful in assessing a transportation system.

The primary purpose of this *Optional Self-Assessment Checklist* is to help school districts learn more about their own transportation operations. However, **school districts are encouraged to mail a copy of the completed checklist to the Pupil Transportation Safety Institute, 224 Harrison St., Suite 300, Syracuse, NY 13202.**

Statewide responses will be collated to help the State Education Department identify new training needs and concerns. **All responses will be treated as confidential information.**

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# Section I: Recommendations and Best Practices Regarding Policy and Management

Goal: The transportation system is professionally organized, managed, and staffed, following clear written policies that maximize student safety.

## I.A. Transportation Policies

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>I.A.1. Written policies</b>	The school board has adopted specific written policies, that comply with all applicable state and federal laws, regarding the pupil transportation program. The responsibility of the chief school administrator for the transportation program is clearly articulated. (Recommendation)	School board policy; school administrator	YES NO	
<b>I.A.2. Eligibility policy</b>	School policy defines a safe and reasonable eligibility for transportation by distance for every grade level. (Recommendation)	School board policy	YES NO	
<b>I.A.3. Discipline policy</b>	School policy defines discipline procedures for students and bus drivers. (Recommendation)	School board policy	YES NO	
<b>I.A.4. Policy distribution</b>	Parents, students, and drivers are informed of transportation policies. (Recommendation)	School administrators	YES NO	
<b>I.A.5. Policy evaluation</b>	School administrators and the school board evaluate the safety, effectiveness, and efficiency of the pupil transportation system every year. The Transportation Supervisor participates in a review of school board transportation policies annually, and recommends any needed additions, deletions, or changes in writing. (Recommendation)	School administrator; school board member; Transportation Supervisor	YES NO	

## I.B. School Administration

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>I.B.1. School responsibility for transportation (MANDATE)</b>	<i>See Compliance Checklist, question #1.</i>			
<b>I.B.2. School involvement</b>	Principals and teachers are involved with transportation staff in the safety program. (Recommendation)	Superintendent; Transportation Supervisor; Principal(s)	YES NO	
<b>I.B.3. Transportation Supervisor evaluation</b>	The school business official or Superintendent of Schools evaluates the Transportation Supervisor and periodically reviews the evaluations of all transportation staff to identify strengths, problems, and areas where assistance is needed. (Recommendation)	School business official; Superintendent	YES NO	

## I.C. Management Qualifications

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>I.C.1. Full time supervisor</b>	The school district employs a full time Transportation Supervisor who is not assigned to a regular bus route and does not have dual responsibilities, such as Superintendent of Buildings and Grounds, Business Manager, etc. (Best practice)	Transportation Supervisor	YES NO	
<b>I.C.2. State association (C)</b>	The Transportation Supervisor or Terminal Manager is a member of the New York Association for Pupil Transportation and/or the New York State Contractors Association. (Best practice)	Transportation Supervisor	YES NO	
<b>I.C.3. National association (C)</b>	The Transportation Supervisor or Terminal Manager is a member of the National Association for Pupil Transportation. (Best practice)	Transportation Supervisor	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>I.C.4. Conferences (C)</b>	The Transportation Supervisor attends annual NYAPT Conference, NYS Contractor Safety and Maintenance Conference, NAPT Conference, Transporting Student with Disabilities Conference, or other conferences. The Head Mechanic should attend the annual Head Mechanics' Association Conference. (Recommendation)	Transportation Supervisor; Head Mechanic	YES  NO	
<b>I.C.5. Conference report</b>	The Transportation Supervisor prepares a written report depicting how the school district benefited from his/her attendance at a school bus conference. (Recommendation)	Transportation Supervisor	YES  NO	
<b>I.C.6. Education and experience (C)</b>	The Transportation Supervisor or Terminal Manager has an undergraduate degree or equivalent life experience in Education, Business Administration, Management, Transportation, or a related field. (Recommendation)	Transportation Supervisor	YES  NO	
<b>I.C.7. Computer and internet (C)</b>	The Transportation Supervisor or Terminal Manager has basic competency with accounting and word processing software and knowledge of web-based information systems for school bus safety resources. (Recommendation)	Transportation Supervisor	YES  NO	
<b>I.C.8. Formal training (C)</b>	The Transportation Supervisor or Terminal Manager has received formal instruction in pupil transportation management, including classroom work. (Recommendation)	Transportation Supervisor	YES  NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>I.C.9. Certification (C)</b>	The Transportation Supervisor or Terminal Manager has attained NAPT Certification for Transportation Supervisor or Director. (Best practice)	Transportation Supervisor	YES NO	
<b>I.C.10. Reference materials (C)</b>	The Transportation Supervisor or Terminal Manager has access to current transportation manuals, laws, and guidelines to help ensure a safe and efficient pupil transportation program. (Recommendation)	Transportation Supervisor	YES NO	
<b>I.C.11. Publications (C)</b>	The Transportation Supervisor regularly reads national and state school bus publications and trade journals to stay aware of current safety practices. (Recommendation)	Transportation Supervisor	YES NO	
<b>I.C.12. Evaluation plan (C)</b>	The Transportation Supervisor develops annual goals and objectives for the transportation department, outlines how each of these objectives is to be accomplished, and establishes criteria for measuring the success of the management plan. An on-going evaluation plan for the pupil transportation system is in place. (Recommendation)	Transportation Supervisor, Business Administrator	YES NO	

## I.D. Recruitment and Hiring

### I.E. Transportation Office Staff

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>I.E.1. Adequate staffing (C)</b>	The Transportation Supervisor or Terminal Manager has sufficient assistance from office staff (i.e., dispatchers, routers, secretaries, clerical) to fulfill all management responsibilities in a timely and professional fashion. The Transportation Supervisor or Terminal Manager is not required to work overtime on a routine basis to carry out basic duties. (Best practice)	Transportation Supervisor	YES NO	
<b>I.E.2. Office coverage (C)</b>	The bus radio and office phones are covered by trained office or supervisory staff at all times buses are on the road on regular routes. A mechanic is on duty at all times buses are on the road on regular routes. (Best practice)	Transportation Supervisor	YES NO	
<b>I.E.3. Office staff professional development (C)</b>	Office staff periodically attend workshops or commercial seminars pertinent to their duties. (Best practice)	Transportation Supervisor	YES NO	

## I.F. Employee-Management Relations

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>I.F.1. Communication (C)</b>	The Transportation Supervisor or Terminal Manager communicates regularly and effectively with all staff. (Recommendation)	Transportation Supervisor; bus driver	YES NO	
<b>I.F.2. Transportation Handbook (C)</b>	A Transportation Handbook is distributed to all bus drivers and other transportation staff upon hire. The Handbook is kept up to date. (Recommendation)	Transportation Supervisor	YES NO	

<b>Safety Measure</b>	<b>Assessment Criteria</b>	<b>Source(s) of information</b>	<b>Response (circle one)</b>	<b>Where documentation found; notes</b>
<b>I.F.3. Staff evaluations (C)</b>	The Transportation Supervisor or Terminal Manager should evaluate each transportation employee at least once a year. (Recommendation)	Transportation Supervisor	YES NO	
<b>I.F.4. Spot checks (C)</b>	The Transportation Supervisor or Terminal Manager should regularly conduct unannounced spot checks of staff performance and the facility, including regular observations of buses on routes and at schools. (Recommendation)	Transportation Supervisor	YES NO	
<b>I.F.5. Buses on site (C)</b>	All buses are parked on school or company property. "Park outs" are not permitted. (Best practice)	Transportation Supervisor	YES NO	
<b>I.F.6. Progressive discipline (C)</b>	The Transportation Supervisor or Terminal Manager uses progressive discipline when problems occur with employees. (Recommendation)	Transportation Supervisor	YES NO	
<b>I.F.7. Supervising new employees (C)</b>	Probationary drivers and other new employees are closely supervised. (Recommendation)	Transportation Supervisor	YES NO	
<b>I.F.8. Pay (C)</b>	Drivers are adequately compensated with due regard for their important responsibilities. (Recommendation)	Transportation Supervisor	YES NO	
<b>I.F.9. Newsletter (C)</b>	A newsletter is regularly issued to transportation staff. (Best practice)	Transportation Supervisor	YES NO	
<b>I.F.10. Safety bulletins (C)</b>	Safety bulletins and memos are periodically issued to transportation staff. (Best practice)	Transportation Supervisor	YES NO	
<b>I.F.11. Accessibility (C)</b>	Drivers, monitors, attendants, and other staff have ready access to the Transportation Supervisor or Terminal Manager. (Best practice)	Transportation Supervisor	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>I.F.12. Complaints - investigation (C)</b>	Citizen, parent, or fellow employee complaints about a driver, monitor, attendant, bus stop, or any other safety concern are professionally investigated. (Best practice)	Transportation Supervisor	YES NO	
<b>I.F.13. Complaints - log (C)</b>	All complaints are logged and the results of the investigations are documented in writing. (Best practice)	Transportation Supervisor	YES NO	
<b>I.F.14. Complaints - follow-up (C)</b>	The results of all complaint investigations are shared with the employees involved. (Recommendation)	Transportation Supervisor	YES NO	
<b>I.F.15. NYS Transportation Week (C)</b>	The school district or bus company participates in local Pupil Transportation Personnel Appreciation Week activities each May. (Recommendation)	Transportation Supervisor	YES NO	
<b>I.F.16. Bus rodeos (C)</b>	Drivers participate in bus rodeos. (Best practice)	Transportation Supervisor	YES NO	
<b>I.F.17. Safety Committee (C)</b>	A safety committee, including drivers and other staff, meets regularly. (Best practice)	Transportation Supervisor	YES NO	
<b>I.F.18. Safety Awards (C)</b>	A safety awards program is in place. (Recommendation)	Transportation Supervisor	YES NO	
<b>I.F.19. Positive publicity (C)</b>	Transportation accomplishments are publicized in the local media. (Recommendation)	Transportation Supervisor	YES NO	

## **I.G. School District - Contractor Relations (where applicable)**

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>I.G.1. Contract safety specifications</b>	Contractor safety requirements are clearly spelled out in the contract. (Recommendation)	School Board; Business Administrator; Transportation Supervisor	YES NO N/A (No contractors)	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>I.G.2. Monitoring contractors</b>	School district personnel systematically monitor contractor compliance with the contract's safety requirements. (Recommendation)	Business Administrator; Transportation Supervisor	YES NO N/A (No contractors)	
<b>I.G.3. Cooperative relationship</b>	School district safety staff work closely with contractor safety staff. (Recommendation)	Business Administrator; Transportation Supervisor; SBDI	YES NO N/A (No contractors)	
<b>I.G.4. Transit bus training</b>	Students using municipal transit tripper buses are trained about the differences in safety procedures between transit buses and school buses. (Best practice)	Transportation Supervisor	YES NO N/A (No transit buses)	

## I.H. Transportation Employee Health and Safety

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>I.H.1. Transportation facility safety (C) (MANDATE)</b>				See <i>Compliance Checklist</i> , question #2.
<b>I.H.2. Hazardous substances (C) (MANDATE)</b>				See <i>Compliance Checklist</i> , question #3.
<b>I.H.3. Health and safety training (C) (MANDATE)</b>				See <i>Compliance Checklist</i> , question #4.
<b>I.H.4. Facility safety signage (C) (MANDATE)</b>				See <i>Compliance Checklist</i> , question #5.
<b>I.H.5. Hepatitis B Vaccinations (C) (MANDATE)</b>				See <i>Compliance Checklist</i> , question #6.
<b>I.H.6. Protective gear (C) (MANDATE)</b>				See <i>Compliance Checklist</i> , question #7.
<b>I.H.7. Trip/slip hazards (C) (MANDATE)</b>				See <i>Compliance Checklist</i> , question #8.
<b>I.H.8. Protective guards (C) (MANDATE)</b>				See <i>Compliance Checklist</i> , question #9.

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>I.H.9. Jacks (C) (MANDATE)</b>	See <i>Compliance Checklist</i> , question #10.			
<b>I.H.10. Eye wash station (C) (MANDATE)</b>	See <i>Compliance Checklist</i> , question #11.			
<b>I.H.11. First aid station (C) (MANDATE)</b>	See <i>Compliance Checklist</i> , question #12.			
<b>I.H.12. Fire extinguishers (C) (MANDATE)</b>	See <i>Compliance Checklist</i> , question #13.			
<b>I.H.13. Fire inspections (C) (MANDATE)</b>	See <i>Compliance Checklist</i> , question #14.			
<b>I.H.14. Smoking in fueling area (C) (MANDATE)</b>	See <i>Compliance Checklist</i> , question #15.			
<b>I.H.15. Safe footwear and clothing (C)</b>	Written guidelines for acceptable and safe footwear and clothing for drivers, monitors, and attendants are in place. (Recommendation)	Transportation Supervisor	YES NO	
<b>I.H.16. Reflective vests (C)</b>	Monitors wear reflective traffic vests when on duty. (Best practice)	Transportation Supervisor	YES NO	
<b>I.H.17. Safe lifting (C)</b>	Drivers, monitors, attendants, and mechanics are trained in and practice safe lifting procedures. (Recommendation)	Transportation Supervisor	YES NO	
<b>I.H.18. Wellness program (C)</b>	Transportation staff are encouraged to participate in a wellness program. (Recommendation)	Transportation Supervisor	YES NO	
<b>I.H.19. Facility inspection (C)</b>	At least once a year, the Transportation Supervisor or Terminal Manager, in conjunction with the Head Mechanic, conducts a thorough inspection of the transportation facilities. Written documentation of the inspection is maintained. (Recommendation)	Transportation Supervisor, Head Mechanic	YES NO	
<b>I.H.20. Bus yard surface (C)</b>	The bus yard is paved. (Best practice)	Transportation Supervisor; Head Mechanic	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>I.H.21. Fire extinguishing system (C)</b>	An automatic fire extinguishing system is in place in the bus fueling area. (Best practice)	Transportation Supervisor; Head Mechanic	YES NO	
<b>I.H.22. Bus yard lighting (C)</b>	Adequate lighting is provided in the bus yard, fueling area, and staff parking lot. (Recommendation)	Transportation Supervisor; Head Mechanic	YES NO	
<b>I.H.23. Winter (C)</b>	Drivers receive assistance from garage staff in preparing buses for the road in severe weather conditions. (Best practice)	Transportation Supervisor; Head Mechanic	YES NO	
<b>I.H.24. Bus yard safety committee (C)</b>	A committee of transportation staff has been convened to assess bus yard safety. (Recommendation)	Transportation Supervisor; Head Mechanic	YES NO	
<b>I.H.25. Backing - minimized in the bus yard (C)</b>	Traffic patterns and parking and fueling arrangements in the bus yard are organized to minimize backing. (Recommendation )	Transportation Supervisor; Head Mechanic	YES NO	
<b>I.H.26. Backing - horn (C)</b>	Bus drivers <u>always</u> honk their horns and pause before backing in the bus yard. (Recommendation)	Transportation Supervisor; Head Mechanic	YES NO	
<b>I.H.27. Caution in bus yard (C)</b>	Drivers, monitors, and attendants exercise caution walking in the bus yard. (Recommendation)	Transportation Supervisor; Head Mechanic	YES NO	
<b>I.H.28. Bus yard speed limit (C)</b>	A 5 mph speed limit for the bus yard is posted and enforced. (Recommendation)	Transportation Supervisor; Head Mechanic	YES NO	
<b>I.H.29. Exiting the bus yard (C)</b>	At high traffic times such as afternoon dismissal, buses leave the bus yard in a set sequence. (Recommendation)	Transportation Supervisor; Head Mechanic	YES NO	
<b>I.H.30. Bus yard spot checks (C)</b>	The Transportation Supervisor or Terminal Manager, or a designee, conducts regular spot checks to evaluate the extent to which drivers, monitors, and attendants follow safety procedures in the bus yard. (Best practice)	Transportation Supervisor; Head Mechanic	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>I.H.31. Children in the bus yard (C)</b>	Children are restricted from being in the bus yard. (Recommendation)	Transportation Supervisor; Head Mechanic	YES NO	
<b>I.H.32. Supervision of student transfers (C)</b>	If students must be transferred from one bus to another in the bus yard, the transfer is supervised by staff other than the drivers of the buses. (Best practice)	Transportation Supervisor; Head Mechanic	YES NO N/A (No bus yard transfers)	
<b>I.H.33. Fleetwide post-check (C)</b>	A transportation employee conducts an inspection of the entire fleet, including double-checking for children left on buses, at the end of each day. (Best practice)	Transportation Supervisor; Head Mechanic	YES NO	
<b>I.H.34. Mirror adjustment grid (C)</b>	A mirror adjustment grid is painted on the bus yard parking lot. (Recommendation)	Transportation Supervisor; Head Mechanic; SBDI	YES NO	
<b>I.H.35. Buses secured in the bus yard (C)</b>	Drivers pump down air brakes to engage the parking brake whenever parked in the bus yard. (Recommendation)	Transportation Supervisor; Head Mechanic; SBDI	YES NO	
<b>I.H.36. Buses chocked in the garage (C)</b>	Buses are secured by wheel chocks when being serviced or repaired in the garage. (Best practice)	Transportation Supervisor; Head Mechanic	YES NO	
<b>I.H.37. Security - fence (C)</b>	Buses not parked inside are secured in a fenced-in area. (Recommendation)	Transportation Supervisor; Head Mechanic	YES NO	
<b>I.H.38. Security - cameras (C)</b>	A security camera system is in place for the bus yard and the transportation facility. (Best practice)	Transportation Supervisor; Head Mechanic	YES NO	

## I.I. Cost Efficiencies

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>I.I.1. Transportation methods (C)</b>	To provide safe and efficient transportation it is important to seek out the best fit for your operation.	Local Contractors Business Official BOCES Transportation Service Providers	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>I.I.2. District owned and operated</b>	This allows total control and supervision of the operation. Checks and balances need to be in place to ensure cost savings and efficiencies.	Business Officials	YES NO	
<b>I.I.3. District owned and driver contracted</b>	This provides the district with the assets of a bus fleet. Having a driver contracted operation saves on the expense of hiring, firing, training and compliance issues for drivers, monitors and attendants plus benefits.	Business Official Transportation Supervisor (Educ. Law § 305(14)(a); see 8 NYCRR § 156.12)	YES NO	
<b>I.I.4. Contracted</b>	Operations seek to hire a transportation provider with a fleet equipped with maintenance, drivers, monitors and attendants.	Transportation Supervisor	YES NO	
<b>I.I.5. Transportation contracts</b>	<i>See Compliance Checklist, question #17.</i>			
<b>I.I.6. Approval by Commissioner</b>	<i>See Compliance Checklist, question #18.</i>			
<b>I.I.7. Public</b>	When a district resides in an area where public transportation is available, they may opt to use it.	Transportation Supervisor	YES NO	
<b>I.I.8. Staffing (C)</b>	The duties associated with safe and efficient operation of school transportation are many. The type of operation and the size of the district will determine staffing needs. (Best Practice)	Transportation Supervisor; Business Administrator	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>I.I.9. Administrative (C)</b>	These individuals are in charge of the department such as the Transportation director/supervisor and Assistant transportation director/supervisor. (Recommended)	NYSED Pupil Transportation	YES  NO	
<b>I.I.10. Support (C)</b>	Those who perform daily operations of the department such as Dispatchers/head bus drivers, Driver trainers, and Administrative assistants/secretaries.	Transportation Supervisor; Business Administrator;	YES  NO	
<b>I.I.11. Operations (C)</b>	These individuals are the hands on functioning parts of the department. They are the ones who complete the daily operations like the Drivers, Monitors and attendants.	Transportation Supervisor; Business Administrator	YES  NO	
<b>1.1.12. Vehicle maintenance (C)</b>	If your operation owns its vehicles and maintains them, the staffing required keeping them in compliance and in safe working order are Head mechanics and mechanics. The ratio of mechanics to vehicles is 1 employee to 10 vehicles. (Recommendation)	Transportation Supervisor; Business Administrator	YES  NO	
<b>1.1.13. Professional development (C)</b>	All transportation departments should provide safety training and professional development opportunities to keep their employees current and in compliance with regulations. (Best Practice)	Transportation Supervisor	YES  NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>I.I.14. Certification (C)</b>	Employee certifications are cost effective. They provide long range savings on initial investments of training and testing. They improve employee moral with the sense of accomplishment and appreciation. (Best Practice)	Transportation Supervisor	YES NO	
<b>I.I.15. Purchasing methods (C)</b>	The process by which one acquires materials and supplies to operate a safe and efficient transportation department can come from a variety of sources.	Purchasing Agent  Business Official Transportation Supervisor	YES  NO	
<b>I.I.16. Competitive bidding</b>	<i>See Compliance Checklist, question #16.</i>			
<b>I.I.17. OGS state contract</b>	Districts can purchase materials, equipment, or supplies except for printed materials, through the office of General Services.	Purchasing Agent  Business Official  Transportation Supervisor  (General Municipal Law Section 104)	YES  NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>I.I.18. Request for proposal (C)</b>	The proposal is required to be advertised in district newspapers conformity with Board policy. Districts score criteria set in regulation, must set a point system, convene a review committee, evaluate and score all proposals, prior to awarding to the lowest responsible bidder, to ensure that any proposal accepted would be "in the best interest of the taxpayers".	Purchasing Agent Business Official Transportation Supervisor (Appeal of Leman & Sluys, 39 Educ. Dep't Rep. 407 (1999))	YES NO	
<b>I.I.19. Cooperative bidding</b>	This is where several district can come together to purchase a particular item in larger volume and receive greater cost savings. Some districts form consortiums to accomplish this. All school districts must advertise in their local paper and each must award contracts to the lowest responsible bidder. School districts may purchase school buses and other items cooperatively	Purchasing Agent Business Official Transportation Supervisor (Gen. Mun. Law Article 5-G, §§119-m-119-oo)	YES NO	
<b>I.I.20. Transportation routing (C)</b>	Routing can be very labor intensive and costly. The type of routes and grouping of students will affect efficiency.	Business Official Transportation Supervisor	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>I.I.21. computerized routing (C)</b>	Districts can purchase computerized routing systems. These purchases are entitled to state aide. SED and the State Comptroller's Office strongly recommend school districts use. The expense will quickly be saved in employee labor hours. (Recommendation)	Business Official Transportation Supervisor See SED; National School Transportation Specifications and Procedures 2005 pp. 128-129)	YES NO	
<b>I.I.22. Shared services (C)</b>	In times of limited fiscal responsibility and higher scrutiny district are looking to share transportation expenses particularly with special needs transportation. A shared transportation service contract exists when one district provides services for another district on their district owned school buses. These services cannot be provided by a private vendor under contract with a school district. This is illegal.	Business Official Transportation Supervisor	YES NO	
<b>I.I.23. Bus load capacities (C)</b>	The monitoring of population shifts and growth spurts will enable you to alter routes and buses in the most cost effective manner.	Transportation Supervisor Census Bureau Daycare Providers Preschools	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>I.I.24. Bell times or multi-tier</b>	Bell times can be explored to see if saving could come from the change of single tier to double or triple tier routing.	Business Official Transportation Supervisor District Administrative Team	YES NO	
<b>I.I.25. Fleet maintenance (C)</b>	The owners of the vehicles are responsible to maintain them accordance with manufactures specifications and in compliance with DOT regulations.	Transportation Supervisor DOT Regulations and Regional Offices	YES NO	
<b>I.I.26. District owned facility</b>	Operations who own their own facility need to keep it in compliance with all state mandated regulations such as OSHA.	OSHA Regulations and Web site	YES NO	
<b>I.I.27. Rented facility (C)</b>	Operation who rent garage area or work space may find some of the requirements are the responsibly of the land lord.	Business Official	YES NO	
<b>I.I.28. District maintenance</b>	In house fleet maintenance is one where the district hires the individuals to repair and maintain the vehicles.	Human Resource Office	YES NO	
<b>I.I.29. Contracted maintenance (C)</b>	Operations who may not be able to own their own facility or hire adequate staff can hire a provider to perform maintenance services.	Business Official  (Educ. Law § 305(14)(a); see 8 NYCRR § 156.12)	YES NO	
<b>I.I.30. Preventative maintenance intervals (C)</b>	The intervals of services should follow manufacturer recommendations and may lead to cost savings.	National Standards See Pg. 133	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>I.I.31. Supplemental maintenance contracts (C)</b>	If your district or company has a facility it might be efficient to pursue neighboring districts or companies who are in need of vehicle maintenance.	Transportation Supervisor, Head Mechanic, Community Fire, Police, EMS, Highway Department	YES  NO	

# Section II: Driver, Monitor, and Attendant Qualifications

**Goal:** Drivers, monitors, and attendants are fully qualified.

## II.A. DMV/19A Requirements

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>II.A.1. Qualified drivers (C) (MANDATE)</b>				See <i>Compliance Checklist</i> , question #19.
<b>II.A.2. Affidavit of Compliance (C) (MANDATE)</b>				See <i>Compliance Checklist</i> , question #20.
<b>II.A.3. Current forms (C) (MANDATE)</b>				See <i>Compliance Checklist</i> , question #21.
<b>II.A.4. Certified Examiner seminars (C) (MANDATE)</b>				See <i>Compliance Checklist</i> , question #22.
<b>II.A.5. Certified Examiner license (C) (MANDATE)</b>				See <i>Compliance Checklist</i> , question #23.
<b>II.A.6. Suspensions and convictions (C) (MANDATE)</b>				See <i>Compliance Checklist</i> , question #24.
<b>II.A.7. Defensive driving reviews - with passengers (C) (MANDATE)</b>				See <i>Compliance Checklist</i> , question #25.
<b>II.A.8. Evaluation of loading procedures (C) (MANDATE)</b>				See <i>Compliance Checklist</i> , question #26.

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>II.A.9. Evaluations discussed with drivers (C) (MANDATE)</b>	<i>See Compliance Checklist, question #27.</i>			
<b>II.A.10. Corrective measures (C) (MANDATE)</b>	<i>See Compliance Checklist, question #28.</i>			
<b>II.A.11. Tests on different days (C) (MANDATE)</b>	<i>See Compliance Checklist, question #29.</i>			
<b>II.A.12. Physical exam follow-up (C) (MANDATE)</b>	<i>See Compliance Checklist, question #30.</i>			
<b>II.A.13. Fingerprinting (C) (MANDATE)</b>	<i>See Compliance Checklist, question #31.</i>			
<b>II.A.14. Driving history (C) (MANDATE)</b>	<i>See Compliance Checklist, question #32.</i>			
<b>II.A.15. Abstract dates (C) (MANDATE)</b>	<i>See Compliance Checklist, question #33.</i>			
<b>II.A.16. Physician awareness of 19A (C) (MANDATE)</b>	<i>See Compliance Checklist, question #34.</i>			
<b>II.A.17. Personal medications (C) (MANDATE)</b>	<i>See Compliance Checklist, question #35.</i>			
<b>II.A.18. Contractor driver 19A notifications (MANDATE)</b>	<i>See Compliance Checklist, question #36.</i>			
<b>II.A.19. Certified Examiners (C)</b>	An adequate number of Certified 19A Examiners are on hand to handle the DMV driver testing requirements for the fleet. (Best practice)	Transportation Supervisor	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>II.A.20. Drivers informed about Article 19A (C)</b>	Drivers are informed about the purpose of Article 19A and all 19A requirements. (Recommendation)	Transportation Supervisor, Certified Examiner	YES NO	
<b>II.A.21. Contractor 19A files</b>	Contractor driver 19A files are monitored by the school district. (Best practice)	Transportation Supervisor	YES NO N/A (No contractors)	
<b>II.A.22. Informational road test (C)</b>	The DMV “Informational Road Test,” emphasizing communication with the driver, is utilized when conducting a 19A behind-the-wheel road test. (Recommendation)	Transportation Supervisor; Certified Examiner	YES NO	
<b>II.A.23. Problems noted (C)</b>	Behind-the-wheel road tests and defensive driving performance reviews indicate that safety problems have been noted - completed test forms in 19A files are <u>not</u> all “perfect.” (Best practice)	Transportation Supervisor, Certified Examiner	YES NO	
<b>II.A.24. Physician attendance at 19A seminar (C)</b>	Physicians and nurse practitioners conducting driver physical exams attend DMV 19A carrier seminars and/or CE refreshers. (Best practice)	Transportation Supervisor, Certified Examiner	YES NO	
<b>II.A.25. Dial-in abstracts</b>	DMV’s dial-in system for obtaining driver record abstracts is utilized. (Best practice)	Transportation Supervisor, Certified Examiner	YES NO	
<b>II.A.26. Behind-the-wheel road test - new hires (C)</b>	Before they transport students, a behind-the-wheel road test is conducted on new hires, even if they already have a CDL and/or prior bus driving experience. (Best practice)	Transportation Supervisor, Certified Examiner	YES NO	
<b>II.A.27. Behind-the-wheel road tests and defensive driving reviews - frequency (C)</b>	Defensive driving performance reviews and behind the wheel road tests are generally conducted more frequently than required by DMV. (Best practice; permissive law)	Transportation Supervisor, Certified Examiner	YES NO	

## II.B. SED Driver, Monitor and Attendant Requirements

(note: training requirements are covered in Section V)

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>II.B.1. Age (C) (MANDATE)</b>				See <i>Compliance Checklist</i> , question #37.
<b>II.B.2. License (C) (MANDATE)</b>				See <i>Compliance Checklist</i> , question #38.
<b>II.B.3. Superintendent approval of drivers (MANDATE)</b>				See <i>Compliance Checklist</i> , question #39.
<b>II.B.4. Annual physical exams (C) (MANDATE)</b>				See <i>Compliance Checklist</i> , question #40.
<b>II.B.5. References (C) (MANDATE)</b>				See <i>Compliance Checklist</i> , question #41.
<b>II.B.6. Physical performance test - currently - employed drivers (C) (MANDATE)</b>				See <i>Compliance Checklist</i> , question #42.
<b>II.B.7. Physical performance test - new drivers (C) (MANDATE)</b>				See <i>Compliance Checklist</i> , question #43.
<b>II.B.8. Physical performance test - conducted by SBDI (C) (MANDATE)</b>				See <i>Compliance Checklist</i> , question #44.
<b>II.B.9. Physical performance test - vehicle (C) (MANDATE)</b>				See <i>Compliance Checklist</i> , question #45.

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>II.B.10. Fingerprinting for attendants and monitors (C) (MANDATE)</b>	<i>See Compliance Checklist, question #46.</i>			
<b>II.B.11. Attendant or monitor physical performance test (C) (MANDATE)</b>	<i>See Compliance Checklist, question #47.</i>			
<b>II.B.12. Attendant or monitor physical exam (C)</b>	Attendants and monitors are required to pass a physical exam. (Best practice - permissive law)	Transportation Supervisor	YES NO	
<b>II.B.13. Physical performance test - video (C)</b>	The physical performance test training video is shown to new drivers, attendants, and monitors prior to taking the test. (Recommendation)	Transportation Supervisor, SBDI	YES NO	
<b>II.B.14. TB test (C)</b>	School bus drivers, attendants, and monitors are tested for tuberculosis (TB) and other communicable diseases. (Recommendation)	Transportation Supervisor	YES NO	

## II.C. DOT Driver Requirements

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>II.C.1. Maximum driving time (C) (MANDATE)</b>	<i>See Compliance Checklist, question #48.</i>			
<b>II.C.2. Maximum on-duty time (C) (MANDATE)</b>	<i>See Compliance Checklist, question #49.</i>			
<b>II.C.3. Rest (C) (MANDATE)</b>	<i>See Compliance Checklist, question #50.</i>			
<b>II.C.4. Certificate in lieu of log (C) (MANDATE)</b>	<i>See Compliance Checklist, question #51.</i>			

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>II.C.5. Drivers working for more than one operator (C) (MANDATE)</b>	<i>See Compliance Checklist, question #52.</i>			

## II.D. DOT Drug and Alcohol

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>II.D.1. Pre-employment testing (C) (MANDATE)</b>	<i>See Compliance Checklist, question #53.</i>			
<b>II.D.2. Random testing (C) (MANDATE)</b>	<i>See Compliance Checklist, question #54.</i>			
<b>II.D.3. Post-accident testing (C) (MANDATE)</b>	<i>See Compliance Checklist, question #55.</i>			
<b>II.D.4. Monitoring drivers for drug and alcohol use (C) (MANDATE)</b>	<i>See Compliance Checklist, question #56.</i>			
<b>II.D.5. Drug and alcohol training - drivers (C) (MANDATE)</b>	<i>See Compliance Checklist, question #57.</i>			
<b>II.D.6. Drug and alcohol training - supervisors (C) (MANDATE)</b>	<i>See Compliance Checklist, question #58.</i>			
<b>II.D.7. Positive test consequences (C)</b>	A “zero tolerance” policy terminating any driver who has tested positive for drugs or alcohol is in place. (Best practice)	Transportation Supervisor	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>II.D.8. Post-accident testing threshold (C)</b>	A written policy is in place requiring post-accident drug and alcohol testing after <u>all</u> bus accidents, not only those meeting the federal criteria for post-accident testing. (Best practice)	Transportation Supervisor	YES NO	
<b>II.D.9. Refresher training (C)</b>	Drivers receive periodic inservice refreshers regarding drug and alcohol testing. (Best practice)	Transportation Supervisor	YES NO	
<b>II.D.10. Attendant and monitor drug and alcohol testing (C)</b>	Bus attendants and monitors are subject to drug and alcohol testing requirements. (Best practice)	Transportation Supervisor	YES NO	
<b>II.D.11. Drug and alcohol use (C)</b>	How many drivers tested positive for drug or alcohol use in <u>random</u> or <u>post-accident</u> drug or alcohol tests during the past 12 months (contract and/or district drivers)? (Operational performance - use Worksheet)	Use "Positive Drug and Alcohol Test Worksheet" II.D.11. in the <i>Guidance Manual Appendix.</i>	_____ positive tests	

## II.E. Substitutes and Occasional Drivers

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>II.E.1. Substitute driver qualifications (C) (MANDATE)</b>	<i>See Compliance Checklist, question #59.</i>			
<b>II.E.2. Occasional drivers (MANDATE)</b>	<i>See Compliance Checklist, question #60.</i>			
<b>II.E.3. Occasional drivers - qualifications (MANDATE)</b>	<i>See Compliance Checklist, question #61.</i>			
<b>II.E.4. Adequate substitutes (C)</b>	An adequate roster of qualified substitute drivers is maintained. (Recommendation)	Transportation Supervisor; Dispatcher	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>II.E.5. Route sheets for substitute drivers (C)</b>	Substitute drivers are provided with accurate, up-to-date route sheets, including information about route hazards. (Recommendation)	Transportation Supervisor; Router	YES NO	
<b>II.E.6. Selection of substitute drivers (C)</b>	Substitutes are generally experienced bus drivers, not rookies. (Best practice)	Transportation Supervisor	YES NO	
<b>II.E.7. Substitute familiarization with routes (C)</b>	Substitutes ride with regular drivers ahead of time to familiarize themselves with routes they may drive. (Recommendation)	Transportation Supervisor	YES NO	
<b>II.E.8. Student helpers (C)</b>	Regular drivers appoint student helpers to assist substitutes. Student helpers are listed on the route sheet. (Recommendation)	Transportation Supervisor; Router	YES NO	
<b>II.E.9. Occasional drivers - training</b>	Occasional drivers meet SED training requirements for school bus drivers. (Best practice)	Transportation Supervisor	YES NO N/A (No occasional drivers)	
<b>II.E.10. - Occasional drivers - log</b>	A log is maintained of how many times occasional drivers drive during the school year. (Best practice)	Transportation Supervisor	YES NO N/A (No occasional drivers)	

# Section III: Vehicles and Vehicle

**Goal:** Vehicles used to transport students are selected and maintained to maximize student safety.

## III.A. Vehicle Selection

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>III.A.1. Vehicle specifications committee (C)</b>	A committee is established with input from the Head Mechanic, Transportation Supervisor, assistant mechanics, drivers, trainers, and SBDI's to help determine specifications for new bus purchases. (Best practice)	Transportation Supervisor, Head Mechanic	YES NO	
<b>III.A.2. Consideration of new safety features (C)</b>	New vehicle features and options are considered when determining specifications for new buses. (Recommendation)	Transportation Supervisor; Head Mechanic	YES NO	
<b>III.A.3. Receiving new vehicles (C)</b>	A formal procedure is in place for accepting new vehicles. (Recommendation)	Transportation Supervisor; Head Mechanic	YES NO	
<b>III.A.4. Fleet standardization (C)</b>	As much as possible, the fleet is standardized (manufacturer, type of vehicle, equipment, etc.) (Best practice)	Transportation Supervisor; Head Mechanic	YES NO	

## III.B. Vehicle Standards

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>III.B.1. NYS DOT approval (C) (MANDATE)</b>	<i>See Compliance Checklist, question #62.</i>			
<b>III.B.2. Vehicles used for transporting wheelchairs (C) (MANDATE)</b>	<i>See Compliance Checklist, question #63.</i>			
<b>III.B.3. Automatic fire extinguishing system (C) (MANDATE)</b>	<i>See Compliance Checklist, question #64.</i>			

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>III.B.4. Fire block upholstery (C) (MANDATE)</b>	<i>See Compliance Checklist, question #65.</i>			
<b>III.B.5. Mirrors (C) (MANDATE)</b>	<i>See Compliance Checklist, question #66.</i>			
<b>III.B.6. Age of vehicles (C)</b>	What is the average age of all vehicles used to transport students for your school district, (both district-owned and contracted vehicles)? (Operational performance - use Worksheet)	Use "Average Vehicle Age Worksheet" III.B.6. in the <i>Guidance Manual Appendix.</i>	_____ average vehicle age	
<b>III.B.7. Federally approved school buses (C)</b>	<u>All</u> vehicles (district-owned and contracted) used to transport students are school buses meeting federal school bus safety standards. Smaller vehicles that do not meet federal school bus standards, even though approved by NYS DOT, are not used to transport students. (Recommendation)	Transportation Supervisor; Head Mechanic	YES  NO	
<b>III.B.8. Non-conforming vans (C)</b>	Non-conforming vans (i.e., 10-15 passenger vans that do not meet Federal Motor Vehicle Safety Standards for school buses) <u>are not used</u> to transport students <u>at any time</u> , including school-sponsored charter trips. (Recommendation)	Transportation Supervisor; Head Mechanic; Principal	YES  NO	
<b>III.B.9. Spare buses (C)</b>	At least one additional spare bus per type is available for every ten buses assigned to regular routes. (Recommendation)	Transportation Supervisor; Head Mechanic; Router	YES  NO	

### III.C. Vehicle Maintenance

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>III.C.1. Pre-trip inspection (C) (MANDATE)</b>	<i>See Compliance Checklist, question #67.</i>			



Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>III.C.14. Manufacturer's recommendations (C)</b>	Manufacturers' recommended service schedules and maintenance procedures are followed or exceeded. (Recommendation)	Head Mechanic; Transportation Supervisor	YES NO	
<b>III.C.15. Analysis of breakdowns (C)</b>	Vehicle breakdown and repair records are analyzed to identify ways to improve the maintenance program. (Best practice)	Head Mechanic; Transportation Supervisor	YES NO	
<b>III.C.16. Lifts (C)</b>	A sufficient number of vehicle lifts are available for the size and age of the fleet. Lifts are inspected at least once a year. (Best practice)	Head Mechanic; Transportation Supervisor	YES NO	
<b>III.C.17. Work area (C)</b>	There is adequate space in the garage work area to service and repair pupil transportation vehicles. Minimum inside depth of the garage is 50 feet. The garage work area is adequately heated and lighted and is maintained in a clean, neat condition. (Recommendation)	Head Mechanic; Transportation Supervisor	YES NO	
<b>III.C.18. Parts room (C)</b>	The parts room is large enough to maintain an adequate supply of parts for the fleet, and is maintained in a neat and well-organized condition. Inventory and costs of spare parts are carefully tracked. (Recommendation)	Head Mechanic; Transportation Supervisor	YES NO	
<b>III.C.19. Vehicle washing equipment (C)</b>	A dedicated wash bay or other suitable arrangement is available to wash buses. (Recommendation)	Head Mechanic; Transportation Supervisor	YES NO	
<b>III.C.20. Access to work area (C)</b>	Drivers and the public are not allowed to walk through or loiter in the garage work area. (Best practice)	Head Mechanic; Transportation Supervisor	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>III.C.21. Servicing personal vehicles (C)</b>	Only vehicles owned, leased, or formally approved by the school district are serviced in the bus garage. Work on personal vehicles is not permitted in the bus garage. (Recommendation)	Head Mechanic; Transportation Supervisor	YES NO	
<b>III.C.22. Ratio of mechanics to vehicles (C)</b>	Adequate garage maintenance staff are provided to service and repair the fleet. In an average fleet, one mechanic is provided for every ten vehicles. In small fleets (15-20 buses), a full-time mechanic and mechanic helper are provided. (Recommendation)	Head Mechanic; Transportation Supervisor	YES NO	
<b>III.C.23. Head Mechanic office (C)</b>	The Head Mechanic is provided with adequate private office space. (Best practice)	Head Mechanic; Transportation Supervisor	YES NO	
<b>III.C.24. Computerization (C)</b>	Mechanics utilize computerized tracking of vehicle maintenance and repairs, and have access to the internet. (Best practice)	Head Mechanic; Transportation Supervisor	YES NO	
<b>III.C.25. Mechanic training (C)</b>	Mechanics receive inservice training at regular intervals. (Recommendation)	Head Mechanic; Transportation Supervisor	YES NO	
<b>III.C.26. Service manuals (C)</b>	Current service manuals are available for all vehicles and equipment. (Recommendation)	Head Mechanic; Transportation Supervisor	YES NO	
<b>III.C.27. Technical bulletins (C)</b>	Manufacturers' technical bulletins are reviewed and utilized by mechanics. (Best practice)	Head Mechanic; Transportation Supervisor	YES NO	
<b>III.C.28. ASE certification (C)</b>	Mechanics are ASE school bus technician certified. (Best practice)	Head Mechanic; Transportation Supervisor	YES NO	
<b>III.C.29. Association membership (C)</b>	The Head Mechanic is an active member of the New York State Head Mechanics' Association. (Best practice)	Head Mechanic; Transportation Supervisor	YES NO	
<b>III.C.30. Industry publications (C)</b>	The Head Mechanic reads relevant school bus and commercial vehicle publications. (Best practice)	Head Mechanic; Transportation Supervisor	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>III.C.31. Workshops and conferences (C)</b>	Mechanics attend the New York Head Mechanics' Association Conference, New York Association for Pupil Transportation Conference, the Contractors' Safety and Maintenance Conference, the National Association for Pupil Transportation Conference, or comparable workshops or training institutes. (Recommendation)	Head Mechanic; Transportation Supervisor	YES NO	
<b>III.C.32. Mechanics' Roadeo (C)</b>	Mechanics compete or judge at local or state school bus mechanic roadeos. (Best practice)	Head Mechanic; Transportation Supervisor	YES NO	
<b>III.C.33. Communication with drivers (C)</b>	Mechanics communicate professionally and courteously with drivers. (Best practice)	Head Mechanic; Transportation Supervisor; Bus Driver	YES NO	
<b>III.C.34. Spare vehicle assignments (C)</b>	Drivers are assigned spare vehicles ahead of time whenever possible. (Best practice)	Head Mechanic; Transportation Supervisor	YES NO	
<b>III.C.35. Mechanic participation in driver training (C)</b>	Mechanics participate in training drivers about vehicle and equipment related topics. (Best practice)	Head Mechanic; Transportation Supervisor	YES NO	
<b>III.C.36. School bus-specific pre-trip (C)</b>	Drivers follow SED's recommended pre-trip procedures as described in the Basic Course, which exceed DMV and DOT requirements. (Recommendation)	Head Mechanic; Transportation Supervisor; SBDI; Certified Examiner	YES NO	
<b>III.C.37. Seat cushions (C)</b>	Drivers check seat cushion attachment during their pre-trip inspections. (Recommendation)	Head Mechanic; Transportation Supervisor; SBDI; Certified Examiner	YES NO	
<b>III.C.38. Pre-trips - spot checks (C)</b>	Supervisors conduct regular spot checks of driver pre-trip inspections. (Best practice)	Head Mechanic; Transportation Supervisor	YES NO	
<b>III.C.39. Post-trips - spot checks (C)</b>	Supervisors conduct regular spot checks of driver post-trip inspections. (Best practice)	Head Mechanic; Transportation Supervisor	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>III.C.40. Vehicle shut down procedures (C)</b>	Drivers shut off switches and controls, remove the key, and close all windows and vents at the end of the day. (Best practice)	Head Mechanic; Transportation Supervisor	YES NO	
<b>III.C.41. Vehicle cleanliness - outside (C)</b>	The exteriors of buses are washed at least once a week during winter months, or daily when the roads are wet or snow covered, and as needed at other times of the year. The rear of the bus, especially the warning lights, are kept clean at all times. Mirrors are kept clean and clear. Windows in the driver's area of the bus are kept clean inside and out. Cleaning materials are readily available to drivers. (Recommendation)	Head Mechanic; Transportation Supervisor	YES NO	
<b>III.C.42. Vehicle cleanliness - spot checks (C)</b>	Supervisors regularly check buses for cleanliness. (Recommendation)	Head Mechanic; Transportation Supervisor	YES NO	

### III.D. Vehicle Options and Supplemental Safety Equipment

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>III.D.1. Consideration of safety options (C)</b>	Optional safety features are carefully considered when ordering buses. (Recommendation)	Head Mechanic; Transportation Supervisor	YES NO	
<b>III.D.2. Communication devices (C)</b>	<u>All</u> pupil transportation vehicles are equipped with two-way radios or cell phones. Drivers are advised to pull off the road whenever possible when using communication devices. (Recommendation)	Head Mechanic; Transportation Supervisor	YES NO	
<b>III.D.3. Mirror standardization (C)</b>	Pedestrian crossover mirrors are standardized on <u>all</u> buses equipped with crossover mirrors. (Best practice)	Head Mechanic; Transportation Supervisor	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>III.D.4. Heated mirrors (C)</b>	Buses are equipped with heated mirrors. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	
<b>III.D.5. Power mirrors (C)</b>	Buses are equipped with power-adjustable motorized mirrors. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	
<b>III.D.6. Additional stop arm (C)</b>	<u>All</u> buses in the fleet are equipped with more than one stop arm. (Best practice)	Head Mechanic; Transportation Supervisor	YES NO	
<b>III.D.7. L.E.D.-lighted stop arms (C)</b>	Buses are equipped with L.E.D.-lighted stop arms. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	
<b>III.D.8. Heated windshield wipers (C)</b>	Buses are equipped with heated windshield wipers. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	
<b>III.D.9. Crossing control arm (C)</b>	Buses are equipped with crossing control arms (crossing gates). (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>III.D.10. Heated crossing control arm (C)</b>	Buses are equipped with heated crossing control arms (crossing gates). (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	
<b>III.D.11. Power doors (C)</b>	Buses are equipped with power-operated service doors. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	
<b>III.D.12. Airfoil (C)</b>	Buses are equipped with airfoils to keep rear windows and lights free of snow. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	
<b>III.D.13. Roof-mounted strobe lights (C)</b>	Buses are equipped with roof-mounted strobe lights. (Permissive law - best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	
<b>III.D.14. Child check device (C)</b>	Buses are equipped with a child check system which requires drivers to walk to the back of the bus to check for children before getting off. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	
<b>III.D.15. Body skirts (C)</b>	Buses are equipped with lowered body skirts. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>III.D.16. External PA systems (C)</b>	Buses are equipped with external public address systems. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	
<b>III.D.17. Automatic chains (C)</b>	Buses are equipped with automatic, driver-activated traction chains. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	
<b>III.D.18. Access to lift door (C)</b>	Wheelchair positions are established so that access to the lift door is not blocked. (Recommendation; mandate on new buses)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE N/A (No WC buses)	
<b>III.D.19. Lift interlock (C)</b>	Lift-equipped buses are equipped with brake interlocks so the bus cannot be moved until the lift is stowed. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE N/A (No WC buses)	
<b>III.D.20. Bridgeable lifts (C)</b>	Lift-equipped buses are equipped with bridgeable lift platforms that maintain a level surface when lowered onto an uneven surface. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE N/A (No WC buses)	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>III.D.21. Wheelchair securement, restraint storage (C)</b>	A bag, enclosure, or other method to store securement belts is provided on lift-equipped buses and utilized when the securement belts are not in use. (Recommendation)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE N/A (No WC buses)	
<b>III.D.22. Light over lift (C)</b>	Lift-equipped buses are equipped with a light to illuminate the lift area. (Recommendation)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE N/A (No WC buses)	
<b>III.D.23. Retarder brakes (C)</b>	In areas with steep grades, buses are equipped with retarder braking systems. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	
<b>III.D.24. Driver lap/shoulder belt (C)</b>	Buses are equipped with lap/shoulder belts for bus drivers. (Recommendation)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	
<b>III.D.25. Driver head rest (C)</b>	Buses are equipped with driver seat head rests. (Recommendation)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>III.D.26. Reflective stripes on bumpers (C)</b>	Buses are equipped with diagonal reflective striping on rear bumpers. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	
<b>III.D.27. Reflective tape on all buses (C)</b>	<u>All</u> pupil transportation vehicles, including small vehicles, are marked with reflective tape. (Best practice)	Head Mechanic; Transportation Supervisor	YES NO	
<b>III.D.28. Fuel tank between frame rails (C)</b>	Buses are equipped with fuel tanks mounted between frame rails. (Recommendation)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	
<b>III.D.29. Seat belt cutters on all buses (C)</b>	<u>All</u> buses in the fleet are equipped with seat belt cutters, not just lift-equipped buses. (Best practice)	Head Mechanic; Transportation Supervisor	YES NO	
<b>III.D.30. Fire-block upholstery on all buses (C)</b>	Buses that are not lift-equipped are also equipped with fire-block upholstery. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	
<b>III.D.31. Roof identification (C)</b>	Buses have roof identification numbers visible from the air. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	
<b>III.D.32. Silent alarms (C)</b>	Buses are equipped with silent alarm buttons. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>III.D.33. Noise-reducing switch (C)</b>	Buses are equipped with a noise-reducing switch to help drivers hear train horns and whistles at railroad crossings. (Recommendation)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	
<b>III.D.34. Video cameras (C)</b>	Buses are equipped with video cameras. (Best practice and permissive law)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	
<b>III.D.35. Danger zone detection system (C)</b>	Buses are equipped with external electronic child detection systems. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	
<b>III.D.36. How to Cross Posters - on buses (C)</b>	<u>All</u> buses are equipped with SED's Safe Crossing Posters. (Recommendation)	Head Mechanic; Transportation Supervisor	YES NO	
<b>III.D.37. Brake interlock (C)</b>	Buses are equipped with brake interlock systems to secure the bus when students are being received or discharged. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	
<b>III.D.38. Tachograph (C)</b>	Buses are equipped with tachographs. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>III.D.39. Data recorder (C)</b>	Buses are equipped with electronic onboard data recorders. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY  MORE THAN ½ FLEET  ENTIRE FLEET  NONE	
<b>III.D.40. Maximum seat spacing (C)</b>	Seats in buses utilized for transporting children in car seats are installed at maximum seat spacing. (Recommendation)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY  MORE THAN ½ FLEET  ENTIRE FLEET  NONE  N/A (No car seats)	
<b>III.D.41. Seat belts for car seats (C)</b>	Seat belts on buses utilized for transporting children in car seats are installed so the non-adjustable end of the belt extends two inches or less from the seat bight. Belt buckles are mounted on the aisle side for easier installation of car seats. (Recommendation)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY  MORE THAN ½ FLEET  ENTIRE FLEET  NONE  N/A (No car seats)	
<b>III.D.42. 3-2 seating (C)</b>	Buses are equipped with a “3-2” seating configuration to provide more seat space for larger students and a wider aisle. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY  MORE THAN ½ FLEET  ENTIRE FLEET  NONE	
<b>III.D.43. Body fluid clean-up kits (C)</b>	<u>All</u> buses are equipped with body fluid clean-up kits. (Recommendation)	Head Mechanic; Transportation Supervisor	YES  NO	
<b>III.D.44. Air horns (C)</b>	Buses are equipped with air horns. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY  MORE THAN ½ FLEET  ENTIRE FLEET  NONE	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>III.D.45. Luggage compartments - external (C)</b>	Buses are equipped with external luggage compartments. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	
<b>III.D.46. Luggage compartments - passenger-side access (C)</b>	Buses are equipped with luggage compartments with passenger-side access. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	
<b>III.D.47. Driver storage (C)</b>	Buses are equipped with supplemental storage compartments for driver materials (i.e., seat pouch, locking compartment, etc.). (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	
<b>III.D.48. Maximum driver visibility (C)</b>	Buses are “transit-style” or modified transit-style to maximize driver vision of the danger zones in front of the bus. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	
<b>III.D.49. Air suspension - lift-equipped buses (C)</b>	Lift-equipped buses are equipped with an air suspension system to provide a gentler ride for fragile students using wheelchairs. (Recommendation)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE N/A (No WC buses)	
<b>III.D.50. Flashlights (C)</b>	Flashlights are provided for all drivers. (Recommendation)	Head Mechanic; Transportation Supervisor	YES NO	
<b>III.D.51. Snow brushes (C)</b>	Snow brushes are available for all buses. (Recommendation)	Head Mechanic; Transportation Supervisor	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>III.D.52. Towels (C)</b>	Paper towels or clean rags, to clean windows, mirrors, etc., are provided for all buses. (Recommendation)	Head Mechanic; Transportation Supervisor	YES NO	
<b>III.D.53. Radio speakers disabled (C)</b>	Am/fm radio speakers located immediately above the driver seat are removed or disabled. (Recommendation)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	
<b>III.D.54. Heated steps (C)</b>	Buses are provided with heated entrance steps. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	
<b>III.D.55. Phone number - all buses (C)</b>	<u>All</u> buses in the fleet have the operation's phone number on the rear. (Best practice)	Head Mechanic; Transportation Supervisor	YES NO	
<b>III.D.56. L.E.D. lighting (C)</b>	Buses are equipped with L.E.D. lighting. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	
<b>III.D.57. White roof (C)</b>	Buses are provided with white roofs. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	
<b>III.D.58. Tinted glass (C)</b>	Buses are provided with tinted side windows. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>III.D.59. Acoustic roof panels (C)</b>	Buses are provided with acoustic roof panels. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	
<b>III.D.60. Additional side directionals (C)</b>	Buses are equipped with additional side directionals. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	
<b>III.D.61. Auxiliary heaters (C)</b>	Buses in areas subject to severe winter conditions are equipped with supplemental diesel-powered heaters. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE N/A (Winter not severe)	
<b>III.D.62. Driver side exhaust (C)</b>	Buses are equipped with a driver side exhaust system. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	
<b>III.D.63. Storm glass (C)</b>	Buses are equipped with storm glass in driver area windows. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>III.D.64. Heated driver window (C)</b>	Buses are equipped with heated driver windows. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	
<b>III.D.65. GPS (C)</b>	Buses are equipped with Global Positioning Systems. (Best practice)	Head Mechanic; Transportation Supervisor	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE	

# Section IV: Eligibility and Routing

**Goal:** Safe bus stops, bus routes, and trips are provided for students.

## IV.A. Eligibility

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>IV.A.1. Mandated transportation (MANDATE)</b>	<i>See Compliance Checklist, question #78.</i>			
<b>IV.A.2. Homeless transportation (MANDATE)</b>	<i>See Compliance Checklist, question #79.</i>			
<b>IV.A.3. Eligibility measurement (MANDATE)</b>	<i>See Compliance Checklist, question #80.</i>			
<b>IV.A.4. Protection of the school bus</b>	What percentage of all students in your school district are eligible to ride a school bus to and from school? (Operational performance - use Worksheet)	Use "School Bus Protection Worksheet" IV.A.4. in the <i>Guidance Manual Appendix.</i>	_____ % students protected by school bus	
<b>IV.A.5. Distance to bus stop</b>	The distance between any student's home and bus stop does not exceed the distance used by the district for determining eligibility, except for students living on private or unsafe roadways not traveled by buses. (Recommendation)	Transportation Supervisor; Router	YES  NO	
<b>IV.A.6. Child Safety Zones</b>	The school district establishes Child Safety Zones for children who would not otherwise be eligible because their walking route to school would traverse a hazardous zone. (Best practice and permissive law)	Transportation Supervisor; Router	YES  NO  N/A (No hazardous walking zones)	
<b>IV.A.7. Child care</b>	Transportation is provided for students in grades K-8 between school and child care locations within the student's attendance zone. (Best practice and permissive law)	Transportation Supervisor; Router	YES  NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>IV.A.8. Students driving to school</b>	Student drivers must be approved by the school district. Student driving privileges are suspended for unsafe actions. (Best practice)	Transportation Supervisor; Administrator	YES NO	

## IV.B. Routes and Bus Stops

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>IV.B.1. Visibility at bus stops (C)</b>	Whenever possible, there is at least 500 feet visibility at bus stops where the speed limit is 35 mph, and 1000 feet above 35 mph. (Recommendation)	Transportation Supervisor; Router	YES NO	
<b>IV.B.2. Room at bus stops (C)</b>	There is sufficient room 15 feet from the roadway for all students assigned to bus stops to wait safely. (Recommendation)	Transportation Supervisor; Router	YES NO	
<b>IV.B.3. Non-cross roads (C)</b>	Heavily traveled highways and roads wider than two lanes are designated as non-cross roads. All loading and unloading on non-cross roads takes place at the students' residence side of the street. (Recommendation)	Transportation Supervisor; Router	YES NO	
<b>IV.B.4. Parent request for exception to non-cross policy (C)</b>	Students are not permitted to cross "non-cross" roads. No exceptions are made, even by parental request. (Recommendation)	Transportation Supervisor; Router	YES NO	
<b>IV.B.5. Crossovers minimized (C)</b>	Whenever possible, bus stops are established so students do not have to cross the road. (Recommendation)	Transportation Supervisor; Router	YES NO	
<b>IV.B.6. Crossers (C)</b>	What percentage of all students eligible for transportation must cross the road when they get off the bus in the afternoon? (Operational performance - use Worksheet)	Use "Crossers Worksheet" IV.B.6. in the <i>Guidance Manual Appendix</i> .	____ % students cross in p.m.	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>IV.B.7. Route sheets - hazards noted (C)</b>	Written route sheets identify potential hazards such as railroad crossings, steep hills, dangerous intersections, etc. (Recommendation)	Transportation Supervisor; Router	YES NO	
<b>IV.B.8. Route sheets - crossers noted (C)</b>	All crossers are clearly noted on the written route sheet. (Recommendation)	Transportation Supervisor; Router	YES NO	
<b>IV.B.9. Route and bus stop hazards minimized (C)</b>	Bus stops are not placed at or near dangerous intersections, railroad tracks, narrow bridges, sharp curves, on steep hills, or drug houses. Routes avoid dangerous railroad crossings and other driving hazards whenever possible. (Recommendation)	Transportation Supervisor; Router	YES NO	
<b>IV.B.10. Bus stops on hills (C)</b>	Bus stops on steep hills are avoided whenever possible. Stops on hills are located at a safe distance from the crest and protected by use of school bus stop ahead signs or by pull-off areas. (Recommendation)	Transportation Supervisor; Router	YES NO	
<b>IV.B.11. Stops on side streets (C)</b>	Whenever possible, bus stops are established on side streets to reduce traffic tieups. (Recommendation)	Transportation Supervisor; Router	YES NO	
<b>IV.B.12. Intersection stops (C)</b>	Whenever possible, bus stops are placed at least 100' from intersections. (Recommendation)	Transportation Supervisor; Router	YES NO	
<b>IV.B.13. School Bus Stop signs (C)</b>	The school district works in conjunction with NYS DOT to place "School Bus Stop Ahead" before potentially hazardous bus stop locations. (Recommendation)	Transportation Supervisor; Router	YES NO	
<b>IV.B.14. State Law signs (C)</b>	The school district works in conjunction with local governments and highway departments to post "State Law: Stop for Stopped School Bus" signs to remind motorists of the need to stop for school buses. (Recommendation)	Transportation Supervisor; Router	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>IV.B.15. Turnarounds and pull-offs (C)</b>	The school district establishes designated bus turnarounds and pull-off areas in appropriate locations on bus routes. (Recommendation and permissive law)	Transportation Supervisor; Router	YES NO	
<b>IV.B.16. Distance between bus stops (C)</b>	The distance between bus stops is sufficient to allow bus drivers to activate the amber prewarning flashers. (Recommendation)	Transportation Supervisor; Router	YES NO	
<b>IV.B.17. Cul-de-sacs (C)</b>	Dead end streets, loop streets, and cul-de-sacs are avoided where possible. (Recommendation)	Transportation Supervisor; Router	YES NO	
<b>IV.B.18. Number of students at a stop (C)</b>	No more than 15 children are placed at a bus stop, unless there is adequate waiting space away from heavy traffic areas, in which case a maximum of 25 students is allowed. (Recommendation)	Transportation Supervisor; Router	YES NO	
<b>IV.B.19. Grade level of students at a stop (C)</b>	Age mix is considered as a factor when assigning students to a bus stop. When possible, students with a wide age variation are not assigned to the same bus stop at the same time. (Recommendation)	Transportation Supervisor; Router	YES NO	
<b>IV.B.20. Supervision at the bus stop (C)</b>	The school district or bus company establishes a program where parent volunteers or safety patrol leaders provide supervision at bus stops. (Best practice)	Transportation Supervisor; Router	YES NO	
<b>IV.B.21. Unsafe roads (C)</b>	Transportation is not provided on roads in unreasonably hazardous condition. (Recommendation)	Transportation Supervisor; Router	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>IV.B.22. Private roads (C)</b>	Transportation is not provided on private roads that are unsafe or not maintained by town, county, and/or state highway departments. If transportation on a private road is provided, consent is obtained. (Recommendation)	Transportation Supervisor; Router	YES NO	
<b>IV.B.23. Backing minimized (C)</b>	Routing buses so they must back up is avoided whenever possible. (Recommendation)	Transportation Supervisor; Router	YES NO	
<b>IV.B.24. Emergency routes (C)</b>	Emergency routes and bus stops are established ahead of time. (Recommendation)	Transportation Supervisor; Router	YES NO	
<b>IV.B.25. Activity bus passes</b>	Students using activity buses are required to obtain a pass each day from the principal or other administrator. (Recommendation)	Transportation Supervisor; Router	YES NO	
<b>IV.B.26. Length of bus ride (C)</b>	In-district routes are planned so the majority of children do not ride more than 30 minutes in urban school districts and one hour in rural districts. One hour is generally the maximum riding time for one-way trips. (Recommendation)	Transportation Supervisor; Router	YES NO	

## IV.C. Routing Procedures

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>IV.C.1. Unguarded crossings - Board approval (MANDATE)</b>	<i>See Compliance Checklist, question #81.</i>			
<b>IV.C.2. Annual review of route hazards (C)</b>	Bus routes are reviewed annually for safety hazards, accuracy, loading and unloading conditions, etc. (Recommendation)	Transportation Supervisor; Router	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>IV.C.3. Written route sheets (C)</b>	Drivers are provided with a written route sheet. (Recommendation)	Transportation Supervisor; Router	YES NO	
<b>IV.C.4. Parent information about bus stops (C)</b>	Parents are informed of the location of their child's bus stop and the pickup time. (Recommendation)	Transportation Supervisor; Router	YES NO	
<b>IV.C.5. Dry run (C)</b>	A dry run of each bus route is conducted. (Recommendation)	Transportation Supervisor; Router	YES NO	
<b>IV.C.6. Time pressure (C)</b>	Drivers are given adequate time to safely complete their routes. Drivers running late on a route because of traffic or weather conditions or any other unforeseen delay are <u>not</u> pressured to "make up time." (Recommendation)	Transportation Supervisor; Router; Dispatcher	YES NO	
<b>IV.C.7. Computerized routing (C)</b>	Computerized routing is utilized. (Recommendation)	Transportation Supervisor; Router	YES NO	
<b>IV.C.8. Manual check of computerized routes (C)</b>	Computer-generated routes are manually checked and adjusted as necessary by transportation staff before the start of the school year. (Recommendation)	Transportation Supervisor; Router	YES NO	
<b>IV.C.9. Route sheet on the bus (C)</b>	A copy of the bus route is carried in each bus. (Recommendation)	Transportation Supervisor; Router	YES NO	
<b>IV.C.10. Updating routes (C)</b>	Drivers are responsible for keeping their route sheets up to date. A system is in place to periodically review route sheets for accuracy. (Recommendation)	Transportation Supervisor; Router	YES NO	
<b>IV.C.11. Consistent drop off locations (C)</b>	As much as possible, students are dropped off at regular and consistent bus stops. (Best practice)	Transportation Supervisor; Router	YES NO	
<b>IV.C.12. Unauthorized route changes (C)</b>	Drivers are not allowed to alter a route or bus stop without official authorization. Routes are periodically checked to make sure unauthorized changes have not taken place. (Recommendation)	Transportation Supervisor; Router	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>IV.C.13. Visibility at railroad crossings (C)</b>	Whenever possible, railroad crossings on bus routes have at least 1000 feet of visibility along the tracks in both directions. (Recommendation)	Transportation Supervisor; Router	YES NO N/A (No railroad crossings)	
<b>IV.C.14. Challenging crossings (C)</b>	Railroad crossings with limited visibility, inadequate space, confusing signals, or other problems are avoided whenever possible. Each challenging crossing is evaluated on an individual basis, with collaborate input from drivers, SBDIs, law enforcement, NYS DOT, Operation Lifesaver, and the Transportation Supervisor to devise the safest possible strategy. (Recommendation)	Transportation Supervisor	YES NO N/A (No railroad crossings)	
<b>IV.C.15. Accident data - railroad crossings (C)</b>	The Federal Railroad Administration's railroad crossing accident prediction system is consulted when developing bus routes. (Recommendation)	Transportation Supervisor; Router	YES NO N/A (No railroad crossings)	
<b>IV.C.16. Driver responsibility for reporting route hazards (C)</b>	Bus drivers are responsible for reporting potential hazards on the route. (Recommendation)	Transportation Supervisor; Router	YES NO	
<b>IV.C.17. Pedophiles near bus stops (C)</b>	Bus drivers are informed of the identity of pedophiles living near school bus stops. (Best practice)	Transportation Supervisor; Router	YES NO	
<b>IV.C.18. Tagging children (C)</b>	Kindergarten and other vulnerable children wear identification tags on the bus. (Recommendation)	Transportation Supervisor; Principal	YES NO	
<b>IV.C.19. Identifying buses (C)</b>	Buses are provided with animal figures or other easily identifiable signs for young children. (Best practice)	Transportation Supervisor; Router	YES NO	
<b>IV.C.20. Kindergarten routes - school start-up (C)</b>	Routes with kindergarten children are provided with additional adult supervision during the first few days of school. (Best practice)	Transportation Supervisor; Router	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>IV.C.21. Kindergarten routes - monitors (C)</b>	Routes transporting kindergarten children are provided with bus monitors throughout the school year. (Best practice)	Transportation Supervisor; Router	YES NO	
<b>IV.C.22. Principal responsibilities for bus safety</b>	Principals report unsafe conditions or practices relating to transportation to the Transportation Supervisor. (Recommendation)	Transportation Supervisor; Principal	YES NO	
<b>IV.C.23. Authorization for bus stop change (C)</b>	Students are not discharged anywhere except their regular stops without written authorization. (Recommendation)	Transportation Supervisor; Principal	YES NO	
<b>IV.C.24. Map (C)</b>	An up-to-date map of the district is used for routing. (Recommendation)	Transportation Supervisor; Router	YES NO	
<b>IV.C.25. Standees (C)</b>	Student are not permitted to stand on buses at any time. A seat is provided for each bus rider. (Recommendation)	Transportation Supervisor; Router	YES NO	
<b>IV.C.26. High school routes (C)</b>	High school routing is based on the adult seating capacity of the bus. (Recommendation)	Transportation Supervisor; Router	YES NO	

## IV.D. School Site Safety

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>IV.D.1. Bus line up - emergency doors (C) (MANDATE)</b>				<i>See Compliance Checklist, question #82.</i>
<b>IV.D.2. Passing motorists on school sites (C) (MANDATE)</b>				<i>See Compliance Checklist, question #83.</i>
<b>IV.D.3. School zone speed limits (C) (MANDATE)</b>				<i>See Compliance Checklist, question #84.</i>
<b>IV.D.4. Passing other buses on school sites (C) (MANDATE)</b>				<i>See Compliance Checklist, question #85.</i>

<b>Safety Measure</b>	<b>Assessment Criteria</b>	<b>Source(s) of information</b>	<b>Response (circle one)</b>	<b>Where documentation found; notes</b>
<b>IV.D.5. School site traffic patterns</b>	Established traffic patterns on school grounds maximize student safety and are strictly enforced. (Recommendation)	Transportation Supervisor; Principal	YES NO	
<b>IV.D.6. Supervision of students in loading zones</b>	Principals provide adequate supervision at bus loading zones. Loading and unloading is supervised by school staff and the principal ensures they carry out their responsibilities in a conscientious manner. Student are not permitted to move toward the bus until it is stopped. (Recommendation)	Transportation Supervisor; Principal	YES NO	
<b>IV.D.7. Separate loading area</b>	A separate school bus loading zone is provided on school grounds. Buses and bus riders are separated as much as possible from walkers, parents, and teachers during arrival and dismissal. (Recommendation)	Transportation Supervisor; Principal	YES NO	
<b>IV.D.8. Separate dismissals</b>	Student walkers and students who drive to school are dismissed either before or after buses leave the loading area. (Recommendation)	Transportation Supervisor; Principal	YES NO	
<b>IV.D.9. Teachers wait</b>	Teachers remain in the building until all buses have left. (Recommendation)	Transportation Supervisor; Principal	YES NO	
<b>IV.D.10. Safety reminders to school staff</b>	School staff are instructed about how to safely interact with buses on school grounds, including reminders about not passing a bus with its red flashers activated (Recommendation)	Transportation Supervisor; Principal	YES NO	
<b>IV.D.11. Marked walkways</b>	Clearly marked student walkways are provided next to school bus loading zones. Students line up behind a yellow safety line and enter buses in an orderly manner. (Recommendation)	Transportation Supervisor; Principal	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>IV.D.12. Supervision of early or late students</b>	Adequate supervision is provided for students whose bus schedules necessitate early arrival or late departure from school. (Recommendation)	Transportation Supervisor; Principal	YES NO N/A (No early or late buses)	
<b>IV.D.13. Assigned parking on school sites</b>	At school dismissal, buses are parked in assigned locations in the bus loop. (Recommendation)	Transportation Supervisor; Router; Principal	YES NO	
<b>IV.D.14. Backing - school sites (C)</b>	Buses do not back on school sites. (Recommendation)	Transportation Supervisor; Router; Principal	YES NO	
<b>IV.D.15. Assistance if backing is necessary (C)</b>	If a bus must back up on a school site, a reliable spotter directs the driver. (Recommendation)	Transportation Supervisor; Router; Principal	YES NO	
<b>IV.D.16. Leaving the loading area (C)</b>	Drivers pull forward slowly when leaving the loading area. (Recommendation)	Transportation Supervisor; Principal	YES NO	
<b>IV.D.17. Kindergarten children on school sites</b>	Kindergarten students should be escorted to their buses by adults. (Recommendation)	Transportation Supervisor; Principal	YES NO	
<b>IV.D.18. School site driveways</b>	Bus driveways on school grounds are at least 30 feet wide. Traffic flow is one-way and routed so the passenger side of the bus is next to the loading and unloading zone. (Recommendation)	Transportation Supervisor; Principal	YES NO	
<b>IV.D.19. School site loading areas - diagonal parking</b>	A minimum width of 60 feet of paved surface is available for buses parking diagonally in the loading and unloading area. (Recommendation)	Transportation Supervisor; Principal	YES NO N/A (No diagonal parking)	
<b>IV.D.20. Traffic signs on school sites</b>	Traffic signs are posted to enforce traffic safety in the loading and unloading area. (Recommendation)	Transportation Supervisor; Principal	YES NO	
<b>IV.D.21. School site planning</b>	The Transportation Supervisor participates in planning of bus loops. (Recommendation)	Transportation Supervisor; Business Administrator	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>IV.D.22. School site evaluation</b>	A school site safety team conducted a school site safety evaluation utilizing the “School Site Evaluation Checklist” provided by SED. (Recommendation)	Transportation Supervisor; Principal	YES NO	
<b>IV.D.23. Bus loading procedures</b>	Students are kept from the loading area until all buses have arrived. Elementary students are dismissed in groups at appropriate intervals and board their buses in single file, accompanied by a teacher or aide. (Recommendation)	Principal; Transportation Supervisor	YES NO	
<b>IV.D.24. Bus loading supervisor</b>	Bus drivers move their buses forward only upon the loading supervisor’s signal. (Recommendation)	Principal; Transportation Supervisor	YES NO	
<b>IV.D.25. Walking between buses</b>	Students are not allowed to walk between buses in the loading and unloading area. (Recommendation)	Principal; Transportation Supervisor	YES NO	
<b>IV.D.26. Drivers on board (C)</b>	Drivers are on the bus at all times when students are present in the loading and unloading areas. (Recommendation)	Principal; Transportation Supervisor	YES NO	
<b>IV.D.27. Middle loading (C)</b>	At dismissal, students first fill the middle seats of their buses when boarding. Rear and front seats should be filled last. (Recommendation)	Principal; Transportation Supervisor	YES NO	
<b>IV.D.28. Crossing guards (C)</b>	The city, town or village provides crossing guards on hazardous roads in front of schools. (Best practice)	Principal; Transportation Supervisor	YES NO N/A (No hazardous roads in front of schools)	

## IV.E. Extracurricular Trips

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>IV.E.1. Custody of students on trips (C) (MANDATE)</b>	See <i>Compliance Checklist</i> , question #86.			
<b>IV.E.2. Driving hours on trips (C) (MANDATE)</b>	See <i>Compliance Checklist</i> , question #87.			
<b>IV.E.3. Speed limit on trips (C) (MANDATE)</b>	See <i>Compliance Checklist</i> , question #88.			
<b>IV.E.4. Transportation Supervisor coordination</b>	The Transportation Supervisor is responsible for and approves all extracurricular trips. (Recommendation)	Transportation Supervisor; Business Administrator	YES NO	
<b>IV.E.5. Vehicles for extracurricular trips (C)</b>	Students are transported to all school-sponsored activities in school buses meeting state and federal school bus standards. (Recommendation)	Transportation Supervisor; Business Administrator	YES NO	
<b>IV.E.6. Driver selection - extracurricular trips (C)</b>	Drivers assigned to extracurricular trips have adequate bus driving experience. (Recommendation)	Transportation Supervisor	YES NO	
<b>IV.E.7. Regular route drivers and extracurricular trips (C)</b>	Regular route drivers are not permitted to take extracurricular trips preventing them from driving their regular routes. (Best practice)	Transportation Supervisor	YES NO	
<b>IV.E.8. Extracurricular trip drivers - training (C)</b>	Specialized training in the extra demands of extracurricular trip driving should be provided to drivers. (Recommendation)	Transportation Supervisor	YES NO	
<b>IV.E.9. Trip route (C)</b>	The Transportation Supervisor reviews the trip route with the assigned driver, checks to see if road construction will be encountered, and provides a map. (Recommendation)	Transportation Supervisor	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>IV.E.10. Chaperones, teachers, and coaches on board</b>	An adult chaperone, teacher, or coach, whose responsibilities include assisting the driver with passenger control, is provided on extracurricular trips. The chaperone, teacher, or coach is authorized to terminate the trip if the condition of the bus or the bus driver threaten the safety of students. (Recommendation)	Transportation Supervisor	YES NO	
<b>IV.E.11. Passenger roster (C)</b>	A passenger roster is carried on all extracurricular trip buses. A copy is also left with proper authorities at the school. (Recommendation)	Transportation Supervisor	YES NO	
<b>IV.E.12. Trip kit (C)</b>	On long trips or in bad weather, trip drivers bring an extracurricular trip kit stocked with appropriate emergency items. (Recommendation)	Transportation Supervisor	YES NO	
<b>IV.E.13. Baggage on trips (C)</b>	Buses used for extracurricular trips are equipped with luggage compartments. Baggage is carried in luggage compartments or in a separate vehicle. (Recommendation)	Transportation Supervisor; Head Mechanic	YES NO	
<b>IV.E.14. Emergency contacts (C)</b>	Trip drivers have emergency phone numbers on hand during the trip. Whenever possible, phone numbers of school districts, bus companies, and mechanics in the destination area are provided for trips far from home. (Recommendation)	Transportation Supervisor	YES NO	
<b>IV.E.15. Trip handbook (C)</b>	A Trip Handbook, containing trip procedures, forms, directions to common destinations, etc., is provided to transportation staff, coaches, and administrators. (Recommendation)	Transportation Supervisor	YES NO	

<b>Safety Measure</b>	<b>Assessment Criteria</b>	<b>Source(s) of information</b>	<b>Response (circle one)</b>	<b>Where documentation found; notes</b>
<b>IV.E.16. Trip drill (C)</b>	Drivers conduct an emergency procedures “mini-drill” before leaving on a trip. (Recommendation)	Transportation Supervisor	YES NO	
<b>IV.E.17. Extracurricular trip Evacuation Team (C)</b>	Trip drivers assign six-student Evacuation Teams at the start of the trip. (Recommendation)	Transportation Supervisor	YES NO	
<b>IV.E.18. Bus inspection at destination (C)</b>	Trip drivers conduct bus inspections upon reaching their destinations to make sure buses remain in satisfactory condition for the return trip. (Best practice)	Transportation Supervisor	YES NO	
<b>IV.E.19. Checking tires on trips (C)</b>	On long trips in hot weather drivers inspect their tires every two hours or 100 miles. (Recommendation)	Transportation Supervisor	YES NO	
<b>IV.E.20. Securing buses on trips (C)</b>	Trip drivers secure their parked buses if they must leave them by pumping the air out of the air brake system so the spring brake activates. (Recommendation)	Transportation Supervisor	YES NO	
<b>IV.E.21. Cell phones on trips (C)</b>	Drivers on extracurricular trips are provided with cell phones for emergency communication. (Best practice)	Transportation Supervisor	YES NO	
<b>IV.E.22. Driver accessibility at the destination (C)</b>	Trip drivers remain accessible during the student activity in case an emergency arises requiring an early return. (Best practice)	Transportation Supervisor	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>IV.E.23. Charter company selection</b>	Charter bus companies are selected based on quality of service, not just cost. All charter bus drivers are school bus qualified by NYS DMV and the buses used are DOT-approved and well maintained. The charter bus company provides the school district with the names of a pool of drivers who may be assigned to drive the trip. The Transportation Supervisor reviews the 19A files of all prospective drivers. The identity of the driver is verified by checking the driver's license the day of the trip. (Recommendation)	Transportation Supervisor; Business Administrator	YES  NO	

# Section V: Training and Education

Goal: Drivers, monitors, attendants, students, and parents are prepared to fulfill their respective roles in school bus safety.

## V.A. Student Safety Training

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>V.A.1. Bus drills (C) (MANDATE)</b>	<i>See Compliance Checklist, question #89.</i>			
<b>V.A.2. Hands-on practice (C) (MANDATE)</b>	<i>See Compliance Checklist, question #90.</i>			
<b>V.A.3. Safe loading and unloading practice (C) (MANDATE)</b>	<i>See Compliance Checklist, question #91.</i>			
<b>V.A.4. Safety program</b>	A program is in place to teach students school bus safety in the classroom. (Recommendation)	Transportation Supervisor; Principal	YES NO	
<b>V.A.5. Drivers conduct drills (C)</b>	Drivers conduct drills on their own buses for the students they transport daily. (Recommendation)	Transportation Supervisor; Principal	YES NO	
<b>V.A.6. Drill helpers (C)</b>	Drivers appoint reliable students as helpers during bus drills to prevent an injury to a student during practice. (Recommendation)	Transportation Supervisor; Principal	YES NO	
<b>V.A.7. Sit and slide (C)</b>	Students “sit and slide” from emergency doors to reduce the risk of injury during drills. (Recommendation)	Transportation Supervisor; Principal	YES NO	
<b>V.A.8. Safety chain (C)</b>	Young students are taught to use a buddy system and hold hands in a “safety chain” when evacuating from a bus. (Recommendation)	Transportation Supervisor; Principal	YES NO	
<b>V.A.9. Drill checklist (C)</b>	SED’s “Guidelines for a Quality Safety Drill” checklist is provided to drivers to help them conduct effective drills. (Recommendation)	Transportation Supervisor	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>V.A.10. Classroom Curriculum</b>	Teachers use SED’s “K-6 Classroom Curriculum” to teach bus safety in the classroom. (Recommendation)	Principal; Transportation Supervisor	YES NO	
<b>V.A.11. Drivers in the Classroom</b>	A team of drivers provides classroom safety training to students. (Recommendation)	Transportation Supervisor; Principal	YES NO	
<b>V.A.12. Safe Bus</b>	An evacuation training “Safe Bus” is utilized in student safety training. (Best practice)	Transportation Supervisor; Principal	YES NO	
<b>V.A.13. Safety Instructor</b>	A Safety Instructor provides classroom safety training to students. (Recommendation)	Transportation Supervisor	YES NO	
<b>V.A.14. Active learning</b>	Classroom safety training includes opportunities for students to actually practice safety procedures. Classroom safety training is <u>not</u> just lectures. (Recommendation)	Principal; Transportation Supervisor	YES NO	
<b>V.A.15. Safe Crossing video</b>	The SED video “Safe Crossing: An ‘Egg-Cellent’ Idea” is used in classroom safety instruction for young students. (Recommendation)	Principal; Transportation Supervisor	YES NO	
<b>V.A.16. Reinforcement of classroom instruction</b>	Instructional supplements such as stickers, buttons, certificates, coloring books, etc. are provided to reinforce classroom safety instruction. (Recommendation)	Principal; Transportation Supervisor	YES NO	
<b>V.A.17. Principal responsibility for safety instruction</b>	Principals oversee and encourage classroom bus safety instruction. (Recommendation)	Principal; Transportation Supervisor	YES NO	
<b>V.A.18. Teacher responsibilities - classroom instruction</b>	School bus safety procedures are periodically reviewed by elementary level classroom teachers with their students. (Recommendation)	Principal; Transportation Supervisor	YES NO	
<b>V.A.19. How to Cross Poster in classrooms</b>	SED’s “How To Cross” Poster is posted in every elementary classroom. (Recommendation)	Principal; Transportation Supervisor	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>V.A.20. Poster contest</b>	The school district participates in the annual School Bus Safety Poster Contest. (Best practice)	Principal; Transportation Supervisor	YES NO	
<b>V.A.21. Speech contest</b>	The school district participates in the annual School Bus Safety Speech Contest for older students. (Best practice)	Principal; Transportation Supervisor	YES NO	
<b>V.A.22. Backpacks</b>	Students keep school materials in their backpacks during the bus ride. (Recommendation)	Principal; Transportation Supervisor	YES NO	
<b>V.A.23. Drawstrings</b>	Drawstrings on student clothing do not exceed three inches in length. (Recommendation)	Principal; Transportation Supervisor	YES NO	
<b>V.A.24. Kindergarten orientation</b>	A bus safety program for entering kindergarten students and their parents is conducted prior to the start of the new school year. (Best practice)	Principal; Transportation Supervisor	YES NO	
<b>V.A.25. Preschool safety training</b>	An age-appropriate training program for area preschool and Headstart students who will be starting public school next year is conducted. (Best practice)	Transportation Supervisor	YES NO	
<b>V.A.26. Educating student drivers</b>	High school students who drive to school are informed about school ground safety procedures, especially the importance of not passing a stopped school bus. (Recommendation)	Principal; Transportation Supervisor	YES NO	

## V.B. Student Behavior Management

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>V.B.1. Code of conduct - on the bus (MANDATE)</b>	<i>See Compliance Checklist, question #92.</i>			
<b>V.B.2. Items allowed on the bus (C) (MANDATE)</b>	<i>See Compliance Checklist, question #93.</i>			

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>V.B.3. Classroom behavior on buses</b>	Principals require students to behave on the bus as they are expected to behave in the classroom. (Recommendation)	Principal; Transportation Supervisor	YES NO	
<b>V.B.4. Bus stop behavior (C)</b>	Students arrive at the bus stop at least five minutes before the scheduled pick-up and wait in an orderly fashion. They do not approach the bus until it has stopped and the driver signals. (Recommendation)	Transportation Supervisor; Principal	YES NO	
<b>V.B.5. Assigned buses</b>	Principals make sure that students ride their assigned buses. (Recommendation)	Principal; Transportation Supervisor	YES NO	
<b>V.B.6. Assigned seats (C)</b>	Students are required to sit in assigned seats. (Recommendation)	Transportation Supervisor	YES NO	
<b>V.B.7. Staying seated (C)</b>	Students board the bus quickly and take their seats at once. They do not change seats while the bus is moving and remain seated until the bus is completely stopped when it's time to get off. (Recommendation)	Transportation Supervisor	YES NO	
<b>V.B.8. Communication with the school</b>	Designated school personnel meet buses every morning. (Recommendation)	Principal; Transportation Supervisor	YES NO	
<b>V.B.9. Seat belt use - small buses (C)</b>	Students in small school buses wear their seat belts (Recommendation)	Transportation Supervisor	YES NO	
<b>V.B.10. Seat belt use - all buses</b>	The school district requires all students to wear seat belts in all buses. (Recommendation)	Transportation Supervisor	YES NO	
<b>V.B.11. Air bags (C)</b>	Students age 12 and under do not ride in the front seat of any school vehicles equipped with air bags. (Recommendation)	Transportation Supervisor	YES NO	
<b>V.B.12. Behavior contract</b>	Parents and students are required to sign a school bus student behavior contract at the beginning of the school year. (Best practice)	Principal; Transportation Supervisor	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>V.B.13. Unsafe behavior - consequences</b>	Principals take prompt action on all behavior problems on the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the bus driver is sufficient reason to deny transportation to a student. (Recommendation)	Principal; Transportation Supervisor	YES NO	
<b>V.B.14. Drivers informed of consequences (C)</b>	Disciplinary action taken by a principal against a misbehaving student is noted on the referral, and drivers are informed of the action taken. (Recommendation)	Principal; Transportation Supervisor	YES NO	
<b>V.B.15. Parent conference</b>	After repeated offenses, a student is suspended from riding the bus and a conference is held with the parents before the suspension is lifted. (Recommendation)	Principal; Transportation Supervisor	YES NO	
<b>V.B.16. Due process</b>	Prior to a suspension from bus riding privileges, a student is given an opportunity to present his or her side of the story. Students subject to long-term bus suspensions are provided an opportunity for an impartial hearing. (Recommendation)	Principal; Transportation Supervisor	YES NO	
<b>V.B.17. Behavior log (C)</b>	Drivers and attendants transporting challenging students maintain a daily log of behavior concerns. (Recommendation)	Transportation Supervisor	YES NO	
<b>V.B.18. Harassment</b>	The school district has written policies and procedures in place for dealing with all forms of harassment on the school bus. Drivers report harassment to their supervisors, in writing. (Recommendation)	Principal; Transportation Supervisor	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>V.B.19. Utilizing school expertise (C)</b>	District resources for helping drivers manage student behavior, such as school psychologists, social workers, counselors, teachers, and administrators, are utilized in driver training sessions and meetings. (Recommendation)	Principal; Transportation Supervisor	YES NO	
<b>V.B.20. Bus of the Month</b>	The school district maintains a “Bus of the Month” or similar program to reward and encourage safe bus behavior. (Best practice)	Transportation Supervisor; Principal	YES NO	

## V.C. Driver and Attendant Training

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>V.C.1. Pre-Service training - new drivers (C) (MANDATE)</b>				<i>See Compliance Checklist, question #94.</i>
<b>V.C.2. Pre-Service training - experienced drivers (C) (MANDATE)</b>				<i>See Compliance Checklist, question #95.</i>
<b>V.C.3. Refreshers - drivers (C) (MANDATE)</b>				<i>See Compliance Checklist, question #96.</i>
<b>V.C.4. 2002-2003 Statewide refreshers - drivers (C) (MANDATE)</b>				<i>See Compliance Checklist, question #97.</i>
<b>V.C.5. Basic Course - drivers (C) (MANDATE)</b>				<i>See Compliance Checklist, question #98.</i>
<b>V.C.6. Pre-Service training - bus attendants and monitors (C) (MANDATE)</b>				<i>See Compliance Checklist, question #99.</i>

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
V.C.7. Basic Course - bus attendants and monitors (C) (MANDATE)				See <i>Compliance Checklist</i> , question #100.
V.C.8. Refreshers - bus attendants and monitors (C) (MANDATE)				See <i>Compliance Checklist</i> , question #101.
V.C.9. Bus attendant and monitor training - experienced employees (C) (MANDATE)				See <i>Compliance Checklist</i> , question #102.
V.C.10. Bus attendant training - CPR (C) (MANDATE)				See <i>Compliance Checklist</i> , question #103.
V.C.11. 2003-2004 Statewide refresher - drivers, monitors, and attendants (C) (MANDATE)				See <i>Compliance Checklist</i> , question #104.
V.C.12. Toxic substance training (C) (MANDATE)				See <i>Compliance Checklist</i> , question #105.
V.C.13. Universal precautions training (C) (MANDATE)				See <i>Compliance Checklist</i> , question #106.
V.C.14. Child protective training (C) (MANDATE)				See <i>Compliance Checklist</i> , question #107.
V.C.15. 2004-2005 Statewide refreshers - drivers, monitors, and attendants (C) (MANDATE)				See <i>Compliance Checklist</i> , question #108.

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>V.C.16. 2005-2006 Statewide refreshers - drivers, monitors, and attendants (C) (MANDATE)</b>	<i>See Compliance Checklist, question #109.</i>			
<b>V.C.17. Driver, monitor, and attendant safety awareness (C)</b>	What percentage of drivers, monitors, and attendants are aware of critical information about school bus safety? (Operational performance - use Survey)	Use "Safety Awareness Survey," V.C.15. in the <i>Guidance Manual Appendix.</i>	_____ % safety awareness	
<b>V.C.18. Behind-the-wheel training for new drivers (C)</b>	Previously unlicensed trainees should be provided at least 40 hours of behind-the-wheel training, utilizing a standardized training checklist. (Recommendation)	Transportation Supervisor; Trainer	YES NO	
<b>V.C.19. Orientation for new employees (C)</b>	New transportation employees are given an orientation regarding their job duties and responsibilities, including demonstrations of key safety procedures. (Recommendation)	Transportation Supervisor	YES NO	
<b>V.C.20. School Bus Safety Is One Bus Stop At A Time (C)</b>	The current edition of SED's annual document "School Bus Safety Is One Bus Stop At A Time" is distributed to all drivers, monitors, and attendants during Pre-Service, Basic, and Advanced Course training. (Recommendation)	Transportation Supervisor; SBDI	YES NO	
<b>V.C.21. Additional training (C)</b>	School bus drivers receive at least eight hours of inservice training annually. (Recommendation)	Transportation Supervisor; SBDI	YES NO	
<b>V.C.22. Advanced Course (C)</b>	What percentage of drivers have taken the SED Advanced Course? (Operational performance - use Worksheet)	Use "Advanced Course Worksheet" V.C.20. in the <i>Guidance Manual Appendix.</i>	_____ % drivers who have taken Advanced Course	

<b>Safety Measure</b>	<b>Assessment Criteria</b>	<b>Source(s) of information</b>	<b>Response (circle one)</b>	<b>Where documentation found; notes</b>
<b>V.C.23. Training needs survey (C)</b>	Experienced drivers are surveyed to assess their training needs. (Recommendation)	Transportation Supervisor; SBDI	YES NO	
<b>V.C.24. Evening sessions (C)</b>	Evening training sessions before workdays do not end later than 9:30 p.m. (Recommendation)	Transportation Supervisor; SBDI	YES NO	
<b>V.C.25. Safety bulletins (C)</b>	Safety bulletins and memos are issued periodically to transportation staff. (Recommendation)	Transportation Supervisor; SBDI	YES NO	
<b>V.C.26. Newsletter (C)</b>	A department newsletter is regularly provided to transportation staff. (Recommendation)	Transportation Supervisor; SBDI	YES NO	
<b>V.C.27. Message board (C)</b>	Safety updates and reminders are regularly posted on a message board. (Recommendation)	Transportation Supervisor; SBDI	YES NO	
<b>V.C.28. Radio reminders (C)</b>	Safety reminders are announced over the bus radio. (Recommendation)	Dispatcher; Transportation Supervisor; SBDI	YES NO	
<b>V.C.29. Laws and regulations (C)</b>	Drivers, monitors, and attendants are provided with an updated edition of school bus laws and regulations each year. (Recommendation)	Transportation Supervisor; SBDI	YES NO	
<b>V.C.30. Attitude and communication skills training (C)</b>	Inservice training based on the attitude and communication skills curriculum provided by SED has been provided to drivers, monitors, and attendants. (Recommendation)	Transportation Supervisor; SBDI	YES NO	
<b>V.C.31. Intersection safety training (C)</b>	Inservice training based on the intersection safety and defensive driving curriculum provided by SED, including the “Vision Obscuration” video provided to SBDI’s in 1996, has been provided to drivers. (Recommendation)	Transportation Supervisor; SBDI	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>V.C.32. Challenging students training (C)</b>	Inservice training based on the curriculum provided by SED about how to safely handle emotionally disturbed students has been provided to drivers. (Recommendation)	Transportation Supervisor; SBDI	YES NO	
<b>V.C.33. Loading and unloading training (C)</b>	Inservice training based on the curricula and instructional materials provided by SED about how to safely load and unload students, including the “At the Bus Stop: the Moment of Truth” video provided to SBDI’s in 1995, has been provided to drivers. (Recommendation)	Transportation Supervisor; SBDI	YES NO	
<b>V.C.34. Mirror training (C)</b>	Inservice training and demonstrations, based on the mirror use curriculum provided by SED, has been conducted with drivers. (Recommendation)	Transportation Supervisor; SBDI	YES NO	
<b>V.C.35. Railroad crossing safety training (C)</b>	Inservice training based on the railroad crossing safety instructional materials provided by SED, including the Operation Lifesaver videos provided to SBDI’s in 1996 and 2002, has been conducted with drivers. (Recommendation)	Transportation Supervisor; SBDI	YES NO	
<b>V.C.36. Road rage prevention training (C)</b>	Inservice training based on the road rage prevention curriculum provided by SED has been conducted with drivers. (Recommendation)	Transportation Supervisor; SBDI	YES NO	
<b>V.C.37. Special needs training (C)</b>	Inservice training based on the curricula provided by SED about how to safely transport students with special needs has been conducted with drivers. (Recommendation)	Transportation Supervisor; SBDI	YES NO	

<b>Safety Measure</b>	<b>Assessment Criteria</b>	<b>Source(s) of information</b>	<b>Response (circle one)</b>	<b>Where documentation found; notes</b>
<b>V.C.38. Student management training (C)</b>	Inservice training based on the curricula provided by SED about how to manage students on a bus has been provided to drivers. (Recommendation)	Transportation Supervisor; SBDI	YES NO	
<b>V.C.39. School site safety training (C)</b>	The school site safety materials provided by SED have been utilized with drivers and school staff. (Recommendation)	Transportation Supervisor; SBDI; Principal	YES NO	
<b>V.C.40. Substitute driver training (C)</b>	Inservice training based on the substitute driving safety instructional materials provided by SED has been conducted with all drivers. (Recommendation)	Transportation Supervisor; SBDI	YES NO	
<b>V.C.41. Veteran driver training (C)</b>	Inservice training based on the instructional materials about veteran driver safety issues provided by SED has been conducted with all drivers. (Recommendation)	Transportation Supervisor; SBDI	YES NO	
<b>V.C.42. Violence prevention training (C)</b>	The curricula provided by SED on preventing violence on a bus have been utilized with drivers. (Recommendation)	Transportation Supervisor; SBDI	YES NO	
<b>V.C.43. Emergency preparedness training (C)</b>	Inservice training based on the emergency preparedness curricula provided by SED has been conducted with all drivers. (Recommendation)	Transportation Supervisor; SBDI	YES NO	
<b>V.C.44. Operation Lifesaver presentation (C)</b>	An Operation Lifesaver presentation on railroad crossing safety has been provided to drivers. (Recommendation)	Transportation Supervisor; SBDI	YES NO	
<b>V.C.45. Bullying and harassment prevention training (C)</b>	Inservice training about preventing bullying and harassment on a bus, based on the curriculum provided by SED, was conducted with drivers, monitors, and attendants. (Recommendation)	Transportation Supervisor; SBDI	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>V.C.46. New York State Police Safe Schools presentation (C)</b>	The New York State Police presentation about handling potential violence in a school setting has been conducted for transportation staff. (Recommendation)	Transportation Supervisor; SBDI	YES NO	
<b>V.C.47. Confidentiality training (C)</b>	Inservice training about confidentiality requirements, based on the curriculum provided by SED, has been provided to drivers, monitors, and attendants. (Recommendation)	Transportation Supervisor; SBDI	YES NO	
<b>V.C.48. Mass Casualty Incident training (C)</b>	Drivers and other transportation staff have participated in a school bus Mass Casualty Incident training exercise. (Recommendation)	Transportation Supervisor; SBDI	YES NO	
<b>V.C.49. Smoke Bus training (C)</b>	Drivers have participated in a “smoke-filled bus” evacuation training exercise. (Recommendation)	Transportation Supervisor; SBDI	YES NO	
<b>V.C.50. Insurance company assistance (C)</b>	The school district or bus company utilizes its insurance company’s loss control services for training. (Best practice)	Transportation Supervisor; SBDI	YES NO	
<b>V.C.51. New York State School Bus Video Library (C)</b>	The school district or bus company rents training videos from the New York State School Bus Video Library. (Best practice)	Transportation Supervisor; SBDI	YES NO	
<b>V.C.52. In-house training library (C)</b>	The school district or bus company has established its own training library. (Best practice)	Transportation Supervisor; SBDI	YES NO	

## V.D. Public and Parent Education

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>V.D.1. Rules to parents (C)</b>	Parents are provided with a copy of bus safety rules. (Recommendation)	Transportation Supervisor; Principal	YES NO	
<b>V.D.2. Parent involvement (C)</b>	Parents participate on a transportation committee to discuss school bus safety concerns. (Recommendation)	Transportation Supervisor; Principal	YES NO	

<b>Safety Measure</b>	<b>Assessment Criteria</b>	<b>Source(s) of information</b>	<b>Response (circle one)</b>	<b>Where documentation found; notes</b>
<b>V.D.3. Superintendent support</b>	The Superintendent promotes public understanding and support for transportation. (Recommendation)	Superintendent; Transportation Supervisor	YES NO	
<b>V.D.4. Principal support</b>	Principals help educate parents about the importance of children following safety rules. (Recommendation)	Principal	YES NO	
<b>V.D.5. School newsletter</b>	School newsletters help educate parents about school bus safety. The Transportation Supervisor provides articles for the school newsletter. (Recommendation)	Principal; Transportation Supervisor	YES NO	
<b>V.D.6. School Bus Safety Week</b>	The school district participates in annual School Bus Safety Week activities. (Recommendation)	Superintendent; Transportation Supervisor	YES NO	
<b>V.D.7. Business support</b>	Local businesses are encouraged to become involved in public education about school bus safety. (Recommendation)	Business Administrator; Transportation Supervisor	YES NO	
<b>V.D.8. Operation Safe Stop (C)</b>	The school district (and its contractors) participates in annual Operation Safe Stop activities. (Recommendation)	Transportation Supervisor	YES NO	
<b>V.D.9. Traffic Safety Board (C)</b>	The Transportation Supervisor belongs to the local Traffic Safety Board. (Recommendation)	Transportation Supervisor	YES NO	
<b>V.D.10. Media relations (C)</b>	The Transportation Supervisor has a working relationship with local reporters. (Recommendation)	Transportation Supervisor	YES NO	
<b>V.D.11. Positive publicity (C)</b>	Transportation achievements are publicized in local media. (Recommendation)	Transportation Supervisor	YES NO	
<b>V.D.12. Public Service Announcements (C)</b>	Public Service Announcements about school bus safety are provided to local news media throughout the year. (Recommendation)	Transportation Supervisor	YES NO	
<b>V.D.13. News scrapbook (C)</b>	A scrapbook of transportation-related news stories is maintained. (Recommendation)	Transportation Supervisor	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>V.D.14. Customer survey (C)</b>	The school district periodically surveys parents about transportation services. (Best practice)	Business Administrator; Transportation Supervisor	YES NO	

## V.E. Communication with School Personnel

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>V.E.1. Administrative Council</b>	The Transportation Supervisor participates in school administrator meetings. (Best practice)	Transportation Supervisor	YES NO	
<b>V.E.2. Educating school personnel</b>	The Transportation Supervisor educates administrators and teachers about school bus safety and the transportation system. (Recommendation)	Transportation Supervisor	YES NO	

## Section VI: Safe Driving Procedures

Goal: School bus drivers follow current safety practices.

### VI.A. Loading and Unloading Safety

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>VI.A.1. Red school bus flashers (C) (MANDATE)</b>				See <i>Compliance Checklist</i> , question #105.
<b>VI.A.2. Amber “pre-warning” school bus flashers (C) (MANDATE)</b>				See <i>Compliance Checklist</i> , question #106.
<b>VI.A.3. Danger zones (C) (MANDATE)</b>				See <i>Compliance Checklist</i> , question #107.
<b>VI.A.4. Daily instruction (C) (MANDATE)</b>				See <i>Compliance Checklist</i> , question #108.

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>VI.A.5. Safe Crossing (C) (MANDATE)</b>	See <i>Compliance Checklist</i> , question #109.			
<b>VI.A.6. Compliance with safety procedures (C)</b>	What percentage of drivers follow currently recommended school bus loading and unloading procedures? (Operational performance - use Observation Form)	Use "Loading and Unloading Safety Observation Form" VI.A.6. in the <i>Guidance Manual Appendix</i> .	____ % drivers who follow loading and unloading safety procedures	
<b>VI.A.7. Bus secured (C)</b>	Bus drivers secure their buses (by the parking brake or other means) whenever they are loading or unloading students. (Recommendation)	Transportation Supervisor; SBDI; Certified Examiner	YES NO	
<b>VI.A.8. Position of bus in roadway (C)</b>	Drivers position their buses approximately 18" from the side of the road when stopping to load or unload students. (Recommendation)	Transportation Supervisor; SBDI; Certified Examiner	YES NO	
<b>VI.A.9. Students seated (C)</b>	Drivers don't move the bus until all students are seated. Students don't leave their seats until the bus is stopped. (Recommendation)	Transportation Supervisor; SBDI; Certified Examiner	YES NO	
<b>VI.A.10. Universal crossing signal (C)</b>	Drivers use SED's universal "Safe to Cross" signal and students understand what it means. Students wait for the universal signal from their bus driver before starting to cross. (Recommendation)	Transportation Supervisor; SBDI; Certified Examiner	YES NO	
<b>VI.A.11. Universal danger signal (C)</b>	Drivers train students about SED's universal horn "Danger" signal and students understand what it means. (Recommendation)	Transportation Supervisor; SBDI; Certified Examiner	YES NO	
<b>VI.A.12. Check before they step (C)</b>	Before they step off the bus students check to the rear for vehicles passing on the right. (Recommendation)	Transportation Supervisor; SBDI; Certified Examiner	YES NO	
<b>VI.A.13. Stopping prior to students (C)</b>	Drivers stop slightly <u>before</u> the bus stop and direct students to proceed to the bus when it's safe. (Recommendation)	Transportation Supervisor; SBDI; Certified Examiner	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>VI.A.14. Bus monitors for crossers (C)</b>	Younger students who must cross the street are escorted by bus monitors. (Best practice)	Transportation Supervisor; Router	YES NO	
<b>VI.A.15. Crossing procedures with bus monitor (C)</b>	Students escorted by monitors are still required to make eye contact with bus drivers and wait for the driver signal before crossing. (Recommendation)	Transportation Supervisor; SBDI; Certified Examiner	YES NO N/A (No monitors)	
<b>VI.A.16. Avoiding distractions at the bus stop (C)</b>	Drivers do <u>not</u> look into the internal overhead mirror to check on student behavior while approaching, stopped at, or pulling away from a bus stop. (Recommendation)	Transportation Supervisor; SBDI; Certified Examiner	YES NO	
<b>VI.A.17. Crossers first (C)</b>	Drivers discharge crossers before non-crossers. (Recommendation)	Transportation Supervisor; SBDI; Certified Examiner	YES NO	
<b>VI.A.18. Leaving bus stops (C)</b>	Bus drivers pull ahead slowly as they leave bus stops. (Recommendation)	Transportation Supervisor; SBDI; Certified Examiner	YES NO	
<b>VI.A.19. Pick up before right turn, drop off after (C)</b>	If a bus stop must be at or near a corner, bus drivers pick students up <u>before</u> turning in the morning, and drop students off <u>after</u> turning in the afternoon. (Recommendation)	Transportation Supervisor; SBDI; Certified Examiner; Router	YES NO	
<b>VI.A.20. Pick up before backing, drop off after (C)</b>	Drivers who <u>must</u> back up at or near a bus stop pick students up <u>before</u> backing in the morning, and drop students off <u>after</u> backing in the afternoon. (Recommendation)	Transportation Supervisor; SBDI; Certified Examiner; Router	YES NO	
<b>VI.A.21. Counting students (C)</b>	Drivers count students as they disembark and re-count before moving the bus. (Recommendation)	Transportation Supervisor; SBDI; Certified Examiner	YES NO	
<b>VI.A.22. Student bus helper (C)</b>	Reliable students are assigned as bus helpers to double-check that all students are safely away from the bus before the bus moves. (Recommendation)	Transportation Supervisor; SBDI; Certified Examiner	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>VI.A.23. Waiting for the bus to cross (C)</b>	In the morning, students wait for the school bus to arrive before crossing the road at the bus stop. (Recommendation)	Transportation Supervisor; SBDI; Certified Examiner; Router	YES NO	
<b>VI.A.24. Middle loading (C)</b>	Seats at the rear and front of the bus are left empty when the bus is not fully loaded. (Recommendation)	Transportation Supervisor; SBDI; Certified Examiner; Router	YES NO	
<b>VI.A.25. Student responsibility - loading and unloading (C)</b>	Drivers report students who do not follow safe loading and unloading procedures. Violation of loading and unloading safety rules results in the loss of bus privileges. (Recommendation)	Transportation Supervisor; Principal	YES NO	
<b>VI.A.26. Passing motorists (C)</b>	Motorists who pass a stopped bus are reported to NYS DMV and/or to local police agencies. (Recommendation)	Transportation Supervisor	YES NO	

## VI.B. Railroad Crossing Procedures

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>VI.B.1. Stopping at tracks (C) (MANDATE)</b>	<i>See Compliance Checklist, question #110.</i>			
<b>VI.B.2. Alerting motorists (C)</b>	4-way “hazard” flashers are used to warn motorists that the bus is stopping for railroad tracks. (Recommendation)	Transportation Supervisor; SBDI; Certified Examiner	YES NO	
<b>VI.B.3. Visibility problems (C)</b>	If the view of the tracks is less than 1000 feet or is obstructed, drivers don’t proceed until they have made certain that no train is approaching. Drivers do <u>not</u> consider a signal indicating safety as conclusive. (Recommendation)	Transportation Supervisor; SBDI; Certified Examiner	YES NO	
<b>VI.B.4. Door open (C)</b>	Drivers <u>always</u> open the passenger door of the bus to check for trains when stopped at railroad tracks. (Recommendation)	Transportation Supervisor; SBDI; Certified Examiner	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>VI.B.5. Silencing the bus (C)</b>	Bus drivers shut off all noise-producing equipment and silence their students at railroad tracks. (Recommendation)	Transportation Supervisor; SBDI; Certified Examiner	YES NO	

## VI.C. Defensive Driving

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>VI.C.1. Cell phones (C) (MANDATE)</b>	<i>See Compliance Checklist, question #111.</i>			
<b>VI.C.2. Driver seat belts (C) (MANDATE)</b>	<i>See Compliance Checklist, question #112.</i>			
<b>VI.C.3. Corrective lenses (C) (MANDATE)</b>	<i>See Compliance Checklist, question #113.</i>			
<b>VI.C.4. Hearing aid battery (C) (MANDATE)</b>	<i>See Compliance Checklist, question #114.</i>			
<b>VI.C.5. Driver, monitor, and attendant conduct on the bus (C) (MANDATE)</b>	<i>See Compliance Checklist, question #115.</i>			
<b>VI.C.6. Backing minimized (C)</b>	Backing is minimized. Drivers do not back up where students may be present around the bus. (Recommendation)	Transportation Supervisor; SBDI; Certified Examiner	YES NO	
<b>VI.C.7. Backing - horn (C)</b>	When backing is unavoidable, drivers sound the horn and pause before backing. (Recommendation)	Transportation Supervisor; SBDI; Certified Examiner	YES NO	
<b>VI.C.8. Backing - spotters (C)</b>	When backing is unavoidable, drivers use a reliable spotter. (Recommendation)	Transportation Supervisor; SBDI; Certified Examiner	YES NO	
<b>VI.C.9. View obstructions on the bus (C)</b>	Drivers “rock before they roll” into intersections and move actively in the seat to “look around” bus mirrors, posts, and pillars. (Recommendation)	Transportation Supervisor; SBDI; Certified Examiner	YES NO	

<b>Safety Measure</b>	<b>Assessment Criteria</b>	<b>Source(s) of information</b>	<b>Response (circle one)</b>	<b>Where documentation found; notes</b>
<b>VI.C.10. Earphones prohibited (C)</b>	Drivers are not permitted to listen to radios with earphones while driving a bus. (Recommendation)	Transportation Supervisor	YES NO	
<b>VI.C.11. Advisory speed postings (C)</b>	Bus drivers comply with advisory speed postings as well as statutory speed limits. (Recommendation)	Transportation Supervisor; SBDI; Certified Examiner	YES NO	
<b>VI.C.12. Intersections (C)</b>	Bus drivers slow their buses and cover the brake approaching intersections. (Recommendation)	Transportation Supervisor; SBDI; Certified Examiner	YES NO	
<b>VI.C.13. Courtesy (C)</b>	When it's safe to do so, bus drivers let backed-up traffic pass their buses. (Recommendation)	Transportation Supervisor; SBDI; Certified Examiner	YES NO	

# Section VII: Special Needs Transportation

Goal: Children with special needs are transported safely.

## VII.A. Wheelchair Safety

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>VII.A.1. Forward facing wheelchairs (C) (MANDATE)</b>				
				See <i>Compliance Checklist</i> , question #116.
<b>VII.A.2. Securement system (C) (MANDATE)</b>				
				See <i>Compliance Checklist</i> , question #117.
<b>VII.A.3. Wheelchair passenger occupant restraint (C) (MANDATE)</b>				
				See <i>Compliance Checklist</i> , question #118.
<b>VII.A.4. Securement system instructions (C) (MANDATE)</b>				
				See <i>Compliance Checklist</i> , question #119.
<b>VII.A.5. Securement anchorage location (C) (MANDATE)</b>				
				See <i>Compliance Checklist</i> , question #120.
<b>VII.A.6. Tie down strap angle (C)</b>	The angle of rear wheelchair tie down straps is 30-45 degrees; the angle of front straps is 40-60 degrees. (Recommendation)	Transportation Supervisor; Head Mechanic	YES NO N/A (No WC buses)	
<b>VII.A.7. Proper wheelchair securement (C)</b>	What percentage of students using wheelchairs are properly secured? (Operational performance - use Observation Form)	Use "Wheelchair Securement Observation Form" VII.A.7. in the <i>Guidance Manual Appendix</i> .	_____% properly secured N/A (No WC buses)	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>VII.A.8. Manufacturer's training materials (C)</b>	Training materials provided by lift and securement system manufacturers are utilized with drivers and attendants. (Recommendation)	Transportation Supervisor; Head Mechanic	YES NO N/A (No WC buses)	
<b>VII.A.9. Wheelchair station location (C)</b>	Wheelchair stations are positioned between the front and rear axles to minimize bumps. (Best practice)	Transportation Supervisor; Head Mechanic	NEW BUSES ONLY MORE THAN ½ FLEET ENTIRE FLEET NONE N/A (No WC buses)	
<b>VII.A.10. Riding lift with student (C)</b>	Attendants do <u>not</u> ride the lift with a child in a wheelchair. (Best practice)	Transportation Supervisor	YES NO N/A (No WC buses)	
<b>VII.A.11. Determining securement points on wheelchairs (C)</b>	Wheelchair securement points are located at or near a welded joint on the main frame. They are <u>not</u> located on removable parts of the wheelchair or on the folding crossbar. (Recommendation)	Transportation Supervisor; SBDI	YES NO N/A (No WC buses)	
<b>VII.A.12. Marking securement points on wheelchairs (C)</b>	Securement points are marked so substitute drivers and attendants can readily locate them. (Best practice)	Transportation Supervisor; SBDI	YES NO N/A (No WC buses)	
<b>VII.A.13. Securement check (C)</b>	Before the bus moves, driver or attendant conduct a "shake test" to test securement. (Recommendation)	Transportation Supervisor; SBDI	YES NO N/A (No WC buses)	
<b>VII.A.14. Transferring student in wheelchair to bus seat (C)</b>	Students using wheelchairs who can safely do so, are transferred to the bus seat for the bus ride. (Recommendation)	Transportation Supervisor; SBDI	YES NO N/A (No WC buses or no students who can be safely transferred)	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>VII.A.15. Bus secured (C)</b>	Drivers set the parking brake on their buses when loading or unloading students in wheelchairs. (Recommendation)	Transportation Supervisor; SBDI; Certified Examiner	YES NO N/A (No WC buses)	
<b>VII.A.16. Removing lap trays (C)</b>	Lap trays on wheelchairs are removed and safely secured during the bus ride whenever possible. (Recommendation)	Transportation Supervisor; SBDI	YES NO N/A (No WC buses or no lap trays)	

## VII.B. Staffing for Special Needs Routes

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>VII.B.1. Epinephrine Auto-Injector training (C) (MANDATE)</b>	<i>See Compliance Checklist, question #121.</i>			
<b>VII.B.2. CPR training (C) (MANDATE)</b>	<i>See Compliance Checklist, question #122.</i>			
<b>VII.B.3. Attendants on special needs routes (C)</b>	Attendants are provided to help drivers transporting students in wheelchairs or with challenging special needs. (Recommendation)	Transportation Supervisor; Router	YES NO	
<b>VII.B.4. Staffing consistency for special needs routes (C)</b>	Whenever possible, drivers and attendants who are familiar with individual students are placed on routes transporting students with special needs. (Recommendation)	Transportation Supervisor; Router	YES NO	
<b>VII.B.5. Staffing qualifications (C)</b>	Drivers and attendants who are knowledgeable about students with special needs are assigned to special needs routes. (Recommendation)	Transportation Supervisor; Router	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>VII.B.6. Dry runs for special needs routes (C)</b>	Drivers and attendants assigned to special needs routes are familiar with the students before transporting students. The supervisor accompanies drivers newly assigned to special needs routes on a dry run. (Recommendation)	Transportation Supervisor; Router	YES NO	
<b>VII.B.7. School closings</b>	The school day is <u>not</u> canceled or shortened (i.e., for weather conditions, etc.) for students with special needs unless it is also canceled or shortened for typical children. (Recommendation)	Transportation Supervisor	YES NO	
<b>VII.B.8. Length of ride for students with special needs (C)</b>	Routes transporting students with special needs are of reasonable length and are <u>not</u> routinely longer than those for typical children. (Recommendation)	Transportation Supervisor; Router	YES NO	
<b>VII.B.9. Individual Transportation Plan (C)</b>	An Individual Transportation Plan, outlining specific interventions that could be needed, is created for students who are medically fragile, technology dependent, or highly disruptive on the bus. (Recommendation)	Transportation Supervisor; CSE Chair	YES NO	
<b>VII.B.10. First aid training (C)</b>	Transportation staff responsible for students with special needs receive basic first aid training. (Recommendation)	Transportation Supervisor	YES NO	
<b>VII.B.11. Utilizing school expertise (C)</b>	School district personnel with expertise about students with special needs provide guidance to drivers and attendants. (Best practice)	Transportation Supervisor	YES NO	
<b>VII.B.12. Special needs bus roadeos (C)</b>	Drivers and attendants participate in special needs bus roadeos. (Recommendation)	Transportation Supervisor; SBDI	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>VII.B.13. Wheelchair securement training equipment (C)</b>	A wheelchair securement training board and a wheelchair are on hand to aid in driver and attendant training. (Best practice)	SBDI	YES NO N/A (No WCs)	

## VII.C. Emergency Preparedness on Special Needs Routes

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>VII.C.1. Drills for students with special needs (C) (MANDATE)</b>	<i>See Compliance Checklist, question #123.</i>			
<b>VII.C.2. Written evacuation plan (C)</b>	A written evacuation plan is in place for all buses transporting students with special needs, including medically fragile, technology-dependent, and highly disruptive students. (Recommendation)	Transportation Supervisor; SBDI	YES NO	
<b>VII.C.3. Emergency personnel readiness regarding students with special needs (C)</b>	Local emergency responders are educated about the types of children with special needs they could encounter at an accident scene. (Recommendation)	Transportation Supervisor	YES NO	

## VII.D. Child Safety Restraint Systems

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>VII.D.1. Approved child safety restraints (C) (MANDATE)</b>	<i>See Compliance Checklist, question #124.</i>			
<b>VII.D.2. Use of child safety restraint systems (C) (MANDATE)</b>	<i>See Compliance Checklist, question #125.</i>			
<b>VII.D.3. Safety vests (C) (MANDATE)</b>	<i>See Compliance Checklist, question #126.</i>			

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>VII.D.4. Placement of child safety restraints (C)</b>	Car seats and other child safety restraints are <u>not</u> placed in bus seats adjacent to emergency exits. If a child in a safety restraint shares the bus seat with another child, the child in the safety restraint is placed at the window position, not the aisle seat. (Recommendation)	Transportation Supervisor	YES NO N/A (No child safety restraints)	
<b>VII.D.5. Child Passenger Safety Technician (C)</b>	A NHTSA-certified Child Passenger Safety Technician provides training assistance to drivers and attendants transporting children using child safety restraints. (Recommendation)	Transportation Supervisor	YES NO N/A (No child safety restraints)	
<b>VII.D.6. Discarding child safety restraints (C)</b>	Child safety restraints involved in an accident, or whose expiration dates have expired, or are more than six years old, are discarded or destroyed. (Recommendation)	Transportation Supervisor; Head Mechanic	YES NO N/A (No child restraints)	
<b>VII.D.7. Child safety restraint registration and recalls (C)</b>	Child safety restraints are registered with manufacturers upon purchase and child safety restraint safety recalls are promptly complied with. (Recommendation)	Transportation Supervisor; Head Mechanic	YES NO N/A (No child restraints)	
<b>VII.D.8. Cleaning child safety restraints (C)</b>	A procedure is in place for cleaning car seats and other child safety restraints. (Recommendation)	Transportation Supervisor; Head Mechanic	YES NO N/A (No child restraints)	

## VII.E. Medical Concerns on Routes

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>VII.E.1. Transporting student medication (C)</b>	Student medication is transported in a secure container and chain of custody is documented. A policy regarding the transportation of student medicine is in place. (Recommendation)	Transportation Supervisor	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>VII.E.2. Securement of medical equipment on the bus (C)</b>	Portable medical equipment is properly secured on the bus to withstand a pulling force of five times the weight of the item, or contained in an enclosed, latched compartment. (Recommendation)	Transportation Supervisor; Head Mechanic	YES NO N/A (No portable medical equipment)	
<b>VII.E.3. Placement of oxygen on the bus (C)</b>	Oxygen cylinders are positioned to protect them from direct sunlight, heater vents, and other heat sources. (Recommendation)	Transportation Supervisor; Head Mechanic	YES NO N/A (No oxygen)	
<b>VII.E.4. Do Not Resuscitate order (C)</b>	If a student with a Do Not Resuscitate order is being transported, a policy is in place clearly explaining driver and attendant responsibilities if a medical emergency occurs on the bus ride. (Recommendation)	Transportation Supervisor; CSE Chair	YES NO N/A (No DNR order)	

## VII.F. Staff Access to Information About Students with Special Needs

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>VII.F.1. Information about students (C) (MANDATE)</b>	<i>See Compliance Checklist, question #127.</i>			
<b>VII.F.2. Confidentiality (C) (MANDATE)</b>	<i>See Compliance Checklist, question #128.</i>			
<b>VII.F.3. Emergency medical facilities (C)</b>	Route sheets for buses transporting students who are medically fragile indicate the location of nearby medical facilities. (Recommendation)	Transportation Supervisor; Router	YES NO N/A (No medically fragile children)	
<b>VII.F.4. Relationship with Committee on Special Education (C)</b>	The Transportation Supervisor or representative participates in CSE meetings when non-routine transportation issues are addressed. (Recommendation)	Transportation Supervisor	YES NO	

# Section VIII: Accidents and Emergencies

Goal: Students are exposed to minimal risk from school bus accidents and emergencies.

## VIII.A. Accident Rate

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>VIII.A.1. Overall accident rate (C)</b>	What is the number of accidents per 10,000 miles for all bus drivers employed by the school district or its contractors for the past school year (in their buses or their personal vehicles, in any jurisdiction)? (Operational performance - use Worksheet)	Use "Accident Rate Worksheet" VIII.A.1. in the <i>Guidance Manual Appendix</i> .	_____ accidents per 10,000 miles	

## VIII.B. Accident Management

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>VIII.B.1. SED reporting (C) (MANDATE)</b>	<i>See Compliance Checklist, question #129.</i>			
<b>VIII.B.2. DOT reporting (C) (MANDATE)</b>	<i>See Compliance Checklist, question #130.</i>			
<b>VIII.B.3. Principal responsibilities</b>	The building principal is prepared to go to a bus accident with a student list to assist in the identification and management of students. (Recommendation)	Principal; Transportation Supervisor	YES NO	
<b>VIII.B.4. School nurse responsibilities</b>	A school nurse is prepared to go to bus accidents to assist in checking students. Even apparently uninjured students are checked by a trained medical professional. (Recommendation)	Transportation Supervisor	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>VIII.B.5. Parent notification (C)</b>	Parents of students involved in a school bus accident are notified as soon as possible. A procedure clearly defines how parents will be notified, including accidents occurring on afternoon runs when school staff has left. (Recommendation)	Transportation Supervisor	YES NO	
<b>VIII.B.6. Contractor accident reporting (C)</b>	Contractors immediately report all bus accidents to the school district. (Best practice)	Transportation Supervisor; Business Administrator	YES NO N/A (No contractors)	
<b>VIII.B.7. Accident documentation</b>	<u>All</u> bus accidents are investigated and documented by the school district: “minor” or major, district or contractor. (Recommendation)	Transportation Supervisor	YES NO	
<b>VIII.B.8. Accident investigation equipment (C)</b>	An adequate accident investigation kit, including camera, is on hand. (Recommendation)	Transportation Supervisor	YES NO	
<b>VIII.B.9. Accident photos (C)</b>	Photos are taken of <u>all</u> school bus accidents for insurance and investigative purposes. (Recommendation)	Transportation Supervisor	YES NO	
<b>VIII.B.10. Accident investigation training (C)</b>	Transportation staff designated for accident response have received professional accident investigation training. (Recommendation)	Transportation Supervisor	YES NO	
<b>VIII.B.11. Accident assessment (C)</b>	All accidents, “minor” or major, are assessed for preventability by a consistent set of objective, written criteria. (Recommendation)	Transportation Supervisor	YES NO	
<b>VIII.B.12. Accident Review Board (C)</b>	An Accident Review Board evaluates all district and contractor accidents. (Recommendation)	Transportation Supervisor	YES NO	
<b>VIII.B.13. Near-miss reporting (C)</b>	Drivers are encouraged to report “near-miss” incidents. (Recommendation)	Transportation Supervisor	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>VIII.B.14. Driver retraining (C)</b>	Post-crash driver retraining is required and documented. (Recommendation)	Transportation Supervisor	YES NO	
<b>VIII.B.15. Accident tracking (C)</b>	The school district tracks and analyzes bus accidents over time to reveal safety deficiencies and training needs. (Best practice)	Transportation Supervisor	YES NO	
<b>VIII.B.16. Accident packets (C)</b>	Each bus has an accident packet including accident procedures, emergency phone numbers, a seating chart, etc. (Recommendation)	Transportation Supervisor; Head Mechanic	YES NO	
<b>VIII.B.17. Disposable cameras on field trips (C)</b>	Bus drivers sent on field trips to distant locations are provided with disposable accident cameras. (Best practice)	Transportation Supervisor	YES NO	
<b>VIII.B.18. Recording radio transmissions (C)</b>	Bus radio transmissions are routinely recorded and if an accident or other emergency occurs the tape is saved. (Best practice)	Transportation Supervisor; Dispatcher	YES NO	

### VIII.C. Emergency Preparedness

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>VIII.C.1. Early take home drill (MANDATE)</b>	<i>See Compliance Checklist, question #131.</i>			
<b>VIII.C.2. School emergency plan - transportation involvement</b>	The Transportation Supervisor is involved in the development of the school district's emergency management plan. The role of transportation staff and school buses is clearly defined for all types of school emergencies. (Recommendation)	Superintendent; Transportation Supervisor	YES NO	
<b>VIII.C.3. School - EMS joint planning</b>	The responsibilities of the school district and local EMS personnel have been clarified in advance. School emergency plans are coordinated with county disaster plans. (Recommendation)	Superintendent; Transportation Supervisor	YES NO	

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>VIII.C.4. Nuclear evacuation plans</b>	For school districts in regions with a nuclear plant, the role of school buses in the county evacuation plan is clearly defined, and has been practiced. (Best practice)	Superintendent; Transportation Supervisor	YES NO N/A (No nuclear plant)	
<b>VIII.C.5. Driver training - emergency plans (C)</b>	Drivers are well informed about school emergency plans. (Recommendation)	Transportation Supervisor	YES NO	
<b>VIII.C.6. Mass Casualty drill (C)</b>	A school bus Mass Casualty Incident drill has been held. (Best practice)	Transportation Supervisor	YES NO	
<b>VIII.C.7. Tabletop drill (C)</b>	A school bus “tabletop” emergency drill has been held. (Best practice)	Transportation Supervisor	YES NO	
<b>VIII.C.8. Utility company training (C)</b>	The local electric utility has trained bus drivers about what to do if a wire comes in contact with their bus. (Best practice)	Transportation Supervisor	YES NO	
<b>VIII.C.9. Emergency and Rescue Procedures: A Guideline Manual for School Bus Involvement (C)</b>	The document “Emergency and Rescue Procedures: A Guideline Manual for School Bus Involvement,” developed by the National Association of State Directors of Pupil Transportation Services, has been disseminated to local police, fire, ambulance, and EMTs. (Recommendation)	Transportation Supervisor	YES NO	
<b>VIII.C.10. Emergency power (C)</b>	The transportation department and bus garage have their own means of providing electricity to operate the radio, fuel, phone, and computer systems during a power outage. (Best practice)	Transportation Supervisor; Head Mechanic	YES NO	

## VIII.D. Violence and Terrorism

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>VIII.D.1. Uniform Violent Incident Reporting (MANDATE)</b>	<i>See Compliance Checklist, question #132.</i>			

Safety Measure	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>VIII.D.2. Violence code (C)</b>	The school district or bus company has established a standard radio code indicating a potentially violent situation on the bus. (Recommendation)	Transportation Supervisor	YES NO	
<b>VIII.D.3. Location of buses (C)</b>	The Transportation Office is able to pinpoint the location of its buses at all times. (Best practice)	Transportation Supervisor; Dispatcher	YES NO	
<b>VIII.D.4. Safe Schools training (C)</b>	The Safe Schools training program provided by the New York State Police was conducted for drivers, monitors, and attendants. (Recommendation)	Transportation Supervisor	YES NO	
<b>VIII.D.5. Training video (C)</b>	The “Gun on the Bus” video distributed by SED to SBDI’s in 1997 has been shown to drivers. (Recommendation)	Transportation Supervisor	YES NO	
<b>VIII.D.6. School Bus Watch (C)</b>	The “School Bus Watch” training program developed by NAPT, NASDPTS, and NSTA in 2005, has been shown to all bus drivers. (Recommendation)	Transportation Supervisor	YES NO	

New York State  
Education Department

Pupil Transportation  
**Safety Mandates**



2006 Edition / Round Two

# **Compliance Checklist**

New York State Education Department  
**Pupil Transportation**  
**District Safety Review Program**

**2006 Edition / Round Two**

**Direct all questions to:**

Pupil Transportation Safety Institute (PTSI)

Toll free: 1 (800) 836-2210

Email: [SEDSafetyreview@ptsi.org](mailto:SEDSafetyreview@ptsi.org)

**Commissioned by:**

The State Education Department  
The University of the State of New York / Albany, NY 12234

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## Instructions: *Compliance Checklist*

The purpose of the *Compliance Checklist* is to help you evaluate your school district's or bus company's present state of compliance with current state and national pupil transportation mandates. A careful review of your transportation arrangements may help you provide an even higher level of safety for the children you transport, and may also provide a greater level of liability protection for your school district.

The *Compliance Checklist* is organized into five columns:

Mandate	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
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- **Column 1** ("Mandate") identifies the pupil transportation mandate. Note: a "C" in the Mandate column indicates the topic applies to both school districts and private contract bus companies.
- **Column 2** ("Assessment Criteria") identifies specific compliance criteria for that mandate.
- **Column 3** ("Sources of information") identifies likely sources of information about whether or not your school district is currently in compliance with the mandate. Column 3 also identifies the cross-reference citation to the accompanying *Guidance Manual*, which includes background information, such as legal citations, for the mandate.
- **Column 4** ("Response") is where you indicate whether or not your school district is in compliance with the mandate (or, in some cases, whether the mandate is "NA" - not applicable - in your district.) Complete the checklist by circling the appropriate response for each criterion listed.
- **Column 5** ("Where documentation found") allows you to describe where you found the needed information, and any other notes that might be useful to you in assessing your transportation systems.

## Contractor involvement

It is essential that school districts work closely with their contractors when completing the *Compliance Checklist*. Each school district should submit only one set of responses online, reflecting the input of all their contractors where applicable. Individual contractors may also wish to complete the checklist on their own for their own operations. Most (but not all) criteria in the list apply both to school districts and contractor operations. A "C" in the "Mandate" column indicates criteria applying to both.

**Important:** *when you have completed the checklist, submit your responses online at:*

**<http://www.hostedsurvey.com/takesurvey.asp?c=DSR>**

District responses will be treated as confidential information. **To protect district confidentiality, all data will be disaggregated from identifying information.**

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# District Demographic Information

A. School district SED code (first six digits of the BEDS code): \_\_\_\_\_ (Note: to protect district confidentiality, this information will be disaggregated from remaining responses)

B. BOCES district: \_\_\_\_\_

C. Total student population:

- 1-1000
- 1001-3000
- 3001-10,000
- 10,001+

D. Type of community:

- Urban
- Suburban
- Rural

E. Type of transportation:

- District (at least 80% district-operated buses)
- Contract (at least 80% contract-operated buses)
- Mixed (district and contract buses)

F. Total buses (district and contract):

- 0-25
- 26-75
- 76-150
- 150+

## Section I: Mandates Regarding Transportation Policy and Management

Mandate	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>1. School district responsibility for transportation</b>	Responsibility for the transportation program rests with the school district and the Superintendent of Schools. The Superintendent approves in writing all bus drivers, monitors, and attendants, district and contractor.	Superintendent; see <i>Guidance Manual</i> , I.B.1.	YES NO N/A	
<b>2. Transportation facility safety (C)</b>	The transportation facility is free from serious hazards. Hazardous conditions such as spilled oil or grease, tools lying around, or unguarded power tools, are eliminated.	Transportation Supervisor; see <i>Guidance Manual</i> , I.H.1.	YES NO N/A	
<b>3. Hazardous substances (C)</b>	Information concerning hazardous chemicals is transmitted to employees through a “right-to-know” program. Material safety data sheets are readily accessible. Toxic substances are labeled and securely stored.	Transportation Supervisor; see <i>Guidance Manual</i> , I.H.2.	YES NO N/A	
<b>4. Health and safety training (C)</b>	Training in occupational health and safety is provided annually. Training records are maintained. New drivers receive pre-service training about universal precautions, with annual refreshers thereafter for all staff.	Transportation Supervisor; see <i>Guidance Manual</i> , I.H.3.	YES NO N/A	
<b>5. Facility safety signage (C)</b>	Signs warning of hazards in the garage work area, and informing transportation employees of their right to information regarding toxic substances, are posted conspicuously.	Transportation Supervisor; Head Mechanic; see <i>Guidance Manual</i> , I.H.4.	YES NO N/A	

<b>Mandate</b>	<b>Assessment Criteria</b>	<b>Source(s) of information</b>	<b>Response (circle one)</b>	<b>Where documentation found; notes</b>
<b>6. Hepatitis B vaccinations (C)</b>	The hepatitis B vaccination series is offered to drivers and other staff who have occupational exposure to infectious disease.	Transportation Supervisor; see <i>Guidance Manual</i> , I.H.5.	YES NO N/A	
<b>7. Protective gear (C)</b>	Mechanics wear personal protective equipment where necessary and receive training about proper use of protective equipment.	Transportation Supervisor; Head Mechanic; see <i>Guidance Manual</i> , I.H.6.	YES NO N/A	
<b>8. Trip/slip hazards (C)</b>	Trip/slip hazards are eliminated in the garage area. The floor of the work area is kept clean and dry. The surface around power tools is covered with non-skid paint or material. Tripping or slipping hazards are eliminated in the bus yard.	Transportation Supervisor; Head Mechanic; see <i>Guidance Manual</i> , I.H.7.	YES NO N/A	
<b>9. Protective guards (C)</b>	Protective guards are in place on power tools. Mechanics do not disable protective guards.	Transportation Supervisor; Head Mechanic; see <i>Guidance Manual</i> , I.H.8.	YES NO N/A	
<b>10. Jacks (C)</b>	Jacks are periodically inspected, and tested at least once every six months. Testing is documented. Weight capacities are clearly marked on each jack and are not exceeded.	Transportation Supervisor; Head Mechanic; see <i>Guidance Manual</i> , I.H.9.	YES NO N/A	
<b>11. Eye wash station (C)</b>	A functioning eye wash station is readily accessible.	Transportation Supervisor; Head Mechanic; see <i>Guidance Manual</i> , I.H.10.	YES NO N/A	
<b>12. First aid station (C)</b>	An adequately-stocked first aid station is readily accessible, and its contents are checked regularly.	Transportation Supervisor; Head Mechanic; see <i>Guidance Manual</i> , I.H.11.	YES NO N/A	

<b>Mandate</b>	<b>Assessment Criteria</b>	<b>Source(s) of information</b>	<b>Response (circle one)</b>	<b>Where documentation found; notes</b>
<b>13. Fire extinguishers (C)</b>	Fire extinguishers are readily accessible to garage staff, and are checked annually.	Transportation Supervisor; Head Mechanic; see <i>Guidance Manual</i> , I.H.12.	YES NO N/A	
<b>14. Fire inspections (C)</b>	Transportation facilities are inspected at least once a year by a qualified fire inspector. Records of fire inspections are maintained.	Transportation Supervisor; Head Mechanic; see <i>Guidance Manual</i> , I.H.13.	YES NO N/A	
<b>15. Smoking in fueling area (C)</b>	Smoking is strictly prohibited at or near the bus fueling area.	Transportation Supervisor; Head Mechanic; see <i>Guidance Manual</i> , I.H.14.	YES NO N/A	
<b>16. Competitive bidding</b>	Contracts for public works in excess of \$20,000 and purchase contracts in excess of \$10,000 must be awarded, after advertising for sealed bids, to the lowest responsible bidder.	Business Administrator; Transportation Supervisor; see <i>Guidance Manual</i> , I.I.16.	YES NO N/A	
<b>17. Transportation contracts</b>	Contracts for transportation that involve an annual expenditure of more than \$10,000 are awarded through the competitive bidding process or through an evaluation of proposals.	Business Administrator; Transportation Supervisor; see <i>Guidance Manual</i> , I.I.5.	YES NO N/A	
<b>18. Approval by Commissioner</b>	Transportation contracts must be filed with the State Education Department within 120 days of the commencement of service, and must be approved the Commissioner of Education.	Business Administrator; Transportation Supervisor; see <i>Guidance Manual</i> , I.I.6.	YES NO N/A	

## Section II: Mandates Regarding Driver, Monitor, and Attendant Qualifications

Mandate	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>19. DMV school bus driver roster (C)</b>	All school bus drivers (district and contract, regular and substitute) are on DMV's active school bus qualified roster.	Transportation Supervisor; see <i>Guidance Manual</i> , II.A.1.	YES NO N/A	
<b>20. Affidavit of Compliance (C)</b>	The annual 19A Affidavit of Compliance (school district and contractors) was filed with DMV by July 1 last year.	Transportation Supervisor; see <i>Guidance Manual</i> , II.A.2.	YES NO N/A	
<b>21. Current DMV forms (C)</b>	Current versions of 19A forms (updated by DMV in 1998 or later) are utilized.	Transportation Supervisor Certified Examiner; see <i>Guidance Manual</i> , II.A.3.	YES NO N/A	
<b>22. Certified Examiner seminars (C)</b>	All Certified 19A Examiners have attended DMV-approved seminars within the past three years.	Transportation Supervisor; see <i>Guidance Manual</i> , II.A.4.	YES NO N/A	
<b>23. Certified Examiner license (C)</b>	All Certified Examiners are properly licensed for the class of drivers they are testing.	Transportation Supervisor; see <i>Guidance Manual</i> , II.A.5.	YES NO N/A	
<b>24. Suspensions and convictions (C)</b>	Drivers who failed to notify the Transportation Supervisor or Terminal Manager of license suspensions, convictions of moving traffic infractions, or accidents are suspended for five working days.	Transportation Supervisor; see <i>Guidance Manual</i> , II.A.6.	YES NO N/A	
<b>25. Defensive driving reviews - with passengers (C)</b>	Defensive driving performance reviews are conducted while drivers are operating the bus with passengers.	Transportation Supervisor; Certified Examiner; see <i>Guidance Manual</i> , II.A.7.	YES NO N/A	

Mandate	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>26. Evaluation of loading procedures (C)</b>	Behind-the-wheel road tests and defensive driving performance reviews include an evaluation of student loading and unloading procedures.	Transportation Supervisor; Certified Examiner; see <i>Guidance Manual</i> , II.A.8.	YES NO N/A	
<b>27. Evaluations discussed with drivers (C)</b>	Defensive driving performance reviews are discussed with drivers.	Transportation Supervisor; Certified Examiner; see <i>Guidance Manual</i> , II.A.9.	YES NO N/A	
<b>28. Corrective measures (C)</b>	Corrective measures are recommended for any deficiencies noted on a defensive driving performance review.	Transportation Supervisor, Certified Examiner; see <i>Guidance Manual</i> , II.A.10.	YES NO N/A	
<b>29. Tests on different days (C)</b>	Behind-the-wheel road tests and defensive driving performance reviews are <u>not</u> conducted on the same day.	Transportation Supervisor, Certified Examiner; see <i>Guidance Manual</i> , II.A.11.	YES NO N/A	
<b>30. Physical exam follow-up (C)</b>	Any required follow-up to a bus driver physical exam is conducted in a timely fashion.	Transportation Supervisor, Certified Examiner; see <i>Guidance Manual</i> , II.A.12.	YES NO N/A	
<b>31. Fingerprinting (C)</b>	The fingerprints of all newly hired drivers are submitted to DMV within 10 days of hiring.	Transportation Supervisor, Certified Examiner; see <i>Guidance Manual</i> , II.A.13.	YES NO N/A	

Mandate	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>32. Driving history (C)</b>	The employment and driving history for all driving jobs over the previous ten years are checked for all prospective drivers, utilizing DMV form DS 3.6.	Transportation Supervisor, Certified Examiner; see <i>Guidance Manual</i> , II.A.14.	YES NO N/A	
<b>33. Abstract dates (C)</b>	Driver abstracts are dated within 30 days of 19A Annual Reviews.	Transportation Supervisor, Certified Examiner; see <i>Guidance Manual</i> , II.A.15.	YES NO N/A	
<b>34. Physician awareness of 19A (C)</b>	Physicians or nurse practitioners conducting driver physical exams are provided with current 19A regulations, forms, and instructions.	Transportation Supervisor, Certified Examiner; see <i>Guidance Manual</i> , II.A.16.	YES NO N/A	
<b>35. Personal medications (C)</b>	During their annual physical exams drivers identify all medicines they are taking. While on duty, drivers do not take medicines, including both prescription and over-the-counter medicines, that could make them drowsy or impair them in any way.	Transportation Supervisor, Certified Examiner; see <i>Guidance Manual</i> , II.A.17.	YES NO N/A	
<b>36. Contractor driver 19A notifications</b>	The school district ensures that each of its contractors correctly reports the school information on the 19A Bus Driver Application that the contractor files with DMV so the school is also notified of any disqualifications affecting a contract driver.	Transportation Supervisor, Contractor Terminal Manager; see <i>Guidance Manual</i> , II.A.18.	YES NO N/A	
<b>37. Age (C)</b>	All school bus drivers are at least 21 years old and all monitors and attendants are at least 19 years old.	Transportation Supervisor; see <i>Guidance Manual</i> , II.B.1.	YES NO N/A	

<b>Mandate</b>	<b>Assessment Criteria</b>	<b>Source(s) of information</b>	<b>Response (circle one)</b>	<b>Where documentation found; notes</b>
<b>38. License (C)</b>	Only drivers who have the appropriate license for the vehicle being operated and who have complied with DMV and SED Regulations are permitted to drive students to and from home on regularly scheduled routes. Individuals possessing only a permit are not permitted to transport students.	Transportation Supervisor; see <i>Guidance Manual</i> , II.B.2.	YES NO N/A	
<b>39. Superintendent approval of drivers</b>	All drivers (including contract drivers, substitutes, and drivers who begin employment during the course of the year) are approved in writing by the Superintendent of Schools or designee/agent.	Transportation Supervisor; see <i>Guidance Manual</i> , II.B.3.	YES NO N/A	
<b>40. Annual physical exams (C)</b>	All school bus drivers receive a physical exam within each 13-month period.	Transportation Supervisor; see <i>Guidance Manual</i> , II.B.4.	YES NO N/A	
<b>41. References (C)</b>	Three personal references are checked for all prospective drivers, and are maintained in the driver files.	Transportation Supervisor; see <i>Guidance Manual</i> , II.B.5.	YES NO N/A	
<b>42. Physical performance test - currently - employed drivers (C)</b>	All drivers in the fleet have passed the SED physical performance test within the past two years.	Transportation Supervisor, SBDI; see <i>Guidance Manual</i> , II.B.6.	YES NO N/A	
<b>43. Physical performance test - new drivers (C)</b>	New drivers pass the physical performance test prior to transporting students.	Transportation Supervisor, SBDI; see <i>Guidance Manual</i> , II.B.7.	YES NO N/A	
<b>44. Physical performance test - conducted by SBDI (C)</b>	Physical performance tests are conducted by an SBDI or, if a waiver has been granted by SED, an approved DMV Certified 19A Examiner employed by the carrier.	Transportation Supervisor, SBDI; see <i>Guidance Manual</i> , II.B.8.	YES NO N/A	

<b>Mandate</b>	<b>Assessment Criteria</b>	<b>Source(s) of information</b>	<b>Response (circle one)</b>	<b>Where documentation found; notes</b>
<b>45. Physical performance test - vehicle (C)</b>	The physical performance test is administered on the largest type of school bus possessed by the carrier that the driver is licensed to drive.	Transportation Supervisor, SBDI; see <i>Guidance Manual</i> , II.B.9.	YES NO N/A	
<b>46. Fingerprinting for attendants and monitors (C)</b>	All attendants and monitors hired after July 1, 2001 are fingerprinted for the SED criminal history check.	Transportation Supervisor; see <i>Guidance Manual</i> , II.B.10.	YES NO N/A	
<b>47. Attendant or monitor physical performance test (C)</b>	Attendants and monitors are required to pass a physical performance test.	Transportation Supervisor, SBDI; see <i>Guidance Manual</i> , II.B.11.	YES NO N/A	
<b>48. Maximum driving time (C)</b>	Drivers are not permitted to drive more than 10 hours within a period of 15 consecutive hours.	Transportation Supervisor; see <i>Guidance Manual</i> , II.C.1.	YES NO N/A	
<b>49. Maximum on-duty time (C)</b>	Drivers are not permitted to be on duty for more than 15 hours in any 24 hour period.	Transportation Supervisor; see <i>Guidance Manual</i> , II.C.2.	YES NO N/A	
<b>50. Rest (C)</b>	Drivers do not go on duty without having at least eight consecutive hours of rest.	Transportation Supervisor; see <i>Guidance Manual</i> , II.C.3.	YES NO N/A	
<b>51. Certificate in lieu of log (C)</b>	A certificate in lieu of a log is maintained in the file of every driver who drives exclusively within a 100 air-mile radius.	Transportation Supervisor; see <i>Guidance Manual</i> , II.C.4.	YES NO N/A	
<b>52. Drivers working for more than one operator (C)</b>	Drivers driving for two carriers furnish copies of daily records of driving hours and duty status to each carrier.	Transportation Supervisor; see <i>Guidance Manual</i> , II.C.5.	YES NO N/A	
<b>53. Pre-employment testing (C)</b>	All new drivers pass a drug test prior to transporting students. The final result of the test is received before the driver transports students.	Transportation Supervisor; see <i>Guidance Manual</i> , II.D.1.	YES NO N/A	

Mandate	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>54. Random testing (C)</b>	All drivers, including substitutes and part-time drivers, are in a random drug and alcohol testing pool. At least 10% of drivers are given random alcohol tests, and at least 50% random drug tests, annually.	Transportation Supervisor; see <i>Guidance Manual</i> , II.D.2.	YES NO N/A	
<b>55. Post-accident testing (C)</b>	All bus drivers who are involved in a fatal accident, or who receive a citation for a moving traffic violation arising from an accident that resulted in an injury requiring immediate medical treatment away from the scene or that required any vehicle to be towed from the scene, are given a post-accident drug and alcohol test.	Transportation Supervisor; see <i>Guidance Manual</i> , II.D.3.	YES NO N/A	
<b>56. Monitoring drivers for drug and alcohol use (C)</b>	A trained supervisor is present to monitor drivers for possible drug or alcohol use as they go on duty in the morning and afternoon.	Transportation Supervisor; see <i>Guidance Manual</i> , II.D.4.	YES NO N/A	
<b>57. Drug and alcohol training - drivers (C)</b>	Prior to transporting students, new drivers are provided with educational materials about drug and alcohol testing. Drivers sign a receipt for the materials, and the employer maintains the signed receipt in the driver's file.	Transportation Supervisor; see <i>Guidance Manual</i> , II.D.5.	YES NO N/A	
<b>58. Drug and alcohol training - supervisors (C)</b>	Supervisors have received at least two hours of reasonable suspicion drug and alcohol training. Documentation of the training is maintained.	Transportation Supervisor; see <i>Guidance Manual</i> , II.D.6.	YES NO N/A	
<b>59. Substitute driver qualifications (C)</b>	All substitute drivers are school bus qualified and in compliance with all NYS DMV and SED requirements.	Transportation Supervisor; see <i>Guidance Manual</i> , II.E.1.	YES NO N/A	

Mandate	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>60. Occasional drivers</b>	<u>All</u> occasional drivers are certified teachers, and do not transport students on a regular bus route.	Transportation Supervisor; Router; see <i>Guidance Manual</i> , II.E.2.	YES NO N/A	
<b>61. Occasional drivers - qualifications</b>	Certified teachers transporting students in school-owned vehicles comply with all requirements of DMV and SED. When driving a bus with a seating capacity of 15 or more adult passengers, occasional drivers have a valid Commercial Driver's License in the appropriate vehicle class, with a passenger endorsement. A Class D license is not valid for transporting students, teachers, or other persons acting in a supervisory capacity to or from school or school activities. Occasional drivers receive annual physical exams, provide three character references, and are approved annually by the Superintendent of Schools.	Transportation Supervisor; see <i>Guidance Manual</i> , II.E.3.	YES NO N/A	

## Section III: Mandates Regarding Vehicles and Vehicle Maintenance

Mandate	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>62. NYS DOT approval (C)</b>	All vehicles used to transport students to and from school, except for vehicles owned by parents contracted to transport their own children, are approved and inspected by NYS DOT.	Transportation Supervisor; Head Mechanic; see <i>Guidance Manual</i> , III.B.1.	YES NO N/A	
<b>63. Vehicles used for transporting wheelchairs (C)</b>	Children using wheelchairs are only transported in vehicles meeting all Federal Motor Vehicle Safety Standards for school buses.	Transportation Supervisor; Head Mechanic; see <i>Guidance Manual</i> , III.B.2.	YES NO N/A	
<b>64. Automatic fire extinguishing system (C)</b>	Wheelchair buses manufactured on or after January 1, 1990, fueled with <u>other than diesel fuel</u> , are equipped with an automatic fire extinguishing system and/or automatic signal device.	Transportation Supervisor; Head Mechanic; see <i>Guidance Manual</i> , III.B.3.	YES NO N/A	
<b>65. Fire block upholstery (C)</b>	Wheelchair buses manufactured on or after January 1, 1990 are equipped with fire block upholstery.	Transportation Supervisor; Head Mechanic; see <i>Guidance Manual</i> , III.B.4.	YES NO N/A	
<b>66. Mirrors (C)</b>	All buses built after December 31, 1993 are equipped with mirrors that meet federal mirror performance requirements.	Transportation Supervisor; Head Mechanic; see <i>Guidance Manual</i> , III.B.5.	YES NO N/A	
<b>67. Pre-trip inspection (C)</b>	Drivers conduct thorough pre-trip inspections on each bus they drive every day.	Head Mechanic; Transportation Supervisor; see <i>Guidance Manual</i> , III.C.1.	YES NO N/A	

Mandate	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>68. Air brake check (C)</b>	Drivers on air brake equipped vehicles conduct a complete static air brake check on each bus they drive each day, including pumping air down to check the warning devices and spring brake.	Head Mechanic; Transportation Supervisor; SBDI; Certified Examiner; see <i>Guidance Manual</i> , III.C.2.	YES NO N/A	
<b>69. Service brake check (C)</b>	Drivers check the service brake with the bus moving as part of the pre-trip inspection.	Head Mechanic; Transportation Supervisor; SBDI; Certified Examiner; see <i>Guidance Manual</i> , III.C.3.	YES NO N/A	
<b>70. Emergency exits (C)</b>	Drivers open <u>all</u> emergency exits on their buses all the way every day, including roof hatches, as part of their pre-trip inspections.	Head Mechanic; Transportation Supervisor; SBDI; Certified Examiner; see <i>Guidance Manual</i> , III.C.4.	YES NO N/A	
<b>71. Vehicle cleanliness - inside (C)</b>	Drivers maintain the interior of their buses in a clean and sanitary condition. Buses are swept every day.	Head Mechanic; Transportation Supervisor; see <i>Guidance Manual</i> , III.C.5.	YES NO N/A	
<b>72. Daily Vehicle Inspection Reports (C)</b>	Drivers complete a Daily Vehicle Inspection Report for every bus they drive every day. Drivers sign the form (after completing their pre-trips) before leaving the bus yard in the morning; and sign it again after completing their post-trips. The Head Mechanic reviews all reports daily. Mechanics sign the report to certify that any defects listed have been repaired. Drivers review the previous day's report to ensure defects were repaired.	Head Mechanic; Transportation Supervisor; see <i>Guidance Manual</i> , III.C.6.	YES NO N/A	

Mandate	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>73. Repairs (C)</b>	When a driver discovers a defect, the vehicle is taken out of service and repaired before transporting students.	Transportation Supervisor; Head Mechanic; see <i>Guidance Manual</i> , III.C.7.	YES NO N/A	
<b>74. Post-trip inspection (C)</b>	Drivers conduct thorough post-trip inspections for children, items left on board, or mechanical defects, at the end of each route.	Head Mechanic; Transportation Supervisor; see <i>Guidance Manual</i> , III.C.8.	YES NO N/A	
<b>75. Safety recalls (C)</b>	Safety recalls issued under the direction of the National Highway Traffic Safety Administration are immediately complied with. Accurate records are maintained of any corrective action arising from a safety recall.	Head Mechanic; Transportation Supervisor; see <i>Guidance Manual</i> , III.C.9.	YES NO N/A	
<b>76. Ventilation (C)</b>	The garage work area is adequately ventilated. An effective method for removing exhaust is provided.	Head Mechanic; Transportation Supervisor; see <i>Guidance Manual</i> , III.C.10.	YES NO N/A	
<b>77. Idling (C)</b>	Drivers do not idle buses for more than five minutes (three minutes in New York City) unless necessary for driver and passenger health and safety.	Head Mechanic; Transportation Supervisor; see <i>Guidance Manual</i> , III.C.11.	YES NO N/A	

## Section IV: Mandates Regarding Eligibility and Routing

Mandate	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>78. Mandated transportation</b>	The school district (unless it is a city school district) provides transportation for all K-8 grade students who live two miles or more from school, and all 9-12 grade students who live three miles or more from school.	Transportation Supervisor; Board Policy; Router; see <i>Guidance Manual</i> , IV.A.1.	YES NO N/A	
<b>79. Homeless transportation</b>	The school district transports homeless children to and from their temporary housing and their schools of origin.	Transportation Supervisor; Router; see <i>Guidance Manual</i> , IV.A.2.	YES NO N/A	
<b>80. Eligibility measurement</b>	Distances to determine eligibility are measured by the nearest available publicly maintained route. Eligibility measurements are made in a consistent manner.	Transportation Supervisor; Router; see <i>Guidance Manual</i> , IV.A.3.	YES NO N/A	
<b>81. Unguarded crossings - Board approval</b>	The School Board adopted, after a public hearing, a resolution authorizing the use of any unguarded railroad crossing in the district. The resolution is on file with both SED and DOT. The school district maintains a map identifying any unguarded railroad crossings on its bus routes.	Transportation Supervisor; Board Member; see <i>Guidance Manual</i> , IV.C.1.	YES NO N/A	
<b>82. Bus line up - emergency doors (C)</b>	Rear emergency doors can be opened when buses are lined up on school grounds.	Transportation Supervisor; Router; Principal; see <i>Guidance Manual</i> , IV.D.1.	YES NO N/A	

Mandate	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>83. Passing motorists on school sites (C)</b>	School bus flashers are activated when loading or unloading students on school grounds, and motorists are not allowed to pass buses.	Transportation Supervisor; Principal; see <i>Guidance Manual</i> , IV.D.2.	YES NO N/A	
<b>84. School zone speed limits (C)</b>	Lowered speed limits are set and enforced for buses and other motorists on school grounds and on roadways adjacent to schools.	Transportation Supervisor; Principal; see <i>Guidance Manual</i> , IV.D.3.	YES NO N/A	
<b>85. Passing other buses on school sites (C)</b>	Buses do <u>not</u> pass other buses with flashers activated on school sites (unless waved on by bus drivers).	Transportation Supervisor; Principal; see <i>Guidance Manual</i> , IV.D.4.	YES NO N/A	
<b>86. Custody of students on trips (C)</b>	Students are returned to the point of departure or an appropriate school by bus at the conclusion of a trip, unless a parent or guardian has provided written authorization for alternative transportation.	Transportation Supervisor; see <i>Guidance Manual</i> , IV.E.1.	YES NO N/A	
<b>87. Driving hours on trips (C)</b>	Extracurricular trip driving hours are regulated by the school district, based on federal requirements and NYS DOT regulations.	Transportation Supervisor see <i>Guidance Manual</i> , IV.E.2.	YES NO N/A	
<b>88. Speed limit on trips (C)</b>	School buses do <u>not</u> exceed 55 mph when transporting students at any time.	Transportation Supervisor; see <i>Guidance Manual</i> , IV.E.3.	YES NO N/A	

## Section V: Mandates Regarding Training and Education

Mandate	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>89. Bus drills (C)</b>	A minimum of three bus drills are held each year, with the first conducted during the first seven days. <u>All</u> students, not just those who ride buses daily, receive the drills. Students attending non-public schools also receive the drills. Drills cover <u>all</u> required topics, including emergency evacuation, safe boarding and exiting, weather hazards, bus behavior and bus rules, and seat belts.	Transportation Supervisor; Principal; see <i>Guidance Manual</i> , V.A.1.	YES NO N/A	
<b>90. Hands-on practice during drills (C)</b>	During drills, students actually practice the use and operation of emergency exits and equipment.	Transportation Supervisor; Principal; see <i>Guidance Manual</i> , V.A.2.	YES NO N/A	
<b>91. Safe loading and unloading practice during drills (C)</b>	Bus drills include student practice in safe loading and unloading procedures.	Transportation Supervisor; Principal; see <i>Guidance Manual</i> , V.A.3.	YES NO N/A	
<b>92. Code of conduct - on the bus</b>	The school district code of conduct defines appropriate and acceptable student conduct, dress, and language on a bus, with provisions regarding civil and respectful treatment of school personnel and students, including the appropriate range of disciplinary measures for violating the code.	Superintendent; Principal; Transportation Supervisor; see <i>Guidance Manual</i> , V.B.1.	YES NO N/A	
<b>93. Items allowed on the bus (C)</b>	Students are <u>not</u> allowed to bring materials on the bus that could block the bus aisle or an exit.	Transportation Supervisor; Principal; see <i>Guidance Manual</i> , V.B.2.	YES NO N/A	

Mandate	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>94. Pre-Service training - new drivers (C)</b>	All new drivers complete the two hour NYSED Pre-Service Course prior to transporting students, in which SED's "Pre-Service Instructor's Manual" is reviewed. Drivers who transport students with special needs complete an additional hour. Pre-service training is conducted under the general or direct supervision of a School Bus Driver Instructor. The Pre-Service Exam is administered to all new drivers at the conclusion of the Course.	Transportation Supervisor; SBDI; see <i>Guidance Manual</i> , V.C.1.	YES NO N/A	
<b>95. Pre-Service training - experienced drivers (C)</b>	<u>All</u> drivers in the fleet (school district or contractor) who first drove a bus <u>after</u> July 1, 1973, have received two hours of pre-service training. Documentation of the training is maintained.	Transportation Supervisor; SBDI; see <i>Guidance Manual</i> , V.C.2.	YES NO N/A	
<b>96. Refreshers - drivers (C)</b>	All school bus drivers in the fleet (including substitutes, part-time drivers, and mechanics and office staff who drive occasionally) receive at least two two-hour school bus safety refresher programs annually.	Transportation Supervisor; SBDI; see <i>Guidance Manual</i> , V.C.3.	YES NO N/A	
<b>97. 2002-2003 Statewide refreshers - drivers (C)</b>	All school bus drivers in the fleet (including substitutes, part-time drivers, and mechanics and office staff who drive occasionally) received the two SED-mandated refresher programs (on highway-rail crossing safety and bus yard safety) during the 2002-2003 school year.	Transportation Supervisor; SBDI; see <i>Guidance Manual</i> , V.C.4.	YES NO N/A	

Mandate	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>98. Basic Course - drivers (C)</b>	All school bus drivers have completed SED's Basic Course within their first 365 days of employment as a school bus driver in New York State. The Final Exam was administered at the completion of the course. The course was directly supervised by a currently-approved SBDI. Documentation of course completion is on hand.	Transportation Supervisor; SBDI; see <i>Guidance Manual</i> , V.C.5.	YES NO N/A	
<b>99. Pre-Service training - bus attendants and monitors (C)</b>	New bus attendants and monitors complete at least 3 hours of pre-service training before transporting students. The pre-service training is conducted under the general supervision of a certified School Bus Driver Instructor and covers all topics required by SED.	Transportation Supervisor; SBDI; see <i>Guidance Manual</i> , V.C.6.	YES NO N/A	
<b>100. Basic Course - bus attendants and monitors (C)</b>	New bus attendants and monitors complete at least 10 hours of basic training in a curriculum approved by SED, taught or directly supervised by a certified School Bus Driver Instructor.	Transportation Supervisor; SBDI; see <i>Guidance Manual</i> , V.C.7.	YES NO N/A	
<b>101. Refreshers - bus attendants and monitors (C)</b>	All bus attendants and monitors receive at least two two-hour refresher training sessions annually, taught or directly supervised by a certified School Bus Driver Instructor, at sessions conducted between July 1 and the start of school, and December 1 and March 1, of every school year.	Transportation Supervisor; SBDI; see <i>Guidance Manual</i> , V.C.8.	YES NO N/A	

Mandate	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>102. Bus attendant and monitor training - experienced employees (C)</b>	All individuals already employed as bus attendants and monitors as of July 1, 2003, complete a 3 hour pre-service course, under the general supervision of a certified School Bus Driver Instructor.	Transportation Supervisor; SBDI; see <i>Guidance Manual</i> , V.C.9.	YES NO N/A	
<b>103. Bus attendant training - CPR (C)</b>	Attendants serving pupils with a disabling condition whose IEP requires it receive instruction in cardiopulmonary resuscitation (CPR).	Transportation Supervisor; SBDI; see <i>Guidance Manual</i> , V.C.10.	YES NO N/A	
<b>104. 2003-2004 Statewide refresher - drivers, monitors, and attendants (C)</b>	All school bus drivers in the fleet (including substitutes, part-time drivers, and mechanics and office staff who drive occasionally), monitors, and attendants received the SED-mandated refresher program (on bullying prevention) during the 2003-2004 school year.	Transportation Supervisor; SBDI; see <i>Guidance Manual</i> , V.C.11.	YES NO N/A	
<b>105. Toxic substances training (C)</b>	Training is provided for all transportation employees who work with toxic substances.	Transportation Supervisor; SBDI; Head Mechanic; see <i>Guidance Manual</i> , V.C.12.	YES NO N/A	
<b>106. Universal precautions training (C)</b>	Drivers, monitors, attendants, mechanics, and service personnel such as washing and cleaning staff, are trained in universal precautions.	Transportation Supervisor; SBDI; see <i>Guidance Manual</i> , V.C.13.	YES NO N/A	
<b>107. Child protective training (C)</b>	The school district provides training for all employees, including drivers, monitors, and attendants, regarding child abuse and maltreatment.	Transportation Supervisor; SBDI; see <i>Guidance Manual</i> , V.C.14.	YES NO N/A	

Mandate	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>108. 2004-2005 Statewide refresher - drivers, monitors, and attendants (C)</b>	All school bus drivers in the fleet (including substitutes, part-time drivers, and mechanics and office staff who drive occasionally), monitors, and attendants received the SED-mandated refresher program (on teaching students safety and critical driving skills for bus drivers) during the 2004-2005 school year.	Transportation Supervisor; SBDI; see <i>Guidance Manual</i> , V.C.15.	YES NO N/A	
<b>109. 2005-2006 Statewide refresher - drivers, monitors, and attendants (C)</b>	All school bus drivers in the fleet (including substitutes, part-time drivers, and mechanics and office staff who drive occasionally), monitors, and attendants received the SED-mandated refresher program (on bus stop safety and school bus security) during the 2005-2006 school year.	Transportation Supervisor; SBDI; see <i>Guidance Manual</i> , V.C.16.	YES NO N/A	

## Section VI: Mandates Regarding Safe Driving Procedures

Mandate	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>110. Red school bus flashers (C)</b>	Red school bus flashers are activated whenever passengers are being received or discharged - including school grounds, private roadways, and non-student passengers.	Transportation Supervisor; SBDI; Certified Examiner; see <i>Guidance Manual</i> , VI.A.1.	YES NO N/A	
<b>111. Amber “pre-warning” school bus flashers (C)</b>	Amber “pre-warning” flashers are activated prior to stopping to receive or discharge passengers - approximately 300’ before the bus stops in residential areas, and earlier on high speed roads, roads with limited visibility, or during bad weather.	Transportation Supervisor; SBDI; Certified Examiner; see <i>Guidance Manual</i> , VI.A.2.	YES NO N/A	
<b>112. Danger zones (C)</b>	Drivers keep their buses halted with red signal lights flashing until all discharged passengers, whether crossing the street or not, are at least 15’ from the bus and either off the roadway or on a sidewalk.	Transportation Supervisor; SBDI; Certified Examiner; see <i>Guidance Manual</i> , VI.A.3.	YES NO N/A	
<b>113. Daily instruction (C)</b>	Drivers instruct children who must cross about safe crossing procedures every day.	Transportation Supervisor; SBDI; Certified Examiner; see <i>Guidance Manual</i> , VI.A.4.	YES NO N/A	
<b>114. Safe Crossing (C)</b>	All students who must cross do so in front of their bus so they are in the vision of the driver. Students and drivers establish eye contact before the student begins to cross. Safe crossing procedures are followed in the morning and with older students, too.	Transportation Supervisor; SBDI; Certified Examiner; see <i>Guidance Manual</i> , VI.A.5.	YES NO N/A	

Mandate	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>115. Stopping at railroad tracks (C)</b>	Bus drivers stop at all railroad tracks, with or without passengers on board.	Transportation Supervisor; SBDI; Certified Examiner; see <i>Guidance Manual</i> , VI.B.1.	YES NO N/A	
<b>116. Cell phones (C)</b>	Bus drivers do not use a cell phone while the bus is in motion or while students are getting on or off the bus.	Transportation Supervisor; SBDI; Certified Examiner; see <i>Guidance Manual</i> , VI.C.1.	YES NO N/A	
<b>117. Driver seat belts (C)</b>	Bus drivers use their seat belts.	Transportation Supervisor; SBDI; Certified Examiner; see <i>Guidance Manual</i> , VI.C.2.	YES NO N/A	
<b>118. Corrective lenses (C)</b>	Drivers whose physical exam indicates “qualified only when wearing corrective/contact lenses” wear them at all times.	Transportation Supervisor; see <i>Guidance Manual</i> , VI.C.3.	YES NO N/A	
<b>119. Hearing aid battery (C)</b>	Bus drivers who wear a hearing aid carry a spare battery.	Transportation Supervisor; see <i>Guidance Manual</i> , VI.C.4.	YES NO N/A	
<b>120. Driver, monitor, and attendant conduct on the bus (C)</b>	Bus drivers, monitors, and attendants do not smoke on a bus at any time, and do not eat or drink while transporting students.	Transportation Supervisor; see <i>Guidance Manual</i> , VI.C.5.	YES NO N/A	

## Section VII: Mandates Regarding Special Needs Transportation

Mandate	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>121. Forward facing wheelchairs (C)</b>	Wheelchairs transported on buses manufactured after January 17, 1994 are transported facing forward.	Transportation Supervisor; Head Mechanic; see <i>Guidance Manual</i> , VII.A.1.	YES NO N/A	
<b>122. Securement system (C)</b>	Wheelchairs transported on buses manufactured after January 17, 1994 are secured with a system anchored at four points.	Transportation Supervisor; Head Mechanic; see <i>Guidance Manual</i> , VII.A.2.	YES NO N/A	
<b>123. Wheelchair passenger occupant restraint (C)</b>	The wheelchair passenger restraint system, consisting of both lap and shoulder belt, is used for <u>all</u> students transported in wheelchairs.	Transportation Supervisor; Head Mechanic; see <i>Guidance Manual</i> , VII.A.3.	YES NO N/A	
<b>124. Securement system instructions (C)</b>	Instructions for the wheelchair securement system are posted on all buses transporting wheelchairs.	Transportation Supervisor; Head Mechanic; see <i>Guidance Manual</i> , VII.A.4.	YES NO N/A	
<b>125. Securement anchorage location (C)</b>	On buses built after April 21, 2003, wheelchair securement anchorages are <u>not</u> placed in front of emergency exits.	Transportation Supervisor; Head Mechanic; see <i>Guidance Manual</i> , VII.A.5.	YES NO N/A	
<b>126. Epinephrine Auto-Injector (Epi-Pen) training (C)</b>	Drivers, monitors, and attendants transporting students who carry epi-pens have completed an SED-approved training course.	Transportation Supervisor; see <i>Guidance Manual</i> , VII.B.1.	YES NO N/A	

Mandate	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>127. CPR training (C)</b>	CPR training is provided for attendants transporting students whose IEP requires staff to be CPR-certified.	Transportation Supervisor; see <i>Guidance Manual</i> , VII.B.2.	YES NO N/A	
<b>128. Drills for students with special needs (C)</b>	Students with special needs participate in bus drills as fully as possible.	Transportation Supervisor; Principal; see <i>Guidance Manual</i> , VII.C.1.	YES NO N/A	
<b>129. Approved child safety restraints (C)</b>	Child safety restraints on school buses meet the requirements of Federal Motor Vehicle Safety Standard 213.	Transportation Supervisor; see <i>Guidance Manual</i> , VII.D.1.	YES NO N/A	
<b>130. Use of child safety restraint systems (C)</b>	Pre-school children under the age of four are transported in a properly secured car seat or other approved child safety restraint on the bus.	Transportation Supervisor; see <i>Guidance Manual</i> , VII.D.2.	YES NO N/A	
<b>131. Safety vests (C)</b>	Vests purchased after February 1, 2003, bear a warning label stating the vest must be used only on school buses. Seats <u>behind</u> students using safety vests are left empty, or passengers in them are restrained.	Transportation Supervisor; see <i>Guidance Manual</i> , VII.D.3.	YES NO N/A	
<b>132. Information about students (C)</b>	Drivers and attendants are provided with pertinent information about students with special needs. A designated professional employee of the school district informs drivers and attendants of their specific responsibilities relating to the individualized education programs of students.	Transportation Supervisor; CSE Chair; Principal; see <i>Guidance Manual</i> , VII.F.1.	YES NO N/A	

Mandate	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>133. Confidentiality (C)</b>	Drivers and attendants treat medical and other information about students and their families in a confidential manner.	Transportation Supervisor; CSE Chair; Principal; see <i>Guidance Manual</i> , VII.F.2.	YES  NO  N/A	

## Section VIII: Mandates Regarding Accidents and Emergencies

Mandate	Assessment Criteria	Source(s) of information	Response (circle one)	Where documentation found; notes
<b>134. SED reporting (C)</b>	All accidents which qualify as school bus accidents according to SED are reported on form MV-104F within ten days.	Transportation Supervisor; see <i>Guidance Manual</i> , VIII.B.1.	YES NO N/A	
<b>135. DOT reporting (C)</b>	All accidents involving loss of life, injury, mechanical failure, intrusion of exhaust fumes into the passenger compartment, smoke, or fire, are immediately reported to DOT and no passengers are transported until the bus is released by DOT.	Transportation Supervisor; see <i>Guidance Manual</i> , VIII.B.2.	YES NO N/A	
<b>136. Early take home drill</b>	The school district conducts a test of its emergency plan, at a time not to occur more than 15 minutes earlier than the normal dismissal time, at least once every school year. Drill records are maintained.	Superintendent; Transportation Supervisor; see <i>Guidance Manual</i> , VIII.C.1.	YES NO N/A	
<b>137. Uniform Violent Incident Reporting</b>	All violent or disruptive incidents that occurred on a school bus during the prior school year are reported to the State Education Department.	Superintendent; Transportation Supervisor; see <i>Guidance Manual</i> , VIII.D.1.	YES NO N/A	