

CITY STUDENT DROP-OFF

Unloading students can be dangerous. There is a greater risk of a student being injured outside of the bus. When you are loading or unloading students, expect the unexpected. Students can easily slip while getting on or off your bus. Clothing could get caught in the door resulting in an injury.

1. Signal, check traffic and move far right as possible.
2. Turn on yellow hazard lights at least 100 feet before the drop-off point.
3. Stop 4 to 5 feet before the drop-off point, shift to neutral and cover the brake.
4. Check all mirrors for traffic.
5. Call students to the front of the bus and instruct them:
 - i) Go straight home if they live to the right of the bus
 - ii) Do not play around the bus
 - iii) **If they have to cross the street, they should stand on the sidewalk away from the bus and wait for the bus to leave.**
 - iv) Make sure the students understand.
6. Before you open the service door. Re-check all of the mirrors, especially the right front mirrors. When you open the door, count the students as they get off.
7. The students that live to the right have now moved away from the bus and have gone home. **Check that the students that live to the left are standing away from the bus waiting for the bus to leave.**
8. Check all mirrors, especially the crossover mirrors and ensure that those students waiting have not moved. Close the door. Put the bus in gear. Cancel the hazard lights. Signal to re-enter traffic. Re-check all mirrors, especially the crossover mirrors.
9. Proceed with caution ensuring that the students waiting have not moved.

CITY STUDENT PICK-UP

Loading students can be dangerous at corners and at schools. When you approach the pick-up, expect students to be pushing for position. You should stop at least 4 to 5 feet before the pick-up point. Have the students walk to the bus.

1. Signal, check traffic and move as far right as possible.
 - a. Turn on yellow hazard lights 100 feet before your pick-up point
 - b. Stop 4 to 5 feet before the students, counting the students as you approach. Put the bus in neutral after coming to a complete stop
 - c. Keep your right foot on the brake.
2. Check your right mirror before opening the service door. Check both the right outside and blind spot mirrors.
 - a. Open the door
 - b. Count the students as they board the bus
 - c. Check the overhead mirror to make sure all students are seated and close the service door
3. Check all mirrors – especially **THE CROSSOVER MIRRORS**. Put your bus in gear. Cancel the hazard lights. Signal. Check the traffic and *proceed with caution*.