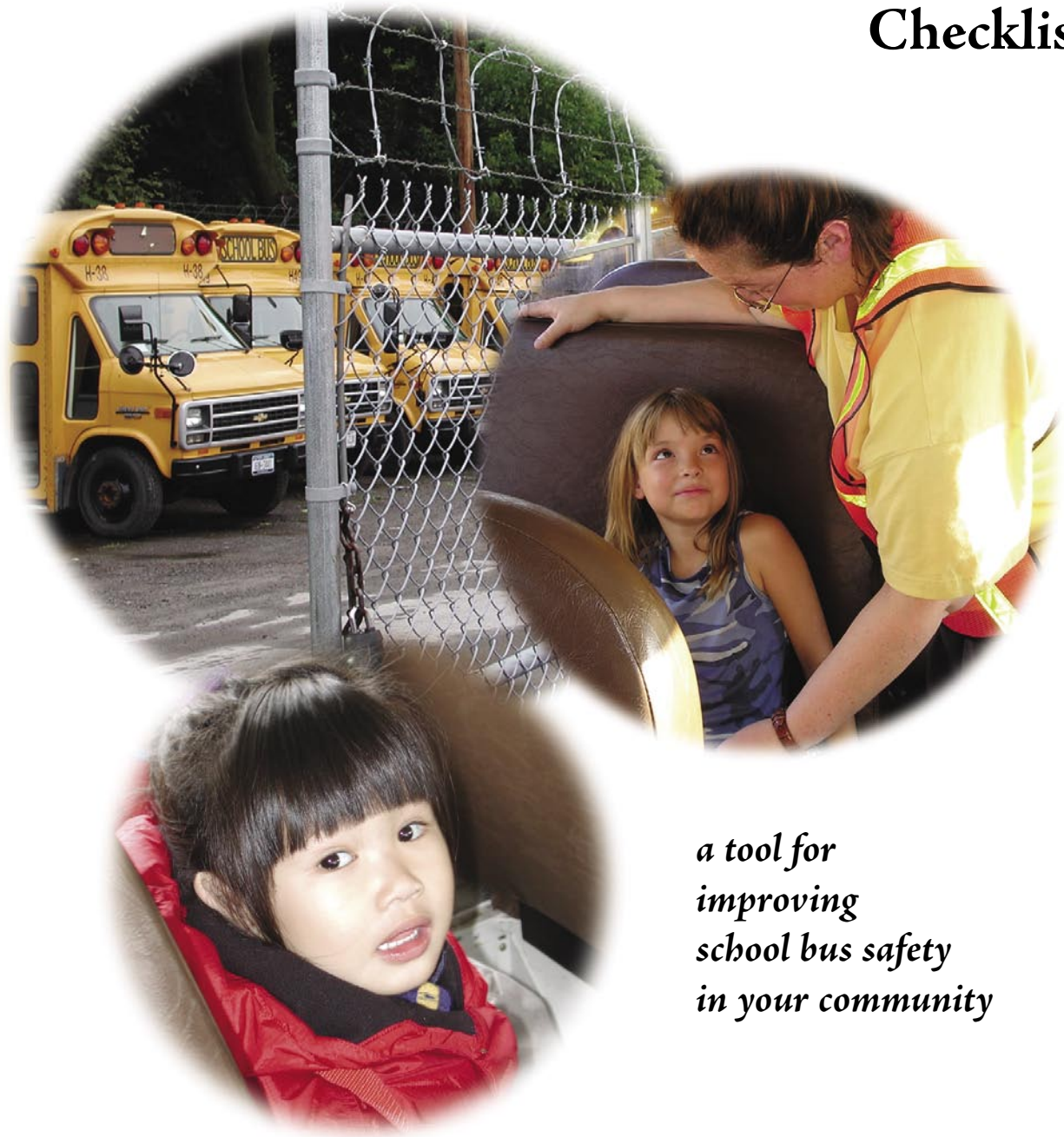


# School Transportation Safety Assessment Checklist



*a tool for  
improving  
school bus safety  
in your community*

Available as a download at —  
[www.ptsi.org](http://www.ptsi.org)

published by



2006 Edition

## PUBLICATION HISTORY

Second Edition, March 2006

First Edition, June 2005

## EDITORS

Jim Ellis

Kathy Furneaux

George F. Horne

Mark Hartman-Souder: Design

## ACKNOWLEDGEMENTS

Many, many people have contributed to the ideas included in this publication, but we would like to especially acknowledge the contributions of our colleague, George F. Horne.

## THANKS TO

Dick Ahola

Kathryn Cook

John Lauffer

Grant Reppert

## FOR MORE

INFORMATION CONTACT —

Pupil Transportation Safety Institute • 1 (800) 836-2210

Document available as a  
free download at [www.ptsi.org](http://www.ptsi.org)

*Although the information and recommendations contained in this document have been compiled from sources believed to be reliable, the Pupil Transportation Safety Institute makes no guarantee as to, and assumes no responsibility for, the correctness, sufficiency, or completeness of such information or recommendations. Other or additional safety measures may be required under particular circumstances. In particular, respective state laws and state department of education regulations regarding pupil transportation should be consulted.*

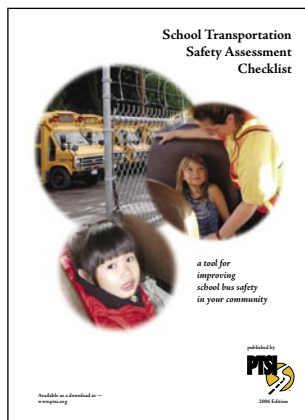
Published in 2006 by Pupil Transportation Safety Institute, Inc.  
Syracuse, New York 13202

## Improving school bus safety in your community.

The safety record of school buses is excellent, but it's not perfect, and only constant vigilance will ensure the future safety of America's children. It is our deepest hope that resources outlined on this page will help us all accomplish that important task.

## Where to begin?

PTSI has developed a free tool to help you learn more about your local transportation operation — a critical first step in addressing specific issues and concerns. Because pupil transportation is complex, it is difficult, even for those involved on a day-to-day basis, to grasp every aspect of the current transportation system.



## FREE CHECKLIST

The document titled *School Transportation Safety Assessment Checklist* (available as a 74-page download at [www.ptsi.org](http://www.ptsi.org)) includes a broad spectrum of criteria for running a model pupil transportation system.

It can be used by any transporter wishing to assess their own operation's safety, by a school board member or parent, or by PTSI consultants hired to conduct a safety audit — helping you make informed decisions about where school bus safety resources can be allocated to best effect.

## Today's challenges —

*In today's challenging world, school transportation is too important - and has become too demanding - to "go it alone."*

**School transportation providers face deepening challenges in today's uncertain world:**

- Shrinking budgets in the midst of constantly rising expectations by parents
- Emergency preparation which goes beyond a 3-ring binder gathering dust on a shelf
- The sickening prospect of terrorism against a school bus
- Disruptive and violent students and the bullying and harassment of vulnerable students
- Intensifying traffic congestion and increasingly aggressive motorists, exposing children to greater danger at bus stops
- A steadily growing population of children with increasingly challenging special needs and conditions
- Providing effective driver, attendant, student, and parent educational programs that address current problems and concerns and fosters a high level of safety awareness
- Maintaining a positive working environment in the transportation department in such turbulent and emotionally-charged times
- Managing liability exposure in an increasingly litigious society
- Complying with a bewildering tangle of federal and state laws and regulations impacting student transportation

*Let PTSI's family of nationally-respected school transportation experts help you.*

PTSI is extremely privileged to work with some of the most experienced and respected individuals in the school transportation industry today.

Every school transportation operation is unique. There is no "one size fits all" solution for school transportation providers in today's increasingly complex world.

The breadth of experience and integrity our consultants bring to the table can offer hard-pressed student transportation managers fresh perspectives and practical alternatives.



## PTSI consultant services include:

- Comprehensive operational analysis
- School site safety surveys
- Routing/bell time efficiency studies
- Training program review and assistance
- Curriculum development
- Special needs transportation assistance
- Bus stop evaluations
- Maintenance program review
- Child safety zone analysis
- Accident investigation and analysis
- Crisis response readiness assistance
- Contract, bid specs, RFP assistance

---

## Table of Contents

### **Introduction - 3**

### **Terminology - 5**

### **A. School District Administration - 6**

*Policy - 6*

*Communication with transportation - 6*

*State requirements - 7*

### **B. Transportation Department Management - 8**

*Management qualifications - 8*

*Leadership style - 8*

*Office staffing - 9*

*Office organization and equipment - 9*

*Radio communication system - 9*

*Department handbook - 10*

*Job descriptions - 10*

*Employee discipline procedures - 10*

*Complaint procedures - 10*

*Employee support - 11*

*Contractor safety performance - 11*

*Driver monitoring - 11*

*Employee evaluations - 12*

*State requirements - 13*

### **C. Budgeting, Accounting, and Procurement - 14**

### **D. Transportation Facility - 16**

*Garage work area - 16*

*Parts room - 17*

*head mechanic's office - 17*

*Staff break room - 17*

*Training room - 17*

*Hazardous materials/right-to-know - 18*

*Bus yard - 18*

*Fueling - 18*

*State requirements - 19*

### **E. Eligibility, Routing, and Bus Stops - 20**

*Eligibility - 20*

*Routing - 20*

*Bus stops - 21*

*School closings - 22*

*School sites - 23*

*Student custody - 24*

*State requirements - 24*

### **F. Driver and Attendant Qualifications, Hiring, and Retention - 25**

*Physical qualifications - 25*

*Drugs and alcohol - 25*

*Driving record - 26*

*Interview process - 27*

*Personal references - 27*

*Professionalism - 27*

*Substitute and activity bus drivers - 27*

*Exemptions to bus driver qualifications - 28*

*Driver turnover - 28*

*State/federal requirements - 28*

### **G. Driver and Attendant Training - 29**

*CDL training - 29*

*Preservice training - 29*

*Inservice training - 29*

*Training reinforcement - 30*

*Retraining - 30*

*Training topics - 30*

*Trainer/instructor qualifications - 32*

*State/federal requirements - 32*

### **H. Safety Culture - 33**

*Staff input - 33*

*Safety leadership - 33*

*Employee appreciation - 34*

*Staff identity - 34*

*Staff health and safety - 34*

*State requirements - 35*

### **I. Critical Bus Driving Skills - 36**

*Accident rate - 36*

*Defensive driving - 36*

*Railroad crossings - 36*

*Intersections - 37*

*Backing - 37*

<i>Idling - 38</i>	<i>Loading/unloading preschool and Head</i>
<i>Student loading/unloading - 38</i>	<i>Start children - 60</i>
<i>Adverse weather driving - 40</i>	<i>Training - 60</i>
<i>State requirements - 40</i>	<i>State/federal requirements - 60</i>
<b>J. Student Training - 41</b>	<b>R. Activity and Sports Trips - 61</b>
<i>Classroom training - 41</i>	
<i>Bus drills - 41</i>	
<i>Safety reinforcement materials - 42</i>	
<i>State requirements - 42</i>	
<b>K. Student Management - 43</b>	
<b>L. Emergency Planning and Response - 45</b>	<b>Index - 64</b>
<i>Emergency planning - 45</i>	
<i>Bus accident management - 46</i>	
<i>Emergency equipment on buses - 47</i>	
<i>State/federal requirements - 47</i>	
<b>M. Security - 48</b>	
<b>N. Parent and Public Outreach - 51</b>	
<b>O. Vehicles and Maintenance - 52</b>	
<i>Vehicles - 52</i>	
<i>Maintenance - 52</i>	
<i>State/federal requirements - 53</i>	
<b>P. Special Needs - 54</b>	
<i>Information about students with special needs - 54</i>	
<i>Staffing issues for runs transporting students with special needs - 54</i>	
<i>Sharing special educator expertise with transporters - 55</i>	
<i>Staff special needs awareness - 55</i>	
<i>Special needs safety procedures - 56</i>	
<i>Special needs vehicles - 57</i>	
<i>Special needs evacuation readiness - 58</i>	
<i>State requirements - 58</i>	
<b>Q. Preschool and Head Start Transportation - 59</b>	
<i>Behavior management of young children - 59</i>	
<i>Child Safety Restraint Systems (CSRSs) - 59</i>	
<i>Evacuation plans for runs transporting preschool and Head Start children - 59</i>	

---

## Introduction

### Purpose

The purpose of the School Transportation Safety Assessment Checklist is to help school districts, Head Starts, school bus companies, parents, and government officials **improve school bus safety in their communities.**

### Scope

The checklist includes a broad spectrum of criteria for a **model pupil transportation system** operation. Because it is national in scope, the checklist cannot reflect variations in state and local safety requirements, laws, and regulations. Those conducting assessments must be aware of state requirements, which often can be best determined by contacting your state's director of pupil transportation (see [www.nasdpts.org](http://www.nasdpts.org) for a current listing of state directors). In addition, those conducting assessments will have to determine which items are most applicable to local conditions. School bus operations reflect the diversity of their home communities. It is our hope that this comprehensive listing of model school bus safety practices will help school districts, bus companies, and local communities make informed decisions about where school bus safety resources can be allocated to best effect.

### How to Use the Checklist

1. The checklist is primarily designed as a **self-assessment tool**. Because pupil transportation is complex, it is difficult, even for those involved on a day-to-day basis, to grasp every aspect of the current transportation system. Learning more about your own operation is a key reason to conduct an assessment.
2. Because the checklist touches on so many different transportation areas, by far the most effective way to evaluate your current transportation arrangements is by convening a **self-assessment team**. At a minimum, an effective self-assessment team should include

the transportation director; bus driver and bus attendant representatives; head mechanic; safety director; trainer; and the individual responsible for routing. If your school district or Head Start agency contracts for some or all of its transportation, contractor representatives should be included in the review process. Including a school administrator, a school board member, and a parent representative will add important perspectives to the learning process.

3. The checklist can also be utilized by a **third-party consultant** conducting an "external" safety review of a school district's transportation arrangements.

### Guiding Principles

Two principles guided the selection of the safety criteria included in this checklist:

1. **Excellence.** While compliance with mandates is critical, student safety depends on more than minimum compliance with state and federal laws. A high level of safety is impossible without concentrated effort and innovation on a local level. Historically, the pupil transportation industry has demonstrated a unique level of commitment to children's safety, and fortunately most school districts, Head Start agencies, and bus companies go far beyond mandate compliance in their efforts to protect children. This moral commitment to excellence on a local level accounts for the admirable safety record achieved by the pupil transportation industry over the past generation, and is the basis upon which this checklist was developed.
2. **Realism.** In today's economic climate, limited resources force school districts to make hard choices regarding many aspects of the educational process, including transportation, and we have attempted to balance excellence and realism in this checklist. Few school districts or bus companies can afford to implement every good idea. However, many of the safety criteria included in the checklist require little if any additional expense. A careful consideration of options and constant

review of priorities are indications of intelligent, professional management of a school transportation operation.

The checklist includes measures whose effectiveness has been demonstrated in real world applications across the country. In fact, in large part the checklist represents a compilation of the effective and innovative safety measures PTSI staff have had the privilege to observe in hundreds of school districts and bus companies across the country. We offer the checklist to all who care about children's safety, as one way of giving back what we've learned from our dedicated colleagues in the pupil transportation industry over the past fifteen years.

## How the Checklist is Organized

The checklist consists of eighteen sections. It may be used in whole, as a comprehensive evaluation of your current transportation arrangements, or in part, to examine a specific issue that has arisen in your school district. Refer to the Table of Contents (pp. 1-2) if you are searching for a specific safety category. Some overlap between sections may be evident if a particular criterion fell logically under two broad categories - for instance, staff training about security (Section G), and school transportation security preparations in general (Section M) - we listed it in both, sometimes with slightly different wording and emphasis. Our goal is to make this document as useful as possible for those looking for guidance in a particular area of school transportation, without searching the entire checklist.

## Additional Resources

We highly recommend using this checklist in conjunction with *National School Transportation Specifications and Procedures*, published every five years. Contact Central Missouri State University Safety Center, Humphreys 201, Warrensburg, MO, 64093 for purchasing information.

For questions about the checklist or additional help, or suggestions for inclusion in next year's edition, contact PTSI at [safetychecklist@ptsi.org](mailto:safetychecklist@ptsi.org), or call

800-836-2210. This document is available as a free download at [www.ptsi.org](http://www.ptsi.org).

## Published Annually

Pupil transportation safety is constantly evolving. If you have suggestions for next year's edition of the checklist, contact PTSI at [safetychecklist@ptsi.org](mailto:safetychecklist@ptsi.org).

Thank you for being concerned about school bus safety. The safety record of school buses is already excellent, but not perfect, and only constant vigilance will ensure the future safety of America's children. It is our deepest hope that the School Transportation Safety Assessment Checklist will help us all accomplish that important task.

## Terminology

School bus terminology often varies from region to region, and even from community to community. To ensure clarity, the checklist uses the following terms:

- Ÿ **Accident:** A crash or other incident in which one or more of the following occurred: injury to a person requiring medical treatment away from the scene; a fatality; or disabling damage to one or more vehicles involved in an accident.
- Ÿ **Bus drills:** Also referred to as *fire drills, evacuation drills, safety drills, or just drills.*
- Ÿ **Bus driver:** Other terms used around the country include *school bus driver, driver, or bus manager.*
- Ÿ **Bus attendant:** Sometimes referred to as *attendant, aide, bus aide, monitor, bus monitor, escort, or driver assistant.*
- Ÿ **CDL:** Commercial Driver’s License.
- Ÿ **CSRS:** Child Safety Restraint System. Other terms used include *car seat, child restraint, or safety seat.*
- Ÿ **Head Mechanic:** The individual responsible for supervising the school vehicle maintenance program. Other terms used include *Lead Mechanic* and *Chief Mechanic.*
- Ÿ **Mechanic:** Sometimes referred to as *bus mechanic, school bus mechanic, or technician.*
- Ÿ **NAPT:** National Association for Pupil Transportation.
- Ÿ **NHTSA:** National Highway Traffic Safety Administration.
- Ÿ **NSTA:** National School Transportation Association.
- Ÿ **Preservice training:** Classroom or behind-the-wheel training prior to transporting students.
- Ÿ **Pre-trip:** Also referred to as *precheck, vehicle inspection, vehicle sweep, or vehicle check.*
- Ÿ **Preventable accident:** Any *accident* an alert bus driver could have foreseen and avoided.
- Ÿ **Route:** The combined runs regularly traveled by a school bus transporting students between designated bus stops and school, or from school back to the designated stops; may include two or more runs in the morning, and two or more runs in the afternoon.
- Ÿ **Run:** A complete trip on a designated course traveled by a school bus transporting students from designated bus stops to school or from school back to the designated stops; a portion of a route.
- Ÿ **Safety Director:** The individual responsible for supervising the safety training program for the school district or bus company. Other terms used around the country for this position include *Lead Trainer, Head Trainer, or Safety Officer.*
- Ÿ **Special needs:** Refers to students with Individualized Education Program (IEP) requirements, students who are eligible for specialized transportation services under Section 504, and students experiencing problematic medical conditions or who otherwise may require specialized transportation services related to their educational program. Also referred to as *students with disabilities.* (Note: not all students with IEPs require special transportation services.)
- Ÿ **Trainer:** Trains or instructs bus drivers, attendants, and/or students. Other terms used around the country include *instructor, safety instructor, or school bus safety instructor.*
- Ÿ **Transportation Director:** The individual responsible for supervising the transportation department. Other terms used include *Transportation Supervisor, Terminal Manager, and Transportation Administrator.*
- Ÿ **Transportation official:** Any individual with administrative or supervisory responsibility for transportation services. May indicate the transportation director or various designees.

## A. School District Administration

*School district administrative guidance and support for transportation staff is critical to student safety.*

<b>POLICY</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
A1. Up-to-date school board policies exist in writing for key transportation issues, including: student eligibility for transportation; roadways designated unsafe to travel or cross; student discipline; weapons and violence; emergencies; employee drug/alcohol testing; transportation employee responsibilities; and transportation employee disciplinary procedures.	i	i	i
A2. Student disciplinary policies are enforced by building administrators or designees when problems occur on the bus ride.	i	i	i
<b>COMMUNICATION WITH TRANSPORTATION</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
A3. The transportation director participates in school district administrative staff meetings.	i	i	i
A4. Designated and trained school staff supervise and assist with student loading and unloading on school campuses.	i	i	i
A5. Clear lines of communication between the special education and transportation departments exist.	i	i	i
A6. Transportation officials attend IEP team meetings involving students with specialized or complicated transportation needs.	i	i	i
A7. Safety-significant information about students (especially those with special needs) is shared with bus drivers, attendants and appropriate transportation officials on a need-to-know basis.	i	i	i
A8. Contractor transportation staff receive comparable levels of administrative support as district transportation staff.	i	i	i
A9. School administrators participate in transportation staff recognition programs.	i	i	i
A10. School administrators create opportunities to improve communication with bus drivers and attendants serving their schools.	i	i	i
A11. Bus drivers transporting students to and from a particular school are known by teachers and building administrators.	i	i	i
A12. In the afternoon, an administrator remains in the school building until all that school's buses have dropped off all their students.	i	i	i

A. School District Administration

---

<b>STATE REQUIREMENTS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
A13. The school district is in compliance with all state requirements related to administrative policies and procedures regarding transportation.	i	i	i

## B. Transportation Department Management

*Professional management of the transportation department is essential to student safety.*

MANAGEMENT QUALIFICATIONS	YES	NO	N/A
B1. A full-time transportation director (who is <u>not</u> simultaneously responsible for other major administrative functions such as buildings and grounds, health, cafeteria, or business) manages transportation.	i	i	i
B2. The transportation director has at least three years experience in pupil transportation management.	i	i	i
B3. The transportation director is a member of the National Association for Pupil Transportation (NAPT), National School Transportation Association (NSTA), or another national or regional pupil transportation association.	i	i	i
B4. The transportation director is a member of the state transportation association.	i	i	i
B5. The transportation director attends the annual NAPT, NSTA, or regional association conference.	i	i	i
B6. The transportation director attends the annual state association conference.	i	i	i
B7. The transportation director has been certified as a supervisor or director through the NAPT certification program.	i	i	i
B8. The transportation director possesses an Associate's or higher-level college degree.	i	i	i
B9. The transportation director regularly reads industry periodicals and e-newsletters such as <i>School Bus Fleet</i> , <i>School Transportation News</i> , <i>Transporting Students with Disabilities</i> , and <i>School Transportation Director</i> .	i	i	i
B10. The transportation director possesses basic computer skills (word processing, database, etc.).	i	i	i
B11. The transportation director is capable of producing clear written memos and reports.	i	i	i
B12. An assistant or designated substitute assumes responsibility in the absence of the transportation director.	i	i	i
LEADERSHIP STYLE	YES	NO	N/A
B13. The transportation director displays high ethical standards on the job.	i	i	i
B14. The transportation director treats employees fairly and consistently.	i	i	i

*B. Transportation Department Management*

<b>LEADERSHIP STYLE</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
B15. The transportation director communicates with employees and school staff. in a respectful manner.	i	i	i
B16. The transportation director represents the department in a professional manner when establishing and maintaining relationships with parents, government agencies, community organizations, the media, and the public at large.	i	i	i
<b>OFFICE STAFFING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
B17. Sufficient office personnel are available to provide phone, 2-way radio, computer, and supervisory coverage as required at peak times.	i	i	i
B18. Sufficient office personnel are available to handle routine office duties.	i	i	i
B19. Designated substitutes are in place for key office staff.	i	i	i
<b>OFFICE ORGANIZATION AND EQUIPMENT</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
B20. Personnel and other transportation department files and records are maintained in an organized and accessible manner.	i	i	i
B21. The confidentiality of personnel and student information is protected.	i	i	i
B22. The phone system is capable of handling peak demand.	i	i	i
B23. The transportation office is equipped with reliable, up-to-date computers.	i	i	i
B24. The transportation office has e-mail and internet access.	i	i	i
B25. The transportation office is equipped with a copier.	i	i	i
B26. The transportation office is equipped with a fax machine.	i	i	i
B27. The transportation office is capable of providing privacy for personnel meetings.	i	i	i
<b>RADIO COMMUNICATION SYSTEM</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
B28. A 2-way radio (or comparable) system provides communication between the transportation office and buses.	i	i	i
B29. The 2-way radio system is capable of communicating with all regular route buses.	i	i	i
B30. 2-way radio communications are handled calmly and professionally by office staff, including during crises or stressful incidents.	i	i	i
B31. A system of emergency radio codes and protocols is in place.	i	i	i

*B. Transportation Department Management*

B32. Bus drivers are trained in proper radio use.	i	i	i
B33. 2-way radio communications are recorded.	i	i	i
<b>DEPARTMENT HANDBOOK</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
B34. A transportation department handbook clearly defining employee roles and responsibilities and listing operational and safety procedures is available.	i	i	i
B35. The transportation department handbook is provided to all employees upon hire.	i	i	i
B36. The transportation department handbook is regularly updated, and updated versions are promptly disseminated to employees.	i	i	i
B37. Employees sign a receipt indicating they have received and read the transportation department handbook.	i	i	i
B38. The transportation department handbook is periodically referenced and discussed in staff safety meetings.	i	i	i
<b>JOB DESCRIPTIONS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
B39. Up-to-date, accurate job descriptions for all transportation positions exist in writing.	i	i	i
B40. Job descriptions are provided to all transportation employees.	i	i	i
B41. Job descriptions are referenced in employee evaluations.	i	i	i
<b>EMPLOYEE DISCIPLINE PROCEDURES</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
B42. Employee discipline procedures are clearly defined in writing.	i	i	i
B43. Due process is provided for employees charged with a violation of policy or procedure.	i	i	i
B44. Employee discipline is administered in progressively severe steps.	i	i	i
B45. Employee discipline policies and procedures are fairly and consistently administered.	i	i	i
<b>COMPLAINT PROCEDURES</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
B46. Complaints about bus drivers, bus stops, and other aspects of student safety are logged in writing.	i	i	i
B47. Complaints are objectively investigated by the transportation director or designee.	i	i	i

*B. Transportation Department Management*

B48. Anonymous complaints, as well as complaints from individuals willing to identify themselves, are logged and investigated for credibility and accuracy.	i	i	i
B49. A phone number for reporting safety concerns is placed on buses.	i	i	i
B50. The results of complaint investigations are documented in writing.	i	i	i
<b>EMPLOYEE SUPPORT</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
B51. An Employee Assistance Program (EAP) is available for counseling transportation staff experiencing personal problems.	i	i	i
B52. Staff debriefings led by trained facilitators are conducted after stressful or traumatic transportation events such as accidents, staff or student deaths, etc.	i	i	i
B53. Literacy and GED preparatory classes are offered to employees.	i	i	i
<b>CONTRACTOR SAFETY PERFORMANCE</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
B54. Contract transportation is held to the same safety standard as district-provided transportation.	i	i	i
B55. Contractor safety performance is closely monitored by school district transportation officials.	i	i	i
B56. Contractor safety requirements are clearly defined in contract specifications.	i	i	i
B57. Contractor bus drivers and attendants are provided with up-to-date safety information and quality training programs.	i	i	i
B58. Contractors employ an adequate number of qualified trainers for the number of bus drivers and attendants in the fleet.	i	i	i
B59. Contractors employ a qualified safety director who oversees training, driver monitoring, complaint investigation, and accident investigation.	i	i	i
B60. Contractors are not permitted to “double up” on runs without prior district approval.	i	i	i
<b>DRIVER MONITORING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
B61. Road observations of all bus drivers (regular route bus drivers, activity trip drivers, and substitutes) are conducted at least once a year.	i	i	i
B62. All bus drivers in the fleet (regular route bus drivers and substitutes) receive periodic “behind-the-wheel” driving skills road tests administered by trained safety staff.	i	i	i

*B. Transportation Department Management*

<b>DRIVER MONITORING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
B63. Safety staff conducting road observations have received specialized training in defensive driving and bus driver evaluation skills.	i	i	i
B64. Road observations are conducted when bus drivers are transporting students.	i	i	i
B65. Road observations include observations of student loading/unloading.	i	i	i
B66. Road observations are documented in writing on a standard form.	i	i	i
B67. Bus drivers are promptly informed of any deficiencies observed during road observations, and specific means of correcting deficiencies are discussed.	i	i	i
B68. Bus drivers with identified safety problems are observed more frequently.	i	i	i
B69. If serious deficiencies are observed on road observations, bus drivers are given appropriate retraining.	i	i	i
B70. Spot checks of drivers conducting pre-trip inspections (including “park-outs” - buses parked off site) are regularly conducted by supervisory or safety staff.	i	i	i
B71. All bus drivers in the fleet (regular route bus drivers and substitutes) are given periodic “behind-the-wheel” skills road tests administered by trained safety staff.	i	i	i
B72. Electronic monitoring of vehicle actions and driver pre-trip inspections is utilized to supplement direct visual monitoring.	i	i	i
B73. All outside employment of drivers must be approved by a supervisor to ensure drivers aren’t fatigued while on duty.	i	i	i
<hr/>			
<b>EMPLOYEE EVALUATIONS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
B74. All transportation employees receive performance evaluations at least once a year.	i	i	i
B75. Significant incidents (positive or negative) regarding an employee’s performance are logged throughout the year in preparation for the performance evaluation.	i	i	i
B76. Performance evaluations are documented in writing and maintained in employee personnel files.	i	i	i
B77. Employees are given opportunities to make suggestions for improving the transportation department, as part of the performance evaluation process.	i	i	i

*B. Transportation Department Management*

---

<b>STATE REQUIREMENTS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
B78. The school district is in compliance with all state requirements regarding transportation department management functions and responsibilities.	<b>i</b>	<b>i</b>	<b>i</b>

## C. Budgeting, Accounting, and Procurement

*Professional budgeting and accounting methods help ensure reliable transportation and adequate funding of safety measures.*

	YES	NO	N/A
C1. Student transportation services (including capital expenditures) are clearly indicated in annual school district budgets.	i	i	i
C2. Individual operational expenditures are categorized within respective budget documents.	i	i	i
C3. Annual appropriations are adequate for vehicle repair and maintenance, preservice and inservice training, accident investigation and follow-up, and general operational procedures.	i	i	i
C4. Transportation staff are afforded opportunities to provide input in the budget development process.	i	i	i
C5. Procurement of vehicles, shop equipment, fuel, parts, tires and supplies follow established state and school district procedures unless otherwise exempted (e.g., contracted services).	i	i	i
C6. Upon delivery, new school buses are inspected before acceptance to ensure that they meet bid specifications and federal and state requirements.	i	i	i
C7. A bus replacement schedule is in place.	i	i	i
C8. A plan is in place for replacing safety equipment and devices (i.e., fire extinguishers, first aid kits, child safety restraints, etc.) when they no longer meet established safety standards.	i	i	i
C9. A system is in place for monitoring department inventories.	i	i	i
C10. Inventory procedures include safety equipment and devices installed or carried on school buses.	i	i	i
C11. A system is in place to track and monitor purchase, repair, maintenance, fuel, and operational costs for individual school buses.	i	i	i
C12. Costs (including salaries, benefits and vehicle costs) for athletic and other activity trips are clearly defined and monitored during the fiscal year.	i	i	i
C13. Costs for athletic and other activity trips are refunded from special funds (Title I, Special Education, Migrant Education, etc.) as appropriate.	i	i	i
C14. The cost of outsourced repair and maintenance services are monitored by the school district.	i	i	i
C15. Accident costs (both direct and indirect) are closely monitored by the school district.	i	i	i

*C. Budgeting, Accounting, and Procurement*

C16. Periodic reviews of accident costs are conducted by the school district's insurance provider.	i	i	i
C17. The school district is in compliance with state requirements regarding transportation finances and budgeting.	i	i	i

## D. Transportation Facility

*The transportation facility should be safe, secure, and with enough space for vehicle maintenance and parking, parts storage, administrative offices, staff break areas, and meeting/training rooms.*

<b>GARAGE WORK AREA</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
D1. Adequate space exists for servicing and repairing buses.	i	i	i
D2. Adequate lifts are provided for servicing buses.	i	i	i
D3. The garage work area is adequately illuminated.	i	i	i
D4. The garage work area is adequately heated and ventilated.	i	i	i
D5. Lifts are safety-tested at least twice a year.	i	i	i
D6. Jacks are safety-tested at least twice a year.	i	i	i
D7. The garage work area is free of trip hazards such as discarded parts, tools, and air, water, electric, and lubrication lines.	i	i	i
D8. The garage is kept clean.	i	i	i
D9. Safety guards are in place on all power tools.	i	i	i
D10. Personal protective equipment (i.e., gloves, safety glasses, goggles, face shield and/or head wear) is worn when doing work such as grinding, hammering, cutting, welding, and working with batteries.	i	i	i
D11. Access to the garage work area is restricted to all but mechanics, inspectors, and supervisors, and the restriction is enforced.	i	i	i
D12. A functioning eye wash station is readily accessible to garage staff.	i	i	i
D13. A well-stocked first aid kit is readily accessible to garage staff.	i	i	i
D14. Fire extinguishers are readily accessible to garage staff.	i	i	i
D15. Tools and parts in the garage work area are maintained in a neat, clean, and orderly fashion.	i	i	i
D16. Waste oil is securely stored and discarded in accordance with federal and state regulations.	i	i	i
D17. Out-of-service vehicles are clearly tagged in the driver compartment or on the windshield.	i	i	i
D18. At least two maintenance staff are present in the garage facility when repair or service work is being performed on any vehicle.	i	i	i
D19. Contracted maintenance and repair services are monitored for compliance with written contracts and with federal and state regulations.	i	i	i

*D. Transportation Facility*

<b>PARTS ROOM</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
D20. The parts room has adequate space for parts storage.	i	i	i
D21. Parts are maintained in an organized fashion.	i	i	i
D22. The parts room is secured at all times.	i	i	i
D23. Access to parts is restricted.	i	i	i
D24. An inventory system is in place to keep track of parts and supplies.	i	i	i
<b>HEAD MECHANIC'S OFFICE</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
D25. An office separate from the garage work area is provided for the head mechanic.	i	i	i
D26. The head mechanic's office provides sufficient privacy for confidential employee meetings.	i	i	i
D27. A phone is provided for the head mechanic.	i	i	i
D28. A computer is provided for the head mechanic.	i	i	i
D29. Internet and e-mail access is provided for the head mechanic.	i	i	i
<b>STAFF BREAK ROOM</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
D30. A sufficiently large break room is provided for bus drivers and attendants to relax between runs.	i	i	i
D31. Mechanics are provided with a break room.	i	i	i
D32. Comfortable seating is provided in the break room.	i	i	i
D33. The break room is maintained in a clean and neat condition.	i	i	i
D34. The break room is adequately heated and ventilated.	i	i	i
D35. A refrigerator is provided in the break room.	i	i	i
D36. A food preparation area is provided in the break room.	i	i	i
<b>TRAINING ROOM</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
D37. A training room isolated from daily operations, with adequate space to conduct classroom training for bus drivers and attendants, is provided on-site.	i	i	i
D38. The training room is maintained in a clean and neat condition.	i	i	i
D39. Comfortable seating is provided in the training room.	i	i	i

*D. Transportation Facility*

D40. The training room is equipped with audiovisual equipment.	i	i	i
D41. Trainers are provided with desks, filing space, and a computer with internet access.	i	i	i
D42. A training library (i.e., videos and DVDs, manuals, and safety publications) is maintained in the training room or another area accessible to drivers.	i	i	i

---

<b>HAZARDOUS MATERIALS/RIGHT-TO-KNOW</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
D43. Material safety data sheets (MSDS) for all potentially hazardous materials utilized in the transportation facility are maintained.	i	i	i
D44. MSDS are well-organized, highly visible, and immediately accessible to all transportation staff.	i	i	i

---

<b>BUS YARD</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
D45. The bus yard is large enough to safely accommodate all assigned buses.	i	i	i
D46. The bus yard is paved (or graded and surfaced with another suitable material).	i	i	i
D47. Backing is minimized in the bus yard.	i	i	i
D48. All sections of the bus yard is adequately illuminated.	i	i	i
D49. The bus yard is secured and access is restricted - children and the public are not permitted to pass through or loiter in the bus yard.	i	i	i
D50. Drivers, attendants, and mechanics are cautioned to be highly alert at all times when walking through the bus yard.	i	i	i

---

<b>FUELING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
D51. Fueling stations are isolated from the main flow of traffic in the bus yard.	i	i	i
D52. Smoking is strictly forbidden at or near fueling stations.	i	i	i
D53. An automatic fire extinguishing system is in place at fueling stations.	i	i	i
D54. Fuel pumps and tanks are protected by bollards or other barriers.	i	i	i
D55. Fuel tanks are located at least 300' from school buildings, playgrounds, and athletic fields.	i	i	i
D56. Fueling stations are adequately illuminated.	i	i	i
D57. Fueling stations are covered.	i	i	i

*D. Transportation Facility*

D58. When necessary, fuel trucks are available for refueling and dispensing oil and other essential fluids off site.	i	i	i
D59. Buses are shut off and fully secured when being fueled.	i	i	i
D60. Fuel spills are immediately reported.	i	i	i
<hr/>			
<b>STATE REQUIREMENTS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
D61. The school district is in compliance with all state requirements regarding the transportation facility.	i	i	i

## E. Eligibility, Routing, and Bus Stops

*Student safety should be of primary importance when developing bus routes and deciding on the placement of bus stops.*

<b>ELIGIBILITY</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
E1. Eligibility criteria for student transportation are clearly defined in writing.	i	i	i
E2. Eligibility criteria for student transportation are consistently applied to all students in like circumstances.	i	i	i
E3. To maximize student safety, the school district makes a concerted effort to provide transportation to as many students as possible.	i	i	i
E4. Eligibility criteria include allowances for students who are not eligible for transportation based on distance criteria but whose route to school includes unusual hazards, or whose age or special needs may expose them to greater risk.	i	i	i
E5. High school students are discouraged from driving their own vehicles to school, and those who drive must meet and maintain strict behavior and safety criteria established by the school district.	i	i	i

<b>ROUTING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
E6. Bus routes are designed and approved by the transportation director or designee.	i	i	i
E7. Bus drivers conduct dry runs in their buses at the beginning of each school year, and every time they are assigned a new route during the school year.	i	i	i
E8. Printed route sheets with “left-right” driving directions are provided for bus drivers.	i	i	i
E9. Computerized route times are double-checked through a dry run conducted in an actual bus by a bus driver or a supervisor.	i	i	i
E10. The names of students assigned to each bus stop are provided to bus drivers.	i	i	i
E11. Bus drivers are required to update their route sheets on a regular basis throughout the school year.	i	i	i
E12. Bus drivers do not make unauthorized route or bus stop changes.	i	i	i
E13. Routes are regularly monitored by safety staff to ensure unauthorized changes have not occurred.	i	i	i
E14. Drivers that make unauthorized route or bus stop changes are subject to employee discipline.	i	i	i

E. Eligibility, Routing, and Bus Stops

<b>ROUTING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
E15. Routes avoid significant hazards (railroad crossings, bridges, dangerous intersections, pipelines, high risk terrorist targets, etc.) whenever possible, and when routes must negotiate or pass by such a hazard it is noted on the route sheet.	i	i	i
E16. Students who must cross the road when they get on or off their buses are identified on route sheets.			
E17. A concerted effort to avoid crossing unguarded railroad tracks is made when establishing routes.	i	i	i
E18. The accident record of railing crossings is considered when establishing routes.	i	i	i
E19. A concerted effort to minimize turn-arounds is made when establishing routes.	i	i	i
E20. A system is in place for bus drivers to report hazards on their routes and to suggest safety-related route or bus stop changes.	i	i	i
E21. A system is in place for evaluating all routes and bus stops for safety at least once a year.	i	i	i
E22. Route and bus stop observations are documented in writing.	i	i	i
E23. Designated student helpers are appointed to help direct substitute bus drivers and their names are identified on route sheets.	i	i	i
E24. Students assigned to buses making stops on high-speed roadways are kept out of the rearmost seats unless the bus is filled to capacity.	i	i	i
E25. Buses transporting middle and high school students are routed at a capacity rating of two, not three, students to a standard (39") school bus seat.	i	i	i
E26. All students are able to be seated completely (i.e., all body parts within the seat compartment); standees are not permitted at any time.	i	i	i
<b>BUS STOPS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
E27. An adequate waiting area safely back from the roadway is provided for students at bus stops.	i	i	i
E28. A concerted effort to provide at least 500' visibility in both directions on high speed roads (i.e., 35 mph+), and at least 300' visibility on lower speed roads, is made when establishing bus stops.	i	i	i
E29. A concerted effort to minimize student crossovers at bus stops is made.	i	i	i
E30. Students are not required to cross high-speed and/or multi-lane highways when boarding or exiting their buses.	i	i	i

*E. Eligibility, Routing, and Bus Stops*

<b>BUS STOPS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
E31. A concerted effort to minimize backing at or near bus stops is made, and if backing is unavoidable, students are onboard the bus.	i	i	i
E32. Bus stops are not established at busy intersections.	i	i	i
E33. Bus stops are not established in or near busy parking lots.	i	i	i
E34. Students are not required to wait for their buses in driveways or access roads serving multiple residents.	i	i	i
E35. Bus stops are not established near railroad crossings, bridges, construction zones, or other hazards.	i	i	i
E36. Parents are encouraged to provide adult supervision at group bus stops.	i	i	i
E37. In the morning, students who must cross the road at their bus stop wait for the bus to arrive before doing so.	i	i	i
E38. Bus stops are not established near the residence of a convicted sex offender.	i	i	i
<b>SCHOOL CLOSINGS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
E39. Transportation officials are consulted when the district is considering closing schools, early dismissal, or delaying school starting times due to severe weather conditions or emergencies at specific school sites. Weather-related safety concerns raised by transportation officials are seriously considered when deciding whether to close school.	i	i	i
E40. A road check by transportation officials is conducted prior to making a decision about school closing or delay due to weather conditions.	i	i	i
E41. Area highway departments and law enforcement agencies are consulted prior to making decisions about school closing or delay due to severe weather conditions.	i	i	i
E42. Fog is included as a severe weather condition that could trigger a school closing or delay.	i	i	i
E43. Alternate routes and bus stops for severe weather conditions are established prior to the arrival of seasonal weather.	i	i	i
E44. Both bus drivers and parents are informed of alternate severe weather routes and bus stops ahead of time.	i	i	i
E45. A high wind advisory is treated as a severe weather condition that could trigger a school closing or delay (to prevent children from being struck by falling limbs or wires, or buses being blown off the road).	i	i	i

E. Eligibility, Routing, and Bus Stops

<b>SCHOOL SITES</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
E46. Adequate adult supervision is provided in bus loading and unloading areas.	i	i	i
E47. School staff assigned to bus duty are informed of the serious nature of their duties, trained to carry out their responsibilities, and periodically monitored by building administrators.	i	i	i
E48. Buses are routed in school loading areas so buses doorside load and unload and students don't have to cross in front of buses.	i	i	i
E49. Buses are not parked in multiple lanes except when unavoidable. When double parking of buses is required, school staff should be placed at all designated crossing areas to supervise student movement around and between buses and to clear each lane before releasing buses.	i	i	i
E50. In school loading areas, buses are parked so rear emergency doors can be fully opened in case of emergency.	i	i	i
E51. A physical barrier or painted "safety line" or other visual warning is in place in the school loading area to remind students to stay back from buses.	i	i	i
E52. Bus riders are dismissed separately from walkers and other non-bus riders.	i	i	i
E53. Buses leave the bus loading area only upon a signal from designated staff.	i	i	i
E54. Motorists who pass buses in the bus loading area are reported to local law enforcement.	i	i	i
E55. Buses are not allowed to pass other buses in the bus loading area.	i	i	i
E56. Buses are not permitted to back up in bus loading areas.	i	i	i
E57. Temporary barriers are erected or staff are assigned to prevent motorists from entering the bus loading area when buses are loading or unloading.	i	i	i
E58. Signs warning motorists to stay out of the bus loading area during loading and unloading times are posted.	i	i	i
E59. Bus drivers are required to stay on board their buses when students are loading or unloading on school grounds (as on their routes).	i	i	i
E60. Buses are secured with a parking brake or interlock system when loading or unloading students at school.	i	i	i
E61. The AAA-sanctioned student safety patrol concept is utilized to help young students to cross the street adjacent to a school building.	i	i	i

*E. Eligibility, Routing, and Bus Stops*

<b>STUDENT CUSTODY</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
E62. An up-to-date student roster for each run is carried on the bus.	i	i	i
E63. An accurate passenger roster for athletic and other activity trips is carried on the bus, and a copy is maintained in the transportation office during the trip.	i	i	i
E64. A bus pass system or other method of accounting for students is utilized for late (activity) bus runs.	i	i	i
E65. Kindergartners and children with special needs are released from the bus only to authorized adults (parents, guardians, or older siblings).	i	i	i
E66. Bus drivers and attendants are informed of the identities of convicted sex offenders living near bus stops.	i	i	i
E67. Students are not allowed to get off the bus except at their approved stops without written authorization from parent/guardian and the school district.	i	i	i
E68. Bus drivers and attendants are required to conduct a vehicle interior post-trip inspection for children at the end of every run, and before leaving the bus for any reason.	i	i	i
E69. Bus drivers are instructed to pick up children waiting at stops other than their authorized stops (i.e., at a friend's stop) in the morning, but to report it immediately by 2-way radio.	i	i	i
E70. Parents of children waiting at unauthorized stops in the morning are promptly notified and warned to correct the problem to avoid disciplinary action.	i	i	i
E71. A written policy is in place requiring the immediate termination of any bus driver or attendant who fail to conduct a post-trip inspection for children left on the bus.	i	i	i
E72. A system is in place (placard, electronic, etc.) requiring bus drivers to walk to the inside rear of their buses each time they secure their buses at the end of their routes.	i	i	i
E73. Designated transportation staff check for children left on buses after buses return to the bus lot each day.	i	i	i
E74. Parents are required to select a single, consistent drop-off location for their children. Varying drop-off locations for different days of the week is not permitted (except in emergencies).	i	i	i
<b>STATE REQUIREMENTS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
E75. The school district is in compliance with all state requirements regarding student eligibility, routing, and bus stops.	i	i	i

## F. Driver and Attendant Qualifications, Hiring, and Retention

*Frontline transportation staff must be of high moral character and fully qualified for the demands of the job. A stable and experienced transportation staff is able to provide a higher degree of student safety.*

<b>PHYSICAL QUALIFICATIONS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
F1. Bus drivers must pass an annual medical exam designed to test their physical ability to drive a school bus.	i	i	i
F2. Physicians conducting medical exams are fully informed of the rigorous physical demands required to drive a school bus safely.	i	i	i
F3. Bus drivers' previous health histories and use of medications are carefully assessed by physicians.	i	i	i
F4. During the annual medical exam, bus drivers are required to report all medications currently being taken, and to promptly report changes in medications throughout the year.	i	i	i
F5. Bus drivers must pass a physical performance test designed to evaluate their physical ability to drive a school bus and evacuate students in an emergency.	i	i	i
F6. Bus attendants must pass a physical performance test designed to evaluate their physical ability to supervise students and evacuate students in an emergency.	i	i	i
F7. Bus drivers are tested for tuberculosis (TB).	i	i	i
F8. Attendants are tested for TB.	i	i	i
<b>DRUGS AND ALCOHOL</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
F9. Bus drivers are tested for illegal drug use prior to transporting students.	i	i	i
F10. Attendants are tested for illegal drug use prior to transporting students.	i	i	i
F11. At least 10% of bus drivers in the fleet are randomly tested for on-duty alcohol use and at least 50% are tested for illegal drug use each year. If the previous year's test results revealed a pattern of positive tests, the percentage of drivers tested in increased.	i	i	i
F12. Bus drivers who are involved in a fatal accident or ticketed for a moving violation arising from an accident in which an injury occurred which required treatment away from the scene, or a vehicle was disabled, are promptly tested for illegal drug and/or on-duty alcohol use.	i	i	i

*F. Driver and Attendant Qualifications, Hiring, and Retention*

<b>DRUGS AND ALCOHOL</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
F13. Bus drivers who are involved in any reportable accident are promptly tested for illegal drug use and/or on-duty alcohol use.	i	i	i
F14. A written policy is in place requiring termination for illegal drug use and/or on-duty alcohol use.	i	i	i
F15. The transportation director and other supervisory staff (i.e., dispatchers) who have direct interaction with drivers have received “reasonable suspicion” drug and alcohol training.	i	i	i
F16. A system is in place requiring all drivers, before going on duty each day, to have direct personal interaction with a supervisor trained to recognize signs of drug and alcohol use.	i	i	i
F17. A drug and alcohol testing service is available for accidents occurring after regular hours.	i	i	i
F18. Bus drivers receive preservice and refresher training about drug and alcohol testing requirements and the danger of driving under the influence.	i	i	i
<b>DRIVING RECORD</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
F19. The driving history of bus driver applicants with prior commercial driving experience is checked with previous employers for the past 10 years.	i	i	i
F20. The driving record of bus driver applicants is checked prior to hire.	i	i	i
F21. Bus driver applicants with more than three moving violations on their driving records during the previous three years are not hired.	i	i	i
F22. During their employment, bus drivers with more than three moving violations (in buses or in personal vehicles) within a three-year period are terminated.	i	i	i
F23. During their employment, bus drivers with more than three preventable accidents on their driving record (in buses or in personal vehicles) within a three-year period are terminated.	i	i	i
F24. A “behind the wheel” road test is conducted by department safety staff prior to allowing new bus drivers to transport students, including driver candidates who already hold a Commercial Driver’s License (CDL) or have previous bus driving experience.	i	i	i
F25. Bus drivers with a conditional license are not permitted to transport students.	i	i	i

*F. Driver and Attendant Qualifications, Hiring, and Retention*

<b>INTERVIEW PROCESS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
F26. A written list of interview questions is consistently utilized when interviewing bus driver applicants.	i	i	i
F27. An interview committee made up of individuals representing various transportation roles is utilized for interviewing applicants.	i	i	i
F28. The job responsibilities of a bus driver are realistically presented to individuals being considered for employment.	i	i	i
<b>PERSONAL REFERENCES</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
F29. At least three personal references, excluding individuals related by blood or marriage, are checked through direct contact (by phone or in person) prior to hiring of a transportation employee.	i	i	i
F30. The criminal record of a transportation employee applicant is checked prior to hire.	i	i	i
F31. After hire, the criminal record of all transportation employees is continually monitored by state and federal law enforcement agencies.	i	i	i
F32. The Human Relations Department, or an outside firm specializing in personal background checks, investigates the background of prospective employees.	i	i	i
<b>PROFESSIONALISM</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
F33. Dress standards appropriate to working around children exist in writing and are consistently enforced.	i	i	i
F34. Transportation staff are prohibited from using inappropriate language, especially when around children, and the prohibition is strictly enforced.	i	i	i
F35. Surveys of student, parent, and principal satisfaction with bus driver service and professionalism are periodically conducted by the transportation department.	i	i	i
F36. The passenger compartments of buses are swept daily and kept in a clean, hygienic condition.	i	i	i
F37. The driver compartments of buses are kept clean and free of clutter.	i	i	i
F38. The exteriors of buses are kept clean.	i	i	i
<b>SUBSTITUTE AND ACTIVITY BUS DRIVERS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
F39. During periods of high absenteeism, adequate substitute bus drivers are available to fill all runs, without having to utilize supervisory or mechanical staff.	i	i	i

*F. Driver and Attendant Qualifications, Hiring, and Retention*

<b>SUBSTITUTE AND ACTIVITY BUS DRIVERS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
F40. Substitute and activity bus drivers must meet the same training and pre-employment criteria as regular route bus drivers.	i	i	i
F41. Drivers used as designated substitutes are experienced, not new, drivers.	i	i	i
F42. Drivers used as substitutes are given opportunities to become familiar with routes before driving them.	i	i	i
F43. Designated student helpers are appointed to help direct substitute bus drivers and the student helper names are identified on route sheets.	i	i	i
F44. A corps of permanent designated substitutes are on duty at all times.	i	i	i
<b>EXEMPTIONS TO BUS DRIVER QUALIFICATIONS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
F45. Only individuals meeting <u>all</u> bus driver qualifications (i.e., physical, background, driving record, drug/alcohol testing, training, etc.) are permitted to drive students to or from school or school activities.	i	i	i
F46. Teachers, coaches, school administrators, or parent volunteers wishing to occasionally drive students to or from school or school activities must meet <u>all</u> bus driver qualifications and must transport students in approved school buses, not personal vehicles.	i	i	i
F47. A system is in place for quickly providing fully-qualified bus drivers, utilizing school buses, to take home sick students or students who have been suspended during the school day.	i	i	i
<b>DRIVER TURNOVER</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
F48. Average years of service for bus drivers in the fleet is at least five years.	i	i	i
F49. Bus driver turnover for the past 12 months is less than 10%.	i	i	i
F50. Exit interviews are conducted to ascertain reasons for bus driver and attendant departures from employment.	i	i	i
<b>STATE/FEDERAL REQUIREMENTS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
F51. The school district is in compliance with all state and federal requirements regarding school bus driver qualifications.	i	i	i

## G. Driver and Attendant Training

*To do their jobs as safely as possible, bus drivers and attendants need quality training on a regular basis.*

<b>CDL TRAINING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
G1. A consistent training checklist is utilized if the district or bus company prepares candidates to take the state CDL road test.	i	i	i
G2. Trainees must demonstrate proficiency in each area before moving to the next item in the checklist.	i	i	i
G3. All trainers preparing trainees to pass the state CDL road test teach the same safety procedures.	i	i	i
G4. Trainers preparing candidates to take the state CDL road test have received professional instruction in behind-the-wheel training.	i	i	i
<b>PRESERVICE TRAINING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
G5. All newly hired bus drivers, including those with previous bus driving experience, complete a basic safety course before transporting students.	i	i	i
G6. Preservice training includes both classroom and on-the-road training.	i	i	i
G7. Preservice training is conducted by qualified, experienced trainers.	i	i	i
G8. Preservice training is conducted in a professional learning environment.	i	i	i
G9. An exam is administered at the conclusion of preservice training to assess trainee mastery of course content.	i	i	i
G10. Newly hired bus drivers ride with experienced bus drivers on actual routes before transporting students on their own.	i	i	i
G11. An up-to-date transportation handbook is given to all employees upon hire, and reviewed prior to transporting students.	i	i	i
G12. Attendants receive preservice training specific to their responsibilities and to the students placed in their care.	i	i	i
G13. Preservice training is documented.	i	i	i
<b>INSERVICE TRAINING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
G14. All bus drivers and attendants (including substitutes) receive at least eight hours of inservice training each year.	i	i	i
G15. Inservice training includes segments focusing on current safety issues.	i	i	i
G16. Inservice training is conducted by qualified, experienced trainers.	i	i	i
G17. Inservice training is conducted in a professional learning environment.	i	i	i

*G. Driver and Attendant Training*

<b>INSERVICE TRAINING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
G18. A quiz or exam is administered at the conclusion of inservice training to assess participant comprehension of the material covered.	i	i	i
G19. Attendants receive inservice training specific to their responsibilities.	i	i	i
G20. Inservice training is documented.	i	i	i
<b>TRAINING REINFORCEMENT</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
G21. Monthly safety meetings are held to discuss safety concerns.	i	i	i
G22. A department newsletter, containing safety reminders and tips, is published on a regular basis during the school year.	i	i	i
G23. Safety memos are provided to bus drivers and attendants when new safety issues or concerns arise.	i	i	i
G24. A system for providing daily safety reminders to drivers, such as posting daily safety tips on the department bulletin board or transmitting them over radio, is in place.	i	i	i
G25. Safety posters promoting current safety procedures and campaigns are placed in the staff break room.	i	i	i
<b>RETRAINING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
G26. Drivers who have had a preventable accident or other identified safety problem receive appropriate retraining before returning to duty.	i	i	i
G27. A behind-the-wheel road test is administered after retraining and prior to the bus driver returning to duty.	i	i	i
G28. Retraining is documented.	i	i	i
<b>TRAINING TOPICS (TO BE COVERED IN BOTH PRESERVICE AND INSERVICE TRAINING)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
G29. Moral standards for bus drivers and attendants	i	i	i
G30. State pupil transportation laws and regulations	i	i	i
G31. School district pupil transportation policies	i	i	i
G32. Post-trip inspections for students	i	i	i
G33. Hazardous materials/right-to-know	i	i	i
G34. First aid and universal precautions	i	i	i

*G. Driver and Attendant Training*

<b>TRAINING TOPICS (TO BE COVERED IN BOTH PRESERVICE AND INSERVICE TRAINING)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
G35. Cardiopulmonary Resuscitation (CPR), when transporting students who are medically fragile	i	i	i
G36. Railroad crossing safety	i	i	i
G37. Drug and alcohol testing requirements	i	i	i
G38. Fatigue and hours of driving	i	i	i
G39. Student loading and unloading procedures	i	i	i
G40. Evacuation readiness and procedures	i	i	i
G41. Accident and breakdown procedures	i	i	i
G42. Bus drills	i	i	i
G43. Student management, including prevention of bullying and sexual harassment	i	i	i
G44. Confidentiality	i	i	i
G45. Violence prevention and response	i	i	i
G46. Communication skills	i	i	i
G47. Pre-trip and post-trip vehicle inspections	i	i	i
G48. Basic knowledge of bus mechanical systems and equipment operation, and recognizing mechanical problems	i	i	i
G49. Idling restrictions	i	i	i
G50. Driver and attendant injury prevention	i	i	i
G51. Defensive driving skills for school bus drivers	i	i	i
G52. Activity and sports trip procedures	i	i	i
G53. Night driving	i	i	i
G54. Highway driving	i	i	i
G55. Mountain driving	i	i	i
G56. Severe weather driving	i	i	i
G57. School site safety	i	i	i
G58. Route, bus stop, and student custody responsibilities	i	i	i
G59. School bus security awareness	i	i	i
G60. Disability categories	i	i	i
G61. Sensitivity to students with disabilities	i	i	i

*G. Driver and Attendant Training*

<b>TRAINING TOPICS (TO BE COVERED IN BOTH PRESERVICE AND INSERVICE TRAINING)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
G62. Wheelchair loading and securement, if transporting students in wheelchairs	i	i	i
G63. Child Safety Restraint System (CSRS) use and securement, if transporting children using CSRSs	i	i	i
<b>TRAINER/INSTRUCTOR QUALIFICATIONS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
G64. Safety trainers and instructors receive professional training in instructional skills.	i	i	i
G65. Safety trainers and instructors receive state certification.	i	i	i
G66. Safety trainers and instructors receive NAPT certification.	i	i	i
G67. Safety trainers and instructors participate in continuing professional development to maintain and update their training skills.	i	i	i
G68. Safety trainers and instructors attend state school bus association conferences.	i	i	i
G69. Safety trainers and instructors attend national school bus association conferences.	i	i	i
<b>STATE/FEDERAL REQUIREMENTS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
G70. The school district is in compliance with all state and federal requirements regarding driver and attendant training.	i	i	i

## H. Safety Culture

*Staff morale has a direct impact on student safety.*

<b>STAFF INPUT</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
H1. Transportation employees are required to report safety concerns.	i	i	i
H2. Employee suggestions for improving safety are seriously considered by management.	i	i	i
H3. A system for facilitating input from drivers, such as a suggestion box, is in place.	i	i	i
H4. Drivers and attendants are provided with regular opportunities to be involved in decisions about safety.	i	i	i
H5. A functioning safety committee, with bus driver and attendant representatives, is in place.	i	i	i
H6. A functioning accident review committee, with bus driver representatives, is in place.	i	i	i
H7. Drivers and attendants are periodically surveyed regarding training needs and concerns.	i	i	i
H8. Bus drivers are given an opportunity to provide input when new buses are being ordered.	i	i	i
<b>SAFETY LEADERSHIP</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
H9. The transportation director is a consistently strong advocate for high safety standards.	i	i	i
H10. The head mechanic is a consistently strong advocate for high safety standards.	i	i	i
H11. Drivers and attendants are given the opportunity to be involved in supplemental (paid or voluntary) safety projects.	i	i	i
H12. Local bus safety roadeos are available for bus driver and attendant participation.	i	i	i
H13. The transportation director strongly encourages bus drivers and attendants to participate in bus roadeos or other voluntary safety programs.	i	i	i
H14. The transportation director and other supervisory staff participate in bus roadeos as judges or in other volunteer capacities.	i	i	i

*H. Safety Culture*

<b>EMPLOYEE APPRECIATION</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
H15. Bus drivers and attendants are compensated (wages and benefits) commensurate with their responsibilities and in accordance with area pay rates for other professional bus drivers.	i	i	i
H16. A transportation employee recognition program is in place.	i	i	i
H17. Financial incentives are offered for safe driving and excellent attendance.	i	i	i
H18. An annual transportation employee awards program is in place.	i	i	i
H19. An employee recognition display area (i.e., for photos, awards, commendations, etc.) exists in the transportation facility.	i	i	i
<b>STAFF IDENTITY</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
H20. Identifying apparel (shirts, hats, jackets) is provided to transportation staff.	i	i	i
H21. Transportation employees are encouraged to participate in local charitable projects.	i	i	i
H22. Activities to promote group identity and positive morale in the transportation department, such as employee picnics, holiday parties, and an annual group photo, are promoted and coordinated by management.	i	i	i
<b>STAFF HEALTH AND SAFETY</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
H23. Buses are equipped with three-point lap-shoulder belts for bus drivers.	i	i	i
H24. Buses are equipped with high back driver seats.	i	i	i
H25. Buses are equipped with air-ride driver seats.	i	i	i
H26. Adequate storage compartments are provided on buses for drivers' personal effects.	i	i	i
H27. Buses are equipped with power-adjustable driving mirrors.	i	i	i
H28. Violence or threats of violence against bus drivers or attendants (i.e., by students, parents, or others) are reported to law enforcement by the school district and aggressively prosecuted.	i	i	i
H29. The transportation department staff parking area is adequately illuminated for bus drivers returning from trips late at night.	i	i	i
H30. Bus drivers and attendants are required to wear safe footwear and apparel.	i	i	i
H31. Bus drivers are provided with flashlights for inspecting buses in low-light conditions.	i	i	i

H. Safety Culture

<b>STAFF HEALTH AND SAFETY</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
H32. Bus drivers are provided with snow brushes during winter weather.	i	i	i
H33. Bus drivers are given assistance from maintenance or support staff in cleaning snow from their parked buses during snowy weather.	i	i	i
H34. A log of all employee on-the-job injuries is maintained and regularly reviewed for determining preventive measures.	i	i	i
H35. Transportation employees are offered the services of an Employee Assistance Program (EAP).	i	i	i

<b>STATE REQUIREMENTS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
H36. The school district is in compliance with all state requirements regarding management support for positive staff morale.	i	i	i

## I. Critical Bus Driving Skills

*Driving a school bus safely demands a high level of defensive driving skills and safety awareness.*

<b>ACCIDENT RATE</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
I1. The fleet experienced fewer than 1.5 preventable accidents (as defined in "Terminology," p. 5) per million fleet miles over the past 12 months.	i	i	i
<b>DEFENSIVE DRIVING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
I2. Bus drivers search actively for hazards while driving, regularly scanning the roadway approximately 12-15 seconds ahead.	i	i	i
I3. Bus drivers cover the brake and are prepared to stop when approaching potential hazards.	i	i	i
I4. Bus drivers strictly observe posted speed limits, including those located in school zones.	i	i	i
I5. Bus drivers reduce speed in challenging traffic or weather conditions.	i	i	i
I6. Bus drivers allow adequate following distance between their buses and other vehicles, including other buses when leaving school grounds and on field trips.	i	i	i
I7. Bus drivers do not exceed 55 mph when transporting students in highway conditions, regardless of posted speed or the speed of traffic.	i	i	i
I8. Bus drivers do <u>not</u> use the internal mirror to monitor onboard student activity during critical driving maneuvers such as entering an intersection, crossing railroad tracks, or loading/unloading students.	i	i	i
I9. Bus drivers are prohibited from drinking, eating, or using a cell phone while transporting students.	i	i	i
<b>RAILROAD CROSSINGS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
I10. Bus drivers make a full stop with or without passengers at all railroad crossings,	i	i	i
I11. When approaching railroad crossings, buses are positioned in the far right lane.	i	i	i
I12. Bus drivers activate 4-way hazard flashers to alert other motorists that buses are about to stop at a railroad crossing.	i	i	i
I13. When checking for trains at grade crossings, bus drivers silence passengers and turn off heaters and fans and a.m. radios.	i	i	i

I. Critical Bus Driving Skills

<b>RAILROAD CROSSINGS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
I14. Buses are equipped with a “master silence” switch that shuts off all noise-producing equipment (heaters, fans, and a.m. radios) simultaneously.	i	i	i
I15. Am-fm radio speakers are not located in the driver compartment, or are disabled.	i	i	i
I16. Before crossing railroad tracks, bus drivers open the driver window and the passenger door to check for trains, and close the door before proceeding. Special care is taken to prevent students from slipping off the bus while the door is open at the tracks.	i	i	i
I17. If train warning signals activate or a train is visible, bus drivers secure their buses with parking or emergency brake until the train has passed and it is safe to proceed.	i	i	i
I18. Bus drivers deactivate 4-way hazard flashers and reactivate the student flasher master switch when they resume road speed after crossing the tracks.	i	i	i
I19. Bus drivers do not proceed across tracks unless they are certain there’s adequate space on the other side for the bus to completely clear the tracks.	i	i	i
I20. Bus drivers are attentive to the additional hazard of multiple-track crossings.	i	i	i
<b>INTERSECTIONS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
I21. Bus drivers cover the brake and are prepared to stop when approaching and proceeding through intersections, even when they have “the right of way.”	i	i	i
I22. Bus drivers move actively in the seat to “look around” view obstructions on the bus before proceeding into intersections.	i	i	i
I23. When turning corners, bus drivers adjust for rear-wheel tracking to avoid hitting curbs, fixed objects, or pedestrians.	i	i	i
<b>BACKING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
I24. Bus drivers avoid backing whenever possible.	i	i	i
I25. When backing is unavoidable, bus drivers activate 4-way hazard flashers and sound the horn 2-3 seconds <u>before</u> starting to back, even if buses are equipped with back-up beepers.	i	i	i
I26. When backing is unavoidable, bus drivers carefully search the backing path for children, vehicles, fixed objects, and other hazards before backing.	i	i	i

*I. Critical Bus Driving Skills*

<b>BACKING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
I27. If an attendant is on the bus, the attendant serves as a spotter prior to and during the backing maneuver.	i	i	i
I28. When backing near a bus stop is unavoidable, students at the stop are on board the bus during the backing. In the morning, students board before the bus backs; in the afternoon, students exit the bus after backing.	i	i	i
I29. Bus drivers have a clear view through the rear emergency door (when equipped) via the inside rearview mirror.	i	i	i

<b>IDLING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
I30. Bus drivers do not let buses idle more than five minutes unless it is necessary to maintain passenger comfort in extremely cold or hot weather.	i	i	i
I31. Buses are not allowed to idle for prolonged periods in the bus yard or school loading areas.	i	i	i
I32. Buses are wired so the bus radio, flashers, and wheelchair lift can be operated for short periods of time without the bus engine running.	i	i	i
I33. Older diesel buses are retrofitted with diesel oxidation catalysts to reduce diesel emissions.	i	i	i

<b>STUDENT LOADING/UNLOADING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
I34. Bus drivers position their buses to the right side of the roadway to create a safe zone on the discharge side of the bus when loading or unloading.	i	i	i
I35. In the morning, bus drivers stop their buses prior to pulling directly adjacent to students waiting at bus stops.	i	i	i
I36. In the morning, students wait for the bus to come to a complete stop and for the bus driver to signal it's safe before moving towards the bus.	i	i	i
I37. Bus drivers secure their buses (with parking brake or by other means beyond the service brake, such as an interlock system) whenever students are getting on or off.	i	i	i
I38. When discharging students, bus drivers do not move their buses until all students are safely away from the danger zones within 15' around the bus, where students are out of the driver's direct vision.	i	i	i
I39. Bus drivers activate amber pre-warning student flashers as they approach bus stops, early enough to alert other motorists.	i	i	i
I40. Bus drivers activate red student flashers when loading or unloading students.	i	i	i

I. Critical Bus Driving Skills

<b>STUDENT LOADING/UNLOADING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
I41. Bus drivers remind students daily about how to get off the bus safely.	i	i	i
I42. Bus drivers do not resume motion until all passengers are properly seated.	i	i	i
I43. Students who are about to get off the bus stay seated until the bus is stopped.	i	i	i
I44. Bus drivers count students getting off the bus at each bus stop.	i	i	i
I45. Before stepping off the bus, students look to the rear of the bus for a motorist passing the bus illegally.	i	i	i
I46. Preschool students, kindergarten students, and students with special needs are not required to cross the street when getting on or off a bus unless they are escorted by an adult.	i	i	i
I47. Students who must cross the street unescorted walk far enough in front of the bus to see the bus driver, wait for the driver's signal before starting across, and check carefully for traffic themselves.	i	i	i
I48. All bus drivers in the fleet use the same crossing signal.	i	i	i
I49. When attendants are present, they disembark to escort students at every bus stop, whether or not students must cross.	i	i	i
I50. At group stops, students who must cross are discharged before non-crossers.	i	i	i
I51. At group stops, students cross together, not one at a time.	i	i	i
I52. Students are not permitted to retrieve mail from a mailbox when getting off a bus.	i	i	i
I53. Bus drivers are reminded to be alert for student clothing or personal belongings that could become caught in the handrail or door.	i	i	i
I54. On bus routes on high speed roadways (i.e., 35 mph+), students do not use the rear seats of the bus until all other seats are filled.	i	i	i
I55. Students are taught a danger signal to warn them a motorist is about to pass the bus.	i	i	i
I56. Bus drivers adjust pedestrian mirrors according to federal and state standards.	i	i	i
I57. Bus drivers check pedestrian mirrors carefully before resuming forward motion at bus stops.	i	i	i
I58. Bus drivers do <u>not</u> check the internal overhead mirror just prior to resuming forward motion at bus stops - if the internal overhead mirror is checked at a bus stop, the driver <u>must</u> check the area around the outside of the bus both through direct vision and by using all external mirrors before resuming motion.	i	i	i

I. Critical Bus Driving Skills

<b>STUDENT LOADING/UNLOADING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
I59. Bus drivers move away from bus stops at slow speed, prepared to stop.	i	i	i
I60. School buses are equipped with crossing gates.	i	i	i
I61. School buses assigned to routes where passing motorists are a problem are equipped with driver-side front and rear stop arms.	i	i	i
I62. School buses assigned to routes where right side passers are a problem are also equipped with rear passenger-side stop arms.	i	i	i
I63. Maximizing driver visibility of the danger zones around the bus (i.e., through transit or sloped hood design) is a major consideration when ordering new buses.	i	i	i
I64. All pedestrian mirrors in the fleet comply with December 1993 federal standards (FMVSS 111). Mirrors on buses built before December 1993 are retrofitted to the 1993 standard.	i	i	i
I65. As much as possible, pedestrian mirrors are standardized throughout the fleet.	i	i	i
I66. A mirror adjustment grid is in place to help drivers check and adjust mirrors correctly on a daily basis.	i	i	i
I67. A <i>Safe Crossing</i> poster is mounted inside the bus to reinforce student crossing procedures.	i	i	i
<b>ADVERSE WEATHER DRIVING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
I68. Buses are equipped with strobe lights for low-light driving conditions.	i	i	i
I69. Buses are equipped with heated mirrors for winter driving conditions.	i	i	i
I70. Bus drivers are advised to stop in a safe location if they encounter localized hazardous weather conditions such as severe fog, high wind gusts, or icy roadways.	i	i	i
<b>STATE REQUIREMENTS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
I71. The school district is in compliance with all state requirements regarding school bus driving procedures.	i	i	i

## J. Student Training

*Comprehensive, age-appropriate student training programs are pivotal to school bus safety.*

<b>CLASSROOM TRAINING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
J1. A district-wide program is in place to teach students school bus safety procedures in an age-appropriate manner.	i	i	i
J2. Classroom training reinforces the same safety procedures students are taught on their buses.	i	i	i
J3. All bus drivers in the fleet teach students the same safety procedures.	i	i	i
J4. Students attending private, parochial, and charter schools also receive safety training.	i	i	i
J5. Schools participate in the annual NAPT school bus safety poster contest.	i	i	i
J6. High schools participate in the annual NAPT school bus safety speech contest.	i	i	i
<b>BUS DRILLS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
J7. Bus drills are conducted on all bus routes at least once each semester.	i	i	i
J8. Bus drills are conducted during summer school as well as during the regular school year.	i	i	i
J9. Bus drills are conducted by bus drivers.	i	i	i
J10. Sufficient school or transportation staff help supervise students during bus drills.	i	i	i
J11. Bus drills include hands-on practice in evacuation through emergency exits.	i	i	i
J12. Bus drivers are trained in how to conduct bus drills.	i	i	i
J13. Bus drivers are provided with a written checklist to use when conducting bus drills.	i	i	i
J14. The school district conducts safety programs for preschool and Head Start students entering school.	i	i	i
J15. Entering kindergarten students and their parents receive bus safety orientation prior to the start of school.	i	i	i
J16. Mini-drills are conducted before activity and sports trips.	i	i	i
J17. Students with special needs or conditions participate in bus drills.	i	i	i
J18. Students who don't ride buses to school every day also receive bus drills.	i	i	i

*J. Student Training*

<b>BUS DRILLS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
J19. Students are <u>not</u> allowed to jump from emergency doors during bus drills.	i	i	i
J20. Designated student helpers are appointed to help “spot” students as they evacuate.	i	i	i
<b>SAFETY REINFORCEMENT MATERIALS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
J21. Students are given age-appropriate materials to take home (stickers, coloring books, word searches, etc.) to reinforce bus drills and classroom safety programs.	i	i	i
J22. Parents are provided with materials to reinforce safety lessons their children have received.	i	i	i
J23. Bus drivers are involved in delivering classroom safety programs.	i	i	i
J24. Safety reminders (posters, etc.) are posted inside the school to reinforce safety lessons.	i	i	i
<b>STATE REQUIREMENTS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
J25. The school district is in compliance with all state requirements regarding student safety training.	i	i	i

## K. Student Management

*Successful student management programs depend on close cooperation and communication between school administrators and transportation department personnel.*

	YES	NO	N/A
K1. Ridership rules are posted in all buses.	i	i	i
K2. Ridership rules are focused on student safety.	i	i	i
K3. Ridership rules are sent home to parents at least once every school year.	i	i	i
K4. All bus drivers in the fleet enforce the same ridership rules.	i	i	i
K5. A written progressive discipline policy regarding student bus behavior is in place.	i	i	i
K6. School administrators consistently enforce the district's bus discipline policy.	i	i	i
K7. Students and parents sign and return safe bus behavior contracts at the start of each school year.	i	i	i
K8. Bus drivers and attendants are provided with a standardized referral form to report student behavior problems.	i	i	i
K9. Bus drivers and attendants are informed of all outcomes when a student behavior referral is made to a school administrator.	i	i	i
K10. Students who repeatedly misbehave are suspended from the bus until they and their parents or guardians have attended a bus safety class.	i	i	i
K11. Students who refuse to correct misbehavior are denied bus privileges.	i	i	i
K12. Students who threaten or engage in violence against other students, the bus driver, or the attendant are immediately suspended from the bus.	i	i	i
K13. Buses are equipped with video cameras.	i	i	i
K14. "Floating" attendants or School Resource Officers are available to ride buses when serious student management problems persist.	i	i	i
K15. Buses are equipped with an inside rearview mirror to monitor onboard student activity when it's safe to do so (i.e., <u>not</u> during critical safety maneuvers such as crossing railroad tracks or loading/unloading students).	i	i	i
K16. Whenever possible, attendants assigned to a bus to monitor student behavior sit near the rear of the bus for a better view.	i	i	i
K17. Students are not permitted to eat during the bus ride, including on activity and sports trips (due to the dangers of choking and allergic reactions).	i	i	i

*K. Student Management*

	<b>YES</b>	<b>NO</b>	<b>N/A</b>
K18. Students riding school buses or small school vehicles are required to use safety belts or other occupant restraints, if available.	i	i	i
K19. Students transported in small school vehicles are not permitted to sit in the front seat (i.e., beside the bus driver).	i	i	i
K20. Bus drivers and attendants utilize positive behavior management techniques and age-appropriate incentives (i.e., commendations, notes to parents, certificates, stickers, etc.).	i	i	i
K21. Bus drivers and attendants are included on school district task forces reviewing student behavior management problems and policies.	i	i	i
K22. The district utilizes a “Bus of the Month” or similar incentive program to reinforce positive bus behavior.	i	i	i
K23. Students who vandalize buses (damaging bus seats, etc.) are required to pay for damages.	i	i	i
K24. A written policy prohibiting students from possessing weapons, bullying, harassing, or making threats to or engaging in violence with other students, bus drivers, or attendants, is in place and strictly enforced by the district.	i	i	i
K25. Bus drivers and attendants are not permitted to give food items to students (i.e., as a reward for good behavior) due to the dangers of choking and food allergies.	i	i	i
K26. Bus drivers and attendants are trained in how to communicate to win parent support, and are encouraged to contact parents when minor discipline problems occur.	i	i	i
K27. Bus drivers and attendants learn all students’ names and make a consistent effort to communicate with student in a positive fashion.	i	i	i
K28. Students are assigned seats.	i	i	i
K29. The school district is in compliance with all state requirements regarding student management on school buses.	i	i	i

## L. Emergency Planning and Response

*The transportation department must be prepared for a wide variety of bus, school, and community emergencies. School and transportation emergency response plans must be closely coordinated.*

<b>EMERGENCY PLANNING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
L1. The district emergency plan clearly defines the role of transportation personnel in various school emergencies.	i	i	i
L2. Transportation administrators are actively involved in the development and revision of district emergency plans.	i	i	i
L3. A district-wide early-dismissal drill is conducted at least once a year.	i	i	i
L4. The transportation component of school emergency plans is practiced at least once a year.	i	i	i
L5. The transportation department utilizes a team-based approach to emergency response, clearly defining specific roles of various department personnel.	i	i	i
L6. The transportation department maintains a regularly-updated emergency phone staff notification list.	i	i	i
L7. The transportation department maintains a regularly-updated phone tree or other system (i.e., pagers) for quickly contacting bus drivers in emergencies.	i	i	i
L8. A system is in place to contact bus drivers in priority order based on school assignments, distance from the bus garage, etc., to speed up response time to specific emergency situations.	i	i	i
L9. An emergency code system is in place and understood by all drivers.	i	i	i
L10. New buses are ordered with a silent alarm system to notify base of an intruder or other criminal emergency on the bus or at a bus stop.	i	i	i
L11. Alternate bus staging areas and pick-up points have been designated for emergencies when buses cannot get to the school.	i	i	i
L12. Alternate safe shelters located away from the school, where students can be transported and temporarily housed during school emergencies, have been determined ahead of time.	i	i	i
L13. A plan is in place for evacuating the entire student body at once, as well as for students at individual schools.	i	i	i
L14. Emergency evacuation plans take into account the number of students requiring lift-equipped buses at each school.	i	i	i
L15. An emergency notification e-mail list is maintained to provide quick information updates during an emergency situation.	i	i	i

*L. Emergency Planning and Response*

<b>EMERGENCY PLANNING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
L16. The school district has a designated spokesperson for handling media requests for information during an emergency.	i	i	i
L17. Suitable staging areas have been identified for providing information to parents and the media during a major emergency.	i	i	i
L18. A system is in place for locking down the transportation facility due to the presence of an intruder, or other emergency situation, and is well understood by all transportation staff.	i	i	i
L19. The transportation department is equipped with an emergency generator, which is checked at least twice a year.	i	i	i
L20. Spare fuel is on hand for the emergency generator, and is replaced on a regular basis.	i	i	i
L21. The transportation office is equipped with emergency lighting.	i	i	i
<b>BUS ACCIDENT MANAGEMENT</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
L22. Bus drivers are required to report all accidents (including “minor” accidents and non-collision injuries) immediately from the scene by radio or phone.	i	i	i
L23. Bus drivers are provided with a written list of their responsibilities if they are involved in an accident.	i	i	i
L24. Bus drivers on out-of-district extracurricular or sports trips are provided with an up-to-date list of emergency phone numbers and with disposable cameras.	i	i	i
L25. All school bus accidents (including “minor” accidents and non-collision incidents involving injuries) are investigated and documented by transportation staff.	i	i	i
L26. Financial losses due to accidents and incidents are systematically and realistically assessed, and when appropriate, disciplinary action and/or retraining is provided to bus drivers and attendants so as to reduce future risk and expense.	i	i	i
L27. Accident investigators are provided with cameras and other appropriate accident documentation equipment.	i	i	i
L28. Accident investigators have received formal training in accident documentation and investigation.	i	i	i
L29. Mock accident drills are periodically conducted to evaluate the transportation department’s accident response readiness.	i	i	i
L30. “Tabletop” exercises are utilized to test accident response plans of transportation personnel, school staff, and community responders.	i	i	i

*L. Emergency Planning and Response*

<b>BUS ACCIDENT MANAGEMENT</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
L31. "Mass casualty incident" drills are periodically conducted to evaluate community preparation for a major school bus accident.	i	i	i
L32. Area emergency responders receive school bus extrication training.	i	i	i
L33. Bus drivers and other transportation staff are offered professional counseling after a serious accident or tragedy involving a student or a fellow employee.	i	i	i
<b>EMERGENCY EQUIPMENT ON BUSES</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
L34. All vehicles used for pupil transportation, regardless of size, are provided with fire extinguishers.	i	i	i
L35. Fire extinguishers are checked by a professional service at least once a year.	i	i	i
L36. All vehicles used for pupil transportation, regardless of size, are provided with a fully-stocked first aid kit.	i	i	i
L37. All vehicles used for pupil transportation, regardless of size, are provided with a body fluid spill clean-up kit.	i	i	i
L38. All vehicles used to transport students in wheelchairs, regardless of size, are provided with at least one fire blanket.	i	i	i
L39. All vehicles used to transport students in wheelchairs or students in CSRSs, regardless of size of the vehicle, are provided with at least two seat belt cutters, one of which should be mounted within reach of the seated, belted bus driver.	i	i	i
L40. All vehicles used to transport students in wheelchairs, regardless of size, are equipped with an automatic engine compartment fire suppression system.	i	i	i
L41. All vehicles used to transport students in wheelchairs, regardless of size, are equipped with fire retardant seat covers.	i	i	i
L42. All vehicles transporting students in wheelchairs, regardless of size, have at least one emergency roof hatch.	i	i	i
<b>STATE/FEDERAL REQUIREMENTS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
L43. The school district is in compliance with all state and federal requirements regarding school emergency planning and response.	i	i	i

## M. Security

*In today's world, protecting students on buses from criminal or terrorist acts must be a priority.*

	YES	NO	N/A
M1. 2-way radio systems include a silent alarm function allowing bus drivers to notify base of a possible security problem.	i	i	i
M2. A system for tracking the location of all buses throughout the day (for instance, GPS) is in place.	i	i	i
M3. Identification numbers are placed on bus roofs.	i	i	i
M4. Bus drivers conduct pre-trip and post-trip inspections that address current security issues and concerns (i.e., checking compartments for suspicious items, etc.).	i	i	i
M5. Access to the transportation facility and bus yard is controlled and monitored; visitors and vendors are required to sign in.	i	i	i
M6. Buses are locked when not in use or whenever the bus driver leaves the bus temporarily.	i	i	i
M7. The bus yard is fenced and gated, and gates are locked when the facility is not in use.	i	i	i
M8. The transportation facility is equipped with video cameras.	i	i	i
M9. The yard has adequate lighting.	i	i	i
M10. Bus drivers and attendants are trained in security awareness and threat-reporting procedures.	i	i	i
M11. Parked buses are kept at least half full of fuel at all times.	i	i	i
M12. A bus terrorism/hijacking drill has been conducted in conjunction with local law enforcement agencies.	i	i	i
M13. Bus specifications (i.e., door/window configurations, fuel and braking systems, etc.) are provided to area law enforcement agencies.	i	i	i
M14. Whenever bus drivers go out of service temporarily they are required to notify base by 2-way radio or other means before shutting the bus off.	i	i	i
M15. Transportation employees wear photo ID badges at all times.	i	i	i
M16. Buses are parked in numbered spaces to facilitate accounting for all buses.	i	i	i
M17. Dumpsters are located away from the building and parked buses.	i	i	i
M18. A key-control system is in place; terminated employees are required to return keys.	i	i	i

*M. Security*

	<b>YES</b>	<b>NO</b>	<b>N/A</b>
M19. Gate and building keys and/or access codes are periodically changed.	i	i	i
M20. Suspicious inquiries regarding bus routes, bus stops, or purchasing retired buses are reported to law enforcement.	i	i	i
M21. Potential high-risk terrorist targets within the community are identified in conjunction with law enforcement.	i	i	i
M22. The transportation department is made aware of school lock-down procedures; bus drivers and attendants know what to do if they're in a school loading zone when a lock-down occurs.	i	i	i
M23. Pre-arranged bus staging areas spread throughout the community are identified.	i	i	i
M24. Transportation office staff are provided with a bomb threat phone questionnaire.	i	i	i
M25. Procedures are in place for handling a bomb threat against a bus or all buses.	i	i	i
M26. Drainage ditches and pipes into the transportation facility are barred to prevent illegal entry.	i	i	i
M27. A security company and/or local law enforcement conduct regular patrols of the transportation facility during off hours.	i	i	i
M28. Perimeter fences and gates are topped with razor wire.	i	i	i
M29. Gates and exterior doors to the transportation facility are equipped with non-removeable hinges.	i	i	i
M30. Bus drivers are not allowed to permit a stranger to enter the bus at any time.	i	i	i
M31. Bus drivers are not allowed to stop their buses to assist at the site of a traffic accident they're not directly involved in, or at a vehicle breakdown, but are required to report the incident by 2-way radio.	i	i	i
M32. Bus drivers and attendants are trained in how to recognize concealed weapons.	i	i	i
M33. Mass transfers of students at centralized transfer points are avoided when possible, and when necessary are adequately monitored by other school or transportation personnel.	i	i	i
M34. Bus drivers are provided with written guidelines about suspicious parties present at or near bus stops or suspicious vehicles following the bus.	i	i	i
M35. Bus drivers are provided with the names, addresses, and photo ID of convicted sex offenders living along or near their routes.	i	i	i

*M. Security*

---

	<b>YES</b>	<b>NO</b>	<b>N/A</b>
M36. Bus routes and stops are <u>not</u> published in the local newspaper or on the district website due to security concerns.	<b>i</b>	<b>i</b>	<b>i</b>
M37. The school district is in compliance with all state and federal requirements regarding school district security.	<b>i</b>	<b>i</b>	<b>i</b>

## N. Parent and Public Outreach

*Proactive efforts to educate parents and the public result in better student behavior on buses and broader community support for school bus safety.*

	YES	NO	N/A
N1. At least once a year parents are provided with information about how they can help ensure their children’s safety on and around the bus.	i	i	i
N2. At least once a year, the district involves area law enforcement and media outlets in a coordinated “Operation Safe Stop” campaign to remind the public to stop for stopped school buses.	i	i	i
N3. Area businesses place “Don’t pass stopped school bus” reminders on grocery bags, tray liners, milk cartons, etc..	i	i	i
N4. Transportation officials speak about school bus safety at parent-teacher organization and civic meetings.	i	i	i
N5. Public service announcements are periodically issued to local media to remind motorists to stop for stopped school buses or to publicize notable positive accomplishments of the transportation department.	i	i	i
N6. Transportation officials and bus drivers periodically submit “letters to the editor” to local newspapers reminding the public to stop for stopped school buses.	i	i	i
N7. Pre-licensing and driver’s education courses for teenage and other new motorists include information about the importance of not passing a stopped school bus.	i	i	i
N8. Posters reminding the public to stop for stopped school buses are placed in local establishments, churches, agencies, etc.	i	i	i
N9. Parent input is sought regarding the quality of the transportation service provided - for instance, parent representatives are included on transportation department safety committees.	i	i	i
N10. Transportation administrators periodically submit articles or information to local media regarding positive accomplishments of the transportation department.	i	i	i
N11. Local reporters are notified of and invited to positive transportation events (awards ceremonies, roadeos, etc.).	i	i	i
N12. The school district is in compliance with all state requirements regarding parent and public education.	i	i	i

## O. Vehicles and Maintenance

*Vehicles used for school transportation must provide the highest level of protection for students.*

<b>VEHICLES</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
O1. All vehicles used for student transportation are inspected at least twice a year by third-party inspectors with expertise in school bus maintenance.	i	i	i
O2. “Non-conforming” 10-15 passenger vans (i.e., that do not meet federal school bus construction standards) are not permitted for any type of student transportation.	i	i	i
O3. New buses are ordered with 28” high seat backs and lap-shoulder belts for students; PTSI doesn’t generally support unfunded mandates but recognizes that each situation needs to be assessed for its safety merits.	i	i	i
O4. New buses are ordered with windshield wipers designed to provide a clear view of mirrors through the windshield.	i	i	i
O5. The director solicits input from mechanics, trainers, and bus drivers when developing specifications for new bus purchases.	i	i	i
O6. A vehicle replacement program is in place.	i	i	i
O7. A system is in place for inspecting new vehicles upon delivery.	i	i	i
O8. Drivers are inserviced about new vehicle designs and equipment when new vehicles enter the fleet.	i	i	i
<b>MAINTENANCE</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
O9. A systematic and effective preventive maintenance program is in place.	i	i	i
O10. All vehicles used for pupil transportation are thoroughly inspected and serviced at regular intervals by qualified mechanics.	i	i	i
O11. Vehicle and component manufacturer maintenance recommendations are adhered to, even when they exceed state or local requirements.	i	i	i
O12. All vehicle recalls (voluntary as well as mandatory) are acted upon immediately, and documented.	i	i	i
O13. An adequate number of mechanics is provided for the size, age, and composition of the fleet.	i	i	i
O14. An adequate number of vehicle lifts is available for the size of the fleet.	i	i	i
O15. Mechanics are ASE-certified in school bus maintenance.	i	i	i

O. Vehicles and Maintenance

<b>MAINTENANCE</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
O16. Mechanics receive regular inservice training in current school bus technologies and maintenance techniques.	i	i	i
O17. Mechanics are provided with adequate tools and diagnostic equipment to maintain and repair vehicles.	i	i	i
O18. A breakdown log is maintained by mechanics to help evaluate maintenance procedures.	i	i	i
O19. Drivers conduct a thorough pre-trip and post-trip inspection of each bus they drive each day.	i	i	i
O20. Drivers file daily vehicle inspection reports on every bus they drive each day indicating possible mechanical problems.	i	i	i
O21. Mechanics check drivers' daily vehicle inspection reports and investigate any report of a possible mechanical problem before the bus returns to service.	i	i	i
O22. Vehicles with mechanical problems or other safety defects are immediately removed from service and not used to transport students until the problems are repaired.	i	i	i
O23. During winter months, a system for removing snow and ice from bus roofs and hoods before buses leave the yard is in effect.	i	i	i
O24. A non-ionic detergent is used to clean bus floors to reduce slipperiness and falls.	i	i	i
O25. Mechanics are on call for weekend and evening trips.	i	i	i
<b>STATE/FEDERAL REQUIREMENTS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
O26. The school district is in compliance with all state and federal requirements regarding vehicles used for pupil transportation.	i	i	i

## P. Special Needs

*Safely transporting students with special physical, mental, emotional, and health needs requires comprehensive planning and exceptional attention to detail.*

<b>INFORMATION ABOUT STUDENTS WITH SPECIAL NEEDS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
P1. Student records are adequately secured within the transportation department and on the bus to ensure confidentiality.	i	i	i
P2. Bus drivers and attendants are trained about student and family confidentiality.	i	i	i
P3. Safety-significant student information (i.e., information about the child's physical, emotional, mental, or health condition that the driver and attendant may need to protect the child's health and welfare during the bus ride, or in an emergency) is provided to bus drivers and attendants responsible for the student, including substitute drivers and attendants, on a need-to-know basis.	i	i	i
P4. Behavior Intervention Plans for students with known behavior problems are shared with transporters, and incorporate bus behavior goals.	i	i	i
P5. Substitute and activity trip bus drivers are adequately trained in special needs safety procedures.	i	i	i
P6. The transportation director or designee participates in IEP team meetings or staff discussions about students who pose complicated transportation challenges.	i	i	i
P7. Transportation-related requirements identified in student IEPs are communicated and implemented.	i	i	i
<b>STAFFING ISSUES FOR RUNS TRANSPORTING STUDENTS WITH SPECIAL NEEDS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
P8. Attendants are assigned to routes transporting students with special physical, behavioral, health, or evacuation needs that pose complicated challenges for safe transportation.	i	i	i
P9. Experience, temperament, and attitude are taken into account when assigning bus drivers and attendants to routes transporting students with special needs.	i	i	i
P10. Staff responsible for transporting students with special needs receive additional training and compensation for their additional responsibilities.	i	i	i
P11. Nurses are assigned to routes transporting students who have serious medical conditions or who may require medical procedures during transit.	i	i	i

P. Special Needs

<b>STAFFING ISSUES FOR RUNS TRANSPORTING STUDENTS WITH SPECIAL NEEDS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
P12. Students requiring one-on-one supervision in the classroom are assigned an attendant for the bus ride.	i	i	i
<b>SHARING SPECIAL EDUCATOR EXPERTISE WITH TRANSPORTERS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
P13. Special education school personnel (occupational therapists, physical therapists, school psychologists, et al) actively assist transportation staff with student issues.	i	i	i
P14. Staff assigned to transport students with out-of-hospital <i>Do Not Resuscitate</i> orders are informed of district policy and counseled and supported by special education staff.	i	i	i
<b>STAFF SPECIAL NEEDS AWARENESS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
P15. Drivers and attendants transporting students with special needs are trained to safely load, unload, and secure wheelchairs.	i	i	i
P16. Wheelchair securement system manufacturers periodically provide inservice training for bus drivers and attendants.	i	i	i
P17. Drivers and attendants transporting students with special needs are trained in confidentiality requirements.	i	i	i
P18. Drivers and attendants transporting students with special needs are trained and certified in CPR.	i	i	i
P19. Drivers and attendants transporting students with special needs are trained and certified in first aid procedures.	i	i	i
P20. Drivers and attendants transporting students with special needs are trained in universal precautions.	i	i	i
P21. Drivers and attendants transporting students with food, insect, or other allergies are trained in the dangers of severe allergic reaction, and trained to correctly administer epi-pens.	i	i	i
P22. Drivers and attendants transporting students with special needs are educated about the basic categories of disabilities.	i	i	i
P23. Drivers and attendants transporting students with special needs are trained in sensitivity and communication skills.	i	i	i
P24. Drivers and attendants transporting students with special needs participate in Special Needs Rodeos.	i	i	i
P25. Transportation staff specializing in transporting students with special needs attend the annual "Transporting Students with Disabilities" national conference.	i	i	i

P. Special Needs

<b>STAFF SPECIAL NEEDS AWARENESS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
P26. Transportation staff specializing in transporting students with special needs read the publication, <i>Transporting Students with Disabilities</i> .	i	i	i
P27. Drivers and attendants transporting students using wheelchairs are periodically observed by trained safety staff while loading and securing the wheelchairs.	i	i	i
<b>SPECIAL NEEDS SAFETY PROCEDURES</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
P28. Passenger positioning belts are in place and consistently utilized on student wheelchairs.	i	i	i
P29. Wheelchairs components (brakes, wheels, spokes, footrests, etc.) are in safe condition.	i	i	i
P30. Transportation staff work collaboratively with occupational and physical therapists and parents to guide the selection of new wheelchairs to comply with WC-19 standards.	i	i	i
P31. Attendants and drivers do <u>not</u> ride the wheelchair lift with students.	i	i	i
P32. At least one adult (attendant or driver) holds onto the wheelchair at all times while it is being raised or lowered on the wheelchair lift.	i	i	i
P33. Only trained transportation staff are permitted to operate the wheelchair lift.	i	i	i
P34. Lap/shoulder restraints are utilized and properly secured on all students riding in wheelchairs.	i	i	i
P35. Wheelchairs are transported facing forward.	i	i	i
P36. At least four tie-downs are utilized for wheelchairs being transported.	i	i	i
P37. Additional tie-downs are utilized for heavy (i.e., over 250#) wheelchairs.	i	i	i
P38. Tie-downs are attached to appropriate securement points on wheelchairs (i.e., to a designated D-ring or at a welded joint on the main frame).	i	i	i
P39. The vehicle is secured by parking brake or interlock system whenever wheelchairs are being loaded/unloaded.	i	i	i
P40. Oxygen and other medical equipment needed by students is adequately secured (able to withstand a force at least five times its weight) during the bus ride.	i	i	i
P41. Wheelchair “lap trays” are removed for the bus ride; if necessary, a foam insert is utilized to support the student in the wheelchair.	i	i	i
P42. Student medication is transported in a secure container and a chain-of-custody sign-off system is utilized.	i	i	i

P. Special Needs

<b>SPECIAL NEEDS SAFETY PROCEDURES</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
P43. Written guidelines for safely transporting service animals are in place (i.e., shots, securement, and possible allergic reaction or fears in other students).	i	i	i
<b>SPECIAL NEEDS VEHICLES</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
P44. FMVSS school buses are utilized for all transportation of students with special needs.	i	i	i
P45. On lift-equipped buses, wheelchair stations are located between the axles.	i	i	i
P46. Wheelchairs and securement straps do not block access to emergency doors or windows.	i	i	i
P47. All vehicles transporting students with special needs have at least one emergency roof hatch.	i	i	i
P48. All vehicles used to transport students in wheelchairs, regardless of size, are provided with at least one fire blanket.	i	i	i
P49. All vehicles used to transport students in wheelchairs or students in CSRSs, regardless of size of the vehicle, are provided with at least two seat belt cutters, one of which is mounted within reach of the seated, belted bus driver.	i	i	i
P50. All vehicles used to transport students in wheelchairs, regardless of size, are equipped with an automatic engine compartment fire suppression system.	i	i	i
P51. All vehicles used to transport students in wheelchairs, regardless of size, are equipped with fire retardant seat covers.	i	i	i
<b>SPECIAL NEEDS EVACUATION READINESS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
P52. Drivers and attendants transporting students with special needs create detailed, written evacuation plans.	i	i	i
P53. Evacuation plans for routes transporting students with special needs are regularly practiced and updated whenever the route changes.	i	i	i
P54. Evacuation plans are reviewed and approved by safety staff or supervisors.	i	i	i
P55. Vehicles transporting students in wheelchairs are equipped with at least two seat belt cutters, one of which is located within reach of the seated, belted bus driver.	i	i	i
P56. Vehicles transporting students in wheelchairs are equipped with at least one fire blanket.	i	i	i

*P. Special Needs*

<b>SPECIAL NEEDS EVACUATION READINESS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
P57. In case of an accident or other emergency, vehicles transporting students with special needs and special medical conditions carry safety-significant student information on board for emergency responders.	i	i	i
P58. School emergency evacuation plans take into account the number of children requiring lift-equipped buses.	i	i	i
P59. Drivers transporting students with special needs on field trips prepare an evacuation plan for an emergency occurring at the field trip venue.	i	i	i
<b>STATE/FEDERAL REQUIREMENTS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
P60. The school district is in compliance with all state and federal requirements regarding the transportation of students with special needs.	i	i	i

## Q. Preschool and Head Start Transportation

*Safely transporting very young children requires careful planning and the highest degree of care.*

<b>BEHAVIOR MANAGEMENT OF YOUNG CHILDREN</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Q1. Attendants are provided for all buses transporting preschool or Head Start students.	i	i	i
Q2. Simple, safe distractions (i.e., age-appropriate books, toy animals, singing, etc.) are utilized to help young students pass the time on the bus ride.	i	i	i
<b>CHILD SAFETY RESTRAINT SYSTEMS (CSRSs)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Q3. All students under 50 pounds are transported in federally approved CSRSs.	i	i	i
Q4. Students under one year old or weighing less than 20 pounds ride in rear-facing car seats.	i	i	i
Q5. “Safety vest”-style CSRSs include a crotch strap.	i	i	i
Q6. CSRSs are properly secured by federally approved safety belts.	i	i	i
Q7. Bus seats used in conjunction with CSRSs are federally approved for restraint use.	i	i	i
Q8. No more than two CSRS are placed on a school bus seat.	i	i	i
Q9. CSRSs are not placed in seat rows adjacent to emergency windows or doors.	i	i	i
Q10. CSRSs are retired in accordance with manufacturer and National Highway Traffic Safety Administration (NHTSA) guidelines.	i	i	i
Q11. Any CSRS that has been damaged in a crash is retired.	i	i	i
Q12. Unrestrained passengers (child or adult) are not permitted to sit behind students in CSRSs.	i	i	i
Q13. Bus drivers and attendants (including substitutes) are adequately trained to properly secure CSRSs.	i	i	i
Q14. CSRS trainers are NHTSA-certified.	i	i	i
<b>EVACUATION PLANS FOR BUSES TRANSPORTING PRESCHOOL AND HEAD START CHILDREN</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Q15. Drivers and attendants transporting students in CSRSs are required to develop written evacuation plans.	i	i	i

*Q. Preschool and Head Start Transportation*

<b>EVACUATION PLANS FOR RUNS TRANSPORTING PRESCHOOL AND HEAD START CHILDREN</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Q16. Medical needs, and other special needs of students, are considered when developing evacuation plans.	i	i	i
Q17. Evacuation plans for routes transporting students in CSRSs are regularly practiced and updated.	i	i	i
Q18. Evacuation plans are reviewed by safety staff.	i	i	i
Q19. Vehicles transporting students in CSRSs are equipped with at least two seat belt cutters, one of which is located within reach of the seated, belted bus driver.	i	i	i
Q20. Vehicles transporting students in CSRSs are equipped with at least one fire blanket.	i	i	i
<b>LOADING/UNLOADING OF PRESCHOOL AND HEAD START CHILDREN</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Q21. Crossovers are avoided whenever possible on runs transporting preschool and Head Start children.	i	i	i
Q22. Preschool and Head Start children who must cross the street to get on or off the bus are always escorted by an adult.	i	i	i
Q23. Preschool and Head Start children are carefully monitored and assisted when necessary by the attendant when going up or down bus steps.	i	i	i
<b>TRAINING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Q24. Trainers responsible for teaching bus drivers and attendants how to use CSRSs have NHTSA Child Passenger Safety (CPS) certification.	i	i	i
Q25. Preschool and Head Start students are regularly trained in school bus safety procedures.	i	i	i
Q26. Preschool and Head Start student training programs are delivered in age-appropriate formats and utilize age-appropriate materials.	i	i	i
Q27. Training programs prepare young children to ride the kindergarten bus when they graduate from preschool or Head Start.	i	i	i
Q28. Parents of preschool and Head Start students receive effective school bus safety information on a regular basis.	i	i	i
<b>STATE/FEDERAL REQUIREMENTS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Q29. The school district or Head Start agency is in compliance with all state and federal requirements regarding the transportation of preschool and Head Start students.	i	i	i

## R. Activity and Sports Trips

*Students transported on activity and sports trips also deserve the highest degree of safety.*

	YES	NO	N/A
R1. Drivers for activity and sports trips are properly licensed, certified, and trained for the special challenges of the task before driving.	i	i	i
R2. The safety record of charter bus companies is carefully considered when contracting for activity trips.	i	i	i
R3. The safety record of interstate carriers is checked through the Federal Motor Carrier Safety Administration website when contracting for an interstate trip.	i	i	i
R4. The driving and criminal history record of charter bus drivers is reviewed prior to the trip.	i	i	i
R5. The driving hours log for charter bus drivers is reviewed for the previous eight days just prior to departure.	i	i	i
R6. The charter company to be utilized for a school charter has a clear contingency plan for a breakdown or accident enroute or at the destination that ensures the safety of the students and continued viability of the trip.	i	i	i
R7. The charter company to be utilized for a school charter is not permitted to subcontract the trip without prior approval of the school district.	i	i	i
R8. The charter bus to be utilized for an activity trip is inspected by a transportation official with mechanical expertise just prior to departure, and if mechanical problems or defects are identified, the trip is delayed until another bus can be provided.	i	i	i
R9. Drivers for activity and sports trips conduct thorough pre-trip inspections before every trip.	i	i	i
R10. Drivers on activity and sports trips inspect their vehicles as soon as passengers are discharged at their destinations and just prior to leaving for the return trip.	i	i	i
R11. Buses left unattended at activity or sports trip destinations are locked and adequately secured (i.e., air brake-equipped buses are “pumped down” and hydraulic brake-equipped buses are chocked, etc.).	i	i	i
R12. Activity trip bus drivers taking breaks away from destination sites are accessible by phone in case of student injury or other need to depart early.	i	i	i
R13. On overnight trips, buses are locked and parked in the most secure location possible (e.g., fenced and gated hotel parking lot, local school district bus yard) during the night.	i	i	i

R. Activity and Sports Trips

	YES	NO	N/A
R14. Drivers conduct a visual check of vehicle tires every two hours on activity and sports trips during hot weather.	i	i	i
R15. Activity and sports trip routes are approved by the transportation director or designee.	i	i	i
R16. Possible weather problems, construction detours, or other problems in the destination area are checked prior to leaving on an activity or sports trip.	i	i	i
R17. Drivers on after-hour trips are provided with emergency phone numbers of key transportation staff.	i	i	i
R18. Cell phones are provided for out-of-district trips.	i	i	i
R19. Drivers on activity or sports trips are not permitted to drive more than 10 hours a day.	i	i	i
R20. Drivers on activity or sports trips are not on duty (i.e., responsible for the bus) more than 15 hours a day.	i	i	i
R21. Drivers on activity or sports trips returning late at night receive at least eight hours of rest before returning to duty the next day.	i	i	i
R22. An accurate passenger roster is carried on the activity trip or sports bus, and a copy of the roster is maintained in the transportation office during the trip.	i	i	i
R23. A mini-drill is conducted before leaving on an activity or sports trip.	i	i	i
R24. The district's student ridership rules are consistently enforced on activity and sports trips.	i	i	i
R25. Coaches, teachers, or chaperones help supervise students during trips.	i	i	i
R26. Written guidelines describing chaperone responsibilities are distributed to chaperones.	i	i	i
R27. A system is in place for checking the criminal background history of parent volunteers used as chaperones on trips.	i	i	i
R28. Bulky athletic equipment, musical instruments, and other baggage is adequately secured (i.e., transported in closed compartments, strapped down, etc.) or is transported on a secondary vehicle during activity and sports trips.	i	i	i
R29. Buses used for activity and sports trips are equipped with external luggage compartments that open on the passenger side of the bus.	i	i	i
R30. Aisles and emergency exits are kept clear during activity and sports trips.	i	i	i

R. Activity and Sports Trips

---

	<b>YES</b>	<b>NO</b>	<b>N/A</b>
R31. Students on activity or sports trips are not dropped off at separate locations but are delivered back to school at the conclusion of the trip.	<b>i</b>	<b>i</b>	<b>i</b>
R32. Bus drivers on activity or sports trips are required to report in to a designated individual upon departure and upon return to school.	<b>i</b>	<b>i</b>	<b>i</b>
R33. The school district is in compliance with all state and federal requirements regarding activity and sports trips.	<b>i</b>	<b>i</b>	<b>i</b>

## Index

---

1

15', 38

2

20 pounds or less - CSRS, 59

4

4-way hazard flashers - railroad crossings, 36, 37

5

50 pounds or less - child restraints, 59

55 mph, 36

## A

AAA safety patrol, 23

### Access

Bus yard, 18

Parts room, 17

To charter bus driver during the event, 61

To facility, 48

To garage, 16

Access roads - bus stops, 22

Accident CSRS, 59

Accident - ruse, 49

Accident costs, 14

Accident management, 46, 47

Accident procedures, 31

Accident rate, 36

Accident responsibilities - drivers, 46

Accident review committee, 33

### Accidents

Charter trips, 61

Disqualification, 26

Accounting procedures, 14

Accounting for buses, 48

Activity and sports trips, 31, 61

Behavior management, 62

Cost, 14

Drills, 41

Roster, 24

Activity bus - pass system, 24

Activity bus drivers, 27

### Administration, 6

Administrative staff meetings, 6

Administrator responsibilities, 6

Adult receiving young child, 24

Adverse weather driving, 40

After hours drug and alcohol testing, 26

Age-appropriate distractions for young children, 59

Age-appropriate incentives, 44

Age-appropriate training materials, 41, 42

Age-appropriate materials - preschool and Head Start, 60

Air-ride driver seats, 34

Aisles - activity trips, 62

Alcohol, 25

Allergic reactions, 43, 44, 55

Service animals, 57

Alternate routes and bus stops, 22

American Society of Engineers, 52

Annual medical exam, 25

Anonymous complaints, 11

Apparel, 34

Dragging dangers, 39

### Approval

Bus routes, 20

Charter trip routes, 62

Evacuation plans, 57, 60

Assigned seats, 44

Assistant director, 8

Associate's degree, 8

Athletic trips, 31, 61

Costs, 14

Roster, 24

### Attendants

As spotter, 37

At crossovers, 39

Drug and alcohol testing, 25

Inservice training, 30

Physical qualifications, 25

Preschool and Head Start, 59, 60

Preservice, 29

Special needs routes, 54

Student management problems, 43

Attitude - special needs staff, 54

Audiovisual equipment - training room, 17

Automatic engine compartment fire suppression system, 47, 57

Automatic fire extinguishing system - fueling station, 18

Awards program for drivers, 34

## B

Babysitters, 24

### Backing, 37

At bus stops, 22

Bus yards, 18

On routes, 21

School sites, 23

Back-up beepers, 37

Barrier - school sites, 23

Bee sting allergies, 55

Beepers - backing, 37

Behavior contracts for students, 43

Behavior Intervention Plans, 54

Behavior management, 43

Activity trips, 62

Behind-the-wheel road test, 11, 26  
Retraining, 30

Belts, 44

Blood-borne pathogens, 47

Body fluid spill clean-up kit, 47

Bollards - fueling station, 18

Bomb threats, 49

Brake cover, 36, 37

Break room, 17

Breakdown log, 53

Breakdown procedures, 31

Charter trips, 61

### Bridges

Bus stops, 22

On route sheets, 21

Budgeting, accounting, and procurement, 14

Bullying, 31, 44

Bus accidents - see Accidents

Bus drills, 31, 41, 42

Bus of the Month, 44

Bus pass, 24

Bus replacement schedule, 14

Bus roadeos, 33

Bus routes - approval, 20

Bus rules, 43

Bus stops, 20, 21, 22, 31

Positioning of bus, 38

Bus yard, 18

Idling, 38

Lighting, 48

## C

Cameras, 43

Accident investigators, 46

Disposable on out-of-district trips, 46

Facility, 48

Campus - loading zone, 23

Capacity rating, 21

Car seats, 59

Cardiopulmonary Resuscitation, 31

Catalyst - emissions, 38

CDL training, 29

Cell phone - driver, 36

Out-of-district trips, 62

Centralized transfer points, 49

Certificates for students, 44

### Certification, 8

ASE, 52

CSRS, 59

NAPT, 8, 32

NHTSA, 60

State certification, 32

Chain-of-custody - student medication, 56

## Index

- Chaperones, 62
  - Charitable projects, 34
  - Charter schools, 41
  - Charter trips, *see* Activity Trips, 61
  - “Checking before they step” off the bus, 39
  - Child left on bus, *see* Post-Trip Inspection, 24
  - Child Passenger Safety Technical, 60
  - Child Safety Restraint System, 32, 47, 59
  - Choking danger, 43
  - Choking dangers, 44
  - Classroom student training, 41
  - Cleanliness
    - Break room, 17
    - Bus floor, 53
    - Exterior of bus, 27
    - Garage, 16
    - Passenger compartment, 27
    - Training room, 17
  - Clean-up kit, 47
  - Closing procedures - school, 22
  - Coaches on activity trips, 62
  - Codes - radio, 9, 45
  - College degree, 8
  - Coloring books, 42
  - Comfort - drivers, 34
  - Communication, 31, 43, 55
    - IEP, 54
    - With parents - drivers and attendants, 44
    - With transportation, 6
  - Compartmentalization, 21
  - Compartments, 48
    - Activity trips, 62
  - Compensation of drivers, 34
    - Special needs staff, 54
  - Complaints, 10
  - Computer
    - Office, 9
    - Head Mechanic, 17
    - Training room, 18
  - Computer skills of supervisor, 8
  - Computerized routing, 20
  - Concealed weapons, 49
  - Conditional license, 26
  - Confidentiality, 6, 31, 54, 55
    - Staff, 9
  - Congestion - speed, 36
  - Consistency, 8, 10
    - Bus rules, 43
    - Crossing signal, 39
    - Drop-off locations, 24
    - Pedestrian mirrors, 40
    - Student training, 41
  - Construction
    - Activity trips, 62
  - Bus stops, 22
  - Contractors, 6
    - Contract specifications, 11
    - Contracted maintenance, 14
    - Contracting - charter trips, 61
    - Contractor safety performance, 11
  - Contracts - student behavior, 43
  - Convicted sex offenders, 22, 49
  - Convoys - following distance, 36
  - Copier in office, 9
  - Cost
    - Accidents, 46
    - Lap-shoulder belts, 52
  - Counseling, 11, 35
    - After accident, 47
  - Counting students at bus stops, 39
  - CPR, 31, 55
  - Criminal acts on bus, 45, 48
  - Criminal history check , 27
    - Chaperones and volunteers, 62
    - Charter bus drivers, 61
  - Critical bus driving skills, 36
  - Crossovers, 21
    - Crossers on route sheets, 21
    - Crossers first, 39
    - Crossing gates, 40
    - Crossing signal, 39
    - Crossover mirrors, 39
    - Escorting young children across, 39
    - Crossovers in the morning, 22
    - Crossovers with preschool and Head Start, 60
    - Crossovers on school sites, 23
    - Crossovers with special needs students, 39
  - Crotch strap, 59
  - CSRS, 32, 47, 59
  - Culture in the department, 33
  - Cursing, 27
  - Custody of students, 24, 31
    - Activity trips, 62
  - Customer satisfaction surveys, 27
  - Cutter - seat belts, 47, 57, 60
- 
- D**
- Daily instruction of students, 38
  - Daily safety reminders for staff, 30
  - Daily vehicle inspection reports, 53
  - Danger signal, 39
  - Danger zones, 38
  - Dangers in the bus yard, 18
  - Debriefing - post-accident, 11
  - Defensive driving, 31, 36
    - Defensive driving reviews, 11
  - Delays - school, 22
  - Department handbook, 10, 29
  - Designated substitutes, 28
  - Detergent for bus floors, 53
  - Diagnostic equipment for mechanics, 53
  - Disability categories, 31, 54, 55
  - Disabling radio speakers, 37
  - Discipline
    - Disciplinary policies, 6
    - Employee, 10
    - Positive drug/alcohol test, 26
    - Unauthorized route/stop changes, 20
  - Dismissal procedure - school sites, 23
  - Displaying staff awards, 34
  - Distraction of driver, 36, 39, 43
  - “Do Not Resuscitate” orders, 55
  - Documentation
    - Accidents, 46
    - Evaluations, 12
    - Inservice training, 30
    - Preservice training, 29
    - Recalls, 52
    - Retraining, 30
    - Road observations, 12
    - Route evaluations, 21
  - “Don’t pass stopped school bus” reminders, 51
  - Door - opening at railroad tracks, 37
  - Doorside loading - school sites, 23
  - Doubling up on runs, 11
  - Dragging dangers, 39
  - Drainage ditches - security, 49
  - Drawstrings, 39
  - Dress code for staff, 27
  - Drills, 31, 41, 42
    - Accident drill, 46
    - Early dismissal drill, 45
    - Hijacking drill, 48
    - Mass casualty incident drills, 46
  - D-ring on wheelchairs, 56
  - Drinking on bus - driver, 36
  - Driver and attendant qualifications, hiring, and retention, 25
  - Driver and attendant training, 29
  - Driver monitoring, 11, 12
  - Driver seats - high back, 34
  - Driver turnover, 28
  - Driver’s education course, 51
  - Drivers conducting classroom student programs, 42
  - Driveways as bus stops, 22
  - Driving record, 26
    - Charter bus drivers, 61
  - Driving skills, 36
  - Drop-off points - activity trips, 62
  - Drug and alcohol testing, 25, 26, 31
  - Dry runs, 20
  - Due process
    - Drivers, 10

## Index

Students, 43  
Dumpsters - security dangers, 48

---

### E

EAP, 11, 35  
Early dismissals, 22  
    Early dismissal drill, 45  
Eating on bus  
    Driver, 36  
    Students, 43  
Eligibility, routing, and bus Stops, 20  
    Eligibility criteria, 20  
E-mail, 9, 17  
    E-mail list - emergencies, 45  
Emergencies, 45  
    Emergency codes, 9, 45  
Emergency doors  
    Backing, 38  
    At school sites, 23  
    Wheelchairs, 57  
Emergency exits  
    Activity trips, 62  
    CSRS, 59  
    Hands-on practice, 41  
Emergency planning and response, 45  
    Emergency response plans, 45  
Emissions - diesels, 38  
Employee appreciation, 34  
Employee Assistance Program, 11, 35  
Engine compartment fire suppression system, 47, 57  
EPA, 16  
Epi-pens - training, 55  
Escorting children across the street, 39, 60  
Ethical standards, 8, 30  
Evacuation  
    Physical ability required, 25  
    Seat belt cutters, 47, 57, 60  
    Evacuation plans - preschool and Head Start, 59, 60  
    Evacuation plans - special needs, 57  
    Evacuation readiness, 31  
Evaluation  
    Employees, 10, 12  
    Of bus stops and routes, 21  
Exams  
    After inservice training, 30  
    After preservice, 29  
Example - supervisor's role as, 33  
Exemptions to driver qualifications, 28  
Exhaust, 38  
Exit interview, 28  
Experience  
    Average years of service of drivers, 28  
    Special needs staff, 54

Substitute drivers, 28  
Transportation director, 8

Extrication training for first responders, 46  
Eye contact - driver and student when crossing, 39  
Eye wash station for mechanics, 16

---

### F

Face shield for mechanics, 16  
Facility issues, 16  
Fairness to staff, 10  
Fatigue, 12, 31  
    Charter trips, 61  
Fax machine in office, 9  
Federal Motor Carrier Safety Administration, 61  
Fence, 48, 49  
Field trips, 36, 61  
    Evacuation plans, 58  
Files - organization, 9  
Financial incentives to drivers, 34  
Fire blanket, 47, 57, 60  
Fire extinguishers, 47, 57  
    Garage, 16  
    Fueling station, 18  
Fire retardant seat covers, 47, 57  
First aid, 30, 55  
    First aid kit, 16, 47  
Flashlights for drivers, 34  
"Floating" attendants for severe behavior problems, 43  
Floor - safe detergent, 53  
FMVSS, 52  
    Special needs students, 57  
    FMVSS 111 (mirrors), 40  
Foam inserts - wheelchairs, 56  
Fog, 22, 40  
Following distance, 36  
Food allergies, 55, 43, 44,  
Footwear - safe, 34  
Forward-facing wheelchairs, 56  
Front seats - students in them, 44  
Fuel, 18  
    Emergency generator, 46  
    Level of parked buses, 48  
Fuel spills, 19  
Full-time transportation director - importance of, 8

---

### G

Garage work area, 16  
Gates of bus yard, 48, 49  
Generator - emergency, 46  
Gloves, 16  
Goggles, 16  
GPS, 48

Grid - mirror adjustment, 40  
Group stops, 39

---

### H

Handbook, 10, 29  
Handrail, 39  
Hands-on practice during drills, 41  
Hats as identity builders, 34  
Hazardous materials, 18, 30  
Hazards  
    At or near bus stops, 22  
    Driver responsibility to report, 21, 33  
    As a factor in determining student eligibility, 20  
    Listing on route sheets, 21  
Head Mechanic - office, 17  
Head Start, 59  
    Head Start student training, 41  
Health and safety, 34, 35  
Health problems of students, 54  
Heat  
    Break room, 17  
    Garage, 16  
Heated mirrors, 40  
Heavy wheelchairs, 56  
High back driver seats, 34  
High-risk terrorist targets, 49  
    On route sheets, 21  
High safety standards, 33  
High school students - seating capacity, 21  
High seat backs, for students 52  
High wind advisories, 22  
Highway departments - consulted regarding school closings, 22  
Highway driving, 31  
Hijacking, 45, 48  
Hiring procedures, 25  
Honking before backing, 37  
Hot weather - tire check, 62  
Hours of driving, 31  
    Activity trips, 62  
    Charter bus drivers, 61  
How to use the checklist, 3  
Hygiene in passenger compartment, 27

---

### I

Icy roads, 40  
ID badges for staff, 48  
Identification number on bus roof, 48  
Identity - building staff identity, 34  
Idling, 31, 38  
IEP team, 6, 54  
"In like circumstances" - student eligibility, 20  
Inappropriate language, 27

## Index

- Incentives for students, 44*  
*Information - students with special needs, 6, 54, 58*  
*Injury log - employees, 35*  
*Injury prevention, 31*  
    *Bus floors, 53*  
    *Wheelchair lift, 56*  
*Input*  
    *Budget, 14*  
    *Employee, 12, 33*  
    *New buses, 52*  
*Insect allergies, 55*  
*Inservice training, 29, 30*  
*Inspection, 52*  
    *Charter buses, 61*  
    *New buses, 14, 52*  
*Instruction of students, 38*  
*Instructor qualifications, 32*  
*Insurance review - accident costs, 15*  
*Interlock brake, 38*  
    *School sites, 23*  
    *Wheelchair bus, 56*  
*Internal overhead mirror, 36, 39, 43*  
*Internet access, 9*  
    *Head Mechanic, 17*  
    *Trainers, 18*  
*Intersections, 37*  
    *Bus stops at intersects, 22*  
    *Dangerous intersections listed on route sheets, 21*  
*Interview process, 27*  
*Introduction to checklist, 3*  
*Intruder on bus, 45, 49*  
*Inventory*  
    *Parts, 17*  
    *Inventory monitoring, 14*  
*Investigation*  
    *Accidents, 46*  
    *Complaints, 10*  
    *Personal references, 27*
- 
- J**
- Jackets - for staff, 34*  
*Jacks - checking, 16*  
*Job descriptions, 10, 27*  
*Jumping from emergency doors - danger of, 42*
- 
- K**
- Key-control system, 48*  
*Kindergarteners*  
    *Adult receives, 24*  
    *Crossovers, 39*  
    *Kindergarten orientation, 41*  
*Kitchen in break room, 17*
- 
- L**
- Language used by drivers, 27*  
*Lap trays removed from wheelchairs, 56*  
*Lap/shoulder belts*  
    *For drivers, 34*  
    *For students, 52*  
    *Wheelchairs, 56*  
*Late runs - pass system, 24*  
*Law enforcement, 34*  
    *Hijacking drill, 48*  
    *Passing motorists, 51*  
    *Patrols of garage after-hours, 49*  
    *Role in school closings, 22*  
    *Role on school sites, 23*  
*Laws and regulations - training drivers about, 30*  
*Leadership style, 8, 9*  
    *“Safety leadership,” 33*  
*Left-right directions - route sheets, 20*  
*Letters to the editor regarding passing motorists, 51*  
*Liaison role on school sites, 23*  
*Library - training, 18*  
*Lift-equipped buses - wheelchair station location, 57*  
*Lifts in garage, 16*  
    *Lifts - number for size of fleet, 52*  
*Lighting*  
    *Bus yard, 18, 48*  
    *Emergency in office, 46*  
    *At fueling station, 18*  
    *In garage, 16*  
    *In parking lot, 34*  
*Literacy or GED classes for staff, 11*  
*Loading/unloading of students, 31, 38, 39, 40*  
    *Observing drivers, 12*  
    *Loading zones - school, 23*  
*Lock-downs, 46, 49*  
*Locked buses, 48*  
*“Looking around” view obstructions on buses, 37*  
*Low-light driving, 40*
- 
- M**
- Mailboxes - student dangers, 39*  
*Maintenance, 52*  
    *Contracted, 14*  
    *Manufacturer maintenance recommendations, 52*  
*Management qualifications, 8*  
*Manufacturer maintenance recommendations, 52*  
*Mass casualty incident drills, 46*  
*Master silence (or noise-reducing) switch, 36*  
*Master flasher switch at railroad crossings, 37*
- 
- Material safety data sheets, 18*  
*Maximizing student eligibility for transportation as school district goal, 20*  
*MCI drills, 46*  
*Mechanics - number for size of fleet, 52*  
*Media spokesperson, 46*  
*Medical equipment - securement, 56*  
*Medical exam for drivers, 25*  
*Medically fragile students, 31, 54, 59*  
    *Medical procedures needed by students on bus, 54*  
*Medications*  
    *Drivers, 25*  
    *Students, 56*  
*Memoes reinforcing safety, 30*  
*Middle loading, 21, 39*  
*Middle school students - capacity rating, 21*  
*Migrant Education, 14*  
*Mini-drill - activity trips, 41, 62*  
*“Minor” accidents, 46*  
*Mirrors*  
    *Internal overhead, 36*  
    *Mirror adjustment grid, 40*  
    *Heated mirrors, 40*  
    *Pedestrian (crossover), 39, 40*  
    *Power adjustable, 34*  
    *Mirrors - windshield wiper design affecting visibility, 52*  
*Mock accident drills, 46*  
*Monitoring*  
    *Accident costs, 14*  
    *Charter buses, 61*  
    *Drivers, 11, 12*  
    *Electronic, 12*  
    *Monitoring of maintenance contracts, 16*  
    *Visitors, 48*  
    *Contractors, 11*  
    *Routes, 20*  
*Monthly safety meetings, 30*  
*Moral standards, 30*  
*Morale, 34*  
*Mountain driving - training, 31*  
*Moving violations - disqualification, 26*  
*MSDS, 18*  
*Multilane highways - crossover dangers, 21*  
*Multiple lanes on school sites, 23*  
*Multiple-track railroad crossings, 37*  
*Musical instruments on trips, 62*
- 
- N**
- Names*  
    *Learning student names, 44*  
    *Names of students at bus stops, 20*  
*NAPT, 8, 41*

## Index

NAPT certification, 8, 32  
National conferences - trainers attending, 32  
National School Transportation Specifications and Procedures, 4  
National Weather Service (wind advisories), 22  
New buses  
    Driver input, 33, 52  
    Inspection, 14  
New hires, 29  
Newsletter - department, 30  
NHTSA, 59  
Night driving, 31, 40  
Noise - railroad crossings, 36  
    Noise-reducing switch, 36  
Non-collision injuries, 46  
Non-conforming vans, 52  
Non-ionic detergent for bus floors, 53  
NSTA, 8  
Nurses for medically fragile students, 54

---

## O

Observations of drivers, 11  
"Occasional" drivers, 28  
Occupant restraints, 44 - see CSRS  
Occupational therapists, 55, 56  
Off hours patrols of facility, 49  
Off hours trips, 53, 62  
Office  
    For Head Mechanic, 17  
    Office equipment, 9  
    Office staffing, 9  
On-call mechanics, 53  
One-on-one supervision of students in the classroom, 55  
Operation Safe Stop, 51  
Organization  
    Office, 9  
    Parts room, 17  
    Tools, 16  
    Organization of the checklist, 4  
Orientation for kindergartners and their parents, 41  
OSHA, 16, 34, 35  
Out of service  
    Tagging out-of-service vehicles, 16  
    Informing base before going out of service, 48  
Outside employment, 12  
Overnight trips - security, 61  
Oxygen on the bus, 56

---

## P

Pagers - emergency notification of drivers, 45

Parent information, 42, 43, 51  
    Preschool and Head Start, 60  
Parent responsibility at bus stops, 22  
Parent volunteers - criminal history check, 62  
Parent-teacher organizations, 51  
Parking lots, 18  
    Parking system for buses - numbered spaces, 48  
    Parking lots as bus stops - dangers, 22  
    Paved bus lots, 18  
Park-outs, 12  
    Dispensing oil, 18  
    Reasonable suspicion - direct observation of drivers, 26  
Parochial schools - student training, 41  
Parties for staff morale, 34  
Parts room, 17  
Pass system, 24  
Passenger positioning belts, 56  
Passenger roster - activity trip, 62  
Passing motorists, 39, 40, 51  
    Passing motorists on school sites, 23  
    Passing other buses - school sites, 23  
Paved lot, 18  
Pedestrian mirrors, 39, 40  
Performance evaluations, 12  
Periodicals, 8  
Personal protective equipment, 16  
Personal references, 27  
Phone - Head Mechanic, 17  
Phone list - emergencies, 45  
Phone list - on trips, 46  
Phone number on buses, 11  
Phone system in the office, 9  
    Phone tree for emergencies, 45  
Photo identification  
    Of convicted sex offenders, 49  
    Photo ID badges for staff, 48  
Physical performance tests, 25  
Physical qualifications of drivers, 25  
    Physicians - qualification to conduct bus driver medical exam, 25  
Physical therapists, 55, 56  
Picnics for morale, 34  
Pipelines listed on route sheets, 21  
Policies - general, 6, 30  
    Policies - Do Not Resuscitate, 55  
    Policies - Student management, 44  
Pollution, 38  
Positive behavior management, 44  
Post-accident testing, 25  
Posters, 30, 42  
    "Safe Crossing" poster, 40

"Don't pass a stopped school bus," 51

    Poster contest for students, 41  
Post-trip inspection, 24, 30, 53  
Power-adjustable driving mirrors, 34  
Pre-licensing course and passing motorists, 51  
Preschool and Head Start transportation, 32, 59  
    Preschool student training, 41  
    Preschool students at crossovers, 39  
Preservice training, 29  
Pre-trip inspection, 31, 53  
    Pre-trip inspection - charter bus, 61  
Preventable accidents, 26, 36  
    Preventable accident - retraining, 30  
Preventive maintenance, 52  
Pre-warning student flashers, 38  
Privacy  
    Head Mechanic, 17  
    Privacy for staff meetings, 9  
Private and parochial schools - student training, 41  
Procurement procedures, 14  
Professionalism of staff, 27  
Progressive discipline  
    Employees, 10  
    Students, 43  
Public service announcements - passing motorists, 51  
Publishing routes - security dangers, 49  
Purpose of the checklist, 3

---

## Q

Qualifications,  
    Drivers, 25  
    Qualifications - charter bus companies and drivers, 61

---

## R

Radio communication system, 9  
    Radio codes, 9, 45  
    Radio safety reminders, 30  
    Radio speakers - disabling due to railroad crossing dangers, 37  
Railroad crossings, 31, 36, 37  
    Bus stops nearby, 22  
    Railroad crossings listed on route sheets, 21  
Random drug and alcohol testing, 25  
Razor wire on bus yard fences, 49  
Rear seats - dangers on high speed roads, 21, 39  
Rear stop arms, 40  
Rear-wheel tracking, 37

## Index

- Reasonable suspicion, 26  
Recalls, 52  
Receipt for department handbook, 10  
Recognition of staff, 34  
Red student flashers, 38  
References - checking, 27  
Referral form, 43  
Refreshers, 29, 30  
Refrigerator in break room, 17  
Reinforcement of training, 30, 41  
Removing snow from roof, 53  
Repairing defects, 53  
Reporting accidents, 46  
Respectful communication by supervisors, 9  
Restricted access  
    Bus yard, 18  
    Garage, 16  
    Parts room, 17  
Retention of staff, 25  
Retraining, 12, 30  
Retrofitting mirrors, 40  
Ridership rules, 43  
    Ridership rules - activity trip, 62  
"Right of way" as dangerous concept, 37  
Right-to-know, 18, 30  
Risk - as factor in determining student eligibility, 20  
Road observations, 11, 12  
    Road observation - wheelchairs, 56  
    Road check before school closings, 22  
Road tests, 11  
Roadeos, 33, 55  
Roof hatch - special needs buses, 47, 57  
Roster on bus, 24  
    Roster - activity trip, 62  
Routing, 20, 31  
    Route sheets, 20  
Rules for students, 43, 62  
"Runners" - danger of students exiting bus at railroad tracks, 37
- 
- S**
- "Safe Crossing" poster, 40  
Safe crossing rule, 39  
Safe driver awards, 34  
Safe shelters in community, 45  
Safety belts, see Lap-shoulder belts  
Safety class for misbehaving students, 43  
Safety committee, 33  
    Parent involvement, 51  
Safety culture in the department, 33  
Safety director - contractors, 11  
Safety glasses, 16  
Safety guards, 16  
"Safety leadership," 33  
Safety line on school sites, 23  
Safety meetings, 30  
Safety patrols, 23  
Safety vest, 59  
Safety-significant student information, 6, 54, 58  
Scanning for hazards, 36  
School Bus Fleet, 8  
School closings, 22  
School district budgets, 14  
School emergency plans - wheelchair students, 58  
School psychologists, 55  
School Resource Officers, 43  
School sites, 6, 23, 31  
    School grounds - maintaining following distance, 36  
School Transportation Director, 8  
School Transportation News, 8  
School zones, 36  
Search habits of drivers, 36  
Seat belt cutter, 47, 57, 60  
Seat covers - fire retardant, 47  
Seating, 21, 28, 44, 52  
    Attendant, 43  
    Before bus leaves stop, 12  
    Small vehicles, 44  
Second job, 12  
Securement  
    Charter buses at destination, 61  
    Equipment on trips, 62  
    Medical equipment, 56  
    Wheelchair bus, 56  
    Securement points on wheelchairs, 56  
Securing bus  
    At railroad crossings, 37  
    On school sites, 23  
    At bus stops, 38  
Security, 31, 48  
    On overnight trips, 61  
    Security sweep, 48  
"Segregating" walkers and riders, 23  
Self-assessment team, 3  
Sensitivity, 31, 55  
Service animals, 57  
Severe weather, 31, 35  
    Severe weather - charter trips, 62  
    Severe weather - school closings, 22  
    Severe weather - speed, 36  
    Severe weather driving - training, 31  
Sex offenders near bus stops, 22, 49  
    Informing drivers and attendants, 24  
Sexual harassment, 31, 44  
Sharing special educator expertise, 55  
Shirts for staff, 34  
Sick students - transporting, 28  
Signal  
    Driver's to student, 39  
    Releasing buses to leave school site, 23  
Signs - school sites, 23  
Silent alarm system, 45, 48  
Skills tests for drivers, 11  
Sloped hoods - visibility, 40  
Smoking - prohibited while fueling, 18  
Snagging dangers, 39  
Snow, 35, 53  
    Snow brushes, 35  
Space in the garage, 16  
    Space past railroad tracks, 37  
Special needs, 14, 32, 54  
    Special needs children - adult receives, 24  
    Special needs drills, 41  
    Special Needs Roadeos, 55  
    Special needs students at crossovers, 39  
Specifications, 11  
    Provided to law enforcement, 48  
Speech contest, 41  
Speed limits, 36  
    Speed - leaving bus stop, 39  
Spokesperson - emergencies, 46  
Sports trips, 31, 36, 61  
    Sports trips - drills, 41  
    Sports trips - roster, 24  
Spotter  
    During backing, 37  
    During drills, 42  
Staff break room, 17  
Staff health and safety, 34, 35  
Staff identity, 34  
Staff recognition, 6  
Staff turnover, 28  
Staffing issues, 9  
    Garage, 16  
    Mechanics, 52  
    Special needs runs, 54, 55  
Staging areas, 45, 49  
    For parents in emergencies, 46  
Standees, 21  
State certification, 32  
State transportation associations, 8, 32  
Steps - assisting young children, 60  
Stickers for young children, 42, 44  
Stop arms, 40  
Stop changes, 24  
Stop signs on buses, 40  
Storage compartments, 34  
Strangers, 49  
Strobe lights, 40  
Student custody, 24, 31

## Index

Activity trips, 62  
Student drivers, 20  
Student flashers, 38  
    Student flashers - railroad crossings, 37  
Student helpers, 21  
    For substitutes, 28  
    Student helpers during drills, 42  
Student loading/unloading, 31, 38, 39, 40  
Student management, 31, 43, 54  
    With young children, 59  
Student medication, 56  
Student reinforcement materials, 42  
Student roster on bus, 24, 62  
Student safety patrol, 23  
Student training, 41  
Students with disabilities - see Special needs  
Subcontracting - charter trips, 61  
Substitute drivers, 27  
    CSRS training, 59  
    Student helpers, 21  
    Student information, 54  
    Inservice training, 29  
Substitute office staff, 9  
Suggestion box, 33  
Summer school drills, 41  
Supervision  
    Activity trips, 62  
    At bus stops, 22  
    During drills, 41  
    School sites, 23  
Support for employees, 11  
Survey -  
Surveys  
    Customer satisfaction, 27  
    Drivers and attendants, 33  
    Parents, 51  
Suspensions, 28, 43  
Suspicious activity, 49  
    Suspicious inquiries, 49  
    Suspicious items on bus, 48  
    Suspicious vehicles, 49

## T

Table of Contents, 1  
Tagging out-of-service vehicles, 16  
TB, 25  
Teachers  
    Role on activity trips, 62  
    Teachers as drivers, 28  
Team-based emergency response, 45  
Technology - mechanic training, 53  
Teen drivers, 51  
Temperament - necessary for special needs staff, 54  
Temporary barriers at school sites, 23

Terminology used in checklist, 5  
Terrorists, 48  
    Terrorist targets listed on route sheets, 21  
Third-party consultants, 3  
Third-party inspectors, 52  
Threat reporting, 48  
    Threats of violence, 34, 43, 44  
Tie-downs - wheelchairs, 56  
Title I, 14  
Tools  
    Organization of, 16  
    Needed in garage, 53  
Tracking  
    Rear-wheel tracking - training, 37  
    Tracking costs of buses, 14  
    Tracking locations of buses, 48  
Trainer qualifications, 29, 32  
Trainers at contractors, 11  
Training, 29  
    Training - accident investigation, 46  
    Training - confidentiality, 54  
    Training - drug and alcohol, 26  
    Training - for trainers, 32  
    Training - how to conduct drills, 41  
    Training - mechanics, 53  
    Training - new buses, 52  
    Training - school sites, 23  
    Training - special needs, 54  
    Training - student, 41  
    Training - substitute drivers, 28  
    Training - weapons, 49  
    Training library, 18  
    Training reinforcement, 30  
    Training room, 17  
    Training survey, 33  
Transfer points, 49  
Transit-style buses, 40  
Transportation Department  
    Management, 8  
Transportation Facility, 16  
Transporting Students with Disabilities, 8, 56  
Transporting Students with Disabilities conference, 55  
Traumatic incident debriefing, 11  
Tray liners, 51  
Trip hazards, 16  
Tuberculosis, 25  
Turn-arounds, 21  
Turnover, 28  
Two-way evaluations, 12

## U

Unattended bus - school sites, 23  
Unauthorized route/stop changes, 20, 24

Unguarded railroad tracks, 21  
Universal crossing signal, 39  
Universal precautions, 30, 47, 55  
Unrestrained passengers - behind CSRS, 59  
Updating route sheets, 20

## V

Vandalizing buses, 44  
Vehicle inspection reports, 53  
Vehicle recalls, 52  
Vehicle replacement program, 52  
Vehicles and maintenance, 52  
Ventilation  
    Break room, 17  
    Garage, 16  
"Via," 20  
Video cameras, 43  
    Video cameras at facility, 48  
View obstructions on buses, 37  
Violence, 43, 48  
    Violence against drivers, 34  
    Violence prevention, 31  
Visibility  
    Bus stops, 21  
    Driver and student, 39  
    Driver's, 40  
    View obstructions on buses, 37  
Vision obstructions on buses, 37  
Visitors - security, 48  
Voluntary recalls, 52  
Voluntary safety projects, 33  
Volunteer drivers, 28

## W

Wages, 34  
Waiting area at bus stops, 21  
Walkers  
    Drills, 41  
    School sites, 23  
Waste oil, 16  
WC-19, 56  
Weapons, 44, 49  
Weekend trips, 53  
Welded joint on wheelchairs, 56  
Wheelchairs, 32  
    Wheelchairs - evacuation plans, 45  
    Wheelchair lift - riding it, 56  
    Wheelchair stations - location, 57  
    Wheelchairs - fire blanket, 47  
    Wheelchairs - fire retardant seat covers, 47  
    Wheelchairs - roof hatch, 47  
    Wheelchairs - securement training, 55  
    Wheelchair components, 56  
Wind, 40

## *Index*

*Wind - school closings, 22*  
*Window open at railroad crossings, 37*  
*Windshield wipers - mirror visibility,*  
*52*  
*Winter, 22, 35, 53*  
*Winter - heated mirrors, 40*  
*Wires down - wind, 22*  
*Wiring - idling issues, 38*  
*Writing skills of supervisors, 8*

---

## **Y**

*Yard - see Bus yard*  
*Years of service, 28*  
*Young children - see Preschool and*  
*Head Start transportation*