

## **751.2 RULE      BUS SAFETY PROCEDURES**

### **Bus Driver Safety Duties**

1. Complaints on road conditions should be made to the bus contractor and forwarded to the Director of Transportation or his/her designee.
2. License numbers of cars whose drivers violate the "School Bus Passing" law should be referred to the county or state traffic patrol.
3. The bus driver is in charge of student conduct during such time that students are traveling on his/her bus or crossing the highway to meet the bus or upon leaving the bus. Students who refuse to obey the directions of the bus driver or bus aides, or students who habitually violate the safety rules should be reported in accordance with established procedures.
4. Emergency Duties
  - a. Bring the bus to a stop.
  - b. Apply the emergency brake.
  - c. Call base station on two-way radio.
  - d. Turn off the ignition.
  - e. Stay in the bus, and open the front door.
  - f. Direct and supervise the bus riders.
  - g. Carry out emergency procedures as necessary.
  - h. Supervise evacuation of bus riders.

### **Preparation for Emergencies**

1. One scheduled school bus evacuation drill each year is required in grades preK-5 for every student attending school. This drill simulates actual emergency situations, and is carried out by the bus companies at a school-loading zone. Students are instructed in emergency and evacuation procedures.
2. Each bus is required to have the following emergency items: flags, flares, reflectors, fire extinguishers and first aid kit.
3. Each bus, whether under contract or owned by the school district, will have two-way radios. These two-way radios are to be used in case of accident or other emergency.

Bus Accident

In case of a bus accident in which the bus driver is not injured the bus driver shall:

- (1) Report accident on two-way radio or cell phone device.
- (2) Check for injury.
- (3) Evacuate from front, rear, or both, if deemed necessary.
- (4) Put out flares, flags and/or reflectors.

In case of a bus accident in which the driver is injured, all bus riders should remain in an assigned safe area until help arrives.

Fire

In case of a fire on the bus, the following procedures will be carried out by the driver:

- (1) Report fire on two-way radio or cell phone device.
- (2) Evacuate the bus from the front, rear, or both.
- (3) Direct firefighting procedures.
- (4) Place flags, flares, and/or reflectors.

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