

# School Bus Safety Tips

## For Transportation Supervisors and Bus Drivers

### Transportation Supervisor

#### *Role and responsibilities*

- Conduct periodic safe stop reviews at least twice annually. In addition, review a stop when you receive a report of unsafe conditions, such as repeated illegal passing by motorists, new construction in the area, the line of sight becomes obstructed, or a child is injured at a bus stop, etc.
- Conduct periodic driver training on proper procedures for loading and unloading students, including proper stopping techniques, use of consistent hand signals for students, protocol for training and retraining students who fail to follow safe bus stop and loading/unloading procedures, etc.
- Provide all licensed school bus drivers year-round access to materials related to safe bus stop and safe loading and unloading procedures.
- Monitor bus drivers for proper bus stop procedures by observing while they run the route and/or by watching bus video if available.
- Provide drivers with additional training when found to be in violation of safe bus stop procedures, including a commercial driver's license (CDL) manual and local transportation procedures handbook.
- Provide educational materials for students and parents, including how to avoid the danger zone. The School Bus Safety Tips for Students and Parents can be found [here](#).
- Ensure all bus drivers review safe stop and safe loading and unloading procedures with students throughout the year. Contact parents immediately when their child is not following safe bus stop procedures. Engage school administrators when necessary.
- Engage local media or other high-visibility venues, and provide public awareness materials for distribution on safe bus stops and illegal passing laws.
- Solicit support from local law enforcement when necessary to enforce bus stop illegal passing laws.

### School Bus Drivers

#### *Role and responsibilities*

- Know and follow all state and local laws and regulations regarding approaching a bus stop, loading, and unloading.
- Train and re-train students and parents as necessary on safe bus stop and loading/unloading procedures.
- Always count students on and off the bus at every stop.

- When loading, keep students off the road until you check for traffic. Students needing to cross should wait for your signal and then look both left and right to cross. Students not needing to cross should also wait for your signal and then look both left and right to load.
- Never move the bus after loading until all students are accounted for and properly seated. If a child is missing, secure the bus, take the key, and check around and underneath the bus.
- When unloading, keep students on the bus (do not open the door) until you check for traffic. Be sure students needing to cross the street walk 10 feet in front of the bus, wait for your signal to proceed, stop again at the mid-line looking both to the left and the right, then look back at you, waiting for your signal to safely cross the road.
- Never move the bus after unloading until all students are accounted for and have moved 10 feet off the road and away from the danger zone. If a child is missing, secure the bus, take the key, and check around and underneath the bus. Clear all mirrors before moving the bus.
- After the last drop off of any route, always walk to the back of the bus checking all the seats and under the seats for any sleeping children.

**NOTE:**

We will not be able to completely eliminate distracted motorists or illegal passing. However, with proper training and enforcement of safe bus stop and loading/unloading procedures with ALL stakeholders, we can prevent students from being injured in the danger zone.