

School Bus Loading and Unloading Procedures

Lines of Business: Auto, General Liability

Risk Control Strategy/Key Issues: To establish a program for loading and unloading of school buses to prevent or minimize the chance of injury to students.

Suggested Procedures:

- Activate warning flasher system at least 100 feet prior to making a stop.
- Approach the loading zone slowly and carefully.
- Direct students to wait in an orderly fashion safely back from the roadway.
- Stop the vehicle 10, or 15 feet, if space is available, from students before loading.
- Place the vehicle's transmission in neutral and set the parking brake before opening the door to load or unload.
- Constantly scan all mirrors making sure that all zones are clear.
- Ensure that traffic is stopped in both directions before allowing the pupils to approach or exit the bus.
- Unload the pupils that cross the street prior to those who do not cross. Try and arrange route to pick up and drop off pupils on their side of the street.
- Count students to know how many are loading and unloading at any given time.
- Ensure that students cross far enough in from or to the bus so that the driver can see them even if they drop something. Require students to maintain eye contact with the driver.
- Instruct students to look to the driver for a signal and check for traffic before continuing across the roadway. All drivers in the fleet should utilize the same signal.
- Establish pre-arranged danger signal used by all drivers. Ensure students know what it means and know what to do if they hear it.
- Do not unload children at corners, particularly before making a right turn.
- Always use the right (west coast) blind spot mirrors when slowing down or stopping.
- After students are loaded, check the overhead mirror inside the bus to assure that all students are properly seated.
- Check the right mirror/blind spot to be sure there are no students near the bus and that there are no vehicles attempting to pass. Be sure that there are no latecomers.
- Check the right and left crossover mirrors to be sure a student didn't fall under or drop anything under or near the right front tire.
- Always check directly in front of the vehicle/bumper.
- Keeping your eyes on the left and right crossover/blind spots begin a five second slow roll with your foot over the brake, checking to be sure that no children have entered into any of the hazard zones.
- Examine stops regularly and report any unsafe conditions to supervisor.
- Upon completion of route conduct a walk through of the vehicle to check for sleeping students.

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