

Unloading Procedures

Unload students only at property designated bus stops. Use the following procedures when unloading students at a bus stop:

APPROACH AND CHECK

1. When approaching the designated bus stop, start slowing down in preparation for the stop.
2. As you approach the bus stop, look in the rearview mirrors to check traffic conditions.
3. When the loading zone is between 300-150 feet away, activate the amber flashing lights of the school bus eight-way light system to warn other vehicles. Brake gradually with the transmission in gear while approaching the stop.
4. Do not allow students to stand until the bus has come to a full stop.
5. Check all mirrors to see that traffic is clear and that it is safe for you to stop.

STOP

6. Come to a full stop.
7. When stopped, always place the transmission in neutral.
8. Set the parking brake correctly; check it again to be sure.
9. Open the front entrance door slightly, activating the red flashing lights and side stop arm and deactivating the amber flashing lights of the eighty-way light system. Open the door completely after traffic stops.

UNLOAD

10. Do not permit students to leave the bus except at regularly assigned stops unless they have written permission from a school administrator. It is illegal for you to discharge students at other places other than their assigned stops.

11. Watch students as they leave the bus and make sure they reach a point of safety.

- Instruct students who must cross a roadway after getting off the bus to stand on the side of the roadway far enough in front of the bus to see your face (at least 10 feet). Be alert for passing motorists so that you may warn students. The students are to look both ways before stepping in front of the bus into the roadway.
- Instruct students who do not have to cross the roadway after unloading exactly where they should walk or wait until the bus pulls completely away. Tell them to never reapproach the bus.
- Students should never cross the roadway behind the bus.
- Take extra time with elementary school age students to make sure they understand these procedures. Be overly cautious when loading and unloading these students.
- Make sure the students reach and stay at a point of safety before you proceed. One method is to count the students as they get off the bus.

CHECK AND PROCEED

12. Close front door to deactivate the flashing red lights, check all mirrors for traffic or pedestrians, put the transmission into proper gear, release the parking brake, recheck the mirrors, and proceed safely to your next stop.

FOR CHILDREN AND PARENTS

You must be at the stop 5 minutes before your scheduled stop time. Bus is not late until 5 minutes after the scheduled stop time.

Kindergarten and first grade students **must** be met at their stop by a parent or an authorized person.

Students must have a note signed by the school office to ride a different bus or get off at a different stop.

Existing bus stops can only be changed by Council Rock School District. Phone: 215-944-1000.

Late runs are provided for authorized after school activities **only**.

First Student, Inc.
470 South State Street
Newtown, PA 18940
Tel. 267-757-0413

BUS TRANSPORTATION RULES
FOLLOW THESE RULES

1. Observe classroom conduct.
2. Be courteous, use no profane language.
3. Keep the bus clean.
4. Do not eat or drink on the bus.
5. Co-operate with the driver.
6. Do not smoke.
7. Do not damage bus or equipment.
8. Stay in your seat at all times.
9. Keep head, hands and feet inside the bus.
10. Do not fight, push or shove.
11. Do not tamper with bus equipment.
12. Do not bring pets on the bus.
13. No flammable material on the bus.
14. Driver is authorized to assign seats.

Failure to follow these rules could result in the loss of your riding privilege. Anyone who receives a discipline write up will not be permitted back on the bus until the driver receives a copy signed.