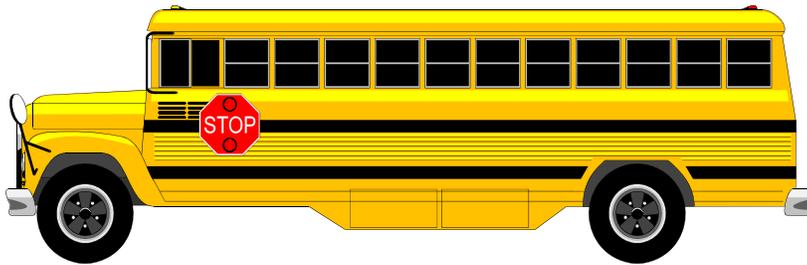


*Carmel Central School District*

**SCHOOL BUS DRIVER'S**

# *Handbook*



*Carmel Central School District  
Transportation Department  
1099 Route 52  
Carmel, NY 10512  
(845) 225-3200*

***CARMEL CENTRAL SCHOOL DISTRICT***

***SCHOOL BUS DRIVER HANDBOOK***

***PROPERTY OF***

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***REVISED: March 10, 2010***



*Prepared by Peter Ferone*

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*\* FORWARD \**

*SCHOOL BUS DRIVER'S MANUAL*

*The school bus driver is charged with an important task. He is not only the guardian of the safety of the children whose lives are entrusted in his care, but he is the custodian of valuable equipment which should operate at the peak of efficiency and economy.*

*Moreover, he is in a position, because of the time he spends with pupils on the way to and from school, to exert considerable influence in shaping the lives of his youthful charges.*

*Because of this, it is important that school bus drivers be selected with the greatest care and instructed in their duties, relationships, and responsibilities. An error in judgment, a lack of knowledge of safe driving practice, or a physical impairment on the part of the driver might cause serious injury to pupils or result in major catastrophe.*

*Therefore, it is essential that every school bus driver keep in good physical condition to prepare for his responsibilities as adequately as possible and to address those responsibilities to the best of his ability.*

*Peter Ferone*

*Supervisor of Transportation*

## INTRODUCTION

### SAFE TRANSPORTATION OF PUPILS

*It is every bus driver's responsibility to safely transport all students from their home to school and back each day. The children's safety is and will continue to be our utmost concern throughout each and every day of the year.*

*This manual has been prepared to provide school bus drivers with pertinent material relating to safe and efficient school transportation.*

*It should be understood that the manual supplements, but does not replace state vehicle traffic laws or local ordinances.*

*State vehicle and traffic laws, as well as local ordinances must be observed at all times.*

*As the need arises, this manual will be updated to reflect additional safety measures needed to assure the safe transportation of pupils residing in the Carmel Central School District.*

**\*ADMINISTRATIVE REGULATIONS\***

**RE: BUS DRIVER EMPLOYMENT AND RESPONSIBILITIES**

**INTRODUCTION:**

*To further enhance the Carmel Central School District's excellent school bus safety record, the following Administrative Regulations will be enforced effective December 1, 1985. It should be noted that the use of the masculine (he) shall include the feminine.*

**A. NEW APPLICANTS**

*An applicant for the position of School Bus Driver shall be disqualified if he does not meet the minimum requirements of Article 19A of the Vehicle & Traffic law, Section 156.3 of the Regulations of the Commissioner of Education, Section 721.30 of the Commissioner of Transportation or has an accumulation of more than six (6) points on his driver's license within the previous 18 months or has been convicted of any one of the following:*

- 1. Operating a motor vehicle while under the influence of alcohol (DWI or DWAI) within the previous three (3) years.*
- 2. Of any drug related offense.*
- 3. A speeding violation with a speed of 15 miles per hour or more over the posted speed limit within the previous six (6) months, or two (2) speeding violations within the previous 18 months.*

**B. SCHOOL BUS DRIVERS EMPLOYED BY THE DISTRICT.**

1. *-who are convicted of DWI, DWAI, or any drug related offense while operating a school bus shall be terminated from his driving position.*
2. *-who are convicted of speeding while operating a school bus shall be terminated from his driving position.*
3. *-who are convicted of DWI, DWAI, or any drug related offense while operating any nondistrict owned vehicle will be disqualified from operating a school bus for a period of one (1) year and must successfully complete a driver improvement program prescribed by the Department of Motor Vehicles in order to be considered for reinstatement.*
4. *-who hold a conditional driver's license or whose CDL license is suspended will not be allowed to operate any vehicle for the purpose of transporting students until their regular CDL Class B license is reinstated.*
5. *-who receive a citation for any traffic violation while operating a school bus, other than a parking violation shall be suspended from driving pending an informal hearing with district administration.*
6. *-who report to duty, or while operating a district school bus, is found by general appearance, or by their conduct, or by other substantiating evidence appears to have consumed intoxicating liquor (within the previous six [6] hours), shall be suspended immediately from driving duties pending an informal hearing with district administrators*

7. *-who operate a district school bus who are found by general appearance, or by their conduct or by other substantiating evidence appear to be under the influence of an amphetamine, a narcotic drug, or a derivative of a narcotic drug, shall be suspended immediately from driving duties pending an informal hearing with district administration.*

8. *-who are convicted of a traffic violation other than illegal parking, shall report such violation to his immediate supervisor before the end of the business day following the day of conviction. Failure to make this report may result in suspension from driving for five (5) days (DMV).*

***C. BUS DRIVERS - 65 YEARS OF AGE:***

1. *Any person employed as a school bus driver who is 65 years of age or older will be required to pass a physical examination twice each year.*

a. *The first physical examination shall take place within 30 days prior to the opening of school or the beginning of employment.*

b. *The second physical examination shall take place within 30 days prior to February 1st of each year or within 30 days prior to his 65th birthday when it falls after February 1st.*

***D. PARKING OF DISTRICT SCHOOL BUSES:***

*All district school buses must be parked at sites designated by the Transportation Supervisor during any layover.*

*Drivers are to return directly to the Transportation Depot following the last run of their a.m. assignment and following the last student drop-off of their p.m. assignment,*

*There will be no stopping of buses for personal reasons unless prior authorization has been given by the supervisor or Assistant Supervisor of Transportation or his designee.*

***E. SCHOOL DELAYED OPENINGS AND CLOSINGS:***

*On days that school will be delayed in opening or will be closed for the day, the district will notify the radio stations listed in the school calendar no later than 5:45 a.m. Those bus drivers or bus aides who have report times prior to 6:00 a.m. will be notified by the Supervisor of Transportation or his designee.*

***F. AUTHORIZED RELEASE OF STUDENTS:***

*In accordance with New York State Laws and Regulations of the Commissioner of Education, the district is responsible for each student from the time he boards a school bus until such time that the student is returned to his scheduled bus stop. School Bus Drivers are not authorized to release a child to anyone (including a parent) without prior approval from the principal or his designee nor to permit a student to disembark at a stop other than his own.*

***G. CLEAN INDOOR AIR ACT:***

*In complying with the Clean Indoor Air Act, the Carmel Central School District declares all district owned*

buildings and vehicles “smoke free” effective  
January 1, 1990.

**\* DAILY OPERATING RULES AND PROCEDURES\***

1. *Section 375 of the Vehicle and Traffic Law requires all school buses be operated with headlights on at all times..*
2. *Do not change your route in any way without consulting the dispatcher and receiving approval.*
3. *Keep your route up to date with all changes; students removed or added, new stops that need to be added or eliminated, so that a substitute may easily understand your route in your absence.*
4. *Use card with route number of your run inside the right front window even when you use a spare bus.*
5. *Fuel tanks shall not be filled while pupils are on the bus.*
6. *Drivers shall not smoke on district school buses.*
7. *Stop before crossing all railroads. After carefully looking in both directions and listening, proceed only if it is safe beyond any possible doubt, and then proceed in low gear. Do not shift until the tracks have been cleared.*
8. *No bus shall be driven at a speed greater than is reasonable and prudent, having due regard for weather, traffic and road conditions. A maximum route speed of 40 miles per hour is allowed within the district. Out of district routes or trips will be allowed to travel at posted*

*speed limits when road conditions and traffic warrant it. The maximum speed on school property is 10 miles per hour. Considering congestion in the loading areas and student pedestrians, maximum safety may require even slower bus speeds.*

**NO BUS SHALL BE OPERATED AT A SPEED  
IN EXCESS OF THE POSTED SPEED LIMIT!**

9. *Driving with the bus door open with or without flashers is illegal.*
10. *When driving early morning or late afternoon runs, or trips driven at night, turn on school bus sign and marker lights. however, when buses are parked during layovers or waiting or students at school sites, drivers are to turn all lights off in order to conserve batteries.*
11. *Cooperate cheerfully with your school authorities, public officials, and parents. They also have the responsibility for safely transporting our children. It is everyone's concern and everyone is responsible.*
12. *Since buses do break down and have to be repaired and must be inspected at regular intervals, you will be requested to drive a substitute bus. Please do so willingly!*
13. *Driver's children will not be allowed on the bus except in an emergency and only with permission from the Supervisor of transportation.*
14. *NEVER operate a school bus after drinking alcoholic beverages.*
15. *NEVER operate a school bus after taking medication that may Make you drowsy.*

16. . Buses are not permitted to make turn “right on red” either with or without passengers.

**\*DRIVER & MONITOR RULES AND REGULATIONS\***

*Failure to observe rules and regulations is considered neglect of responsibilities and concern for student safety and could lead to disciplinary action or termination of employment of any driver guilty of one or more of the following*

1. *Having an open beverage container of any kind in possession or stored in any part or portion of the driver’s compartment while operating a district school bus (this includes empty soda cans, coffee cups, water bottles, etc.).*
2. *Leaving bus unattended with motor running while school children are aboard.*
3. *Refueling a bus with pupils aboard.*
4. *Failing to observe laws and procedures requiring stopping at all railroad crossings.*
5. *Failing to observe laws requiring stopping prior to entering state highways.*
6. *Reckless driving; driving too fast for road conditions, illegal passing of other vehicles and other school buses.*
7. *Tailgating; following too closely when entering or leaving school property or on the highway.*

8. *Failing to report, as soon as possible, any accident involving his or her bus no matter how minor, on school property or on the highway.*
9. *Failure to report for driving assignment on time.*
10. *Failure to report for duty without notifying the Transportation Office at least ONE HOUR prior to your report time.*
11. *Failure to comply with any reasonable assignment given by the Transportation Supervisor of his designee.*
12. *Flagrant misuse of district's assigned two-way radio frequency.*
13. *Wearing an audio headset, earphone, earplugs or similar device while operating a district school bus.*
14. *Failure to properly secure vehicle before leaving it unattended.*
15. *Leaving a district vehicle idling for more than five (5) minutes.*
16. *Any type of accident, property or personal injury involving school district vehicles where investigation shows that the driver or drivers were entirely or largely responsible for creating the accident.*
17. *Any other infraction which, in the opinion of school authorities, is of a serious nature.*
18. *Revocation or suspension of license by the New York State*

*Department of Motor Vehicles for any reason.*

20. *Driving a district vehicle while intoxicated or reporting for work under the influence of intoxicating liquors, or illegal drugs.*
21. *Conviction of criminal negligence resulting in death.*
22. *Three (3) moving violations in any 18 month period.*
23. *Failure to attend the required annual refresher classes or satisfactorily complete the mandated New York State Thirty Hour School Bus Training Course.*
24. *Drivers and monitors are not permitted to use cellular phones or Bluetooth devices for calls or texting while in a district vehicle.*
25. *Please allow students to open windows when necessary. Students are not required to close the windows, this is the driver's responsibility.*
26. *Drivers and monitors are not permitted to use foul or inappropriate language while in a district vehicle.*
27. *Appropriate dress as described is required at all times. Clean, neat clothes. Not tank tops, crop tops (that show the midriff), spaghetti straps, low-cut, see through or sheer blouses are not permitted. Shorts should be not shorter than 3" above the knee and need to fit properly. No clog, flip-flop or sandals are permitted. Shoes Must have a back or strap on them.*
28. *Drivers and monitors are expected to adhere to all District rules and regulations and shall be held accountable for their actions.*

**\*ATHLETIC AND FIELD TRIPS\***

*Each driver of an Athletic or Field Trip is responsible for the security of the bus for the duration of the trip, as well as being available at all times to return the students to Carmel due to an emergency or as requested by the coach or adult in charge.*

**\*INSPECT YOUR BUS\***

*Every school bus driver has a vital and logical responsibility in school bus inspection and maintenance because he is the person most likely to notice a component or system that is not working properly.*

*In any school bus program, one of the driver's key responsibilities should be to check for and report any vehicle damage or malfunction. This is done daily. However, if the problem relates to safety, it should be reported immediately, rather than waiting for routine inspection and maintenance. If an unsafe condition is found, the vehicle should not be used to transport passengers. School bus drivers should make a thorough daily inspection of their bus before and after each run, for personal assurance that the bus is operating properly, with no malfunctions, or signs of damage.*

*A thorough DAILY PRETRIP INSPECTION should include a STATIONARY INSPECTION which consists of a DAILY WALK-AROUND and an INSIDE SAFETY CHECK....followed by an OPERATING INSPECTION which includes a DAILY ROAD CHECK. Conscientious drivers continue to check all systems (gauges) throughout the day, knowing that the condition of the bus can change as the day progresses. They are always alert to any "warning signals" which indicate that the bus is not operating properly. This continued alertness will permit drivers to act accordingly, before the condition causes serious damage, or contributes to a breakdown, or accident.*

**\*FOLLOWING THE PRE-INSPECTION PROCEDURES\***

1. *Report to Transportation at your assigned time. Check window in drivers' room for buses out of service and your assigned spare bus. Check locker and bulletin board for any special messages and notices. Prepare clipboard pretrip form and tach chart and proceed to assigned bus.*
2. *Enter bus; start engine; check oil pressure, fuel, horn, and windshield wipers, and all gauges.*
3. *Turn on all lights and signals. Check outside: lug nuts, tires, lights, windows for operation and cleanliness.*
4. *Check first aid kit, emergency doors, windows, and roof hatches.*
5. *Each item must be recorded on your pretrip form.*
6. *Adjust seat and mirrors. Insert tach chart. Fasten seatbelt. Check parking brake. Move forward and check service brakes.*

**\*LOADING AND UNLOADING PROCEDURES\***

1. *Learn lineups at different school; know where you are supposed to park. The first bus driver in the line at each school will automatically become the starter. The starter must receive a signal from the person in supervision of lading at each school before they may leave the lading area.*
2. *The safety of the pupils on your bus is in your hands. Therefore, you must maintain your authority at all times.*
3. *Do not stop for students after your bus is in motion. To make this effective, all drivers must cooperate.*
4. *Never leave your bus with the motor running.*
5. *Each student is your responsibility as soon as he boards the bus. You must be on the bus whenever students are on board.*
6. *No bus shall be loaded beyond the seating capacity indicated on the side of the bus.*
7. *No person other than an authorized student may ride the bus. Exceptions would be extra trips where supervision is provided, e.g. teacher, parent, etc.*

8. *Pick up only students assigned to your bus. If a new student appears, do not refuse him. Let him ride, but get his name and address and report it to the Transportation Office.*
9. *Never refuse to take a student home, or let him off at other than his own stop. Once a student has been taken to school, he must be transported home.*
10. *The driver shall give ample warning to other motorists before stopping to pick up or discharge students by activating the "8 light warning system" approximately 150 feet in advance of each bus stop. After stopping, the driver shall never open the door of the school bus until he observes that all visible traffic is stopped and that no danger exists to students that must cross the road. He may, however, crack the door sufficiently to activate the flashing red signal lights after he has come to a complete stop.*
11. *Pupils crossing the highway **SHALL BE INSTRUCTED BY THE BUS DRIVER** to pass in front of the school bus at least ten (10) feet in front of it. Care must be taken to make sure that these pupils do not step out on the road beyond a point protected by the bus until the school bus driver gives a signal for them to cross the highway.*
12. *The driver shall carefully observe the number of pupils getting off the bus at each stop and account for the safety of each pupil. Following the "15' Rule", the driver shall keep the bus halted with red lights flashing until the students are at least 15 feet from the bus and either off the highway, street, or private road, or on the sidewalk and*

out of the 'danger zone'.

13. Give particular care to each child on their first day of school. Never let an emotionally upset child rush off your bus and dart across the street.
14. The driver shall be responsible to walk to the back seat of the bus after unloading the last load of students each a.m. and p.m. to check for a child sleeping, sick or hiding, before leaving the vehicle parked unattended.

**\*SECURITY OF PASSENGERS\***

Drivers should remain alert for strange or suspicious individuals at or near bus stops, and incidents involving automobiles following buses. Report observations to your supervisor giving as much detailed information as possible. All such incidents must be recorded in the daily driver's report.

**\*STUDENT DISCIPLINE GUIDELINES AND PROCEDURES\***

1. Never give an order you do not mean to enforce.
2. Do not punish the whole bus load for the behavior of one rider.
3. Let the pupils sit with their friends, if possible.
4. Learn the children's names and greet them each morning and afternoon.
5. Show a sense of humor, but be able to control it.

6. *Physical contact should not be made other than to restrict a student from injuring himself or another.*
7. *Remember that you are dealing with children, not adults!*
8. *Show an interest in the children and their school.*
9. *Answer any questions from students or parents sensible, intelligently, and professionally.*
10. *If you have problems with the riders, try to solve them without going to school authorities or parents.*
11. *Ask all students to read the school bus passenger rules. Explain each rule and how it affects their safety.*
12. *Listen to suggestions.*
13. *Set a good example by your conduct, dress, and by living up to the rules of the road.*
14. *Be **P A T I E N T**!! It takes a lot of patience when working with a large group of healthy, lively youngsters!*
15. *If, in your mind, you have tried to correct a situation to no avail, a Bus Conduct Report should be made out and turned in to the principal of the school that the student attends. You will be notified as to the disposition of this notice.*
16. *The safety and well-being of your passengers is your responsibility. Put your heart into it!*

**\*POSTTRIP INSPECTION\***

1. *Park vehicle in assigned location fully fueled at the end of each day.*
2. *Remember to check interior for lost, sleeping, or hiding children!*
3. *Sweep and dust interior of vehicle. Empty trash in proper receptacle.*
4. *Complete driver's reports and return clipboard and reports to drivers' room.*

**\*LOST AND FOUND ARTICLES\***

*Vehicles are to be checked upon termination of each run for lost and found articles. Even if article is unmarked, you should know which route it was lost on. Articles may be kept on bus for a few days until claimed. If not claimed, they are to be turned in at respective schools. Articles of value such as pocketbooks, wallets, instruments, jewelry, radios, etc. should be brought into the Transportation Office where an attempt will be made to contact the owner, if possible. Otherwise, they will remain there until they are claimed by the owner.*

**\*FIRST AID: SICK OR INJURED PUPIL\***

1. *Radio terminal dispatcher immediately, giving name of injured or sick pupil, stating the apparent medical problem as best as possible.*
2. *Administer immediate first aid and/or give student assistance as you deem necessary.*

3. *Based on the nature of the injury or illness, the Transportation Office will contact the appropriate medical assistance and also instruct you on how to proceed; i.e. school nurse, ambulance, parent.*
4. *All student injuries are to be logged at the Transportation Office, giving the student's name, grade, school, bus number, driver, location, and brief description of how the accident occurred.*

**\*VEHICLE FAILURES ON THE ROAD\***

1. *Pull the bus as far off the road as possible.*
2. *Radio the Transportation Office with location and nature of problem.*
3. *Protect the bus with flares or reflectors, if necessary.*
4. *Do not leave bus or release any students to anyone without authorization from the Transportation Office.*

**\*SCHOOL BUS EVACUATION DRILL\***

*School Bus Evacuation Drills are required three (3) times a year. The dates that the drills are to be conducted will be posted in advance on the Driver's Room Bulletin Board.*

***EVACUATION DRILL PROCEDURE***

***THE DRILL MUST BE CONDUCTED ON SCHOOL GROUNDS!***

1. *Stop the bus, set the parking brake, turn off engine, and remove the key.*

2. *The first drill of the year should cover the following instructions:*

***A. SAFE RIDING***

1. *Arriving and waiting at bus stop:*
  - a. *Walk, don't run.*
  - b. *Be orderly.*
  - c. *Stay back at least six (6) feet from the curb.*
  - d. *Do not stand in roadway including intersections.*
2. *Boarding procedures:*
  - a. *Enter the bus with care - use handrail.*
  - b. *Move to the rear of the bus or to an assigned seat.*
  - c. *Sit two (or three) to a seat.*
3. *Review School Bus Safety / Conduct Rules.*
4. *Exiting the bus at school:*
  - a. *Do not stand until bus has stopped.*
  - b. *Exit in an orderly manner.*
  - c. *Walk directly away from the bus.*
5. *Returning home from school:*
  - a. *Do not stand until bus has stopped.*
  - b. *Use caution at all times - WALK!*
  - c. *If crossing the street, cross in front of the bus following the "TEN FOOT RULE PROCEDURE" as follows:*
    1. *Ten feet from the front bumper - make eye contact with the driver.*
    2. *Await a signal from the driver.*

3. *Look both ways.*
  4. *Continue looking while crossing.*
- d. *If not crossing, stay out of danger zone (if you can touch the bus, you are too close.*

**B. SAFETY BELT PROCEDURE**

*Instructions on the use of seat SAFETY BELTS shall be given as follows:*

1. *Verbal explanation of the proper fastening, placement across lap, method of adjustment and release of the safety belt.*

*Students in attendance during each drill shall practice each step of instruction if vehicle is so equipped.*

2. *Students are to be instructed that they should use the safety belts from the time they board the bus until they reach their destination.*

3. *Students shall be instructed to place unfastened belts on the seat in a fashion that will allow the next occupant easy access to such belt.*

**NOTE:** *As of this date, we do not and cannot mandate the use of seat belts by students riding Carmel Central School District buses. However, students should be reminded to “BUCKLE UP” on those buses that are equipped with seat belts.*

**C. EMERGENCY PROCEDURE**

1. *Demonstrate to the students, the operation of school bus exits to be used in an emergency-*
  - a. *Emergency door(s)*
  - b. *Emergency windows*
  - c. *Roof hatches*
  
2. *Location and use of -*
  - a. *Fire extinguishers*
  - b. *First aid equipment*
  - c. *Reflective devices*

**D. EMERGENCY EXITING INSTRUCTIONS**

1. *In an emergency, do not take books, lunch boxes, etc.*
  
2. *Take emergency equipment.*
  
3. *Use the front door.*
  
4. *Instruct students to line up in a double file along the edge of the sidewalk, along a fence, or any other designated area simulating it to be a guard rail along the highway. Have students remain there until dismissed by you.*
  
5. *Starting with the right hand front seat in the same row, have students exit the bus. This alternating procedure from right to left should be followed through to the rear of the bus until all students have been evacuated.*

**\*FIRE EXTINGUISHER USE\***

*Buses are equipped with dry chemical extinguishers. This material is not poisonous, is nonconductive, and will not harm the operator or clothing. To use the extinguisher, break the seal by removing the locking pin. Direct the nozzle at the base of the fire and squeeze the handgrip to full open. Try to cover the burning surface with the powder. If possible, approach the fire with the wind at your back. This will enable you to get closer and cause the powder to drift over the fire. If the heat still makes an effective approach difficult, spray a cloud of the powder in front of you as you move in. This powder will break the heat wave and allow a closer and more effective approach.*

*In every case, it is best to open the motor compartment, if possible, and to do so without endangering the operator, so that the powder can be sprayed on and over the burning material. Since this material extinguishes in part, by smothering, the value of covering the fire area with a cloud of powder is important.*

**\*BUS ACCIDENT PROCEDURES\***

- 1. Stop immediately; quickly survey students for injury.*
- 2. Radio or call (225-3200), the Transportation Office, with location and all known details. Office personnel will contact authorities and necessary assistance.*
- 3. Evacuate students to a safe area if fire is present or potential, or if it would be hazardous to leave students aboard.*

4. *Protect the scene with flares or reflectors.*
5. *Obtain the names of all students involved.*
6. *Obtain the names and addresses of all witnesses.*
7. *Do not discuss the cause of the accident nor your opinion as to who or what caused it.*
8. *Supply your name, address, driver's license number, vehicle registration and insurance company.*
9. *Get similar information from other drivers involved.*
10. *Do not remove vehicle from scene until authorized to do so by either the police, the Transportation Supervisor or his designee.*

## **“AVOID CATASTROPHE”**

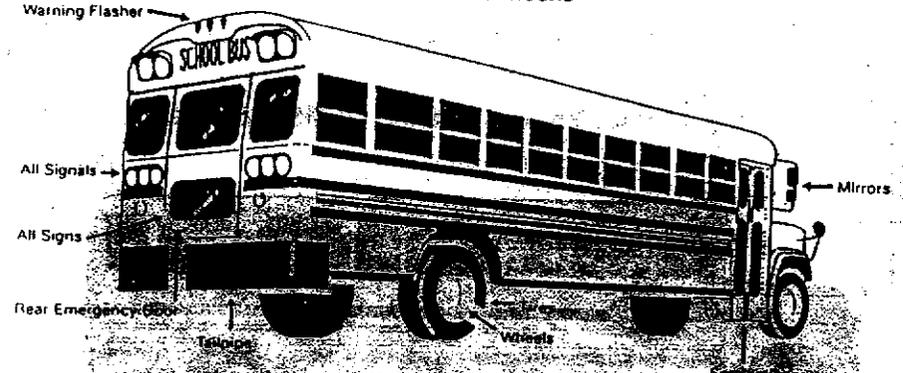
- 1. DON'T CHANGE YOUR ROUTE.**
- 2. COPE WITH DISTRACTIONS.**
- 3. CHECK MIRRORS EVERY TIME.**
- 4. TEACH AND ENFORCE THE 10' RULE.**
- 5. SUBSTITUTES... EXTRA CAUTION !**
- 6. WAIT FOR STABLE TRAFFIC.**
- 7. SIGNAL STUDENT TO CROSS.**
- 8. TEACH STUDENTS TO CHECK TRAFFIC.**
- 9. BUS RULES... BE CONSISTENT !**
- 10. NEW DRIVERS... EXTRA CAUTION !**
- 11. BEWARE OF ROUTINE HABITS.**
- 12. DON'T MOVE UNTIL ALL CLEAR FOR SURE.**

# School Bus Drivers Five-Minute Daily Walk-Around And Inside Safety Check

## OUTSIDE



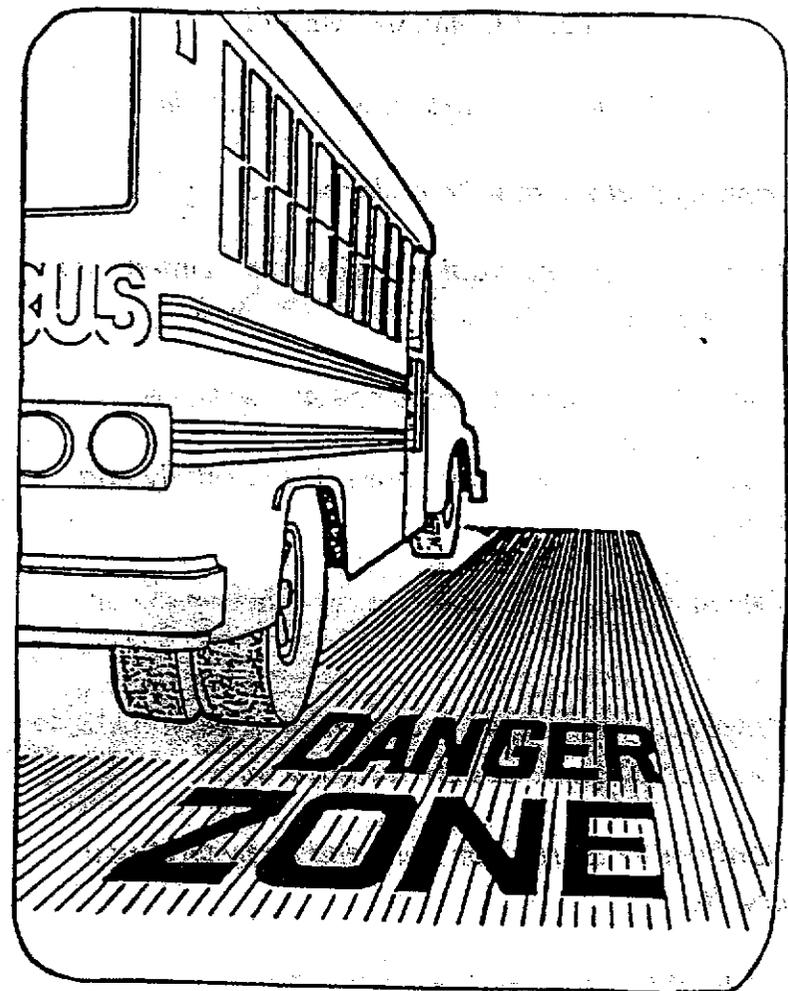
## DAILY WALK-AROUND



## INSIDE SAFETY CHECK

- |   |   |  |
|---|---|--|
| <ul style="list-style-type: none"> <li>• Steering Wheel</li> <li>• Directional Signals</li> <li>• Horn Button</li> <li>• Oil Pressure Gauge</li> <li>• Ammeter (Generator/Alternator)</li> <li>• Water Temperature Gauge</li> <li>• Fuel Gauge</li> <li>• Vacuum or Air Pressure Gauge</li> <li>• Defroster</li> <li>• Windshield Washer</li> </ul> | <ul style="list-style-type: none"> <li>• Windshield Wipers</li> <li>• All Warning Lights</li> <li>• Brake Pedal and Brake Warning Light</li> <li>• Clutch Pedal</li> <li>• Gearshift Lever</li> <li>• Neutral Safety Switch</li> <li>• Parking Brake</li> <li>• Headlights</li> <li>• Hazard Warning Flasher</li> <li>• Service Door Control</li> </ul> | <ul style="list-style-type: none"> <li>• Driver's Seat and Seat Belt</li> <li>• Mirrors</li> <li>• Windshield</li> <li>• Side Glass</li> <li>• Fire Extinguisher</li> <li>• First-Aid Kit</li> <li>• Fuses and Emergency Equipment</li> <li>• Emergency Exits</li> <li>• Clean Bus</li> <li>• Interior Lights</li> <li>• Passengers' Seats and Seat Belts</li> </ul> |
|---|---|--|

FIGURE 4. Pretrip Inspection  
PRE-SERV. APP. J 1



**STAY OUT OF THE SCHOOL BUS DANGER ZONE**

## ***“TEN COMMANDMENTS”***

*For Building Good Relationships With Children*

***Be friendly and warm with children - caring.***

***Be firm, serious, and businesslike at all times - no fooling around.***

***Be consistent - stick to routines and actions.***

***Be clear and concise - give the rules carefully and often.***

***Be fair and just - give reasons for rules and your actions.***

***Be respectful and kind - treat children as you like to be treated and give praise for good work.***

***Be confident - learn your work and show that you know it.***

***Be dedicated - give all that you can !***

***Be patient - don't lose your cool.***

***Be a good listener - learn about the child.***