

SCHOOL BUS DRIVERS'/AIDES' HANDBOOK



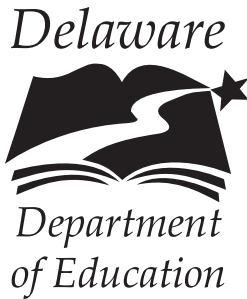
APPROVED BY THE DEPARTMENT OF EDUCATION AND
DIVISION OF MOTOR VEHICLES

DOCUMENT No. 95-01/10/10/02

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DEPARTMENT OF EDUCATION

John G. Townsend Building
401 Federal Street
Suite #2
Dover, Delaware 19901

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FOREWARD

One very important aspect of education in Delaware is its pupil transportation program. This program provides eligible pupils access to their schools.

To provide this service requires a special kind of person who must be qualified to deal with the many problems facing school bus drivers and aides in today's world.

The information contained in this handbook is taken from DOE Regulation 1105 and Training Program. Since much of the information in those documents is in outline, this School Bus Drivers'/Aide's Handbook has been written to include the information in a form that can be understood by the reader. It serves as a supplement to the required training and may be used in connection with the class-work. It is a school bus driver's/aide's responsibility to read and understand the contents.

If for any reason the answer to a particular question is not clear or available in the handbook, the question should be referred to local Transportation Supervisors, a Delaware Certified School Bus Driver Trainer or the State Trainer at DOE.

It is suggested that the handbook be kept in a safe place in the bus where it is readily available for reference. The more frequently the handbook is used and studied, the safer and more efficiently the Delaware pupil transportation program will operate.

The information contained within this handbook is a training tool and not intended to be legal advice. Every effort is made to provide the most up to date information at the time of printing, however, laws and regulations are subject to change and may be amended. It is the individual responsibility of the District, Contractor, employer, driver and aide to comply with all state and federal laws. To the extent this handbook conflicts with any law or regulation, the law or regulation controls.

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SECTION ONE

THE SCHOOL BUS DRIVER

I. SCHOOL BUS DRIVER QUALIFICATIONS

Division of Motor Vehicles Regulation 2222:

No person shall drive, nor shall any contractor or public, parochial or private school, permit any person to drive a school bus within the State unless such driver has qualified for a commercial driver's license (CDL) under Chapter 26 of this title, and a school bus endorsement under this chapter, and other pertinent rules and regulations of the Division. Furthermore, except when in possession of a CDL permit and undergoing training or evaluation and accompanied by a Certified Delaware School Bus Driver Trainer, school bus drivers shall at all times, while operating or in control of a school bus have in their immediate possession the following:

- A properly endorsed and classified Delaware CDL license, with a P, Q or R (passenger) and S (school bus) endorsements.
- A physical examination certification indicating a valid and approved Department of Education physical exam completed within the last year.

Note: The complete Department of Transportation Title 21, Section 2708 and Division of Motor Vehicles Regulation 2222, as they apply to a School Bus and the "S" Endorsement are found in the Appendix.

Department of Education Regulation 1105:

School bus drivers shall meet the qualification requirements of all applicable laws, Title 21, Division of Motor Vehicles Regulation 2222, and Department of Education Regulation 1105.

Initial qualification:

An applicant shall satisfactorily complete the school bus driver classroom training. The school bus driver classroom training shall remain valid toward initial qualification for a period of one year. Additional requirements shall include:

- Pre-employment drug test;
- Child protection registry check;
- Criminal background affidavit;
- State Bureau of Investigation fingerprinting for state and Federal Bureau of Investigation criminal background checks;
- Delaware school bus driver physical with TB screening; and
- Certified Delaware School Bus Driver Training.

Out-of-state licensed school bus drivers shall meet the same requirements for qualification for an “S” endorsement as a driver with a Delaware license listed in 21 Del. C. §2708(b)(7) regarding criminal convictions (see Appendix) and complete and provide to the district Transportation Supervisor:

- Pre-employment drug test;
- Child protection registry check;
- Criminal background affidavit;
- State Bureau of Investigation fingerprinting for state and Federal Bureau of Investigation criminal background checks;
- Delaware school bus driver physical with TB screening;
- School bus driver classroom training;
- CDSBD Training; and
- Past five years driving record from the state where licensed and provide annual updates.

Reinstatement of school bus drivers:

Drivers with an “S” endorsement who have not actively driven for a period more than one and less than 2 years shall complete the following requirements:

- Pre-employment drug test; and
- Delaware school bus driver physical with TB screening (if needed).

Drivers with an “S” endorsement who have not actively driven for two or more years shall complete the following requirements:

- Pre-employment drug test;
- Child protection registry check;

- Criminal background affidavit;
- State Bureau of Investigation fingerprinting for state and Federal Bureau of Investigation criminal background checks;
- Delaware school bus driver physical with TB screening (if needed);
- School bus driver classroom training; and
- CDSBD Training.

Drivers requesting reinstatement of their “S” endorsement following mandatory suspension or revocation of over one year:

- Pre-employment drug test;
- Child protection registry check;
- Criminal background affidavit;
- State Bureau of Investigation fingerprinting for state and Federal Bureau of Investigation criminal background checks;
- Delaware school bus driver physical with TB screening (if needed);
- School bus driver classroom training;
- CDSBD Training;
- Successfully retake required written tests for CDL and “S” endorsement with DMV;
- Successfully retake Skills test with DMV; and
- Successfully retake Road test with DMV.

DMV CDL Reinstatement requirements after Mandatory Suspension or Revocation:

| Length of Loss | License Class | Vision Screen | Knowledge Tests | Skills/Road Test | Endorsement Tests |
|----------------|---------------|---------------|--------------------|------------------|-------------------|
| 1 year or more | “CDL” | Yes | “D” first then CDL | Yes, CDL | Yes, P & S |
| 3 year or more | “CDL” | Yes | “D” first then CDL | Yes, D and CDL | Yes, P & S |

Note: D is the general knowledge test for class D license.

P is the CDL passenger test.

S is the CDL School Bus test.

School Bus Driver Employment Standards:

- A school bus driver shall be thoroughly reliable, of good repute and capable of maintaining order on the school bus at all times.
- School bus drivers shall at all times display themselves in a professional manner while operating school buses to transport pupils.

- School bus drivers shall at all times satisfactorily perform those driving and operational tasks as prescribed by the contractor and/or district Transportation Supervisor.
- School bus drivers must comply with all Federal, State Laws and Regulations, local and state policies, including all alcohol, drug, smoking and tobacco use policies, as they pertain to school bus operations; failure to do so may result in dismissal for a district driver and the restricting of a contracted driver.
- A school bus driver employed by a contractor may not be approved by the district when it is shown that the driver is not satisfactorily performing the driver's tasks.

II. SCHOOL BUS DRIVERS' RESPONSIBILITIES

The school bus driver is in full charge of the bus and pupils, has the authority of a classroom teacher and is responsible for the health, safety, and welfare of each passenger.

The specific responsibilities of the bus driver are:

- Always wear the seat belt; IT IS THE LAW!
- Operate the school bus in a safe and efficient manner at all times.
- Conduct thorough pre-trip and post-trip checks on the bus to ensure that the bus and safety equipment is operational, that the bus is clean and secure, and **that no child has been left on the bus! [While walking to the back of the bus, the driver must look side-to-side, and under the seats as some students will get on the floor under the seats!]**

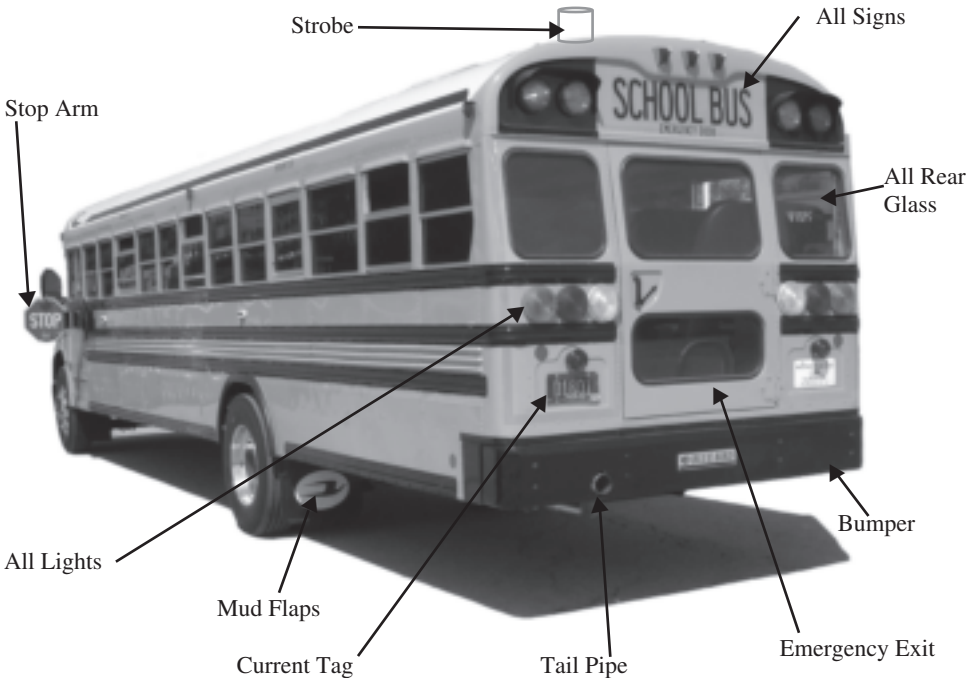
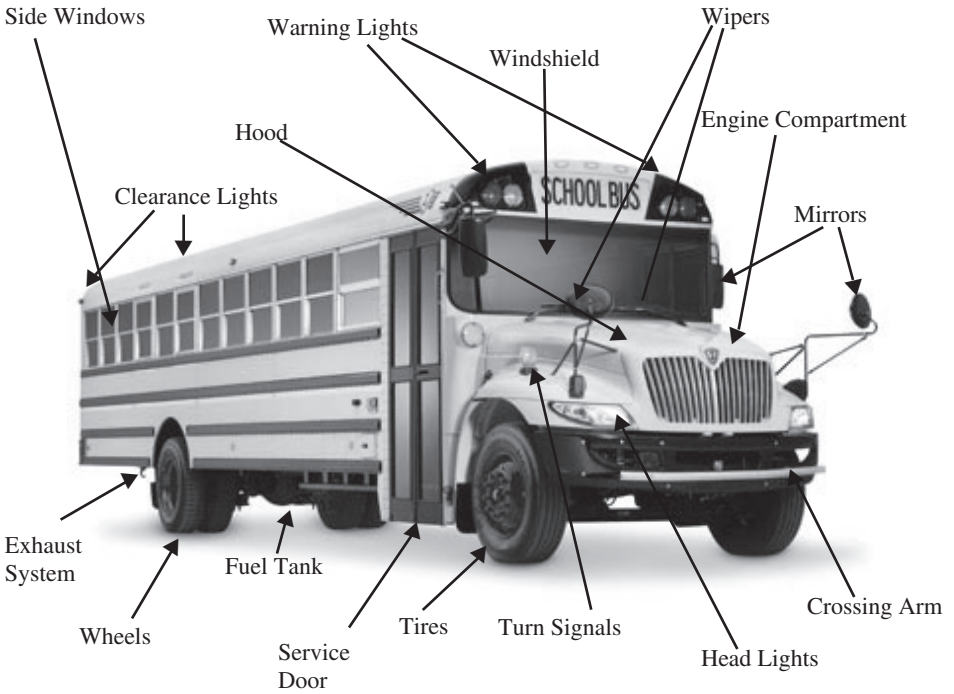
Notes concerning:

School bus inspections - Windshield - Glass Areas.

- School buses are to be inspected two times a year and an inspection sticker is placed by DMV in the center bottom of the windshield. The inspections stickers are good from September 1 thru February 28/29 (black) and March 1 thru August 31(gold). **If the bus does not have a valid inspection sticker, the bus shall not be used to transport students until it has been inspected.**

- Windshield, except for the inspection sticker, all window glass and door glass in the rear of the bus, window glass adjacent to the driver and service door glass shall not have anything attached.

Figure 1: 5 MINUTE WALK-AROUND INSPECTION



BUS DRIVER'S VEHICLE INSPECTIONS REPORT

COMPANY _____ BUS NO. _____

ODOMETER READING _____

END MILEAGE: _____ DATE: _____

START MILEAGE: _____ TIME: _____

TOTAL MILEAGE: _____ LOCATION: _____

INSPECT ITEMS LISTED – IF DEFECTIVE, NUMBER AND DESCRIBE IN “REMARKS”

- | | |
|--|--|
| <input type="checkbox"/> FLUID LEAKS UNDER BUS | <input type="checkbox"/> EMERGENCY DOOR & BUZZER |
| <input type="checkbox"/> LOOSE WIRES, HOSE CONNECTIONS | <input type="checkbox"/> HEADLIGHTS, FLASHERS & 4-WAY |
| <input type="checkbox"/> BELTS IN ENGINE COMPARTMENT | <input type="checkbox"/> FLASHERS |
| <input type="checkbox"/> OIL LEVEL | <input type="checkbox"/> RIGHT FRONT TIRE & WHEEL |
| <input type="checkbox"/> RADIATOR COOLANT LEVEL | <input type="checkbox"/> FRONT OF BUS – WINDSHIELD |
| <input type="checkbox"/> BATTERY | <input type="checkbox"/> LEFT FRONT WHEEL & TIRE |
| <input type="checkbox"/> TRANSMISSION | <input type="checkbox"/> STOP ARM & CROSSING ARM |
| <input type="checkbox"/> UNUSUAL ENGINE NOISE | <input type="checkbox"/> EXHAUST SYSTEM |
| <input type="checkbox"/> GAUGES & WARNING LIGHTS | <input type="checkbox"/> LEFT SIDE OF BUS-WINDOWS & LIGHTS |
| <input type="checkbox"/> SWITCHES | <input type="checkbox"/> LEFT REAR SIDE TIRES & WHEELS |
| <input type="checkbox"/> HORN | <input type="checkbox"/> REAR OF BUS – WINDOWS & LIGHTS |
| <input type="checkbox"/> FANS & DEFROSTERS | <input type="checkbox"/> TAIL PIPE |
| <input type="checkbox"/> WIPERS & WASHERS | <input type="checkbox"/> RIGHT SIDE REAR TIRES & WHEELS |
| <input type="checkbox"/> INSIDE & OUTSIDE MIRRORS | <input type="checkbox"/> RIGHT SIDE OF BUS-WINDOWS & |
| <input type="checkbox"/> BRAKE PEDAL & WARNING LIGHTS | <input type="checkbox"/> LIGHTS |
| <input type="checkbox"/> OPERATION OF SERVICE DOOR | <input type="checkbox"/> DRIVER'S SEAT AND BELT |
| <input type="checkbox"/> EMERGENCY EQUIPMENT | <input type="checkbox"/> PARKING OR SERVICE BRAKE |
| <input type="checkbox"/> FIRST AIDE KIT | <input type="checkbox"/> DIRECTIONAL SIGNALS |
| <input type="checkbox"/> BODY FLUIDS KIT | <input type="checkbox"/> STROBE LIGHT - IF APPLICABLE |
| <input type="checkbox"/> ENTRANCE STEPS | <input type="checkbox"/> STEERING |
| <input type="checkbox"/> CLEANLINESS OF INTERIOR | <input type="checkbox"/> EMERGENCY WINDOWS & BUZZERS |
| <input type="checkbox"/> CONDITION OF FLOOR | <input type="checkbox"/> ROOF HATCHES |
| <input type="checkbox"/> PUBLIC ADDRESS SYSTEM (PA) | <input type="checkbox"/> WHEELCHAIR LIFT – IF APPLICABLE |

REMARKS _____

CONDITION OF ABOVE VEHICLE IS: SATISFACTORY UNSATISFACTORY

DRIVER'S SIGNATURE: _____ DATE: _____

- ABOVE DEFECTS CORRECTED
- ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE

MECHANIC'S SIGNATURE: _____ DATE: _____

SCHOOL BUS DRIVERS' RESPONSIBILITIES - continued

- Establish and maintain rapport with passengers.
- Maintain discipline among pupils.
- Meet emergency situations (in compliance with district and contractor policy).
- Communicate effectively with district staff, parents and pupils.
- Maintain effective contact with the public.
- Complete reports as required.
- Complete required training programs satisfactorily.
- Refrain from using profanity, indecent language or tobacco while on duty.
- Dress appropriately, as defined by district (or contractor policy).
- Pick up and drop off pupils only at designated stops.
- Submit to periodic random drug and alcohol testing and be subject to actions specified in the Delaware Code and in Federal regulations.
- Report suspected cases of child abuse to the school principal or designated official.
- Immediately notify the Transportation Supervisor of any school bus accident after ensuring the safety of the pupils.
- Prior to each departure, instruct each pupil transported on an activity or field trip in a school bus on safe riding practices and on the location and operation of emergency exits.
- Perform other duties as assigned by the Transportation Supervisor or designee.

III. SCHOOL BUS OPERATING PROCEDURES

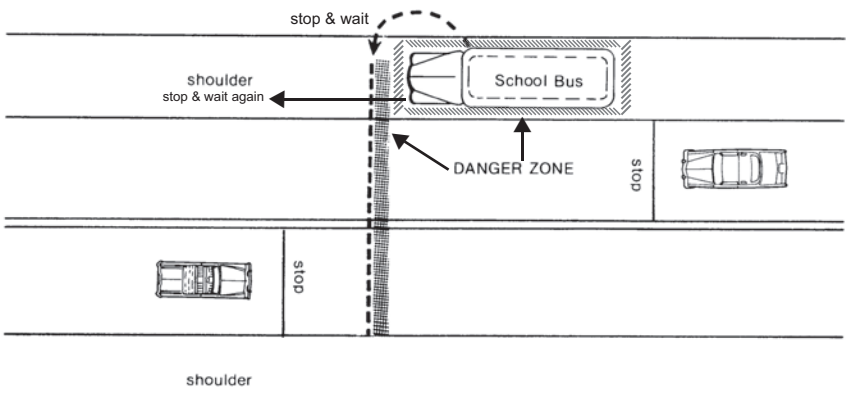
- No person other than a pupil, teacher, school official, aide, driver in training or substitute driver shall be permitted to ride on a school bus while transporting pupils. Exceptions may be made for parents, guardians and Relative Caregivers involved in Department of Education educational programs that provide for transportation and others approved by the Transportation Supervisor.
- The driver shall not deviate from the scheduled bus route. Drivers shall not be required to wait for pupils unless they can be seen making an effort to reach the bus stop. Changes to the bus route, stops or stop locations must be approved by the district Transportation Supervisor.
- The driver shall maintain discipline on the bus, and shall report cases of disobedience or misconduct to the designated school officials. No pupil(s) shall be discharged from the bus for disciplinary reasons except at the home or school. The principal or designated school official shall be notified of such action immediately. Any change to the action taken by the driver or any further disciplinary action to be taken is the responsibility of the principal or designated school official.
- Pupils shall have definite places to board and exit the bus. Pupils should not be

allowed to leave the bus at any place other than the regular stop without written permission from their parents, guardians or Relative Caregiver and approval by the principal or designated school official. Districts may adopt a more restrictive policy.

- Buses shall be brought to a full stop, which includes placing the bus in neutral and setting the parking brake, and properly positioned before pupils are allowed to board and exit the bus. (see Figure 5, page 17 for proper stopping procedures)
- Pupils are not permitted to ride outside or in any hazardous location in the bus including the area ahead of the barriers or white floor line designating the driver area.
- Buses shall not stop near the crest of hills, on curves, or on upgrades or downgrades of a severe inclination. When stopped for the purpose of receiving or discharging pupils, the bus shall always be stopped on the right side of the road and as far off the paved or main traveled portion of the highway as the condition of the shoulder permits and parallel to the main traveled portion of the highway.
- Pupils who must cross the road to board the bus or after leaving the bus shall cross at a distance in front of the bus and beyond the crossing control arm so as to be clearly seen by the driver and only upon an audible clearance by the driver. The driver shall direct pupils to cross by instructions through the external speaker of the public address system.

When unloading pupils that must cross the roadway, always remind them that once the driver has given them the initial verbal direction to cross, they are only to cross as far as the driver's cross view mirror and stop. They are to wait for a second verbal command before continuing into the open lanes of potential traffic.

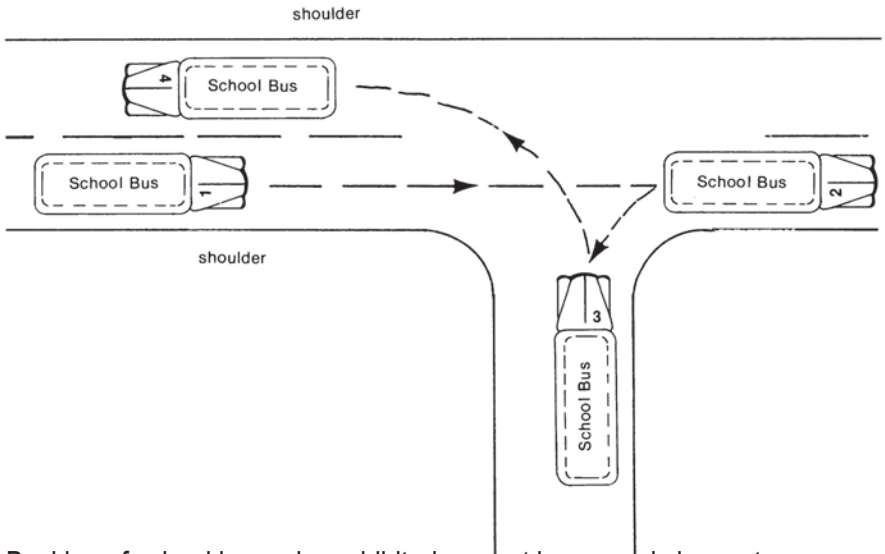
Figure 2: STUDENT CROSSING PROCEDURE



- All loading and unloading of pupils shall be made from the service door. The rear exit door is not to be used except in cases of emergency or emergency drills. No object shall be placed in the bus that restricts the passage to the emergency door or other exits.
- No one but the driver shall occupy the driver's seat.
- Pupils shall be assigned to seats by the driver, subject to the approval of the Transportation Supervisor.
- The doors of the bus shall be kept closed and in the latched position while the bus is in motion.
- When the bus is stopped on school grounds, pupils are aboard, and the motor is running, the transmission shall be in neutral (clutch disengaged) and the parking brake set.
- While on school grounds, drivers shall not leave their seat while the motor is running or leave the key in the ignition switch.
- Fuel tanks shall not be filled while the engine is running or while anyone is in the bus.
- Drivers shall follow bus idling regulations; no more than 3 minutes when the bus is not in motion and up to 5 minutes prior to passenger boarding. (see Appendix)
- Weapons of any kind are not permitted on a school bus.
- Animals are not permitted on school buses; however, a service animal is permitted if a physician certifies that it is required or it is part of the pupil's Individualized Education Plan (IEP) or 504 Plan under the Americans with Disabilities Act.
- A school bus shall not be used for hauling anything that would make it objectionable for school use or unsafe for passengers.
- Band instruments, shop projects and other school projects shall not be permitted on the bus if they interfere with the driver or other passengers. The aisle, exits, and driver's vision shall not be blocked.
- Bus stops on roadways with three or more lanes (with oncoming traffic) must be made on the right side of the road. Pupils shall not be required to cross more than two lanes of traffic when entering or leaving the bus.
- Headlights or daytime running lights shall be on at all times when the bus is in motion.
- Strobe light, which comes on automatically with the activation of the overhead yellow lights, should be activated by the manual override switch for use in inclement weather. However, the strobe light is not to be used during normal driving conditions, day or night!
- On the bus route, every effort should be made to load children before a turnaround is made and unload them after the turnaround is made.

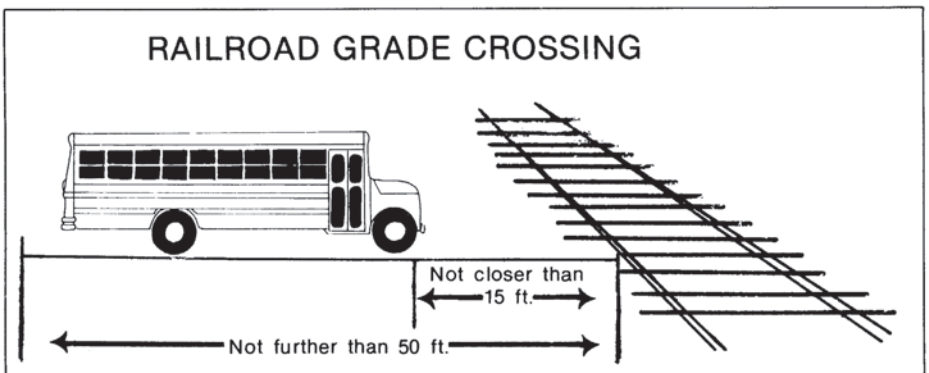
- If a turnaround is unavoidable, always use the procedures shown in Figure 3:

Figure 3: APPROVED METHOD OF TURNING A BUS AROUND.



- Backing of school buses is prohibited, except in unusual circumstances:
 - A school bus shall not be driven backwards on school grounds unless an adult is posted outside the bus to guard the rear of the bus. The driver and adult shall agree on signals to be used for backing.
- School buses will at all times, **with or without passengers**, stop at all rail road crossings and follow these procedures:

**Figure 4:
TRAINS ALWAYS HAVE THE RIGHT-OF-WAY.**



Approaching the Crossing:

- Slow down
- Turn off Master Switch and activate hazard lamps approximately 200 feet before the crossing. Make sure intentions are known.
- Scan surroundings and check for traffic to the rear.
- Stay to the right of the roadway if possible.
- Stop no closer than 15 feet and no farther than 50 feet from the nearest rail to have the best view of the tracks.
- Place the transmission in Neutral; set the parking brake while applying the service brake.
- Turn off all radios and noisy equipment or use the noise suppression switch if the bus is equipped with one, and silence the passengers.
- Open the service door and driver's window. Look and listen for an approaching train.

Crossing the Track:

- Check the crossing signals again before proceeding.
- At a multiple-track crossing, stop only before the first set of tracks. When you are sure no train is approaching on any track, proceed across all of the tracks until the bus has completely cleared them.
- Make sure that the bus has regained some speed prior to canceling the flashers.
- If the gate comes down after starting across, drive through it even if it means breaking the gate.

At the Crossing:

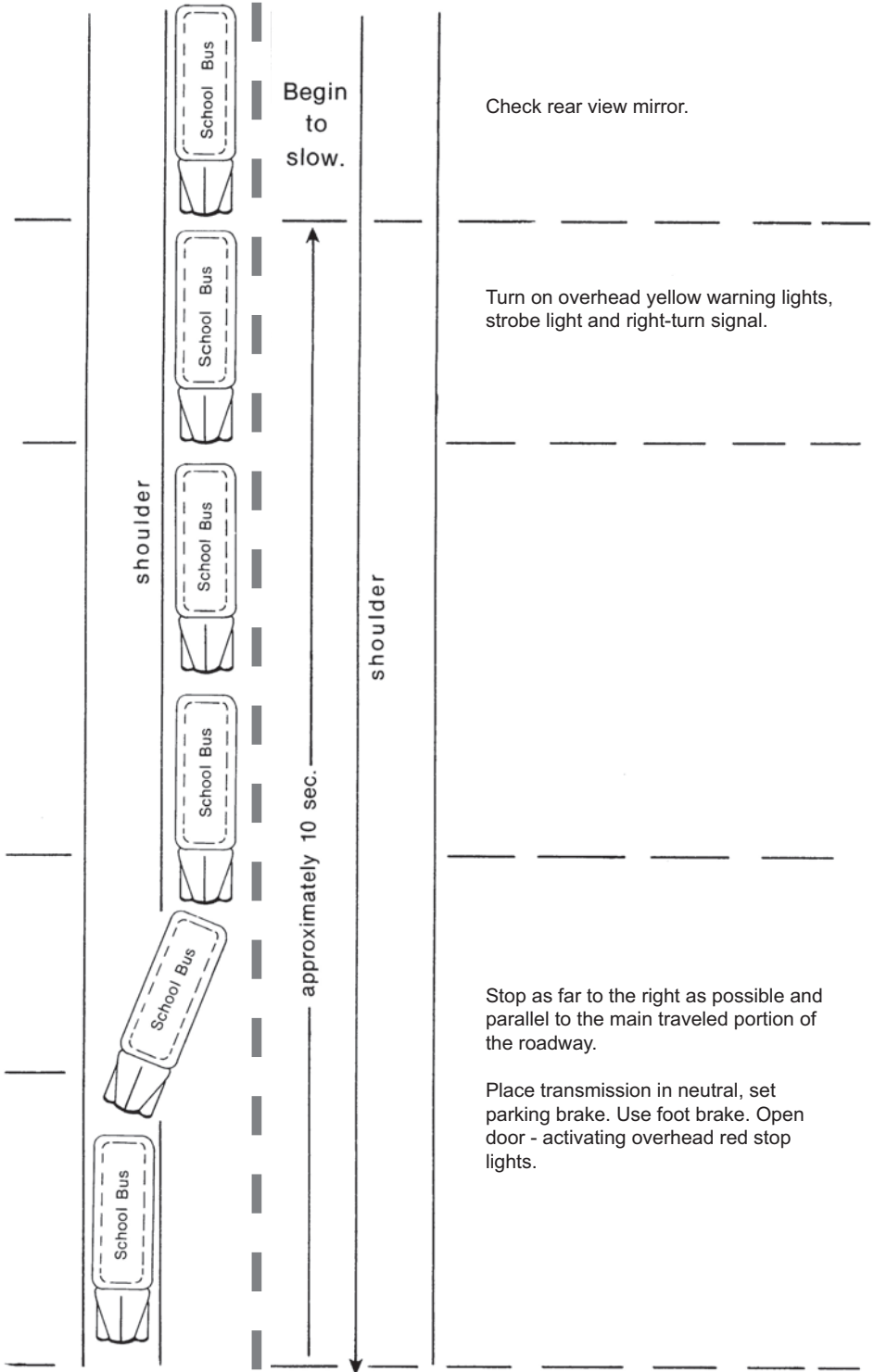
• **Obstructed View of Tracks.**

Drivers shall not attempt to cross the tracks unless they can see far enough down the tracks to know for certain that no trains are approaching. Be especially careful at "passive" crossings. Even if there are active railroad signals that indicate the tracks are clear, look and listen to be sure it is safe to proceed.

• **If it won't fit, don't commit!**

Drivers need to know the length of their bus and the size of the containment area at highway-rail crossings on the school bus route, as well as any crossing encountered in the course of a school activity trip. When approaching a crossing with a signal or stop sign on the opposite side, pay attention to the amount of room there. Drivers need to be certain the bus has enough space to completely clear the railroad tracks on the other side if there is a need to stop. As a general rule, add 15 feet to the length of the school bus to determine an acceptable amount of space to stop the bus.

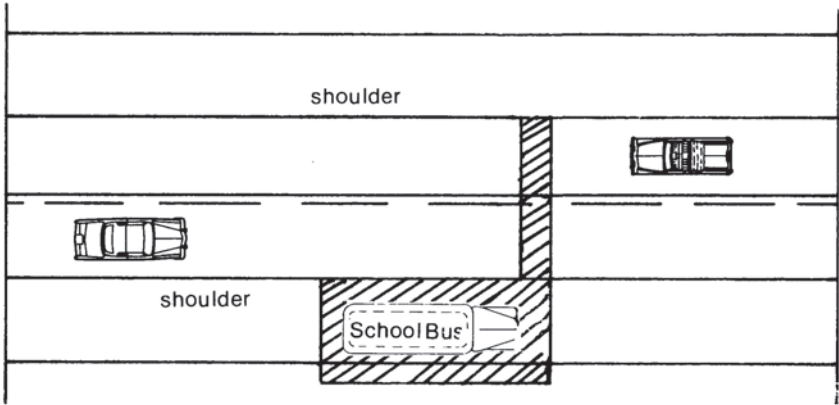
Figure 5: PROPERLY MAKING A SCHOOL BUS STOP



The School Bus Danger Zone

The area for loading and unloading at the front of the school bus, (full width of the road) and the area along the sides and to the rear of the bus defines what is referred to as the Danger Zone. (Figure 6) More than half of the school children killed each year in school bus related accidents are killed in this zone. (Ref. 2008-2009 National School Bus Loading & Unloading Survey)

Figure 6: THE DANGER ZONE



All school bus drivers must be familiar with the factors involved in managing the Danger Zones:

Factor #1. Motor Vehicles:

- The school bus driver must recognize as fact that not all motor vehicles stop for the overhead red flashing lights and stop arm which signal the bus is loading or unloading school children. Thus, the motor vehicle is the most dangerous factor and one over which a driver has the least control.

Factor #2. The School Bus:

- Managing of the school bus requires both driver skill and a knowledge of Delaware motor vehicle laws and Department of Education regulations.

The bus driver must maintain accurate control of the bus when approaching appointed stops, thus avoiding any sudden movements. The proper signals must be activated at the appropriate time and the bus must be positioned in accordance with Delaware motor vehicle laws and Department of Education regulations. This should be done with an awareness of and compassion for the motoring public. The bus must remain in position and stopped until all pupils have safely boarded and are seated or departed the bus including those who must cross to or from the far side of the road.

The school bus driver should count all departing pupils and must also use the crossview mirrors to determine if pupils are safely away from the bus. The leading cause of pupil fatalities in the Danger Zone is a result of pupils being struck or run over by their own bus.

Factor #3. The Pupils:

- Control of pupils by the school bus driver, both on and off the bus, is critical for their safety. DOE Regulation 1105 has requirements for Conduct of Pupils (Page 40) and shall be stressed to all pupils who ride the school bus.
- At bus stops when pupils must cross the road to board or after leaving the bus, the pupils shall cross at a distance in front of the bus so as to be clearly seen by the driver and only upon instructions through the external speaker of the PA system.
- When student(s) have to cross the roadway to unload, the driver shall verbally direct the student(s) to only cross as far as the driver's side crossview mirror and wait for another verbal direction to continue across the roadway. It is highly suggested that if there is a group of students the driver wait and cross all of them at the same time.
- When the bus has stopped and pupils are about to get off, it is advisable in some instances to open the door only enough to activate the overhead flashing red lights and then, after the traffic has stopped completely, the door can be fully opened to allow the pupils to depart.

SECTION TWO

DEFENSIVE DRIVING FOR SCHOOL BUS DRIVERS

I. SAFE SCHOOL BUS DRIVING

Approximately 65% of all school bus accidents are caused or contributed to by school bus driver error. The most common accidents involving school buses are: backing, turning, tail swing, striking a fixed object, rear end collisions and intersection accident.

As traffic problems increase, so must the school bus driver's level of defensive driving. The time of day and the length of time the school bus driver is on the highway increases the driver's chances of involvement in an accident. Experience and knowledge will help reduce the possibility of an avoidable accident.

Defensive driving is driving to prevent accidents despite the actions of others or presence of adverse driving conditions. Driving defensively involves the school bus, the traffic surrounding the bus and the bus driver. A defensive driver must consider each of the three elements while operating the vehicle and also be familiar how a failure of any of these elements to operate safely could lead to a collision.

II. THE SCHOOL BUS

Characteristics:

- The standard 72 passenger school bus is approximately 11 feet high, 40 feet long and 8 feet wide. Its weight is approximately 12,000 pounds (6 tons) when empty and between 17,000 and 22,000 pounds (8 to 11 tons) when loaded.

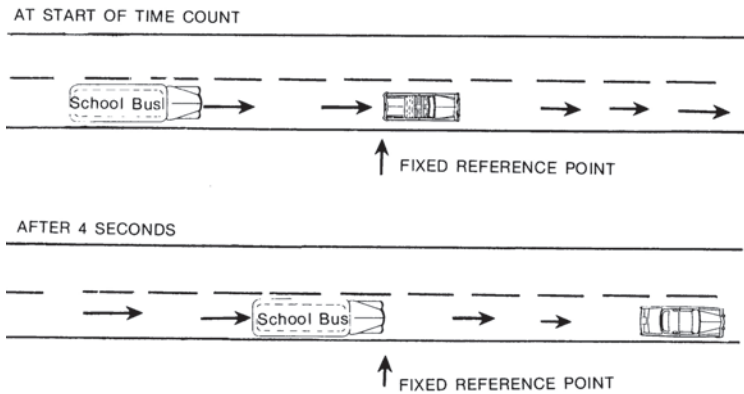
Operations:

- **Controls:** Drivers must be familiar with the normal functions of all maneuvering controls and the safe operation range of all instruments. The required pre-trip inspection will provide the driver with information regarding the condition of the controls. (Page 10) Drivers should use their senses of sight, hearing, smell and touch to determine if any change for the normal operation of the bus. Any changes indicating mechanical failure should be reported to maintenance personnel or repaired immediately.
- **Safe Following Distance (4-Second Rule):** The 4-second rule for following distance is constant at all speeds in normal driving conditions. In the case of adverse driving conditions, a driver should use the 4-second + rule by adding

(1) second for each adverse condition. Adverse driving conditions could be rain, snow, fog, ice, hail, blowing dust, smoke, dark and driving into bright sunlight that could cause the driver to “squint” or attempt to shield their eyes beyond the use of the sun shield.

- In order to apply the rule, the school bus driver must choose a fixed object on or near the road ahead. When a vehicle in front of the bus passes the fixed object, the bus driver shall begin counting: one-thousand and one, one-thousand and two until reaching four seconds. If the bus has already gotten to or passed the fixed object before the count is complete, the following distance is too close. The driver should reduce speed and try again.

Figure 7: 4-Second Rule



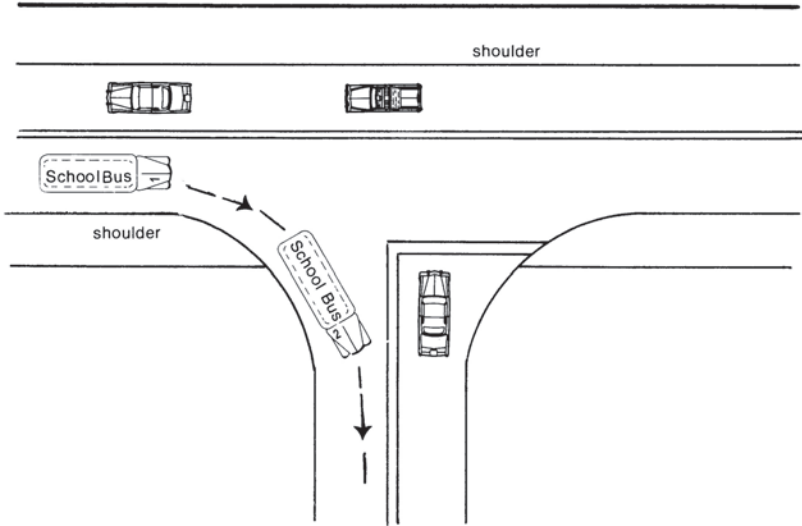
Turning:

- **Signaling:** School bus drivers shall signal all intentions approximately 300 feet before turning, changing lanes or moving off the roadway.
- **Lane selection:** School bus drivers must choose the proper legal lane which offers the least number of problems before, during and after turns. Before positioning the bus the driver should check to be sure the lane to be used is clear. Entering lanes which are not clear or cannot be cleared may create the need to back the bus, which is extremely dangerous and should be avoided.

Turning maneuvers:

- **Right turns:** Right turns are difficult due to the driver being away from the turn. Extra caution should be given for clearance of the right side and rear wheels of the bus. (Figure 8)

FIGURE 8: MAKING A RIGHT TURN



- **Turning into a narrow lane:** If the bus must make a wide turn in order to enter the proper lane, the driver must always yield the right-of-way as the law requires and also check the space between the side of the bus and the right edge of the roadway for vehicles (cars, motorcycles and bicycles) entering this space.
- **Turning from the lane at the right edge of the roadway:** Drivers should begin the turn at the proper turning point to allow the rear wheels to remain on the road surface and clear any obstructions alongside the bus. The driver must yield to vehicles and pedestrians already on the roadway being entered.
- **Left Turns:** Left turns must yield to oncoming traffic and must not be started unless the turn can be completed without stopping in front of oncoming traffic. (Figure 9)
 - **Left turn position:** School bus drivers must be in the proper lane before turning and observe all lane markings directing vehicle movement. Buses, when waiting for oncoming traffic to clear should wait close to the yellow (center) line with the wheels still pointed in a straight direction to permit following traffic to pass on the right.
 - **Turning lanes:** When positioned in a designated turning lane, buses must turn as required by law. When there are more than one left turn lane, the lane closest to the straight through lane of travel allows for the greatest amount of space for turning and provides the school bus driver a better view of other vehicles turning with the bus. See Figures 9, 9A & 9B.

ALWAYS REMEMBER THAT THE DELAWARE DRIVER MANUAL FOR CLASS “D” LICENSES REQUIRES A DRIVER “WHEN MAKING TURNS, GO FROM ONE LANE TO THE OTHER AS DIRECTLY AS POSSIBLE WITHOUT CROSSING LANE LINES OR INTERFERING WITH TRAFFIC. ONCE COMPLETING THE TURN, CHANGE TO ANOTHER LANE IF NEEDED.”

- **Tail swing:** Drivers must always remember that a bus can have approximately 18 inches of tail swing and varies depending on the length of the bus. Drivers will experience tail swing in the opposite direction of the turn being made and how much swing that will occur depends on how sharply a driver turns the bus. Drivers need to always check the driver’s side rearview mirror when turning to the right in heavy traffic intersections and one way streets with parking on both sides of the street. Likewise, when drivers are turning left they will need to check the service door side rearview mirror for parked vehicles and the potential of a vehicle going around the bus while the drivers are turning.

FIGURE 9: MAKING A LEFT TURN

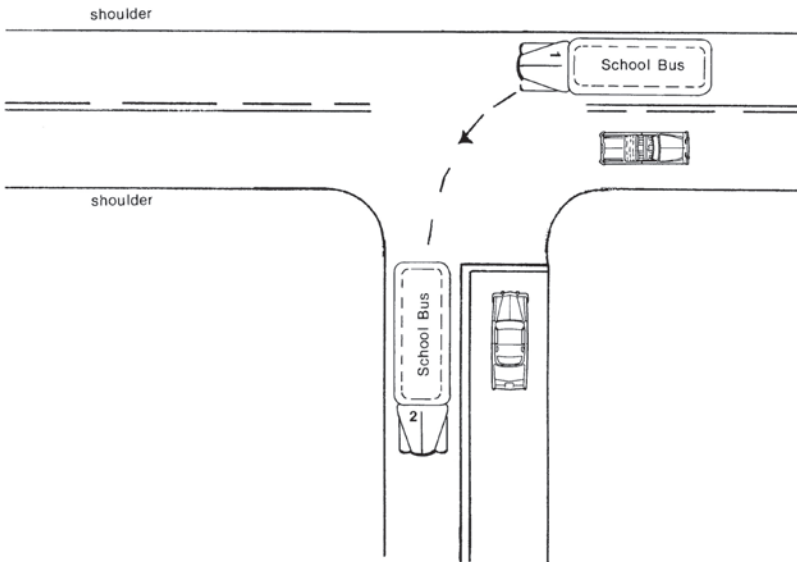


Figure 9A: MAKING A LEFT TURN

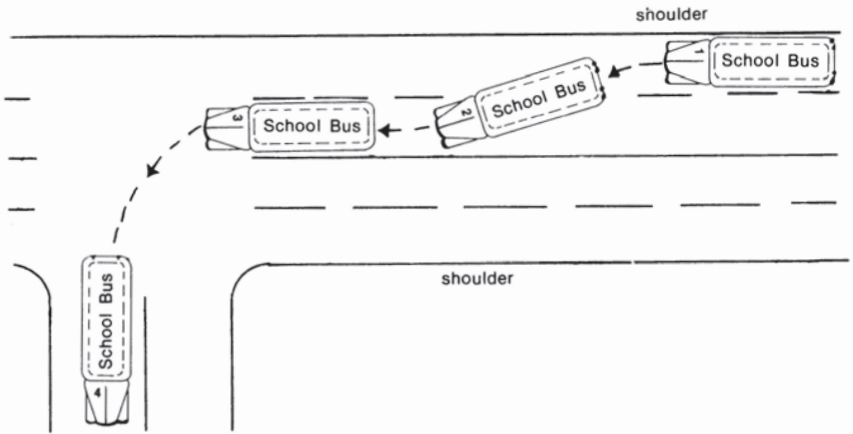
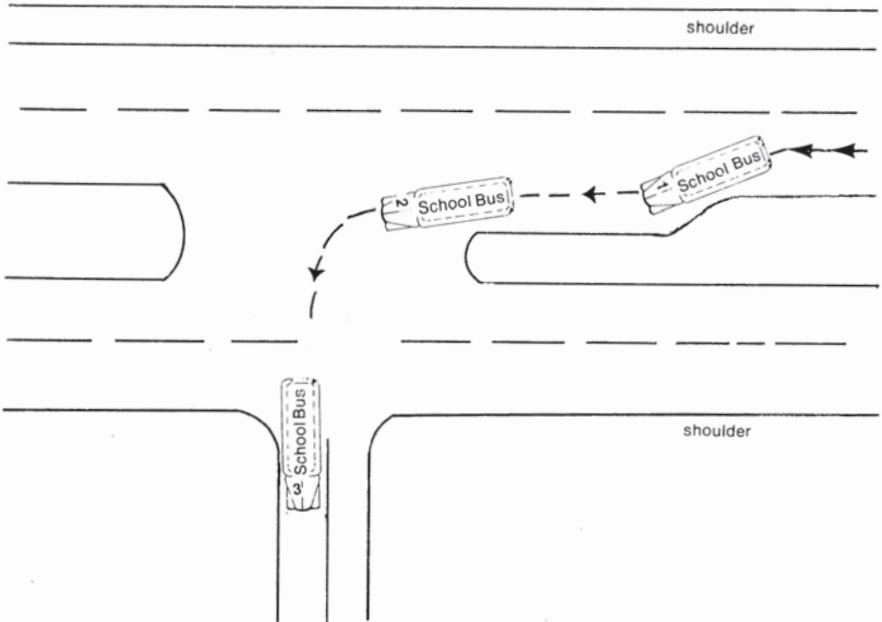


Figure 9B: MAKING A LEFT TURN



III. SCHOOL BUS SURROUNDINGS

- **Traffic Conditions:** School buses normally operate in traffic conditions which might be considered among the most difficult in which to drive. The school bus driver should consider traffic congestion during the time of bus operation and what effects the required stops by the school bus have on surrounding vehicles. The speed or traffic along the school bus route will require the driver to use good judgment when signaling, turning, stopping and starting. To help ensure the safety of the pupils, **the privilege granted the school bus to control traffic must never be abused.** Delaware Motor Vehicle law §4125 which requires that if a slow moving vehicle (since a school bus is making frequent stops) has 5 or more vehicles behind it that they pull over and allow the traffic to pass. Upon completion of a school bus stop, if drivers have 5 or more vehicles behind them, they should remain stopped on the shoulder and allow the built-up traffic to pass prior to signaling that the bus will be moving back into the main path of travel. Narrow streets and parked vehicles require increased bus driver attention to prevent emergency stops or sideswipe accidents. Traffic control signals and lane marking must be identified in order for the school bus to be safely maneuvered through traffic congestion.
- **Adverse Weather Conditions:** The school bus driver is required to transport pupils under every weather condition which may arise while enroute or during the school day.
 - **Wind:** Wind gust, when crossing open areas, and wind blast from passing trucks may sway and/or move the bus to the side. This is very noticeable when the school bus is empty. Be prepared. Do not over steer to compensate.
 - **Rain:** The bus windshield wiper and washer system must be operating properly in order to maintain maximum visibility. Under extreme conditions, such as standing water or heavy rain, brake linings and disc pads could become wet resulting in uneven, grabbing, reduced or complete loss of braking ability. If braking control is affected by water, drivers can try to dry the linings/pads by “riding “ the brake pedal.
 - **Fog:** Delaware is frequently affected by fog. The school bus driver can best deal with this problem by remembering areas where fog occurs. The possibility of motorists not seeing the overhead flashing red stop lights and stop arm increases in fog and the danger to children on the bus and those crossing the road to or from the bus also increases – be prepared.

- **Extreme cold:** The school bus should be prepared for winter driving and should continue to be “winter ready” through driver safety checks.
- **Snow and/or Ice:** As snow and ice conditions change, the school bus driver must frequently test the ability of the school bus to accelerate, brake and be turned. It is usually a good practice to let the bus slow before the driver brakes and do so gradually with the goal of stopping back so as not to create the need to increase the braking which could lead to the possibility of skidding past the stop or turn. Acceleration should always be gentle/gradual. Weight changes due to the discharge or pickup of students may change the handling characteristics of the bus abruptly.
- **Conditions Affecting Visibility:** Obstruction of vision is one of the most serious handicaps to safe school bus operation. Before a driver can react or adjust to a problem, the problem must first be observed. The following conditions can seriously restrict the school bus driver’s vision.
 - **Sun glare:** When facing the blinding effects of the sun (early morning, late afternoon) , a school bus driver can improve vision by keeping the windshield clean, properly positioning the sun visor and wearing sunglasses. Drivers should be cautious when driving with the sun from the rear of the bus; this can reduce the ability of traffic approaching or waiting at intersections to see the school bus.
 - **Darkness:** School bus operations during periods of darkness are not uncommon. Throughout the winter months, many drivers begin their operations in darkness and continue into strong early morning sunlight. Activity trips and field trips also operate during hours of darkness. Drivers must clean the windshield glass inside and outside to reduce oncoming headlight glare and possible starburst effect. Check to be sure that the headlights and signaling lights are clean and properly operating.
 - **Curves and hills:** Sharp curves or hills cause drivers to overdrive the line of sight. When this occurs, the total stopping distance of the bus is greater than the distance the driver can clearly see the road ahead. As sight distance is reduced, speed must be lowered.
 - **Fog, heavy rain, snow:** Any time visibility is reduced by heavy fog, rain or snow, approaching motorists’ ability to see and recognize a school bus is

reduced as well as the school bus driver's ability to see oncoming traffic. These are the conditions that would necessitate a driver of a school bus equipped with a strobe light to have the light on during the entire time the bus is in operation.

IV. TECHNIQUES OF DEFENSIVE DRIVING

There are several things that a school bus driver must do to drive defensively.

- Always strive to keep a cushion of space around the bus. This requires the driver to constantly check the area around the bus to make sure that no vehicle would limit the bus driver's ability to maneuver the bus. This applies while the driver is driving and while the driver is stopped at either a bus stop, stop sign or traffic light.
- Drivers need to develop good scanning techniques for the areas they are driving in.
 - In a business district, a driver should always be scanning from store front to store front and a block ahead.
 - In a suburban area or housing development, a driver should always be scanning from backyard to backyard and a block ahead.
 - On the open road, drivers should always be scanning from as far to the left as they can see to as far to the right as they can see and ahead to the horizon.
- Always needs to develop an organized pattern of search.
 - Seeing and knowing what is going on with the variety of hazards around the bus is imperative. By developing and always continuing to follow this pattern, drivers will be able to increase what they are able to see around the bus.

- One of the many defensive driving strategies that a bus driver can use is the Identify, Predict, Decide and Execute process.
 - **Identify:** While driving, the driver should constantly scan all around the bus looking for potential hazards.
 - **Predict:** Once a driver sees a potential hazard, a driver should predict how the bus and the hazard could come into conflict.
 - **Decide:** A driver needs to decide what defensive driving actions: brake, sound horn and other possible actions could be used to deal with the hazard.
 - **Execute:** The last step is for the driver to take the actions that have been decided.
- Always strive to make eyeball-to-eyeball contact with any motorist or pedestrian. Know that they see you!
- Always communicate their intentions. By doing so, this gives the motoring public and pedestrians time to know what the school bus driver is going to do. A driver's tools to communicate are the turn signals, brake lights, hazard lights, overhead warning lights, head lights and horn.
- The school bus driver's ability to physically control the bus throughout the route is essential for the safety of the driver and pupils. A driver can accomplish this by accurate and safe positioning of the bus, away from all real and potential hazards and by making smooth adjustments to speed through proper use of the accelerator and brake.
- For the school bus driver, defensive driving is a block-by-block, mile-by-mile never ending process.

V. CONTROLLING THE SCHOOL BUS UNDER CRITICAL SITUATIONS

Critical situations allow little or no time for the school bus driver to make decisions. However, some experience, either in reality or by means of mental rehearsal, can increase the probability of the driver performing properly. The following are critical situations which a school bus driver should be alert to in the event one should occur while the bus is in operation. School bus drivers should be alert in the event they encounter:

Traction loss:

- When unequal traction occurs as a result of one or more wheels dropping off the edge of the pavement, the driver should:
 - Steer for control resisting the urge to whip the bus immediately back on the pavement.
 - Allow the bus to slow gradually before attempting to reenter the road.
 - Allow passing or oncoming traffic to clear and then sharply steer the bus back onto the pavement.
 - Skids occur when the bus wheels lose traction. A skid may be due to brake malfunction, improper acceleration or speed too fast for conditions.
 - The length of a school bus makes immediate and accurate steering response critical to avoid a complete loss of traction.
 - To control traction, the school bus driver must:
 - Steer in the direction of the skid only to the position where the front wheels of the bus are pointed in the direction that the bus should be headed (oversteering can cause a violent counter skid)
 - Return the steering wheel in coordination with the return of the rear of the bus.

Vehicle Malfunction:

A good vehicle maintenance program and pre-trip/post-trip inspection (Page10) help to reduce the probability of a vehicle malfunction but does not completely eliminate the possibility. Drivers who are mentally prepared for such an event are less likely to panic than those who are not. Several examples of vehicle malfunctions, with response reaction, are listed below.

- **Tire failure:** If a front tire fails (blowout), grip the steering wheel firmly, accelerate and steer for control on a straight course. Once the bus is under control, reduce speed gradually and look for a path out of traffic to a safe location even if it is necessary to ride on the tire for a short distance.
 - If a rear tire fails, the dual tire next to the blowout should aid in stabilizing the bus. The driver should reduce speed gradually and move off the roadway to a safe location.
- **Brake failure:** Brake failure can result from a leak in any part of the system, water entering the brakes, worn or twisted brake lines or a loss of friction between the brake drum and lining/rotor and pads due to overheating.

◦ Air brakes: A loss of air pressure should cause the rear wheels or all wheels to lock. A skid will result and the driver must steer for control.

◦ Hydraulic brakes: Pump brake pedal to try to regain pressure, use parking brake if speed permits (may not be effective when bus speed is above 8 mph), find an escape route from the roadway, and warn other highway users by flashing headlights and blowing horn.

◦ In extreme cases, the driver must select a path that will minimize injuries and property damage. Running along an embankment, curb, into bushes, hedges or snow banks may help to gradually reduce speed.

- **Steering failure:** If power steering fails, the bus can still be maneuvered out of traffic by steering more firmly. If steering linkage fails, the only alternative is to stop as quickly and safely as possible.
- **Headlight failure:** The driver should immediately try the dimmer switch, activate the proper directional signal or four-way road hazard warning lights, brake moderately and steer out of the traffic lane.

SECTION THREE

SCHOOL BUS EMERGENCIES

On-Road Operations

During on-road operations, the school bus driver must be aware that there is the potential for a variety of emergencies to occur while enroute to and from school. Therefore, the school bus driver must know the procedures and policies to be followed when an emergency situation arises

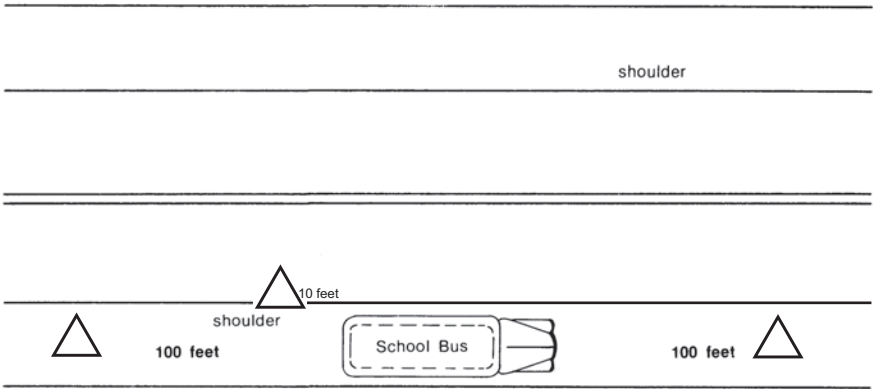
I. EMERGENCY EQUIPMENT

- Every school bus will carry at least one Underwriters' Laboratories approved 2-A10BC rated, five-pound capacity pressurized dry-chemical-type fire extinguisher (with pressure gauge installed).
- Every school bus shall carry a removable first-aid kit and body fluids kit mounted in an accessible place within the driver's compartment.
- All 2007 model year and newer school buses are equipped with a driver's seatbelt cutter.
- The seatbelt cutter needs to be located next to the driver's seat so the driver can reach it no matter what position the bus may be in, e.g. on its side.

Note: If it ever becomes necessary for drivers to use the cutter to release themselves from the seatbelt, they should always remember to cut diagonally across the belt - not straight across.

- Every school bus must carry at least three red emergency reflectors (triangles) to be displayed according to the State law in the event of a prolonged stop on the highway

Figure 10: Proper Triangle Placement



II. SCHOOL BUS DRIVERS' RESPONSIBILITIES IN AN EMERGENCY (Be advised of Local District Policies)

School Bus Accident:

- The driver shall pull off the road to a safe position whenever possible and secure the bus.
- The driver must immediately determine if evacuation of the bus is necessary. If not, the driver shall put out the three red warning reflectors as per Figure 10.
- The driver will determine the nature and extent of the problem and immediately follow policies and procedures prescribed by the assigned District you are driving for giving the following information:
 - Location of the bus
 - Description of the emergency
 - If 911 has been called
- The driver may not leave the school bus with pupils on board.
- Under no circumstances shall pupils be allowed to proceed home by asking for rides or walking. The pupils must be made as safe as possible.

Accident Reporting — The School Bus Drivers' Responsibilities (Be Advised of Local District your are driving for Policies).

Only discuss the accident with law officials and the school administration:

Provide the following information to:

- Law officials
 - Driver's license information
 - School bus registration information
 - Insurance information
 - Pupils' names and seating chart (if necessary)
- Other Motorist Involved
 - Driver's license information
 - School bus registration information
 - Insurance information

Obtain the following information from:

- The Other Motorist or Investigating Police Officer
 - Driver's license information
 - Vehicle registration information
 - Insurance information

Medical Emergencies: *Also refer to Section Four, page 37 for basic First Aid Information*

Each school bus driver should have at least a basic knowledge of first aid practices to assist injured persons in case of an accident. First aid is the immediate, temporary care given in case of accident or sudden illness before the services of a physician or qualified medical professional can be obtained.

- Pull the bus over and secure it in a safe location
- KEEP CALM and reassure injured pupil(s)
- Evaluate injury(s)
- Call 911 or dispatch
- Report situation immediately to district transportation office and ask for instructions.

School Bus Fire

- Possible Areas of School Bus Fires

A school bus driver should be aware of several areas where fires may occur on a school bus. In areas of the bus where there are coolant lines, the driver needs to check to see whether it is actually smoke or steam from a coolant leak.

- Driver area — electrical wiring under dash
- Engine compartment — if smoke or fire is present, do not open hood
- Fuel spill under or near the bus (with or without fire)
- Brake/wheel area – bearings, brake lining/pads and tires
- Emergency brake area — rear of transmission
- Passenger area
- Under bus – drive shaft carrier bearings

- Driver Responsibility in the Event of a Fire
 - Remain calm
 - Evacuate pupils to a safe area following emergency evacuation procedures
 - Make sure to take the first aid kit and either place two-way radio microphone out the driver's window or take the two-way communication device
 - Notify 911 This should be done according to local transportation policy
 - Be prepared to give:**
 - Name of reporting person
 - Location of bus
 - Type of fire
 - Use extinguisher only if it is safe to do so
 - Allow no one to enter bus until declared safe by the fire department

III. SCHOOL BUS EMERGENCY EVACUATION PROCEDURES:

- If a school bus driver is ever faced with a situation such as accident or fire on the bus and the driver believes the pupils lives may be in danger, the driver shall evacuate the bus.
- Drivers should always remind pupils of emergency evacuation procedures at the beginning of each school year.
- **Drivers should establish a way of communicating to the pupils that there is an emergency and that the pupils need to settle down and wait for directions.**
- **Prior to evacuating the school bus, the driver shall pull the bus off the roadway at a safe location and secure the bus by applying the parking brake, turning off the ignition, removing the key and turning on the 4-way hazard lights. The only exceptions to this would be that the bus is stalled on the railroad tracks or the driver is not able to move the bus due to mechanical failure or disabling accident.**
- There are 5 ways to evacuate a school bus in a real emergency: the front door, the rear emergency door, the split door, emergency exit windows and the emergency roof hatches. When a split door is used, pupils in the front of the bus exit out the front door and pupils in the back exit out the rear emergency door.

Front door evacuation:

- Announce to the pupils that there is an emergency and that an evacuation is necessary, using the front (service) door. Also, decide on an assembly point and tell the pupils to go to that location and wait for further instructions.

- Remind pupils that they are to leave all belongings on the bus.
- The driver remains on the bus to supervise the pupils leaving the bus row-by-row, seat-by-seat.
- After pupils have evacuated the bus, the driver will check the inside of the bus to ensure that all pupils are off the bus. Once this is completed, the driver will go to the assembly point and check that all pupils are there.
- Either place the two-way radio microphone outside the driver's window (if so equipped) or carry the two-way communication device off the bus, as well as the first aid kit.

Rear (emergency) door evacuation:

- Announce to the pupils that there is an emergency and that an evacuation is necessary, using the rear (emergency) door. Also, drivers need to decide on an assembly point and tell the pupils to go to that location and wait for further instructions.
- Remind pupils that they are to leave all belongings on the bus.
- Driver will exit thru rear door first followed by any designated pupil helpers.
- Have pupils leave the bus row-by-row, seat-by-seat. If the reason for evacuation is the threat of fire in the front of the bus, instruct the pupils that they are to leave the bus from front to rear.
- After pupils have evacuated the bus, the driver will re-enter the bus to ensure that all pupils are off the bus. Once this is completed, the driver will go to the assembly point and check that all pupils are there.
- Either place the two-way radio microphone outside the driver's window (if so equipped) or carry the two-way communication device off the bus, as well as the first aid kit.

Split door evacuation:

- Announce to the pupils that there is an emergency and that an evacuation is necessary, using the split door evacuation. Drivers should remind the pupils where the split area is in the bus. Also, drivers need to decide on an assembly point and tell the pupils to go to that location and wait for further instructions.
- Remind pupils that they are to leave all belongings on the bus.

- Driver will exit thru rear door first followed by any designated pupil helpers.
- Have pupils leave the bus row-by-row, seat-by-seat.
- After pupils have evacuated the bus, the driver will re-enter the bus to insure that all pupils are off the bus. Once this is completed, the driver will go to the assembly point and check that all pupils are there.
- Either place the two-way radio microphone outside the driver's window (if so equipped) or carry the two-way communication device off the bus, as-well-as the first aid kit.
- If a situation arose where the bus came to rest on its side, the doors may not be operable, or the potential that the bus could become submerged, the pupils might need to evacuate the bus using the emergency exit windows or roof hatches.
- When pupils must use the rear emergency exit, the safest way for them to exit is for the pupil to sit down on the floor of the bus and scoot out. However, many middle and high school pupils prefer to jump/step out the exit. If this is the case, caution them to watch their heads and ensure someone is present to provide assistance.

Emergency Exit Windows and Roof Hatches:

- If drivers are transporting elementary pupils, they will need to assist these pupils. Direct them to sit down and help them out by placing their hands at the pupil's side and guide them out of the door and down to the ground. **If lifting students, drivers should bend at the knees and not at the waist. Bending at the waist can easily lead to drivers hurting their backs!**
- When the emergency exit windows are used the pupils should slide out the window feet first and remain holding onto the bottom of the window until they are all the way out.
- When the roof hatches are used the pupils should try and slide down the side of the bus and not jump off the roof.
- **Additional emergency evacuation information emergency evacuation drill procedures, what is expected of students, possible duties for student helpers and procedures for evacuating special needs pupils is found in the Appendix. Drivers and aides need to familiarize themselves with this information.**

SECTION FOUR

BASIC FIRST AID

In the event that a medical emergency occurs on the bus, the driver should accomplish the following to assist the pupil(s):

- KEEP CALM and reassure injured pupils.
- Evaluate injury(s) and if necessary request assistance IMMEDIATELY!
- Know which injuries must receive immediate attention.
 - Stoppage of breathing
 - Severe bleeding
 - Poisoning: usually by mouth
 - Seizures
- Keep the patients warm, make them comfortable, and reassure them in any way possible.
- Do not move injured persons unless absolutely necessary, and then only when the extent of the injury has been determined and such movement deemed safe.
- Keep onlookers away from the injured.
- Keep injured persons lying down to prevent fainting and further injury.
- Obtain medical assistance as soon as possible.
- Avoid allowing the patients to see their own injury.

The following emergency situations should be reviewed by the school bus driver in order to be better prepared in the event an actual emergency should occur.

Respiratory Problems - Stoppage of Breathing

- Choking
 - If the victim can cough, speak or breathe — do not interfere! If the victim cannot cough, speak or breathe and is still conscious, deliver four abdominal thrusts by wrapping the driver's arms around the victim's waist and making a fist with one hand, thumb side toward the abdomen. Place the other hand on top of the fist to be most effective and to prevent internal damage. The fist should be above the navel and below the breastbone. Press the fist into the victim's abdomen with a quick and forceful upper push. Repeat steps until effective.

Bleeding: *For the driver's safety always use the protective gloves located in the Body Fluids Kit.*

- Direct Pressure
 - Apply direct pressure to wound — dressing or pad if available, gloved hand, if necessary.
 - Leave dressing in place and secure with bandage — do not cut off circulation below wound.
 - If blood soaks through, do not remove dressing as this will disturb clots and cause added bleeding, add more dressings.
 - Elevate limb if possible.
- Pressure Points
 - Apply pressure on the supplying artery between the wound and heart.
 - Do not use pressure points as a substitute for direct pressure. If direct pressure is not feasible or not effective, use of pressure points is recommended.
- Poisoning By Mouth
 - This may be a true emergency for bus drivers and not much can be done to correct the problem. Drivers can only treat the symptoms of this problem.
 - Attempt to determine nature of poison.
 - Ask about an original container.
 - Ask for any information from friends of victim on the bus.
 - Get medical help immediately.
- Seizures
 - Remain calm. Do not try to revive the person. There is nothing the driver can do to shorten the seizure.
 - Ease the person to the floor or to the seat and loosen restrictive clothing.
 - Try to turn face to the side to allow saliva to drain.
 - Observe breathing.
 - Persons must be prevented from striking their heads or injuring themselves, but do not attempt to restrict or restrain motion.
 - DO NOT insert anything between teeth.
 - DO NOT attempt to force jaws open.
 - Allow person to sleep following attack.
 - Enroute to school - Notify school nurse.
 - Enroute from school - Notify parent.

SECTION FIVE

CHILD BEHAVIOR AND PUPIL MANAGEMENT

I. SCHOOL BUS DRIVERS' RESPONSIBILITIES

The school bus driver has the difficult task of maneuvering a large vehicle in rush-hour traffic, operating the bus and controlling traffic according to required laws and regulations, and at the same time having the responsibility for the safety of the pupils crossing the roadway. These concerns will be quickly resolved by new drivers as they become more skilled in the operation of the bus.

Drivers who are lax in enforcing bus behavior policies cause an inconsistent situation resulting in additional difficulty for fellow drivers when they try to enforce the rules on their buses.

Managing the conduct of the pupils in the bus is a daily responsibility of the PROFESSIONAL school bus driver. **A professional school bus driver always reads and understands the district bus rules as well as the procedures that must be followed by a driver when corrective action is necessary.** The safety of all the pupils in the bus will be affected whenever the driver is distracted by misbehaving pupils.

Managing Pupil Conduct

Factors which may make the job of managing pupils in a school bus difficult are:

- Pupils with a variety of personal, physical, emotional and educational differences are brought into a restricted environment: the school bus.
- Conflicts at school or in the neighborhood may be brought into the bus.
- Afternoon dismissal: pupils leave controlled situations and may feel it is time to behave as they wish.
- Beginning drivers should expect behavior problems and be prepared if misconduct occurs. An experienced driver may appear to never have pupil behavior problems because that driver has learned to react to misconduct and to put a stop to it before it worsens.
- When pupil behavior does become a problem, drivers should seek advice from their immediate supervisor or driver trainer.

- The Rules for Pupil Conduct which have been approved by the Department of Education, district boards of education and charter schools shall be enforced. Any pupil in violation of these rules must be advised of the misconduct and warned that further misconduct will be reported. If a pupil referral form is necessary, drivers should remember to include any information regarding previous actions toward the pupil (i.e. talking to pupil, contacting a parent, etc). Serious misconduct should be reported without waiting for a second violation.
- Drivers must know and follow the specific procedure for reporting bus misconduct in their local district. When it is necessary to report a pupil for misconduct, the designated responsible person must be notified. The procedure for contacting the parents is an example of local district policy that will differ according to the district. Remember, pupils are entitled to pupil rights and due process through the school.
- Drivers should not feel that the district officials will interpret reporting a pupil as evidence that they are not doing a good job; it is the reverse. Drivers are doing their job when they report those pupils who will not obey in spite of verbal warnings. This does not mean the driver's responsibility to handle minor misconduct is lessened. Drivers should become familiar with pupil rights, the due process procedure and policies of the local school district regarding misconduct on the school bus.
- Decisions of the school administration should not be publicly questioned by the bus driver. If the driver believes the action was not in the best interest of harmony in bus behavior, the driver should ask to meet with the designated school official to discuss the matter. The bus driver should be patient but always remind the administrator that the safety of the entire bus load of pupils is threatened if no action is taken against chronic offenders.

II. DEPARTMENT OF EDUCATION REGULATIONS FOR PUPIL CONDUCT ON SCHOOL BUSES

Districts shall have a policy concerning the behavior of pupils on school buses that shall, at a minimum, contain the following rules which if not followed may result in the suspension or denial of bus riding privileges:

- Obey the driver promptly, and be courteous to the driver and to fellow pupils. Pupils are to conduct themselves while on the bus in such a way that they shall not distract the driver from driving tasks.

- Be at their bus stop on time or as required by their District for pickup.
- Wait in a safe manner for the bus on the sidewalk or shoulder, not the roadway.
- Keep a safe distance from the bus while it is in motion.
- Enter the bus when directed to by the bus driver or aide without crowding or disturbing others and occupy their seats immediately.
- Get on or off the bus only when it is stopped.
- Remain seated and facing forward.
- No pupil shall occupy a position in the driver area in front of a barrier or white floor line that may distract the driver's attention or interfere with the driver's vision.
- Stay out of the driver's seat. Also, unnecessary conversation with the driver is prohibited while the bus is in motion.
- Follow highway safety practices in accordance with the Motor Vehicle Laws of the State of Delaware by walking on the side of the road facing traffic when going to or from the bus or bus stop along the highway.
- Before crossing the road to board the bus, cross only upon an audible clearance signal from the driver/aide.
- Do not cross the road until it is clear of all traffic or when all traffic has come to a complete stop and then walk in front of the bus beyond the crossing control arm and far enough to be seen by the driver at all times.
- For unloading, walk at least 10 feet away from the side of the bus and remain in view of the driver. For those crossing the road, walk to a position at least 10 feet in front of the right corner of the bumper and away from the bus. After looking in all directions and being told to begin crossing by the driver or aide, walk to the left edge of the school bus, look for traffic again in all directions, and wait to be told to cross by the driver/aide.
- Observe classroom conduct when on the bus.

- Do not open the bus windows without permission from the driver, extend any body part out of the windows or call out to passers-by.
- Do not leave the bus without the driver's consent, except on arrival at their regular bus stop or at school.
- Keep the bus clean, sanitary, and orderly and do not damage or abuse the equipment.
- Do not smoke, use profanity, eat or drink on the bus.
- Do not throw articles of any kind inside, around the bus or out of the bus windows.
- Other forms of misconduct that shall not be tolerated on the bus and at bus stops are acts such as, but not limited to, bullying, indecent exposure, obscene gestures, spitting, and other actions that may be addressed in the district code of conduct.

III. CHARACTERISTICS AND BEHAVIOR PATTERNS OF SCHOOL-AGE PUPILS

Typical Behavior Patterns: Ages 5-7

- Expression through movement and noise is necessary for growth.
- It is part of the child's development to play in the mud, wade in the puddles, fall in snow, walk in fallen leaves and roll down hills; expect to see some of these behaviors and do not make a "big deal about it" with the pupil.
- Pupils may lack habits of personal hygiene such as covering coughs and sneezes, using the handkerchief, keeping the fingers away from the mouth and nose, etc.
- They are still for only a short time.
- They are interested in the activity not in the result.
- They are becoming self-reliant.
- The pupils can abide by certain safety precautions. But frequent reminders are always in order.
- Absolute silence among pupils is not a healthy school environment.

- These pupils have very short memories.
- Apt to be very sensitive to what adults think about them.

Typical Behavior Patterns: Ages 8-10

- They have a wider range of interests and a longer attention span.
- They are learning to cooperate better.
- They desire prestige and may seek it through size, boasting, and rivalry.
- Pupils need to be assured of a position in a social group.
- They may seek attention and desire to be the driver's "pet".

Typical Behavior Patterns: Ages 11-13

- Period of rapid growth.
- Girls are often ahead of boys in their physical and sexual maturation.
- Pupils of this age are strongly individual. They differ widely in physical maturity and in temperament.
- There is respect for good sportsmanship and competition is keen. An unskilled child is self-conscious about undertaking new activities.
- Prestige and group acceptance is more important among peers than adult approval.
- Since there is a strong interest in the opposite sex, pupils may be emotional about bodily changes. Sexual awareness may cause self-consciousness and shyness with the opposite sex. Teasing may denote sexual attraction.
- Desire for attention is often very apparent at this time.
- Frequent "crushes" on peers and adults occur.
- All pupils desire to stand out in some activity valued by their peers.
- Boys go through a short period of roughness and rudeness to all females, even older ones. This is followed by a period of overt interest in the opposite sex.

Typical Behavior Patterns: Ages 14-18

- Pupils of this age are very much concerned about their dignity and like to be treated as young ladies and gentlemen although they do not always act the part.
- Boy-girl relationship problems may cause trouble on the school bus when some of the pupils are “in a relationship”.
- They are apt to be erratic in their behavior, and they are very anxious to dress and act the same as all the members of their group.
- Can be psychologically adult but lack adult maturity.
- Exhibit a “know-it-all” attitude.
- Be intensely emotional or emotionally unstable while striving to understand social relationships.
- The desire to conform to standards of their peers is stronger than anything.
- Both sexes place an emphasis on physical attractiveness, good grooming, trends and cliques.
- Pupils of this age need structure that does not restrict their own feeling of being adults.
- A balance between responsibility and freedom is needed.
- Expect anything: Always be mindful that there may be outside personal reasons that could cause a pupil of any age to display unusual patterns of behavior.

IV. THE SCHOOL BUS DRIVER AND THE PUPIL- MANAGEMENT

Driving a school bus requires a specific kind of talent that enables one to deal with a myriad of problems and personalities. Maintaining a secure environment on the bus and delivering the passengers safely should be the primary goal of a professional driver.

Specific traits that ensure a successful professional driver are listed below:

- Like pupils
- Be friendly, not a friend
- Be firm, but fair
- Welcome feedback
- Be consistent
- Be on time
- Be assertive
- Lay out your expectations day one, i. e. go over the bus code of conduct
- Frequently review the rules and regulations with your pupils
- Communicate clearly and concisely
- State expectations distinctly
- Give specific directions; address the situation, not the pupil
- Be in control
- Be a good listener
- Be pro-active; be positive when correcting the misbehavior, this is a teaching opportunity

V. CHARACTERISTICS OF A WELL-DISCIPLINED BUS

The following can be used as a daily guide for proper pupil conduct. If the driver can achieve these goals on a routine basis, then a positive, safe and secure environment for the pupils will be provided.

- The bus is clean and well kept.
- The pupils practice a proper amount of self-restraint for their developmental stage.
- The bus driver adheres strictly to the schedule.
- The pupils enter and leave the bus in an orderly fashion.
- The pupils remain properly seated when the bus is in motion.
- A friendly, but professional relationship exists between the driver and the pupils.

If the foregoing information provided is understood and used by the bus driver a well managed bus will result.

Remember: always be firm, fair, consistent and PROFESSIONAL.

VI. HOW TO COPE WITH DISCIPLINE PROBLEMS

The following are some ideas that will help a professional bus driver manage misconduct by relating to the pupils:

- If an individual pupil is guilty of breaking the rules of bus conduct, the driver should not discipline the pupil in front of all the pupils riding the bus. On the other hand, if the general bus safety is being threatened by several pupils, a driver should point out their misbehavior in front of all the bus passengers. A case in point is the lighting of matches by pupils riding the bus. They should be dealt with when the incident occurs and in front of the entire bus load of pupils. On the other hand, individual behavior problems which do not affect all the others on the bus are better handled in a private manner. It is a good rule to never say anything unpleasant to more than one person at a time.
- Drivers should try to avoid a showdown with a pupil in front of other pupils. It is much better for the driver to talk individually with the pupil. If this is not effective, then the driver should report the incident to the designated school official and ask for help in the matter. The pupil's behavior on the bus is probably an extension of behavior in school, and the school authorities know much more about the pupil than the bus driver. The respect of the pupils must be earned. Drivers must be professional and not involve themselves in arguments or exchanging insults with pupils. This will only reduce the respect the other pupils have for the driver and often causes them to take the side of their fellow pupils.
- Building good bus control should start the first day of the school year. Rules should be made very clear, and the very first infraction dealt with promptly. It is much easier to prevent a bad situation than to correct one.
- Pupils resent more than anything else an appearance of real or imagined "favoritism" toward pupils on the part of the driver. It is easy to be lenient with normally well-behaved pupils and harsh toward those who have been giving trouble, but the driver must remain fair and consistent.
- Drivers should never lose their temper. In the event of an argument or misunderstanding, the driver should remember the less emotion displayed, the less emotion is likely to be aroused on the part of the pupil.
- Be firm and fair. Firmness should not be confused with harshness or unfriendliness. Drivers should be sure the pupil understands what has been

done wrong. Always follow through on a statement of an action, providing the action is appropriate.

- Drivers should be aware of reasons for each rule. Pupils are more likely to follow rules when they are aware of the rule's intent.
- Decisions of the school administration should not be publicly questioned by the bus driver. If the driver believes the action was not in the best interest of harmony in bus behavior, the driver should ask to meet with the designated school official to discuss the matter.
- Driver conversations with pupils must remain professional. Gossip will lead to trouble.
- Consistency in how you operate your bus is the hallmark of a PROFESSIONAL driver. If drivers treat everyone with the same consideration and are consistent in how they operate the bus, they should see positive results.
 - Learn the pupils' names.
 - Be alert. See and hear most of what is taking place on your bus.
 - Always follow through with any statement of action concerning discipline.
 - Avoid yelling at pupils and losing composure.
 - Do not play favorites. All pupils deserve the same treatment.
 - Do not talk too much. Keep opinions to yourself.
 - Do not use closing of windows, stopping the bus, sudden braking, etc., for punishment.
 - When possible, do not stop next to another bus in traffic to avoid pupil interaction between the buses.
 - Keep the bus clean and neat to convey a professional image.
 - The regulations about eating, drinking and smoking apply to drivers and aides as well as the riders.

- Driving a school bus is more than just a job and success will be hard to come by! If drivers don't enjoy being around young people, pupils will recognize this and drivers will not be successful bus drivers!

VII. WHEN A BUS BEHAVIOR PROBLEM HAPPENS

In maintaining order on a school bus, the bus driver should keep in mind the following:

- If the behavior problem is a minor infraction, a direction to stop the inappropriate behavior may suffice. Use the PA system when needed; do not yell directions to pupils. If the infraction is more serious in nature, the bus should be stopped safely off the road and secured. The fact that a driver takes this action makes the pupils realize the situation is one that is out of the ordinary.
- A professional school bus driver should always be aware and working to defuse any inappropriate behavior between pupils. If it is necessary to stop the bus, the driver should stand up and speak to the offenders in a courteous manner but in a firm voice. There should be no anger involved.
- In the event a serious discipline problem occurs enroute, the driver should try to defuse the situation and continue on, but if the situation cannot be resolved and it is determined that it is unsafe to continue, it may be necessary to park and request assistance.

When inappropriate behavior must be reported the driver should always:

- Use one referral form per pupil.
- Be objective when writing the referrals.
- Stick to the facts.
- Make sure to answer these questions: who, what, when & where.
- Use school personnel to assist in dealing with problem pupils. (Building administrators, teachers, aides.)

VIII. EVALUATE YOURSELF

The key to success as a PROFESSIONAL school bus driver is knowing how and when to apply the effective principles. Drivers are the active ingredient in the success formula. Driver attitudes and behaviors will make a difference. Take a few moments to ask:

- Do I like pupils?
- Can I control my emotions at critical times?
- How do I act/react when I am angry or upset?
- Can I be firm in a friendly and non-threatening manner?
- How do I enforce rules with which I do not agree?
- Am I on time or late? Occasionally, frequently, always?
- How does it affect my job performance?
- What are my biases and beliefs concerning cultural groups that differ from mine?
- How might my attitude affect my behavior toward individuals from other groups?
- How readily do I say “please” after giving directions and “thank you” for pupil compliance ?
- How often do I smile?

Periodically, after driving a school bus, take a few moments and ask these questions:

- Again; do I like pupils and do I smile?
- Do my pupils listen to me; if not why?
- Am I fair and just with all my pupils?
- How do I react to pupils I do not see eye-to-eye?
- As a Silent Teacher, what am I doing that sets a good example?
- Do I ask for help when I need it from the appropriate person?
- How often do I let my pupils know I appreciate their safe riding behaviors?
- How clear and specific are my directions for safe riding behaviors?
- How do my pupils interact with me?
- What are my working relationships with school officials?
- What steps can I take to improve that relationship?
- Am I part of the problem?
- How do I become part of the solution?

SECTION SIX

SCHOOL BUS AIDES

The role of a School Bus Aide is very important for the safe transportation of Special Needs pupils, themselves and the bus driver. The aide's interaction with the pupils will allow the bus driver to focus on the driving task. The training received and the confidential information provided to the aide and driver regarding the pupils aboard the bus will make for the safe transportation of this special population. The care and attention provided by the aide can positively influence a pupil's day.

A School Bus Aide should also be familiar with the sections of the handbook listed below in order to be better equipped to serve the pupils and assist the driver when necessary.

Section Four – First Aid

Section Five – Child Behavior and Pupil Management

Subsection II – DOE Regulations for Pupil Conduct

Subsection III – Behavior Patterns

Subsection VI – How to Cope with Behavior

Qualifications for School Bus Aides include the following and shall apply to all new applicants and for any person whose employment as an aide has lapsed for a period of over one year.

- Be at least 18 years of age.
- Be fingerprinted to allow a criminal background check at both State and Federal level and meet the same requirements (pre licensing) specified for school bus drivers in the Delaware Code.
- The aides shall present themselves to the State Bureau of Investigation (SBI) personnel at one of the Delaware State Police Troops that process such criminal background checks or State Bureau of Investigation.
- File with the district Transportation Supervisor a notarized affidavit (the same as the school bus driver affidavit) attesting to acceptable criminal history pending an official State and Federal criminal record report.
- Submit to the Federal drug and alcohol testing procedures established for school bus drivers.
- Complete the school bus driver classroom training and other district required training programs satisfactorily.

When applicable and available, school bus aides may be required to complete annual district-provided in-service training programs.

Local school districts shall have a policy concerning school bus aides which, at a minimum, lists the following responsibilities:

- Assist in loading and unloading of pupils, including lift operation.
- Ensure that pupils and equipment are properly secured to ensure safe transport. Adjust, fasten, and release restraint devices for pupils and equipment, as required. Continually, monitor overall safety of pupils and equipment.
- Ensure that all pupils remain seated at all times.
- Assist the driver during unusual traffic conditions; act as a lookout when backing the bus.
- Assist the driver in the enforcement of all State and school district bus safety regulations.
- Perform record keeping tasks related to pupil attendance and bus assignment.
- Monitor and report pupil misbehavior according to established procedure.
- Assist the driver in keeping the interior of the bus clean.
- Assist the driver with the post-trip inspection to ensure no pupil is left on board the bus.
- Assist pupils with disabilities as prescribed in the pupil's IEP and with personal needs associated with their disabilities.
- Assist in bus evacuation drills.
- Work cooperatively with all school personnel and parents, guardians and Relative Caregivers.
- Perform other duties as assigned by the district Transportation Supervisor or designee.

SECTION SEVEN

GUIDE FOR SCHOOL BUS DRIVERS/AIDES OF SPECIAL NEEDS PUPILS

(Be advised of local district policies)

I. SCHOOL BUS DRIVERS'/AIDES' ATTITUDES

The success of programs for special needs pupils depends upon the people who have daily contact with the pupils. Such people should possess characteristics which are different in kind and degree from the average. They should have extra patience, mental alertness, flexibility, resourcefulness, enthusiasm, emotional stability, personal warmth, friendliness, understanding, and sympathy. Bus drivers/aides should be able to develop and maintain rapport with pupils and be able to exercise mature judgment in relation to both the care of special needs pupils and the responsibilities of driving.

Drivers/aides should be aware of, and be willing to conform to, the objectives of the pupil's therapeutic needs. Drivers/aides should be able to accept the special needs pupil and their challenges. Drivers/aides should treat special needs pupils as they would want their own children to be treated.

The daily bus ride to school can be an important part of a pupil's progress toward independence. The pupil will learn how to leave their home to meet the bus, to cross a street, and how to behave on the bus. Drivers/aides will explain the bus rules and the pupil will learn to obey them. Drivers/aides play an important role in determining behavior patterns of pupils. In fact, drivers/aides can start the pupil's day off right or wrong. The bus ride to and from school can be a pleasant experience which a pupil anticipates eagerly or it can become a dreaded experience. Drivers/aides should be thoughtful and careful about such routine matters as assigning a seat or seatmate, the presentation and purpose of a seat restraint, and about using discipline.

Remember, however, that the primary purpose is to take pupils to and from school safely and dependably. Therefore, while drivers/aides make allowances for specific problems of special needs pupil, a pupil's social adjustment will be of less importance than getting to school on time and the safety of the bus, driver, and the other pupils.

II. SCHOOL BUS DRIVERS'/AIDES' RESPONSIBILITIES

Qualifications

- Driver
 - In addition to the driver qualifications in Section One, drivers should be trained at the local level in the operation of the wheel chair lift, wheelchair securement systems, passenger restraint systems, or any other specialized equipment necessary to safely transport special needs pupils.
- Aide
 - In addition to the aide qualifications in Section Six, aides should be trained at the local level in the operation of the wheel chair lift, wheelchair securement systems, passenger restraint systems, or any other specialized equipment necessary to safely transport special needs pupils.

Information

Special needs pupils have either an Individualized Education Plan (IEP) or 504 Plan of which may or may not contain a transportation component. If it does, the IEP or 504 plan will specify exactly how the pupil is to be transported and/or what special accommodations the pupil will require. The driver and aide must follow these procedures at all times.

Drivers/aides should:

- Be aware of the issues of each of the pupil who ride the bus.
- Be familiar with the medical and physical aspects of disabilities of each pupil.
- Through communication with transportation office, school personnel and parents, know when a pupil is on medication and what the effects of the medication will or could be.
- Be able to determine when a pupil is behaving abnormally for their condition.
- Have the responsibility of reporting to the school authorities, transportation office or to parents' specific incidents and attitudes which may be significant in the treatment of the pupil.

- Know what special steps to take in case of a traffic accident or breakdown because the comfort and emotional well-being of these pupils are the drivers/aides responsibility while they are in the drivers/aides charge.

Drivers/aides may spend much time learning how to care for or deal with each pupil under the many circumstances that might occur while the pupils are on the bus.

NOTE: Driver/aide of special needs pupils may become aware of certain information of confidential nature concerning the pupil or their disabilities. Under the Federal Health Information Privacy Act (HIPA) laws, this again is confidential information should not be shared with anyone other than those directly responsible for the safety of the pupil.

III. LOADING AND UNLOADING

- Most transportation systems load and unload special need pupils in front of each pupil's home due to the fact that the pupil cannot be left unattended.
- Pursuant to the pupil's IEP/504 plan, sometimes a pupil may need an aide's assistance to board the bus and must be held during this process.
- Eye-to-eye contact with some pupils is a must. Buses used for this purpose may be equipped with seatbelts, safety vest, or restraints which should be used pursuant to a pupil's IEP.
- Care is needed at all times to keep these pupils on the bus when other pupils are being loaded or unloaded.
- The pupil that must have special equipment such as a wheelchair, braces, crutches, may experience difficulties during the loading and unloading process, and it is the driver/aide's responsibility to get to know these challenges and know how to handle them.
- Remember, care and protection are two things which the parents and pupils expect from drivers/aides.

Usually, drivers will follow the same routine loading and unloading procedure for controlling the bus as drivers would when transporting regular passengers.

- Activate overhead amber flashing lamps ten seconds from pupil's bus stop.
- Approach the stop slowly and stop the bus.

Activate the overhead red flashing stop lamps, then follow these steps:

With an Aide on the bus:

- Be sure the drivers/aides know their role; in the case of misunderstanding, do not argue. Carry on any discussion outside of the pupil's presence.
- When a child restraint system is required or available, check to see that all restraint items are securely fastened before putting the bus into motion again.
 - Check that the lift and side door have been securely fastened into a locked position.
 - Secure all specialized equipment and supplies that the pupil may be required to have during the school day.

When an aide is not used:

- Secure the bus; turn off the motor and take the keys out of the ignition.
 - It may be necessary to leave the bus and carry or guide the handicapped pupil onto the bus. (The pupil should be brought to the bus by parent or other responsible person from the house.)
 - Check that the lift and side door have been securely fastened into a locked position after the pupil has entered the bus.
 - Secure all specialized equipment and supplies that the pupil may be required to have during the school day.

NOTE: IF DRIVER/AIDE DETERMINE THAT THE PUPIL'S PERSONAL MOBILITY DEVICE, SAFETY VEST OR SPECIAL MEDICAL DEVICE IS NOT IN WORKING ORDER, THEY SHALL CONTACT THE TRANSPORTATION OFFICE WITH THIS INFORMATION FOR DIRECTIONS AS TO WHETHER THE PUPIL SHOULD BE TRANSPORTED!

Unloading on the school grounds:

- Carry or guide each pupil off the bus into the charge of a teacher or other school attendant.
- Check that all belongings of each pupil are taken off the bus.
- Report to the school official or teacher any observations which may be appropriate, whether medical or behavioral observations.

Unloading of the pupil at home:

- When determined by the Individualized Education Plan (IEP) Committee that it is necessary due to impaired mental or physical capacity, carry or guide each pupil off the bus into the charge of a parent or other authorized, responsible person.
- Check that all belongings of each pupil are taken off the bus.
- Report to the parent any observations which may be appropriate, whether medical or behavioral observations.
- Have an alternate drop-off location predetermined in the event that any necessary authorized person is not at home to receive the pupil. If an authorized person is not present, notify the transportation office or school before going to the alternative location.

IV. ON THE ROAD WITH SPECIAL NEEDS PUPILS

- Occasionally a particular pupil's needs require more than can be provided as one who must be responsible for the safety of all. Drivers shall not allow pupils to continually demand their attention when they are driving.
- Best practices indicate the aide should sit behind the furthest pupil from the driver.
- If any pupil shows symptoms of illness that requires immediate attention, pull bus as far to the right off the road as possible and stop; activate four-way hazard lamps.
- Watch for unusual behavior that should be expected to occur, i.e., seizures, erratic behavior of emotionally disturbed or mentally handicapped pupils.

- Drivers/aides must have pertinent information about each of the pupils, which will allow drivers/aides to know what special situations they may have to deal with and to observe behavior on the bus. Drivers/aides are often the source of information which is vitally important to the supervisor, the pupil's teacher, and parents. All pupils should have information concerning special care or medication limitations that is carried on the bus while the pupils are transported. This information is not to be left on the bus when the bus is parked over night or when school is not in session.

Appendix

TITLE 21

MOTOR VEHICLE LAWS PERTAINING TO SCHOOL BUSES

§ 2145. School bus inspection.

All school buses which transport pupils of any public, parochial or private school of this State shall receive a special inspection twice yearly at such time and place as specified by Department regulations. At such inspection each school bus shall be inspected by the Department to determine if it is safe and fit for operation and properly equipped, and a special check shall be accomplished with respect to specific school bus safety features in accordance with the rules and regulations adopted by the Department.

§ 2708. School bus driver's qualifications.

(a) No person shall drive, nor shall any contractor or public, parochial or private school, permit any person to drive a school bus within the State unless such driver has qualified for a commercial driver's license (CDL) under Chapter 26 of this title, and a school bus endorsement under this chapter, and other pertinent rules and regulations of the Department. Furthermore, except when in possession of a CDL permit and undergoing training or evaluation and accompanied by a certified Delaware School Bus Driver Trainer, school bus drivers shall at all times, while operating or in control of a school bus have in their immediate possession the following:

(1) A properly endorsed and classified Delaware CDL license, with a P (passenger) and S (school bus) endorsement. In exceptional circumstances, the Department of Education may request that the Department issue a 45-day temporary S endorsement to allow a driver to drive upon completion of all requirements except the 12 hours of classroom training. Out-of-State school bus drivers shall comply with § 2709 of this title.

(2) A physical examination certification indicating a valid and approved Department of Education physical exam completed within the last year.

(b) To qualify for an S (school bus) endorsement an applicant must meet all the following requirements:

- (1) Be at least 18 years of age with 1 year of driving experience.
- (2) Have qualified for a CDL license with P (passenger) endorsement.

(3) Show completion of a course of training with specific course content as determined by the State Board of Education and including the knowledge specified in 49 C.F.R.

§ 383.123(a)(2). Such course shall contain as a minimum 12 hours of classroom training and 6 hours of training aboard a school bus with a certified Delaware School Bus Driver Trainer. Training on the school bus must include 4 hours of actual driving, 2 of which must be with students on the bus.

(4) Pass a road test in a school bus administered by the Department and until September 30, 2005 has otherwise met the conditions of 49 C.F.R.

§ 383.123(b).

(5) Not have more than 5 points on the applicant's 3-year driving record at the time of application.

(6) Not have had the applicant's license suspended, revoked or disqualified in this State or any other jurisdiction for moving violations in the last 5 years.

(7) Never have been convicted of any of the following crimes under the laws of this State or of any other jurisdiction:

a. Any crime constituting the manufacture, delivery or possession of a controlled substance or a counterfeit controlled substance classified as such in Schedule I, II, III, IV or V of Chapter 47 of Title 16:

b. Any crime against a child;

c. Any crime constituting a class A or B felony;

d. Any crime constituting a felony homicide, including, but not limited to, murder, manslaughter and vehicular homicide;

e. Any crime constituting a felony sexual offense;

f. Any crime constituting a felony offense against public administration involving bribery, improper influence or abuse of office; or

g. Any crime, other than those listed in this paragraph, constituting a felony for which the person has not been pardoned or for which less than 5 years have

passed since the person fully discharged all imposed sentences. As used herein, the term “sentence” includes, but is not limited to, all periods of modification of a sentence, probation, parole or suspension, and all forms of fines, restitution or community service.

(8) Submit to a drug test, to be administered pursuant to the rules and regulations of the Department of Education, the results of which must be negative for controlled substances as defined by 49 U.S.C. § 31306 and the implementing regulations issued by the Secretary of Transportation pursuant thereto unless the controlled substances have been ingested pursuant to a valid prescription or order of a practitioner while acting in the course of the practitioner’s professional practice. Anyone testing positive to the drug test required in this paragraph shall have the right to request and pay for further analysis of their split sample, pursuant to the rules and regulations of the Department of Education, to determine whether the result was a false positive or the controlled substance was ingested pursuant to a valid prescription or order of a practitioner while acting in the course of the practitioner’s practice. Refusal to submit to testing, which shall include the provision of a substituted or adulterated test sample, shall be deemed to be a positive test result under this subsection.

(c) Any time a license with a school bus endorsement is suspended, revoked or disqualified for moving violations, or the driver exceeds 8 points for moving violations, the school bus endorsement shall become invalid, and the endorsement shall be removed from the license.

(d) Renewal of the school bus endorsement shall be as required for other licenses.

(e) The Department shall provide school bus driver records at no charge to the Department of Education or to companies contracted to the Department of Education for school bus services.

(f) The Department may conduct a criminal history background check pursuant to the procedures set forth in Chapter 85 of Title 11 for the purposes of issuing an S endorsement pursuant to this section.

§ 4125. Turning off roadway by slow-moving vehicle.

On a 2-lane highway where passing is unsafe because of traffic in the opposite direction or other conditions, a slow-moving vehicle, behind which 5 or

more vehicles are formed in line, shall turn off the roadway wherever sufficient area for a safe turnout exists, in order to permit the vehicles following to proceed. As used in this section, a slow-moving vehicle is one which is proceeding at a rate of speed less than the normal flow of traffic at the particular time and place.

§ 4134. Operation of vehicles on approach of authorized emergency vehicles. (Mover Over Law)

(a) Upon the immediate approach of an authorized emergency vehicle making use of audible or visual signals, or of a police vehicle properly and lawfully making use of an audible signal only, the driver of every other vehicle shall yield the right-of-way and shall immediately drive to a position parallel to, and as close as possible to, the right-hand edge or curb of the roadway clear of any intersections and shall relinquish the right-of-way until the authorized emergency vehicle has passed, except when otherwise directed by a police officer.

(b) Upon approaching a stationary authorized emergency vehicle, when the authorized emergency vehicle is giving a signal by displaying alternately flashing red, blue, blue and white, red and white, red and blue, or red, white and blue lights, or upon approaching a stationary authorized vehicle of the Department of Transportation, which is giving a signal by displaying alternately flashing amber or red and amber lights, or upon approaching a stationary tow truck, which is giving a signal by displaying alternately flashing amber, white, or amber and white lights, a person who drives an approaching vehicle shall:

(1) Proceed with caution and yield the right-of-way by making a lane change into a lane not adjacent to that of such vehicle, if possible with due regard to safety and traffic conditions, if on a roadway having at least 4 lanes with not less than 2 lanes proceeding in the same direction as the approaching vehicle; or,

(2) Proceed with caution and reduce the speed of the vehicle to a safe speed while passing such stationary vehicle, if changing lanes would be impossible or unsafe.

(c) This section shall not operate to relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons using the highway.

(d) Any person violating subsection (b) of this section who hits, strikes, or in any way contacts an emergency responder, causing physical injury, with that person's vehicle shall be guilty of a class F felony.

§ 4163. Certain vehicles must stop at all railroad grade crossings.

(a) The driver of any motor vehicle carrying passengers for hire, or of any school bus or of any vehicle carrying explosive substances or flammable liquids as a cargo or part of a cargo, before crossing at any grade or any track or tracks of a railroad, shall stop such vehicle within 50 feet but not less than 15 feet from the nearest rail of such railroad and while so stopped shall listen and look in both directions along such track for any approaching train, and for signals indicating the approach of a train, except as hereinafter provided, and shall not proceed until the driver can do so safely. After stopping as required herein and upon proceeding when it is safe to do so the driver of any vehicle shall cross only in such gear of the vehicle that there will be no necessity for changing gears while traversing such crossing and the driver shall not shift gears while crossing the track or tracks.

(b) This section shall not apply at:

(1) Any railroad grade crossing at which traffic is controlled by a police officer or human flagman;

(2) Any railroad grade crossing at which traffic is regulated by a traffic-control signal;

(3) Any railroad grade crossing protected by crossing gates or an alternately flashing light signal intended to give warning of the approach of a railroad train;

(4) Any railroad grade crossing at which an official traffic-control device gives notice that the stopping requirement imposed by this section does not apply.

§ 4163A. Railroad crossing violations for operators of commercial vehicles only.

In addition to the existing railroad crossing violations in § 4163 of this title, the following railroad crossing infractions shall apply to commercial motor vehicle operators.

(1) Every commercial motor vehicle operator other than those listed in § 4163 of this title shall, upon approaching a railroad-highway grade crossing:

- a. Slow down and check that the tracks are clear of an approaching train;
- b. Stop before reaching the crossing if the tracks are not clear.

(2) The driver of a commercial motor vehicle shall obey a traffic control device and comply with a lawful order or direction of a police officer or other enforcement official who is guiding, directing, controlling, or regulating traffic at a railroad-highway grade crossing.

(3) The driver of a commercial motor vehicle shall not cross a railroad-highway grade crossing unless the vehicle has sufficient undercarriage clearance.

(4) The driver of a commercial motor vehicle shall not cross a railroad-highway grade crossing unless the vehicle has sufficient space and can be driven completely through the crossing without stopping.

§ 4166. Overtaking and passing school bus; stop signal devices.

(a) School bus.

(1) It shall be unlawful to operate or permit to be operated a vehicle which purports to be a school bus and which does not meet the following requirements:

- a. Carries a valid school bus inspection sticker;
- b. Meets all requirements set by the Department of Transportation; and
- c. Complies with § 4362-4364 of this title.

(2) If licensed in another State, these requirements still prevail except that an inspection sticker is not required.

(3) It shall be unlawful for the driver of any vehicle which does not meet the requirements of this section to attempt to or to control traffic while stopped on the roadway to pick up and discharge passengers.

(b) School bus flashing lamps.

(1) School bus flashing lamps are intended to identify the vehicle as a school bus and to inform other users of the highway that such vehicle is about to stop or is

stopped on the roadway or shoulder to take on or discharge school children. They are separate from the brake lamps and shall not be used in lieu of or to supplement the brake lamps.

(2) The amber warning lamps shall be activated approximately 10 seconds prior to the red stop lamps to give motorists advance notice that the bus is preparing to stop or has stopped to pick up and discharge pupils. The lamps shall always be used prior to the red when available and shall be used only after the bus is relatively parallel with the travelway. The bus may be in motion when the amber warning lamps are activated.

(3) The red stop lamps shall be activated only when the bus is stopped, but only when the bus is stopped on the shoulder or roadway to pick up and discharge pupils. The red stop lamps shall not be displayed while the bus is in motion either before or after a stop.

(4) The amber warning lamps and/or the red stop lamps shall not be activated:

a. In designated school bus loading zones;

b. At intersections or other places where traffic is controlled by traffic-control signals or police officers;

c. When the bus is not being used as a school bus; provided, however, the amber warning lights and/or the red stop lamps may be used any time the bus is transporting children under the age of 18.

(c) School bus words. -- The words "SCHOOL BUS" shall be displayed whenever the bus is operated as a school bus. The words shall be covered, or concealed or removed when the bus is not in actual service as a school bus.

(d)(1) Overtaking and passing school bus. -- When a school bus is stopped and displays flashing lamps in accordance with subsection (b) of this section, the driver of any vehicle approaching the school bus from the front or from the rear shall stop before passing the bus and remain stopped until such bus begins to move or no longer has the red stop lamps activated. On roadway or roadways with 4 or more lanes, the driver approaching from the front shall not stop.

(2) The provisions of § 4101(a) of this title or any other statute notwithstanding, the provisions of this subsection shall apply upon highways and elsewhere throughout the State.

(e) Stopping of school bus. -- Whenever practical, a school bus driver shall stop as far to the right as possible to pick up and discharge passengers.

(f) Identification of violators. -- If any vehicle is witnessed by a police officer, school bus operator or school crossing guard to be in violation of subsection (d) of this section and the identity of the operator is not otherwise apparent, it shall be a rebuttable presumption that the person in whose name such vehicle is registered committed such violation of subsection (d) of this section.

(g) Bus operators, bus aides or crossing guards as witnesses. -- Whenever a school bus operator, a bus aide or a crossing guard is required to prepare, with legal counsel, for an appearance or to appear in any court as witness against a person who is alleged to have violated subsection (d) of this section, the witness shall be advised by the prosecutor assigned to the case by the Attorney General. If a witness is required to prepare for or to appear in court during working hours, as an operator, aide or guard, in a case as herein described, the witness shall not suffer any loss of wages, salary or leave time as an employee of the school district, bus contractor or other employing agency, because of such appearance, except as provided in this section. If the preparation or appearance occurs at a time other than regular working hours, then the witness shall be paid by the employer for the time involved. Payment for such time shall be at the rate regularly paid to that employee, except that such payment shall not exceed \$8 per hour. Employers shall be reimbursed for wages and employment costs paid upon presentation of appropriate documentation to the Secretary of Education.

(h) Penalties. -- Whoever violates subsection (d) of this section shall, for the first offense, be fined not less than \$115 nor more than \$230 or imprisoned not less than 30 days nor more than 60 days or both. For each subsequent like offense occurring within 3 years from the former offense, such person shall be fined not less than \$115 nor more than \$575, and imprisoned not less than 60 days nor more than 6 months. The minimum fine levied for a violation of subsection (d) of this section shall not be subject to suspension.

(i) Suspension of license. -- Upon receiving a conviction for a violation of subsection (d) of this section, the Department shall suspend the driver's license and/or driving

privileges for a period of not less than 1 month, nor more than 1 year. If the driver's license is suspended, a conditional license may be issued pursuant to regulations adopted by the Department.

§ 4176B. Cell phone use by school bus drivers; penalties.

(a) No driver shall operate a school bus on any highway while using a cell telephone while such vehicle is in motion and such vehicle is transporting 1 or more children; provided, that this section shall not apply to communications made to and from a central dispatch, school transportation department or its equivalent when the bus is not equipped with a functioning 2-way radio.

(b) For the purposes of this section, "cell telephone" means a cellular, analog, wireless or digital telephone.

(c) Whoever violates this section shall for the 1st offense be fined not less than \$50 nor more than \$100. For each subsequent offense the person shall be fined not less than \$100 nor more than \$200 and shall have that person's school bus endorsement removed from that person's driver's license for a period of at least 6 months.

(d) It is an affirmative defense to prosecution under this section that the driver's use of a cell telephone was necessitated by a bona fide emergency.

DMV REGULATIONS

2222 School Bus Driver Qualifications and Endorsements

2.0 Purpose

2.1 This regulation establishes administrative procedures for the issuance, renewal, removal, and reinstatement of the school bus (S) endorsement on Delaware commercial driver licenses.

2.2 The Division of Motor Vehicles (DMV) uses this regulation to initiate program requirements.

3.0 Applicability

This regulation interprets §2708 and §2709 of Title 21 of the **Delaware Code**.

4.0 Definitions.

The following words and terms, when used in the regulation, should have the following meaning unless the context clearly states otherwise:

“Air Brake Restriction” means a restriction that prohibits the CDL holder from operating a school bus (or any commercial motor vehicle) which is equipped with air brakes. The CDL will be marked with an “L”.

“Commercial Driver License (CDL)” means a driver license issued in accordance with the requirements of 21 **Del.C.** Chapter 26 which authorizes the holder to operate a certain class or classes of a commercial motor vehicle. The classes of a CDL are as follows:

CDL CLASS A - Required for the operation of vehicles with a registered, actual or gross vehicle weight rating (GVWR) of 26,001 or more pounds and the vehicle is towing a vehicle with a registered, actual or GVWR of 10,000 or more pounds. The holder of a Class A CDL may, with proper endorsement, operate any Class B or Class C vehicle.

CDL CLASS B - Required for the operation of vehicles with a registered, actual or GVWR of 26,001 or more pounds and not towing a vehicle with a GVWR of 10,000 or more pounds. The holder of a Class B CDL may, with proper endorsement, operate any Class C vehicle.

CDL CLASS C - Required for vehicles with a GVWR less than 26,001 pounds when the vehicle is designed to transport 16 or more passengers, including the driver, or for vehicles required to be placarded for carrying hazardous materials.

“Commercial Motor Vehicle (CMV)” means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

- Has a gross combination weight rating (GCWR) of 26,001 pounds or more inclusive of a towed unit(s) with a gross vehicle weight rating (GVWR) of more than 10,000 pounds; or
- Has a gross vehicle weight rating (GVWR) of 26,001 pounds or more; or
- Is designed to transport 16 or more passengers, including the driver; or
- Is of any size and is required to be placarded for the transportation of hazardous materials.

“Green Card” means a card issued by the district/school Transportation Supervisor that certifies satisfactory completion of an annual Department of Education (DOE) physical certification. The Green Card is to be in the immediate possession of the school bus driver at all times, while operating or in control of a school bus except when in possession of a CDL permit and undergoing training or evaluation and accompanied by a Certified Delaware School Bus Driver Trainer.

“P” Endorsement means an endorsement that authorizes a driver to transport passengers in all classes of commercial motor vehicles.

“Q” Endorsement means an endorsement that authorizes a driver to transport passengers in only Class B and Class C commercial motor vehicles.

“R” Endorsement means an endorsement that authorizes a driver to transport passengers in only Class C commercial motor vehicles.

“S” Endorsement means an endorsement that indicates the CDL holder meets the requirements of 21 Del.C. §2708 and this regulation and is authorized to operate a school bus. The CDL must also display a passenger (P, Q or R) endorsement to specify the class of commercial vehicle the driver may operate when transporting passengers.

“School Bus” means every motor vehicle which has the words “School Bus” displayed on the front and rear of the vehicle as specified in 21 Del.C. §4362(a) and which is painted the uniform color “national school bus chrome yellow” as specified in 21 Del.C. §4363(a), which is equipped with flashing lamps as specified in 21 Del.C. §4364(a), which meets the minimum size requirements as specified in 21 Del.C. §4363(b), and which meets other regulations as required by the Department of Transportation (DOT) and the Department of Education.

“Yellow Card” means a card issued by the district/school Transportation Supervisor that certifies satisfactory completion of DOE requirements for an S endorsement as specified in 21 Del.C. §2708 (b)(3). The applicant will surrender the Yellow Card to DMV when the applicant’s school bus endorsement is issued. The DMV will forward the Yellow Cards to DOE.

5.0 Substance of Policy

5.1 Procedures.

5.1.1 Basic Requirements:

5.1.1.1 Basic. School bus drivers are required to have been issued and have in their possession, while driving a school bus, a CDL with an S endorsement, a passenger endorsement (P, Q or R), and a valid physical examination certification (Green Card).

5.1.1.2 Exceptions. These exceptions are only for drivers undergoing school bus training and evaluation.

5.1.1.2.1 Basic Training. For training and evaluation a driver may drive a school bus with a CDL permit or a valid CDL with the proper passenger endorsements (P, Q or R), but only when accompanied by a DOE Certified Delaware School Bus Driver Trainer (CDSBDT) or a DMV Examiner. In addition, for vehicle maneuvering skills training, a driver may drive a school bus with a CDL permit or a valid CDL with the proper passenger endorsements (P, Q or R) when accompanied by a driver with a valid CDL with an S endorsement and other proper endorsements.

5.1.1.2.2 45-Day Temporary S Endorsement for Classroom Training Unavailability. If a driver has completed all DMV CDL requirements, including the DMV road test, and the DOE 6 hours of on-bus

training, DMV may, upon specific written DOE request, issue a CDL license along with a one-time only temporary S endorsement for a period not to exceed 45 days. This temporary S endorsement allows the driver to carry students without a CDSBDT, if all other S endorsement requirements have been met. This temporary S endorsement is intended for the driver who, due to exceptional circumstances, has been unable to complete the DOE classroom training. This temporary S endorsement will only be issued one time and cannot be extended.

5.1.1.2.3 Temporary S Endorsement Conversion. DMV will convert the temporary S-endorsed CDL to an S-endorsed CDL upon receipt of certification (Yellow Card) issued to the applicant by the district/school Transportation Supervisor (5.1.2.10 of this regulation) indicating that the required training has been completed. DMV will forward the Yellow Cards to DOE.

5.1.2 Initial Issuance Requirements: All of the following requirements shall be met by all new and out-of-state transfer applicants for a school bus (S) endorsement. Drivers must:

5.1.2.1 Be 18 years of age or older with at least one (1) year of valid driving experience.

5.1.2.2 Have a valid Delaware CDL with a passenger (P, Q or R) endorsement.

5.1.2.3 Complete a driver training course with specific course content as determined by 49 C.F.R. 383.123(a)(2) and DOE requirements as specified in 21 Del.C. §2708(b)(3).

5.1.2.4 Pass the school bus knowledge test administered by DMV containing specific content as required by 49 C.F.R. 383.123(a)(2).

5.1.2.5 Pass a road test in a school bus administered by DMV as required by 49 C.F.R.383.123 (a)(3).

5.1.2.6 Not have more than five (5) points (full point value) on the applicant's three (3) year driving record. NOTE: Recalculated points

and the Defensive Driving Course three (3) point credits do not apply to S endorsement holders in meeting this requirement.

5.1.2.7 Not have had the applicant's license suspended, revoked or disqualified in this State or any other jurisdiction for moving violations in the last five (5) years. This five (5) year period will begin from the date the suspension, revocation or disqualification has been cleared. Certified driving records from other jurisdictions may be requested from these applicants for DMV to verify compliance with this section.

5.1.2.8 Never been convicted of any crime under the laws of this State or any other jurisdiction as specified in 21 Del.C. §2708(b)(7).

5.1.2.8.1 Prior to being issued a S endorsement applicants must complete a Federal Bureau of Investigation and a State Bureau of Investigation criminal history background check to verify that they are clear of any disqualifying crime as specified in 21 Del.C. §2708(b)(7) and to ensure applicants are qualified in accordance with 5.1.2.8 above.

5.1.2.8.2 Questionable criminal history background check reports will be reviewed by the Department of Transportation's (DOT) Deputy Attorney General. The DOT Deputy Attorney General will forward the questionable criminal history background check reports, with issuance recommendation, to DMV.

5.1.2.9 Have a valid physical examination certification (Green Card).

5.1.2.10 The applicant will be issued a School Bus Driver's Certificate (Yellow Card) by a district/school Transportation Supervisor as certification of DOE requirements being completed as specified in 21 Del.C. §2708(b)(3). The applicant will surrender the Yellow Card to DMV when the applicant's school bus (S) endorsement is issued. DMV will forward the Yellow Cards to DOE.

5.1.2.11 Drivers transferring into Delaware with other jurisdiction school bus endorsed licenses will be required to meet all Delaware Initial Issuance Requirements (5.1.2 this regulation).

5.1.2.11.1 Transferring S endorsement holders shall provide a five year motor vehicle driving record from their previous jurisdiction or jurisdictions to DMV. DMV will electronically check transferring S endorsement holders' motor vehicle records. If the electronic check is unable to be performed, transferring S endorsement holders will need to provide an official certified copy of their motor vehicle driving records to DMV. DMV will ensure these driving records meet the requirements in 5.1.2.6 and 5.1.2.7.

5.1.2.11.2 In accordance with 5.1.2.10, applicants will be issued a School Bus Driver's Certificate (Yellow Card) by district/school Transportation Supervisors.

5.1.2.11.3 All transferring S endorsement holders will be required to pass a DMV-administered road test in a school bus per 5.1.2.5, regardless of past experience, training or qualifications.

5.1.2.11.4 All transferring S endorsement holders will be required to pass a school bus knowledge test administered by DMV per 5.1.2.4, regardless of past experience, training or qualifications.

5.1.3 Removal of School Bus Endorsements:

5.1.3.1 All school bus (S) endorsement removals, except those under 5.1.3.8 below, will be approved by the Chief of Driver Services, the CDL Program Manager or the CDL Management Analyst.

5.1.3.2 The school bus (S) endorsement will be removed when driving privileges are withdrawn.

5.1.3.3 The school bus (S) endorsement will be removed when a driver's record exceeds eight (8) points (full point value) for moving violations on the driver's three (3) year driving record. NOTE: Recalculated points and the Defensive Driving Course three (3) point credits do not apply to S endorsement holders in meeting this requirement.

5.1.3.4 The school bus (S) endorsement will be removed when the DMV is made aware of a conviction of a disqualifying crime as specified in 21 Del.C. §2708(b)(7).

5.1.3.5 The school bus (S) endorsement will be removed when the DMV receives in writing, a report from a physician that a driver is not medically qualified to operate a motor vehicle or a commercial motor vehicle as specified in 21 Del.C. §2733(a)(3).

5.1.3.6 The school bus (S) endorsement will be removed if a driver downgrades from a CDL to a Class D license.

5.1.3.7 Any driver that has a school bus (S) endorsement and is required to register as a sex offender with DMV pursuant to 11 Del.C. §4120 and § 4121, shall have the school bus (S) endorsement removed.

5.1.3.8 DMV will notify the S endorsement holder and DOE, in writing, when an S endorsement is removed from a license including the reason for removal. This notification will entitle the S endorsement holder to request a DMV hearing and will also require the S endorsement holder to notify his employer.

5.1.4 School Bus Endorsement Reinstatement: A school bus (S) endorsement, once removed, may be reinstated if all other licensing requirements are met. If the school bus (S) endorsement is withdrawn for one year or more, then the driver will need to retake all DMV school bus (S) endorsement testing requirements, pay appropriate fees, and provide DMV with a new School Bus Driver's Certificate (Yellow Card).

5.1.4.1 If the school bus (S) endorsement was removed for points, the driver shall be eligible for reinstatement once the full point total on his three (3) year driving record falls to eight (8) points or below. NOTE: Recalculated points and the Defensive Driving Course three (3) point credits do not apply to school bus drivers in meeting this eligibility.

5.1.4.2 If the school bus (S) endorsement was removed due to a suspension, revocation or disqualification for moving violations, the driver shall be eligible to reapply for the school bus (S) endorsement five (5) years from the date the suspension, revocation or disqualification has been cleared, as long as there are no further violations incurred affecting eligibility during this time period.

5.1.4.3 If the school bus (S) endorsement was removed due to a medical

reason, the driver may be eligible for reinstatement once approved by the DMV.

5.1.4.4 If the driver voluntarily downgrades from an S endorsed CDL to a Class D license and then the driver wishes to reinstate the S endorsed CDL, the driver will be required to meet the initial issue requirements in accordance with 5.1.2 of this regulation, if the downgrade has been over one (1) year, including providing a new School Bus Driver's Certificate (Yellow Card).

5.1.4.5 Any driver that has been convicted of a disqualifying crime as outlined in 21 **Del.C.** §2708(b)(7)(a-f) will never be eligible for a school bus (S) endorsement or reinstatement regardless of the amount of time since the conviction.

5.1.4.6 After five (5) years has passed since the completion of all sentencing requirements resulting from the conviction of any other felony crime, other than those listed in 21 **Del.C.** §2708(b)(7)(a) through (f), and which have not been pardoned, then 21 **Del.C.** §2708(b)(7)(g) applies, and the driver must reapply as a new applicant for a school bus (S) endorsement. DMV may seek DOT Deputy Attorney General guidance/clarification in these situations.

5.2 Driver's Status, Records and Record's Review: The following shall apply concerning the driving records and the status of all Delaware-licensed school bus drivers.

5.2.1 Upon a request from DOE, a school district or a school bus contractor, DMV shall provide a copy of a school bus driver's Delaware driving record free of charge. These agencies shall certify on DMV forms that they understand and will comply with the Delaware Privacy Act provisions as found in 21 **Del.C.** §305.

5.2.2 DMV shall at any time review the driving records of all Delaware-licensed school bus drivers to ensure they continually meet school bus qualification requirements. This review is accomplished through a computerized search of records for violations, which may result in the removal of a school bus (S) endorsement and notification to the driver and the DOE. Although not a prerequisite to a suspension, revocation or

removal of an endorsement or a license, DMV will attempt to send warning letters to S endorsement holder's with copies of such letters being sent to DOE, when a S endorsement holders driving record indicates a situation where additional violations could readily result in the withdrawal of driving authority or school bus (S) endorsement.

5.2.3 Drivers moving to Delaware and requesting a school bus (S) endorsement shall provide to the DMV a copy of their driving records for the previous five (5) years from the driver's former state(s) of record. DMV will electronically check the drivers' motor vehicle records. If the electronic check is unable to be performed, the driver will need to provide an official certified copy of his motor vehicle driving record to DMV.

6.0 Severability

If any part of this regulation is held to be unconstitutional or otherwise contrary to law by a court of competent jurisdiction, said portion shall be severed, and the remaining portions shall remain in full force and effect under Delaware law.

7.0 Effective Date

This regulation shall be effective 10 days from the date the order is signed and it is published in its final form in the Register of Regulations in accordance with 29 Del.C. §10118(e) or October 1, 2008, whichever is later.

2252 School Bus Inspection

1.0

The Delaware Department of Public Safety hereby adopts the School Bus Specifications, as amended, and approved by the State Board of Education which were prepared in compliance with Title 14, Chapter 29, Section 2901, Delaware Code.

2.0

These School Bus Specifications will be used as the School Bus Inspection Standards as required under Section 2145, Title 21, Delaware Code.

2271 School Bus Inspection Periods

1.0 Inspections Requirements

Pursuant to Title 21, Chapter 21, Section 2145 of the Delaware Code, each

school bus shall receive a special safety inspection twice yearly. The Department has determined that the two required inspections should take place.

2.0 Inspection Periods

2.1 The 1st inspection period shall be from July 1 through August 31.

2.2 The 2nd inspection period shall be from the beginning of the school's Christmas vacation period through February 28.

OTHER LAWS /REGULATIONS/POLICIES

Title 7 Natural Resources and Environmental Control 1100 Air Quality Management Section

1145 Excessive Idling of Heavy Duty Vehicles

1.0 Applicability

This regulation applies to all on-road heavy-duty motor vehicles with a gross vehicle weight rating (GVWR) of greater than 8,500 pounds operating in the State of Delaware.

2.0 Definitions

The following definitions are applicable to this regulation:

“Emergency vehicle” means any publicly owned and operated ambulance, lifeguard, or lifesaving equipment or any privately owned or operated vehicle which is in response to an emergency call. Any publicly owned vehicle operated by the following persons, agencies, or organizations: (a) any Federal, State, or local agency, department, or district employing peace officers for use by those officers in the performance of their duties, and; (b) any forestry or fire department of any public agency or fire department. Any vehicle owned or operated for the purpose of: (a) fighting fires, (b) towing or servicing other vehicles, (c) caring for injured persons, or (d) repairing, maintaining and restoring public utility services necessary for the health or safety by any of the following: (1) the State, (2) a bridge and highway district, (3) a municipality and (4) a public or private utility. Any State-owned vehicle used in responding to emergency fire, rescue or communications calls and operated either by the Delaware Emergency

Management Agency or by any public agency or industrial fire department to which the Delaware Emergency Management Agency has assigned the vehicle. Any vehicle owned or operated by any department or agency of the United States government when the vehicle is used in responding to emergency fire, ambulance, or lifesaving calls or is actively engaged in law enforcement work. Any emergency vehicle which a permit has been issued by the Superintendent of the Delaware State Police.

“On-road heavy-duty motor vehicle” means any vehicle with a gross vehicle weight rating (GVWR) of greater than 8,500 pounds which is self-propelled and designed for transporting persons or property, including but not limited to trucks, buses, and farm vehicles.

3.0 Severability

Each provision of this regulation shall be deemed severable. If any provision of this regulation is held to be invalid, the remainder shall continue in full force and effect.

4.0 Operational Requirements for Heavy Duty Motor Vehicles

The owner or operator of an on-road heavy duty motor vehicle shall comply with the following operational requirements unless specifically exempted from the operational requirements for these motor vehicles:

No on-road heavy duty motor vehicle shall be allowed to operate for more than **three consecutive minutes** when the vehicle is not in motion.

5.0 Exemptions

5.1 Any on-road heavy duty motor vehicle which is forced to remain motionless because of traffic conditions or mechanical difficulties over which the operator has no control; or

5.2 Any situation where it is necessary to bring the on-road heavy duty vehicle to the manufacturer’s recommended operating temperature; or

5.3 Any situation when the on-road heavy duty vehicle is being repaired; or

5.4 Any emergency vehicle defined in 2.0 of this regulation; or

5.5 Any vehicle using auxiliary power for equipment to perform the intended operation of the vehicle, including, by way of example, a power take off generator for any utility truck; or

5.6 Any vehicle idling for the necessary power for a heater, air conditioner, or any ancillary equipment during sleeping or resting in a sleeper berth such that the vehicle's location is not within 25 miles of a parking facility with available truck-stop electrification equipment, either shore power or an advance system that is approved by the Department including meeting all compatibility requirements with existing onboard truck shore-power equipment; or

5.7 Any vehicle idling to verify that the vehicle is in safe operating condition as required by law and that all equipment is in good working order, either as part of a daily vehicle inspection or as otherwise needed, provided that such engine idling is mandatory for such verification; or

5.8 Any transit or school bus for up to five minutes prior to passenger boarding; or

5.9 Any transit or school bus when passengers are onboard; or

5.10 Any vehicle when providing heat to the occupant and when the temperature is between -23 and 0°C, or -10 and 32°F, an engine shall not idle for more than 15 consecutive minutes; or when the temperature is below -23°C or -10°F, and where no nuisance is created, an engine shall not be subject to idling restrictions, or

5.11 Any military tactical vehicle engaged in training operations.

6.0 Enforcement and Penalty

This regulation is enforceable under 7 Del.C., Ch 60, §§6005 and 6013. Violators are subject to a penalty of not less than 50 dollars (\$50) and not more than 500 dollars (\$500) for each offense.

877 Tobacco Policy

1.0 Required Policy

In order to improve the health of students and school personnel, each school district and charter school in Delaware shall have a policy which at a minimum:

1.1 Prohibits the use of or distribution of tobacco products in school buildings, on school grounds, in school leased or owned vehicles, even when they are not used for student purposes, and at all school affiliated functions.

1.2 Includes procedures for communicating the policy to students, school staff, parents, guardians or Relative Caregivers, families, visitors and the community at large.

1.3 Makes provisions for or refers individuals to voluntary cessation education and support programs that address the physical and social issues associated with nicotine addiction.

2.0 The Tobacco Policy Shall Apply to

2.1 Any building, property or vehicle leased, owned or operated by a school district, charter school or assigned contractor.

2.1.1 School bus operators under contract shall be considered staff for the purpose of this policy.

2.2 Any private building or other property including automobiles or other vehicles used for school activities when students and staff are present.

2.3 Any non educational groups utilizing school buildings or other educational assets.

2.4 Any individual or a volunteer who supervises students off school grounds.

EMERGENCY EVACUATION DRILLS

Considerations to be given to the evacuation drills

1. With large numbers of pupils moving rapidly to evacuate a bus, there is always the possibility of injury. The safety of the pupils must be given first priority. Drivers will remind students of procedures before beginning a drill.
2. All drills must be held on school property and carried out under the supervision of school personnel designated by the school superintendent.
3. Every student should be exposed to three types of evacuation plans:
 - a. Exit out the back “**EMERGENCY**” door. (example – front end collision, fire in engine compartment)
 - b. Exit out the front using the “**ENTRANCE**” door.
 - c. The front half exits through the “**ENTRANCE**” door and the back half exits through the “**EMERGENCY**” door. The driver would normally be stationed at the back door. (Example – side collision)
4. During practice, the school bus driver and helper must be stationed to assist pupils from the bus. Whenever the back “**EMERGENCY**” door is used, the driver will be at this location (outside) with his/her back to the opened door warning them not to jump.
5. Pupils shall not be permitted to take books, lunches, etc., off the bus when they leave during the drill. Aisle will be kept clear to permit easy exit. Pupils will exit slowly one at a time. When completed the bus driver shall close the “**EMERGENCY**” door if used, then reload the bus.
6. Though drills that would have the pupils evacuate using the emergency exit windows or roof hatches are not conducted, drivers need to explain that in an emergency situation where the use of these exits would be the only option, pupils should always exit out the windows by sliding out feet first and if the roof hatches are used, they should consider trying to slide down the side of the bus

PREPARING FOR EMERGENCY EVACUATION DRILLS

Upon notification of the date and type of drill to be conducted drivers will on several occasions prior to the drills, go over the Emergency Evacuation Procedures with the pupils. This shall include the locations of the safety equipment, use of two-way communication device, location of emergency telephone numbers, how to operate the emergency exit windows and roof hatches and how to safely secure the bus if something happened to the driver. In cases where the driver may be injured or incapacitated, the helper should have specific instructions as to the procedure to follow in the control of the pupils and in seeking help.

Drivers will tell the pupil helpers (if used) of their duties. The driver may select pupil helpers to assist in the emergency evacuation drill. These pupils should be among the first pupils on the bus, and the last ones off for each trip. The helpers are not to be placed in jeopardy at any time, and are to serve only such duties as may be assigned for the safety and welfare of all pupils. Duties would include helping others off the bus, directing pupils to a safe location, and serving as a leader for the group.

SUMMARY OF BUS DRIVER EMERGENCY EVACUATION DUTIES

1. Move bus to a safe location, if possible
2. Turn off ignition and remove key
3. Turn on 4-way hazard lights
4. Supervise bus helpers, if used
5. Supervise and assist in the exiting of pupils
6. Re-enter bus to assure all pupils are off the bus

PUPIL SAFETY PRACTICES TO BE DEVELOPED AND FOLLOWED

1. Obey your school bus driver.
2. Leave the bus slowly in single file without pushing or shoving.
3. Leave all books, lunch boxes, etc., on the bus.
4. Follow instructions of the driver or the helper if the driver is unable to direct evacuations.
5. When departing from bus, make sure the person in front of you is out of the way.
6. When exiting the back of the bus, accept the assistance of the helper.
7. Move away from the bus to a safe place as a group.
8. Remain at the safe place until permission is granted to do otherwise.

INSTRUCTIONS FOR HELPERS IN THE EVENT OF A DRIVER'S INJURY THAT A DISTRICT/SCHOOL MAY WANT TO USE

THE HELPERS are optional and under no circumstances should act without the consent of the driver UNLESS THE DRIVER IS PHYSICALLY UNABLE TO GIVE DIRECTIONS. The helpers will be used only to aid other pupils and should be trained to use caution in carrying out their duties.

1. If the FRONT ENTRANCE DOOR can be used, one of the two optional helpers will open the door, while the second helper assists the pupils from the bus. That helper will then lead the pupils at least 100 feet (40 or 50 steps) away

from the front of the bus, away and off the traveled portions of the roadway, remaining there until assistance arrives. The nature of the accident may require a greater distance than 100 feet, depending upon other vehicles involved.

2. If the REAR EMERGENCY DOOR only is in use, the helpers will open the door. Two will remain to assist pupils from the bus; the other will lead the pupils at least 100 feet away from the rear of the bus and off the traveled portion of the roadway, remaining there until assistance arrives.

EMERGENCY EVACUATION OF PUPILS WITH DISABILITIES

Trainable, deaf, and blind pupils present special problems due to the increased supervision necessary during evacuation drills. The administration at these special schools shall develop a plan to be used by these pupils in the event an emergency should arise. The bus driver and attendant should be involved in developing the plan.

ORTHOPEDICALLY DISABLED

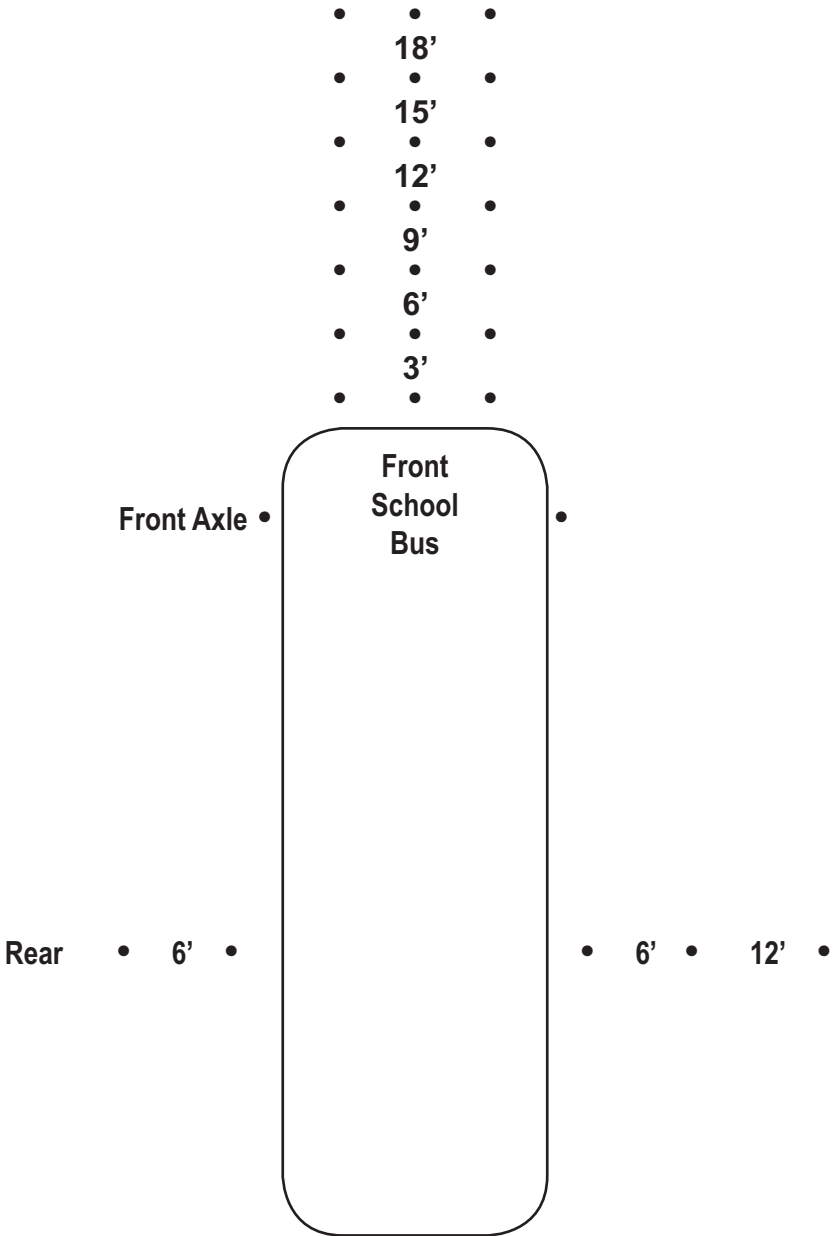
Where orthopedically disabled pupils are transported in the ordinary type bus, suggested procedures to follow are:

1. All those pupils of an ambulatory type would exit under their power to the most accessible open door.
2. The more physically capable pupils should be instructed to give assistance to those less able to ambulate in disengaging seat belts, etc.
3. The driver and attendant should open doors capable of being opened, carry or lift out the non ambulatory pupils as fast as possible.

SCHOOL BUSES WITH A HYDRAULIC LIFT

1. All those pupils of an ambulatory type would exit the bus under their own power to the most accessible open door or passageway.
2. The physically capable pupils should be instructed to give assistance to those less able to walk, to disengage seat belts, etc.
3. The driver and the driver's aide should open all doors capable of being opened, manually lower the lift, and carry or lift out the nonambulatory pupils as fast as possible.
4. Pupils in wheelchairs should be removed from their wheelchairs and evacuated from the bus.

FMVSS 111
School Bus Crossview Mirror Adjustment Grid



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