

### **Bus Driver Requirements, Training, and Responsibilities**

1. Buses will not be driven faster than the legal speed limit on the best hard surfaced roads, and more slowly on gravel or dirt roads, or when required by crowded traffic, bad weather, poor roads, poor visibility, or other conditions.
2. Conversation will be courteous and without profanity or name-calling.
3. All buses will stop before entering any through highway and at all blind intersections. "Through highway" will be defined as all hard surfaced roads.
4. Bus drivers are required to stop vehicles if students cross highways. The door will not be opened until approaching vehicles have either passed or come to a complete stop.
5. Drivers are prohibited from transporting passengers other than students and school employees who are approved to ride on their bus by the Superintendent/designee.
6. School buses will stop at a point not more than 50 feet, and not less than 10 feet, from the nearest railroad crossing.
7. School buses will be operated at least 75 yards behind any other traveling vehicle.
8. Drivers will not permit anyone to enter the bus that is recognizably under the influence of alcohol or drugs. The driver will not use tobacco on the bus while conveying students and will not permit the students to do so.
9. With an exception for on duty law enforcement and military officials, drivers will not permit any weapon, loaded or unloaded, or any animal other than service animals to be brought on the bus.
10. Drivers will observe carefully the time schedule for different points on their routes.
11. Drivers will be sure the door is closed before starting the bus, avoid jerky starts and sudden stops, go slowly over bumps and rough places and not turn or swerve suddenly.
12. Drivers will observe carefully all signs, signals, rules of the road, and courtesies to other drivers.

13. Bus Drivers will keep on the right side of the road on all highways. Students, who must cross the road to get home, will cross in front of the bus. The bus driver will not depend upon the warning lights for assurance that other vehicles will stop. If there is a vehicle approaching, the driver will hold the students until the vehicle has either stopped or passed the bus. It is the driver's responsibility to make sure the highway is clear before signaling the students to cross the highway. If several students get off a bus at any stop, the driver will account for all students before proceeding. The warning lights will be kept on until the students are safe.
14. In case of an accident or breakdown, the driver will remain with the bus until directed otherwise.
15. Drivers will report any disruptive behavior to the building administrator and the Director of Transportation using the Bus Conduct Report.
16. Drivers will assume full charge of discipline on their bus and follow the district's discipline policy and procedures (Policy EEAECE).
17. Drivers may assign seats on their bus as they see fit. The driver will not permit moving about while the bus is in motion. If students wish to move to more desirable seats the driver may permit them to do so, provided these seats are unoccupied and the bus is stopped.
18. If a driver is unable to drive their route, they will contact the Director/Supervisor of Transportation without delay.
19. Under ordinary conditions, buses will arrive at the school not earlier than 15 minutes before the opening of school in the morning and will be at the school in the afternoon not later than 5 minutes before the dismissal of school.
20. Drivers will pick up and unload students at home, at special bus stops, and at the school. In an unusual situation, the driver may pick up or unload students at points the Director of Transportation deems satisfactory.
21. Bus drivers will not park an empty bus along a highway or road except in an emergency.
22. A bus should not be driven in reverse on school grounds unless absolutely necessary.

23. Buses should not back onto a highway unless absolutely necessary.
24. A bus is not to leave the pavement or right-hand travel lane when loading or discharging passengers.
25. Drivers will complete a daily pre-trip inspection of their assigned bus. The bus driver will sweep the bus every operational day. They will ensure clear visibility prior to and at all times of operation.
26. Drivers will not force a long string of cars to follow his vehicle.
27. No bus driver will use a school bus for personal use.
28. Bus drivers will receive instruction in safety and school bus laws at regular intervals.

Adopted: March 4, 1966

Revised: January 8, 1985  
December 17, 2009  
January 23, 2014  
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