



Delaware



School Bus Drivers'/Aides' Handbook

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DEPARTMENT OF EDUCATION

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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 a school bus driver in today's world.

The information contained in this handbook is taken from DDOE Regulation 1150 and School Bus Driver/Aide Training Course. 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 classwork. 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 Training and Safety Field Agent at DDOE.

The handbook is required to 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 and regulation controls.

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Note: “District” means a local school district or School.

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 (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 1150 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 1150:

School bus drivers shall meet the qualification requirements of all applicable laws, Title 21, Division of Motor Vehicles Regulation 2222, and Delaware Department of Education Regulation 1150.

Section One: The School Bus Driver

School Bus Driver Initial Qualification:

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

- Pre-employment drug test and register with FMCSA Drug & Alcohol Clearinghouse;
- Child protection registry check;
- Criminal background affidavit;
- State Bureau of Investigation fingerprinting for state and Federal Bureau of Investigation criminal background checks which is coordinated through DDMV and the individual must provide the district with “S” eligible letter;
- 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 page 83) complete and provide to the district transportation supervisor:

- Pre-employment drug test and register with FMCSA Drug & Alcohol Clearinghouse;
- Child protection registry check (from state of residence);
- Criminal background affidavit;
- State Bureau of Investigation fingerprinting for state and Federal Bureau of Investigation criminal background checks which is coordinated through DDMV and the individual must provide the district with “S” eligible letter;
- Delaware School Bus Driver physical with TB screening;
- School Bus Driver refresher training;
- CDSBD Training; and
- Past five years certified driving record from the state where licensed and provide annual updates to District Transportation Supervisor.

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 register with FMCSA Drug & Alcohol Clearinghouse;
- Delaware school bus driver physical with TB screening (if needed);
- The Transportation Supervisor shall review the driver’s records and a CDSBD Trainer shall evaluate the driver for two hours without Pupils on board (using the CDSBD Training Checklist) to determine what, if any, additional training is needed. The Transportation Supervisor shall note completion of the training required in the driver’s records.

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

- Pre-employment drug test; and register with FMCSA Drug & Alcohol Clearinghouse;
- Child protection registry check;
- Criminal background affidavit;
- State Bureau of Investigation fingerprinting for state and Federal Bureau of Investigation criminal background checks which is coordinated through DDMV and the individual must provide the district with “S” eligible to maintain letter;
- Delaware School Bus Driver physical with TB screening (if needed);
- School Bus Driver refresher training; and
- CDSBD Training (Section III & IV only)

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

- Pre-employment drug test; and register with FMCSA Drug & Alcohol Clearinghouse;
- Child protection registry check;
- Criminal background affidavit;
- State Bureau of Investigation fingerprinting for state and Federal Bureau of Investigation criminal background checks which is coordinated through DDMV and the individual must provide the district with “S” eligible letter;
- Delaware School Bus Driver physical with TB screening (if needed);
- School Bus Driver classroom and online theory instruction;
- CDSBD Training;
- Successfully retake required written tests for CDL and “S” endorsement with DMV; and
- Successfully retake Skills test with DMV.

Section One: The School Bus Driver

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, 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.

Record Requirements:

It is the responsibility of the School Bus Driver applicant or individual returning to duties to ensure that they provide all paperwork to the District Transportation Office which will hold their driver record. The driver must provide the following document to be eligible to operate a school bus. *It is advised that all applicants and individuals maintain their own copy of records.*

- Child Protection Registry Results;
- Delaware School Bus Driver Affidavit;
- Verification of Pre-Employment Drug Test (Employer provides documents);
- Criminal Background Payment Receipt;
- DDMV "S" Eligible Clearance Letter;
- Copy of CDL Learners Permit;
- Annual Delaware School Bus Driver Physical and TB Test Results;
- Online-Theory Certificate of Completion;
- Behind-The-Wheel Training Sections;
- Copy of Driver's License with "S" Endorsement.

School Bus 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, vaping, 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.
- School bus drivers shall complete an annual District-provided in-service program of at least 4 hours during each fiscal year (July 1 to June 30).

II. School Bus Driver's Responsibilities

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

The specific responsibilities of the bus driver are:

- Adhere to all driving laws and Delaware regulations; to include loading and unloading of students; and the proper positioning of your school bus at bus stops. Refer to diagram on page 14.
- 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. (see Pre-trip/Post-trip Inspection Section page 13.)
- 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 including vaping while on duty.
- Dress appropriately, as defined by district (or contractor policy).
- Pick up and drop off pupils only at district designated stops.
- Submit to periodic random drug and alcohol testing and be subject to actions specified in the Delaware Code and in federal regulations.
- Good faith suspicions or knowledge of child abuse or neglect must be reported to the Division of Family Services (DFS) Report Line. A report must be made immediately by the School Bus Driver with the direct knowledge, or a joint report may be made immediately by the School Bus Driver and the school principal or designee. DFS Child Abuse and Neglect Reporting Hotline 800-292-9582.
- Immediately notify the Transportation Supervisor of any school bus accident after ensuring the safety of the pupils.
- Shall instruct all pupils on emergency evacuation procedures and how to operate all emergency exits, as well as how to open and release the entrance door in an emergency.
 - The instruction must occur the first week of school and again before the two required emergency evacuations drills during the school year.

- 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.

Pre-trip/Post-trip Vehicle Inspection Responsibilities:

- 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!**
- **REMEMBER** – 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! The **driver must look side-to-side, and under the seats as they return to the front of the bus. It is critical to thoroughly check your bus** and ensure no student is left onboard or has fallen asleep and ended up in a dark area on the floor.
- When the bus is dimly lit, it is recommended to turn on the interior lights to aid in the inspection.
- Pre-Trip Inspections must be documented; see Bus Driver Vehicle Inspection Report for use; on page 15.
- Any safety defects must be reported to your employer and the bus must be placed out of service until the repair has been completed.
- When conducting your pre-trip inspection, you must ensure that your windshield, door glass in the front and rear of the bus, driver's window glass, as well as the first student seat window glass cannot have anything attached to or suspended from. The only exception for the windshield is for the annual DMV inspection sticker. **Holiday decoration and temporary numbering are not allowed to be displayed in any of those locations.**
- Drivers must ensure during their pre-trip that no items are on or attached to their dash.

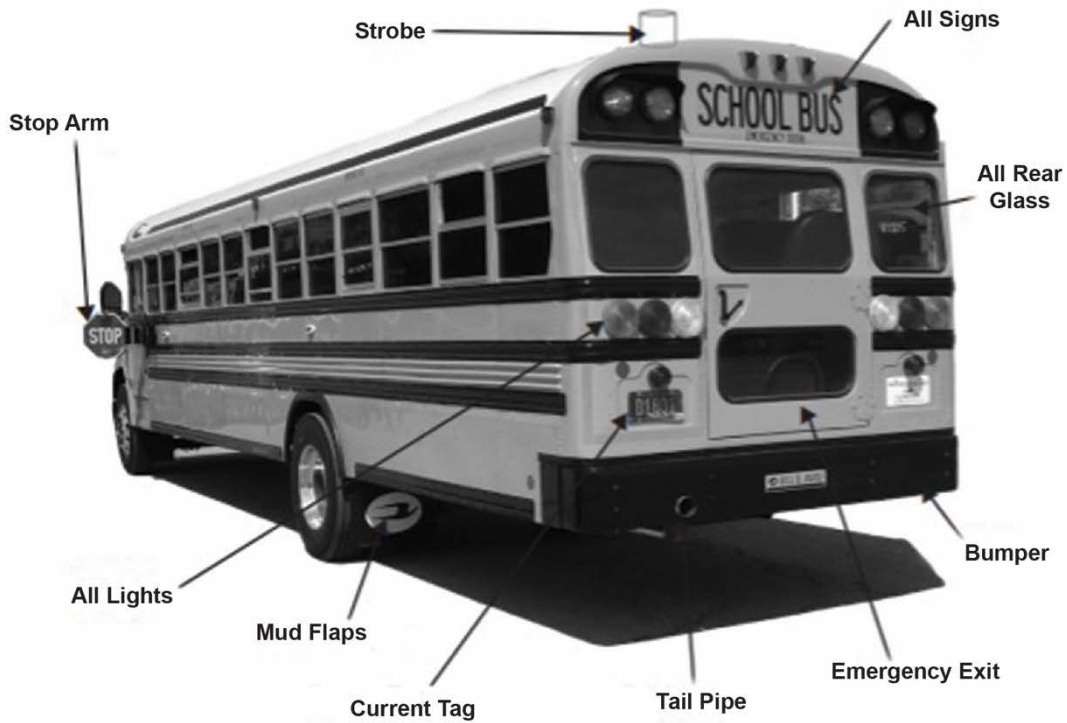
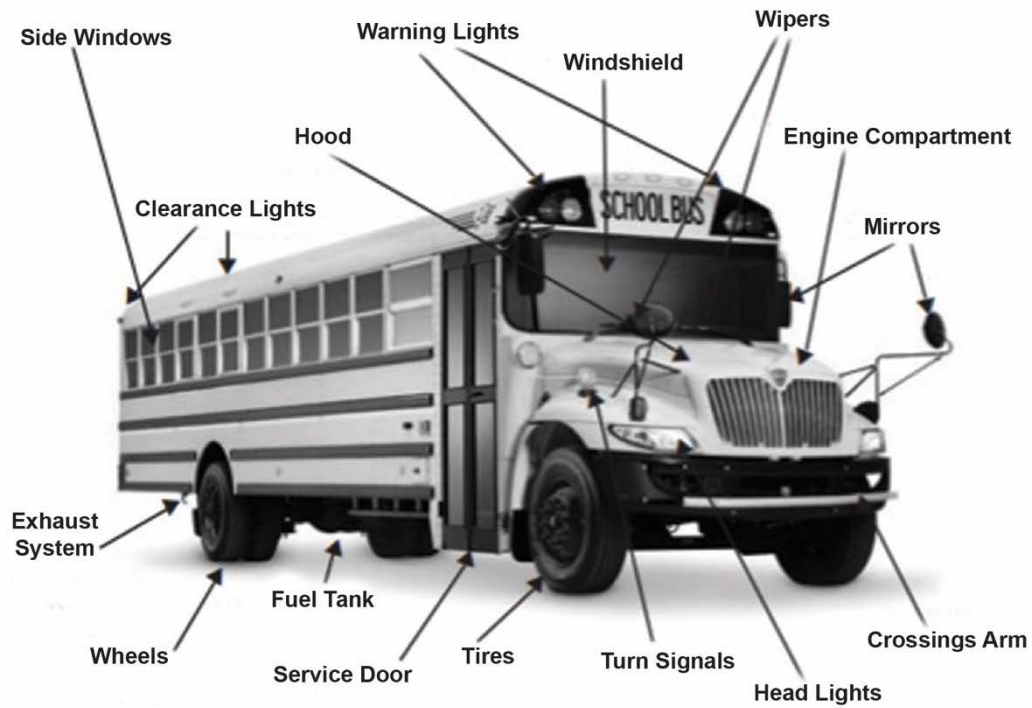
Notes concerning:

DMV School Bus Inspection:

- 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 inspection stickers are valid from September 1st thru February 28/29th (black) and March 1st thru August 31st (gold).
- If the bus **does not** have a valid inspection sticker the bus **legally cannot be used** to transport students until it receives a valid inspection sticker.

Section One: The School Bus Driver

Figure 1: 5 Minute Walk-Around Inspection



Section One: The School Bus Driver

BUS DRIVER'S VEHICLE INSPECTIONS REPORT: Pre-trip/Post-trip

COMPANY: _____ BUS NO.: _____
ODOMETER READING _____
START MILEAGE: _____ DATE: _____
END MILEAGE: _____ TIME: _____
TOTAL MILEAGE: _____ LOCATION: _____

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

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

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: _____

DRIVER REVIEWING REPAIRS: SIGNATURE: _____ DATE: _____

III. General 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, repeat offenders shall be reported to the Transportation Supervisor. 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 into the care of a school employee on school grounds. The principal or designated school official shall be notified of such conduct or 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 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.
- 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.
- It is recommended that a seating chart of students be created, maintained, and kept on the bus for emergency use by district administration and/or police in the case of emergencies.
- 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 and the parking brake set.
- 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 page 96.)
- 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 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. The items must be held in lap, fit under seat or fit between legs.
- 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 a manual override switch for use inclement weather which reduces visibility, such as fog, rain, snow, and sleet/freezing rain. However, the strobe **light is not to be manually activated** during normal driving conditions which includes dawn, daylight, dusk, and night.

Loading and Unloading Pupils:

- 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 or schools may adopt a more restrictive policy.
- 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.
- 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 3, page 20 for proper stopping procedures*)

Steps to properly stop to load and unload pupils:

1. Check Mirrors.
2. Activate overhead amber (yellow) flashing lights approximately 10 seconds before stopping.
3. Activate right turn signal.
4. Pull as far right off the paved or main traveled portion of the roadway as the condition of the shoulder permits. (Bus is not allowed to be stopped in travel lane if a shoulder exists).
5. The bus must be parallel to the main traveled portion of the highway.
6. Once the bus is completely stopped, place the bus in neutral, set the parking brake, keeping foot on service brake and open the service door at which time the overhead red flashing lights, crossing control arm and stop arm will deploy.
7. Load or Unloading pupils (See section on page 18.)
8. Check mirrors to ensure no students are in the Danger Zone.
9. Close entrance door which will cancel overhead red flashing lights and stop sign.
10. Allow traffic to resume flow before re-entering the roadway.
 - Title 21 - Chapter 41, Section 4125 states: "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."
 - Check mirrors, signal left and enter the flow of traffic when clear.

Section One: The School Bus Driver

Steps to load and unload pupils:

After completing the Steps to Properly Stop to Load and Unload Pupils the following should be considered to safely load or unload pupils:

Loading:

1. Check to ensure the red lights and stop sign have been properly activated.
2. Check mirrors and ensure all traffic has come to a complete stop.
3. Signal pupils on the door side with a verbal command to instruct them that it is now safe to board the bus.
4. If pupils are required to cross, ensure once again that all traffic is stopped and then use the External P.A. system to verbally instruct students to cross the road.
 - The driver shall keep their external P.A. system microphone in their hand until all pupils have entered the bus.
5. Check all mirrors to ensure pupils have loaded the bus and are not in the Danger Zone as well as seated before closing the service door and deactivating the overhead red flashing lights and stop sign.
 - The bus shall not depart with pupils standing.

Unloading:

1. Check to ensure the red lights and stop sign have been properly activated.
2. Check mirrors and ensure all traffic has come to a complete stop.
3. Pupils are not to stand-up until the bus is completely stopped and the door has opened.
4. Pupils who must cross the road must exit the bus and stand in front of the crossing gate where they can be clearly seen by the driver and wait for verbal instructions from the driver. Pupils who remain on the door side must exit the bus and walk directly away from the bus Danger Zone.
5. Check to ensure all traffic has stopped and all pupils are unloaded before crossing students.
6. Using your external P.A. system verbally instruct pupils to cross to the mirror. Pupils are only to cross as far as the driver's cross view mirror.
 - The driver shall keep their external P.A. system microphone in their hand until all pupils have cleared the roadway.
7. Checking once again that all traffic has remained stopped, the driver will provide one last verbal command on the external P.A. system for pupils to continue across the road.
8. It is strongly recommended that all drivers have a system in place to ensure all pupils have safely exited the area outside the bus. One method is counting pupils as they unload and counting pupils once they have departed to ensure everyone has safely exited the Danger Zone.

9. Drivers must check their stepwell to ensure all pupils and their belongings have cleared before closing the entrance door.
10. Check mirrors for traffic and ensure that all pupils are out of the Danger Zone.

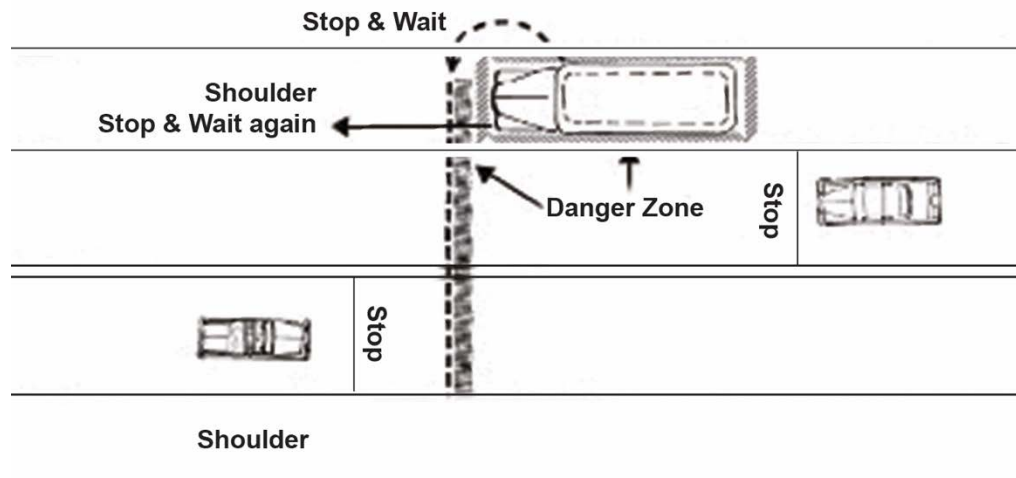


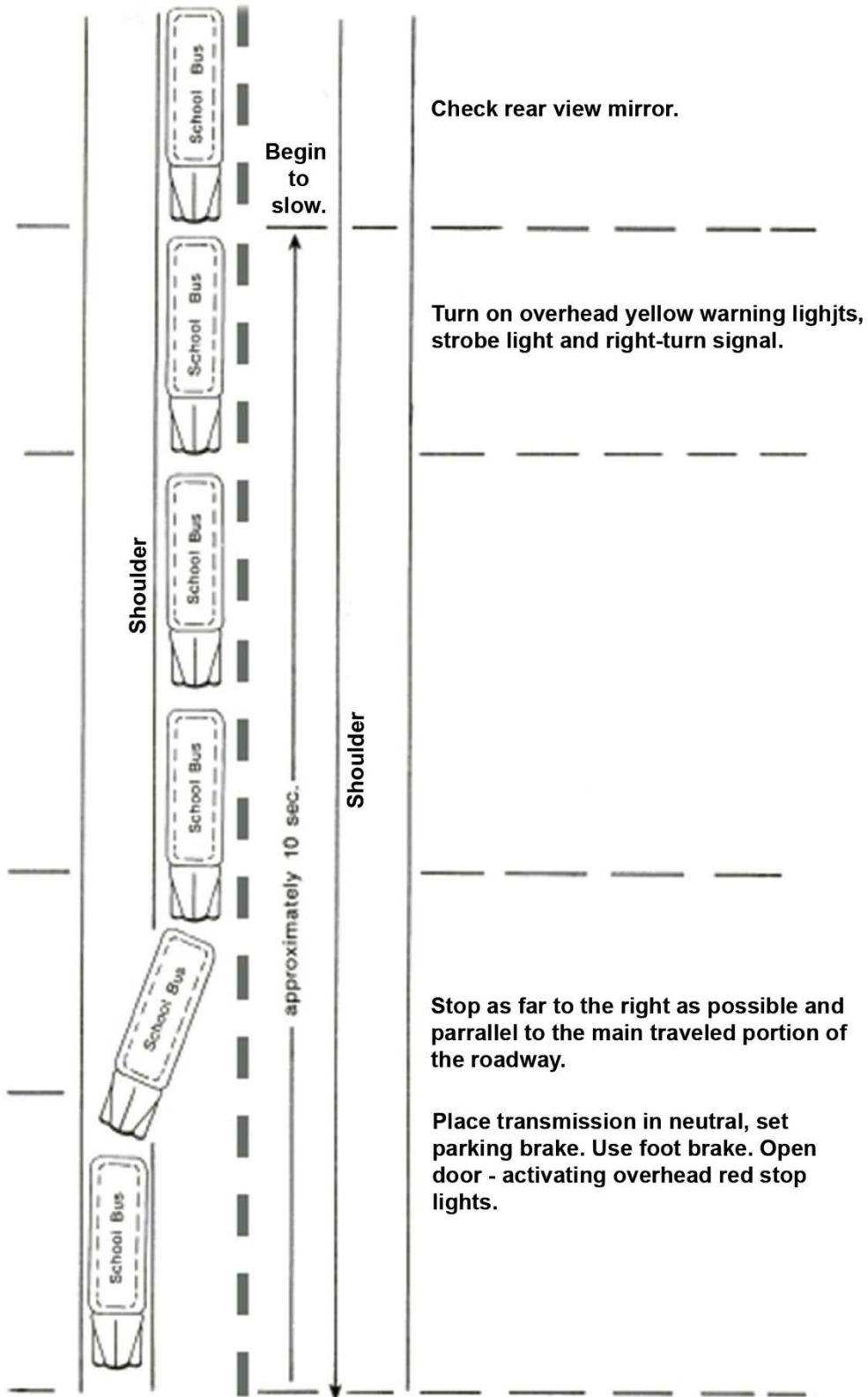
Figure 2: Student Crossing Procedure

Rules regarding stop locations:

- Buses shall not stop near the crest of hills, on curves, or on upgrades or downgrades of a severe inclination.
- Bus stops shall not be within 100 feet of an intersection, railroad crossing, a similar hazard or within an intersection.
- Bus stop in a curve should be visible from both directions. If the bus cannot be seen 500 feet (up to 35mph) or 1,000 feet (over 35 mph), relocate the stop if possible or request a School Bus Stop Ahead sign.
- Bus stops shall not require pupils to crossroads that are two (2) lanes with a center-turn lane or roads with four (4) or more lanes.

Section One: The School Bus Driver

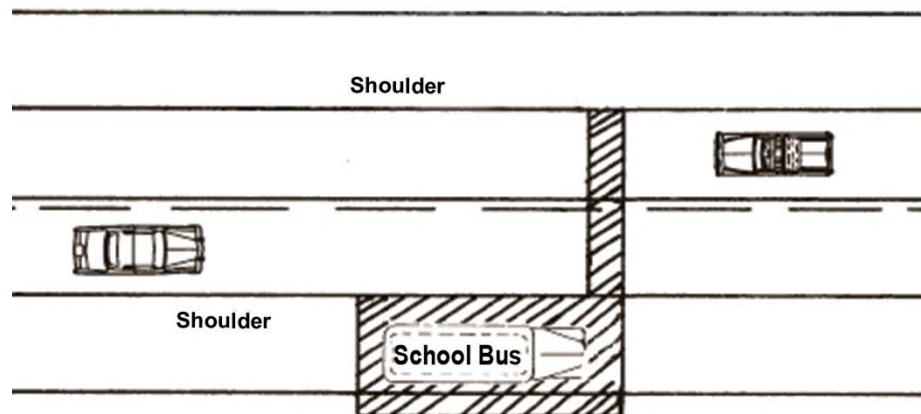
Figure 3: Properly Making a School Bus Stop



The school bus danger zone:

- The area of loading and unloading at the front of the school bus, the full width of the road as well as the area along the sides and to the rear of the bus is referred to as the Danger Zone. More than half of the school children killed each year in school bus related accidents are killed in this zone. Ref. 2018-2019 National School Bus Loading & Unloading Survey.

Figure 4: The Danger Zone



- **All School Bus Drivers must be familiar with the factors involved in managing the Danger Zones:**
 1. **Motor Vehicle Factor:**
 - 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 pupils. Thus, the motor vehicle is the most dangerous factor and one over which you have the least control.
 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.

Section One: The School Bus Driver

- The school bus driver should count all departing pupils and must not depend on the cross-view mirror 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.**

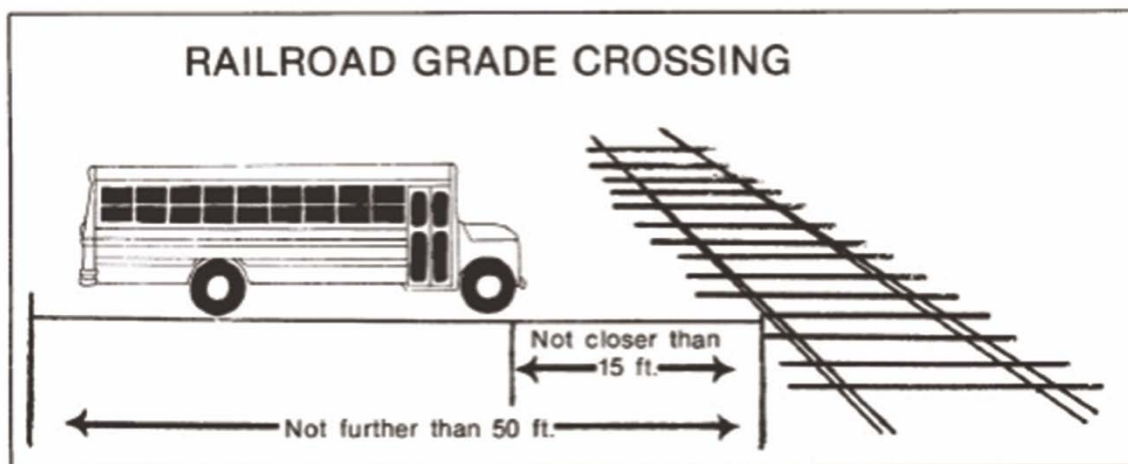
3. The Pupils:

- Control of pupils by the school bus driver, both on and off the bus, is critical for their safety. DOE Regulation 1150 has requirements for Conduct of Pupils (Section 6.0) 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 pupils have to cross the roadway to unload, pupils must wait in front of the crossing gate until the driver verbally directs the pupils to only cross as far as the driver's cross-view mirror and wait for another verbal direction to continue across the roadway. The driver must wait until all pupils have unloaded and then provide the verbal direction to cross as a group.
- 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.

Railroad Crossing:

- School buses will at all times, **with or without passengers**, stop at all railroad crossings and follow these procedures:

Figure 5: 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 your intentions are known.
- Scan your surroundings and check for traffic behind you. 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, where you have the best view of the tracks.
- Place the transmission in Neutral; set the parking brake while maintaining the use of 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 and close the entrance door 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 you have completely cleared them.
- Make sure that you have regained some speed prior to canceling your hazard warning lights.
- If the gate comes down after you have started across, drive through it even if it means you will break the gate.
- Once you have completely crossed the track remember to reactivate master switch and noise suppression switch, so all safety equipment is active at your next bus stop.

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.

Section One: The School Bus Driver

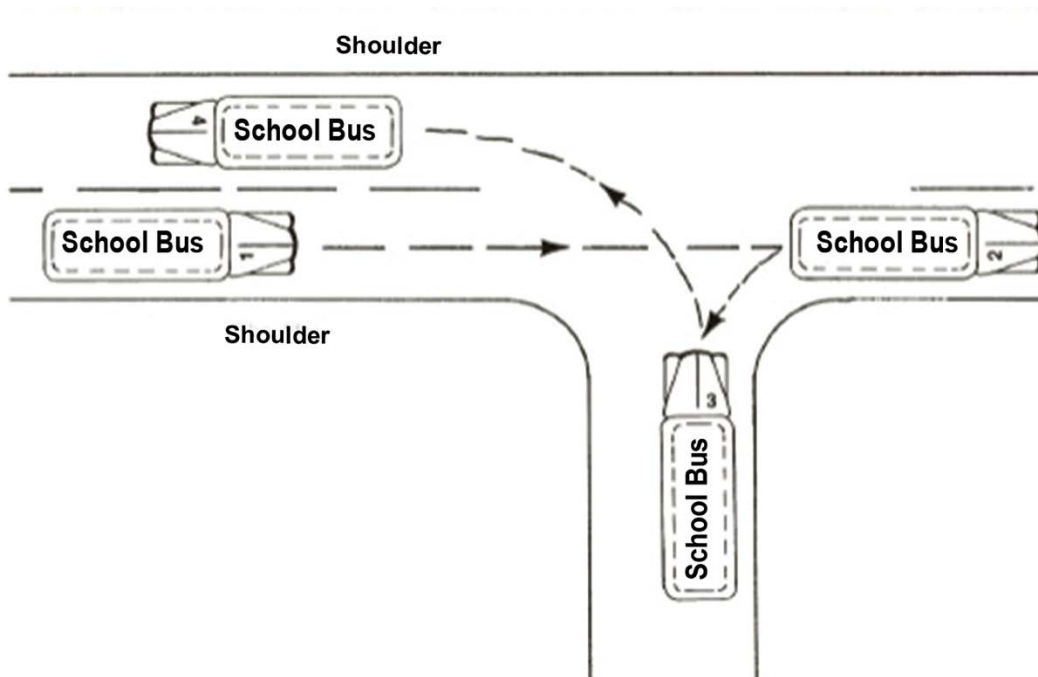
Completing a Turnaround:

- On the bus route, every effort should be made to load pupils before a turnaround is made and unload them after the turnaround is made.

Example:

- Loading: Pick up pupils then back in to turn around.
 - Unloading: Back in and then unload pupils.
- 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.
 - If a turnaround is unavoidable, always use the procedures shown in **Figure 6:**

Figure 6: Approved Method of Turning a Bus Around



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 or side swiping 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 be familiar with how failing to recognize any of these elements could lead to a collision.

II. The School Bus

- **Characteristics:**

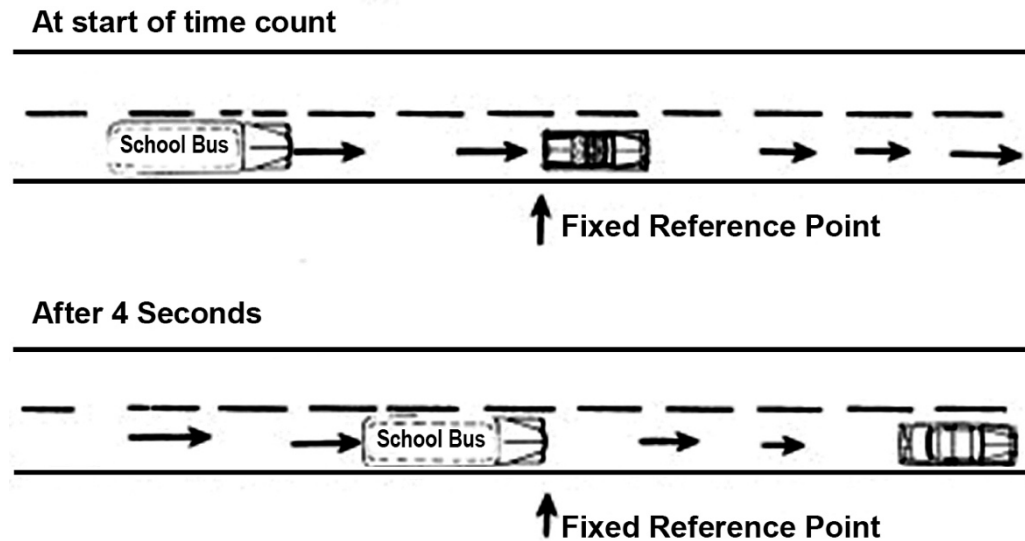
- The standard 72 passenger school bus is approximately 11 feet high, 37 feet 6 inches to 40 feet, and 8 feet wide. The weight is approximately 12,000 pounds (6 tons) when empty and between 17,000 to 22,000 pounds (8 to 11 tons) when loaded.

- **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 13) The driver 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 minimum safety is constant at all speeds in normal driving conditions. In the case of adverse driving conditions, a driver should use the 4 second plus 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 the 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 their speed and try again. (**Figure 7**)

Section Two: Defensive Driving for School Bus Drivers

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:**

- **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.

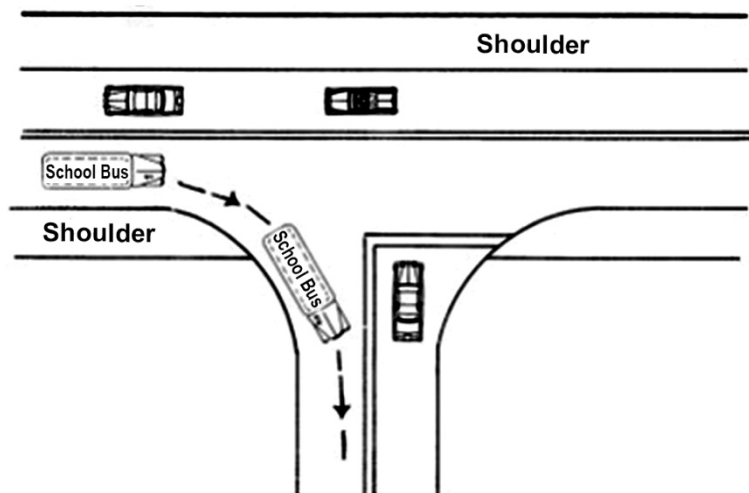
Section Two: Defensive Driving for School Bus Drivers

Figure 8: Tail Swing



- **Right turns:** Right turns are difficult due to the driver being away from the turn. Extra caution should be given for clearance to the right side and rear wheels of the bus. (**Figure 9**)

Figure 9: Making a Right Turn

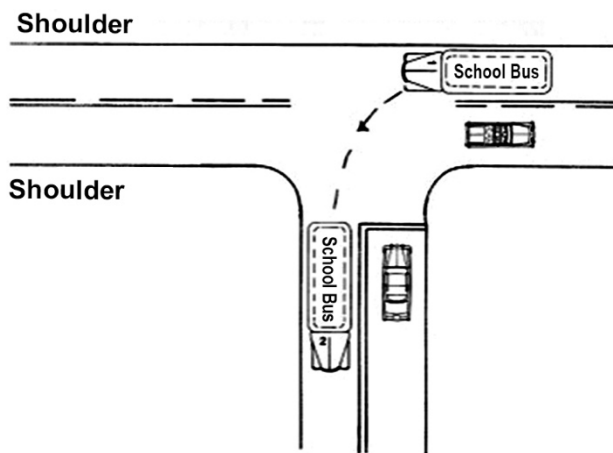


- **Turning into a narrow lane:** If the bus must make a wide turn in order to enter the proper lane, the driver must always yield the right-of-way as the law requires and also check the space between the side of the bus and the right edge of the roadway for vehicles (cars, motorcycles and bicycles) entering this space.

Section Two: Defensive Driving for School Bus Drivers

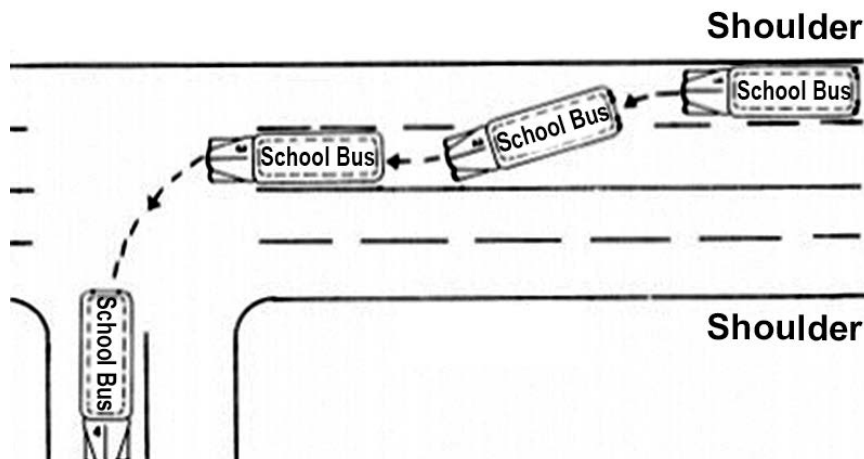
- **Turning from the lane at the right edge of the roadway:** Drivers should begin the turn at the proper turning point to allow the rear wheels to remain on the road surface and clear any obstructions alongside the bus. The driver must yield to vehicles and pedestrians already on the roadway being entered.
- **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 10).**
- **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.

Figure 10: Making a Left Turn



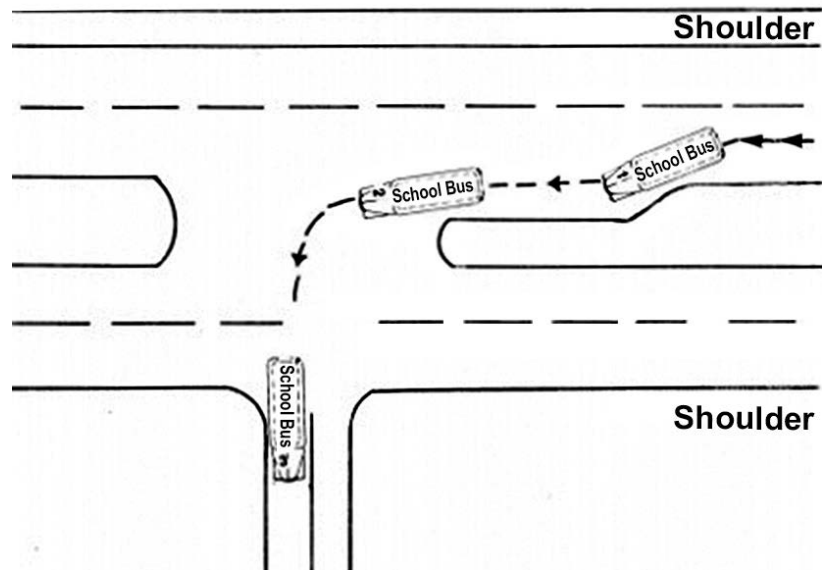
- **Turning lanes:** When positioned in a designated turning lane, buses must turn as required by law. When there are more than one left turn lane, the lane closest to the straight through lane of travel allows for the greatest amount of space for turning and provides the school bus driver a better view of other vehicles turning with the bus. **(See Figures, 10A & 10B).**

Figure 10a: Making a Left Turn



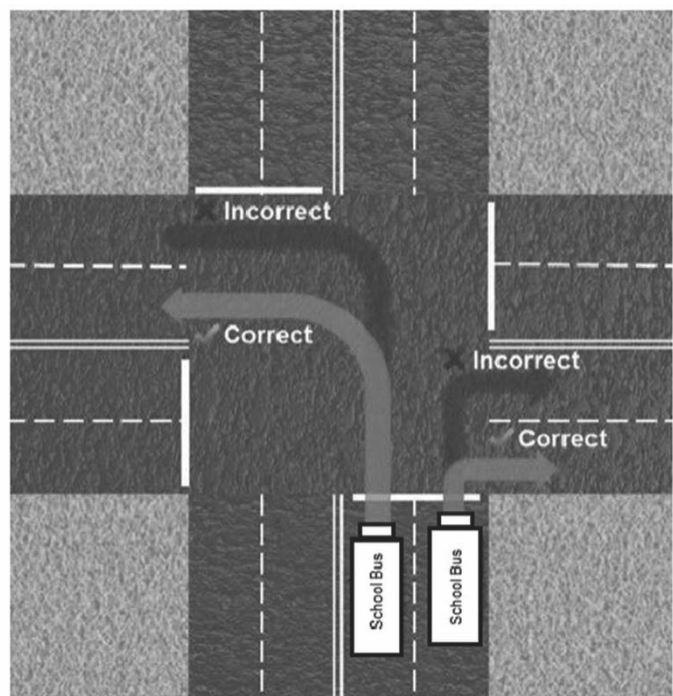
Section Two: Defensive Driving for School Bus Drivers

Figure 10b: Making a Left Turn



- **Proper Turning for Multiple Lanes:** Always remember that the Delaware Driver Manual for Class “D” License 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.”

Figure 11: Proper Turning for Multiple Lanes



III. The 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. Drivers should always use extreme caution whenever brakes are not operating properly.
 - **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 pupils 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.

Section Two: Defensive Driving for School Bus Drivers

- **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.
 - A driver 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.

Section Two: Defensive Driving for School Bus Drivers

● Drivers Need to See the Big Picture:

- 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 you might be dealing with. You need to know that they see you!
- Drivers should always communicate their intentions. By doing so, this gives the motoring public and pedestrians' head lights and horn.
- The school bus driver's ability to physically control the bus throughout its route by accurate and safe positioning in traffic and maneuvering away from all real and potential hazards. The driver, by making smooth adjustments to speed through proper use of accelerator and brake is essential for the safety of driver and the pupils.
- **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 or by mean 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 operations.

● 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 an immediate urge to whip the bus 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 loose 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.

Section Two: Defensive Driving for School Bus Drivers

- 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 inspection (page 13, Section One) helps 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 you have 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 snowbanks 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 in route to and from school. Therefore, the school bus driver must know the procedures and policies to be followed when an emergency arises.

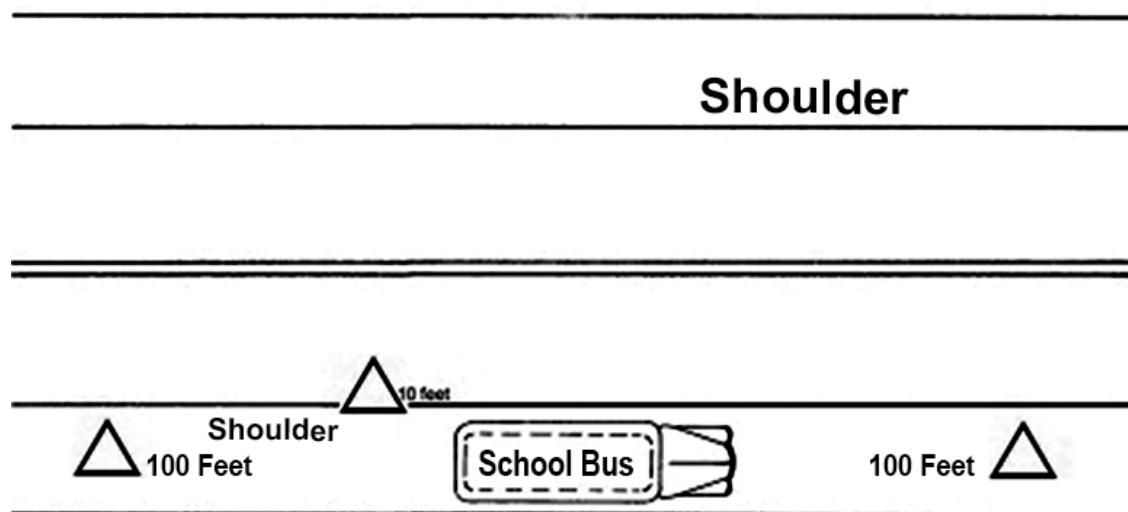
I. Emergency Equipment

- A. 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).
- B. Every school bus shall carry a **mounted and removable** first-aid kit and body fluids kit. They must be mounted in an accessible place within the driver's compartment.
- C. All 2007 model year and newer school buses are equipped with a driver's seatbelt cutter. The seatbelt cutter should be located within easy reach of driver from the driver's seat, regardless of the position of the bus, (i.e., 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.

- D. 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 12: Proper Triangle Placement



Section Three: School Bus Emergencies

II. School Bus Drivers' Responsibilities in an Emergency

(Be advised of Local School District's 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 12.
- 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
 - What assistance they need if possible
 - 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 School District's 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
- **Information to Obtain regarding other vehicle(s) involved from Law Official or Other Motorist:**
 - Driver's license information
 - Vehicle registration information
 - Insurance information
- **Medical Emergencies:** Also refer to Section Five, page 45 for basic First Aid Information.

Section Three: School Bus Emergencies

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:**

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.

- **Possible Areas of School Bus Fires:**
 - Driver area – electrical wiring under dash and in switch panel.
 - 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 or microphone out of the driver's window or take the two-way communication device with you.
 - Notify 911, this should be done according to local school district transportation policy.
 - 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.

Section Three: School Bus Emergencies

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, prior to each emergency evacuation drill, and prior to departure for athletic or activity routes.
- 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, while the pupils in the back exit out the rear emergency door.
- 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.
- If the driver is 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. Drivers should bend at the knees and not at the waist. Bending at the waist can easily lead to drivers hurting their backs!

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 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 with them, 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.
- Have the pupils leave the bus row-by-row, seat-by-seat. If the reason for the 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 with them, 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 the designated pupil helpers.
- Have pupils leave the bus row-by-row, seat-by-seat.
- After pupils have evacuated the bus, the driver will check the inside of 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 with them, as well as the first aid kit.

Emergency Exit Windows and Roof Hatches:

- When the emergency exit windows are used the pupils should slide out the window backwards, feet first and remain holding onto the bottom of the window until they are all the way out.
- If a partial roll over occurs pupils should exit out the upside windows. Once they are out the windows they should sit down and slide down to the edge of the bus, then slide off to the ground. Students should never exit out the downside windows for fear the bus could suddenly fall fully on the downside.
- If a situation arises where the bus comes 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.

Section Three: School Bus Emergencies

- When the roof hatches are used the pupils should sit down, 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 is found in the Section 4, page 41. Drivers and Aides need to familiarize themselves with this information.

Evacuation Procedures for Pupils with Special Requirements:

Trainable, hearing impaired, and visually impaired pupils present special challenges due to the increased supervision necessary during evacuation. The administration at these schools who provide services to these pupils shall develop a plan to be used for the pupils in the event an emergency should arise. The bus driver and attendant should be involved in developing the plan.

Orthopedic Challenges:

When pupils with orthopedic challenges are transported in a standard bus, suggested procedures to follow are:

- Pupils who can independently assist themselves should use the most accessible emergency exit available.
- Pupils who are independent should be instructed to provide assistance to those pupils who require additional help to successfully reach an emergency exit. That assistance can include disengaging seat belts, stabilization assistance, etc.
- The driver and aide should open all emergency exits capable of being opened, as well as carrying or lifting out the non-ambulatory pupils as fast as possible.

School Buses with a Lift:

- Pupils who can independently assist themselves should use the most accessible emergency exit available.
- Pupils who are independent should be instructed to provide assistance to those pupils who require additional help to successfully reach an emergency exit. That assistance can include disengaging seat belts, stabilization assistance, etc.
- The driver and aide should open all emergency exits capable of being opened, as well as carrying or lifting out the non-ambulatory pupils as fast as possible.
- Pupils in wheelchairs should be removed from their wheelchairs and evacuated from the bus.

SECTION FOUR – Emergency Evacuation Drills:

I. Considerations to be Given to Evacuation Drills:

- 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.
- All drills must be held on school property and carried out under the supervision of school personnel designated by the school superintendent.
- Every pupil should be exposed to three types of evacuation plans:
 - Exit out the back “**EMERGENCY**” door. (example – front end collision, fire in engine compartment)
 - Exit out the front using the “**ENTRANCE**” door.
 - 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)
 - 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.
 - 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.
 - 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 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.

II. Preparing for Emergency Evacuation Drills

Upon notification of the date and type of drill to be conducted drivers will on several occasions, both AM & PM runs, 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 addition, instruction shall include the location and how to operate the entrance door control, as well as, the location and use of the emergency release switch/lever/button to manually operate an air door or electric door in an emergency situation. In cases where the driver may be injured or incapacitated, the helpers should have specific instruction as to the procedure to follow in the control of the pupils and in seeking help.

Section Four: Emergency Evacuation Drills

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.

III. Summary of Bus Drivers Duties in Emergency Evacuation Duties

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

IV. Pupil Safety Practices to Be Developed and Followed

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

V. 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.
- 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.

- 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.

VI. Bus Evacuation Drill Requirements

- Evacuation instruction to all school bus riders and conduct two evacuation drills for them, one prior to October 31st and another before May 31st each year.

SECTION FIVE – Basic First Aid

If a medical emergency occurs on the bus, the driver/aide 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 pupils warm, make them comfortable, and reassure them in any way possible.
- Do not move injured pupils 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 pupils lying down to prevent fainting and further injury.
- Obtain medical assistance as soon as possible.
- Avoid allowing the pupils to see their own injury.

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

Respiratory Problems - Stoppage of Breathing:

Choking:

- **Note: If dealing with a young student, either get down on your knees or stand the student up on a seat.**
- If the pupil can cough, speak, or breathe — do not interfere! If the pupil cannot cough, speak, or breathe and is still conscious, deliver four abdominal thrusts by wrapping the driver's/aide's arms around the pupil'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 pupil's abdomen with a quick and forceful upper push. Repeat steps until effective.

Bleeding:

- For the driver's/aide's safety always use the protective gloves located in the Body Fluids Kit.

Nose Bleeds:

- Have the student lean forward, with gauze pad(s) press firmly on the side of the nose that is bleeding or pinch both nostrils to induce clotting.

Section Five: Basic First Aid

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.
- Information from friends of pupil on the bus.
- Get medical help immediately.

Seizures:

- **If pupil has a seizure plan you must follow the plan provided.**
- **Procedure for attending to pupils with seizures (verify with local school district for individual policies regarding attending to pupils with seizures).**
 - Remain calm. Do not try to revive the pupil. There is nothing the driver/aide can do to shorten the seizure.
 - Ease the pupil to the floor or to the seat and loosen restrictive clothing.
 - Place pupil on side to allow saliva to drain.
 - Observe breathing.
 - Prevent pupil from striking their head or injuring themselves, but do not attempt to restrict or restrain motion.
 - Placing jackets or other material around seat legs can help prevent further injury to the pupil. (Do not use book bags)
 - DO NOT insert anything between teeth.
 - DO NOT attempt to force jaws open.
 - Allow pupil to sleep following attack.
 - Enroute to school - Notify school nurse.
 - Enroute from school - Notify parent.

SECTION SIX – 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 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 will always read and understand 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. Experienced drivers 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

Section Six: Child Behavior and Pupil Management

job when they report those pupils who will not obey despite your verbal warnings. This does not mean the driver's responsibility to handle minor misconduct is lessened. Drivers should become familiar with pupil rights and the due process procedure and policies of the local 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 interests 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 discipline 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 from the bus driver.
- 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 always seen by the driver.
- 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 receiving the audible instructions to begin crossing by the driver, walk to the left edge of the school bus, look for traffic again in all directions, and wait for the audible instructions to continue across by the driver.

- 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 any form of tobacco products including vaping, use profanity.
- Do not 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".

Section Six: Child Behavior and Pupil Management

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/aide manage misconduct by relating to the pupils:

- If an individual pupil is guilty of breaking the rules of bus conduct, the driver/aide 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/aide 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/aides should try to avoid a showdown with a pupil in front of other pupils. It is much better for the driver/aide to talk individually with the pupil. If this is not effective, then the driver/aide 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/aide. The respect of the pupils must be earned. Drivers/aides 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/aide 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/aide. It is easy to be lenient with normally well-behaved pupils and harsh toward those who have been giving trouble, but the driver/aide must remain fair and consistent.
- Drivers/aides should never lose their temper. In the event of an argument or misunderstanding, the driver/aides 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/aides 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/aides 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/aides. If the driver/aide believes the action was not in the best interest of harmony in bus behavior, the driver/aide should ask to meet with the designated school official to discuss the matter.
- Driver's/aide's 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/aide. If you treat everyone with the same consideration and are consistent in how you operate your bus, you 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 your bus clean and neat to convey a professional image.
- The regulations about eating, drinking, smoking, and using tobacco products including vaping apply to drivers and aides as well as the riders.
- Driving a school bus is more than just a job, success will be hard to come by! If drivers/aides don't enjoy being around young people, pupils will recognize this, and drivers/aides will not be successful bus driver/aide!

VII. When a Bus Behavior Problem Happens

In maintaining order on a school bus, the bus driver/aide 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/aide takes this action makes the pupils realize the situation is one that is out of the ordinary.
- A professional school bus driver/aide should always be aware and working to defuse any inappropriate behavior between pupils. If it is necessary to stop the bus, the driver/aide 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/aide should try to defuse the situation and continue, 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 to your location.
- When inappropriate behavior must be reported the driver/aide should always:
 - Adhere to all local district policies for reporting inappropriate behavior.
 - 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/aide will be how and when you apply the principles necessary to be effective. Drivers/aides are the active ingredient in the success formula. Driver/aide attitudes and behaviors will make a difference. Take a few moments to ask:

- Do I like kids?
- 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 kids, 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 SEVEN – 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 Five – First Aid

Section Six – 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 locations that process such criminal background checks and present themselves as a public-school employee.
- The aide shall sign a Release for criminal background check Information form approved by SBI and request that SBI send the original version of the criminal background check to the District where employment or contracted services is being sought for eligibility determination. Eligibility determination is the responsibility of the Districts' Human Resource Office. Upon completion, the aide will obtain a receipt from SBI to return to the District where employment or contracted services is being sought.
- 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 Annual Delaware School Bus Aide Physical.
- Complete the school bus aide classroom training and other district required training programs satisfactorily before beginning their duties.
- Aides shall complete an annual district provided in-service program of at least 4 hours during each fiscal year.

Section Seven: School Bus Aides

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.
- Good faith suspicions or knowledge of child abuse or neglect must be reported to the Division of Family Services (DFS) Report Line. A report must be made immediately by the School Bus Driver with the direct knowledge, or a joint report may be made immediately by the School Bus Driver and the school principal or designee. DFS Child Abuse and Neglect Reporting Hotline 800-292-9582.

SECTION EIGHT – Guide for School Bus Driver/Aides of Pupils with Special Service Needs

Be advised of Local School District’s Policies

I. School Bus Drivers’/Aides’ Attitudes

The success of programs for pupils with special service needs 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. 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 pupils with special service needs 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 pupils special service needs and their challenges. Drivers/aides should treat pupils with special service needs 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 pupils with special service needs, a pupil’s social adjustment will be of less importance than getting to school on time and the safety of the bus driver, aide, and the other pupils.

II. School Bus Drivers’/Aide’s 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 wheelchair lift, wheelchair securement systems, passenger restraint systems, or any other specialized equipment necessary to safely transport pupils with special service needs.

- **Aide**

In addition to the aide qualifications in Section Seven, aides should be trained at the local level in the operation of the wheelchair lift, wheelchair securement systems, passenger restraint systems, or any other specialized equipment necessary to safely transport pupils with special service needs.

Section Eight: Guide for School Bus Driver/Aides of Pupils with Special Service Needs

● **Information**

Pupils with special service needs 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 pupils who ride the bus.
- Be familiar with the medical and physical aspects of the disabilities of each pupil.
- Through communication with transportation office, school personnel and parents, know when a pupil is on medication and what the effects 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 additional 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 pupils with special service needs may become aware of certain information of confidential nature concerning the pupil or their disabilities. Under the Federal HIPA laws, this again is confidential information which 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 since the pupil cannot be left unattended.
- Pursuant to the pupil's IEP/504, sometimes a pupil may need an aide's assistance to board the bus.
- Eye-to-eye contact with some pupils is a must.
- Buses used for transporting pupils with special service needs may be equipped with seatbelts, child safety seats, and safety vests which should be used pursuant to a pupil's IEP.
- Awareness is always needed 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 your responsibility to get to know these challenges and know how to handle them.

Section Eight: Guide for School Bus Driver/Aides of Pupils with Special Service Needs

- 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 home.
- 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 guide the handicapped pupil onto the bus. (The pupil should be brought to the bus by parent or another 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:

- 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 the impaired mental or physical capacity, 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.

Section Eight: Guide for School Bus Driver/Aides of Pupils with Special Service Needs

- Report to the parent any observations which may be appropriate, whether medical or behavioral observations.
- Have an alternative 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 Pupils with Special Service Needs

- Occasionally a particular pupil's needs require more than you can provide 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 always have the aide sitting 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 of 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.

V. Wheelchair Securement, Child Safety Restraint Systems and Seat Belts

Bus drivers/aides who transport pupils with special service needs will be required to be trained on wheelchair securements, child safety restraint systems and use of seat belts. All bus drivers/aides must receive training from their employers on this equipment prior to transporting pupils who require these devices. Proper securement is required for all three securements to ensure safety of our pupils transported.

Pupils should only be transported by wheelchair, child safety restraint systems and seat belts after receiving direction from School Administration, Transportation Administration, or the IEP team. Drivers/aides cannot use safety securements for pupils they have not received authorization from Administration or IEP team.

Wheelchair

Some pupils require using a wheelchair to access their education. The IEP team should determine if the pupil is to be transported in the wheelchair or transferred to a seat. If a pupil transfer to a seat the wheelchair must be secured appropriately inside the bus.

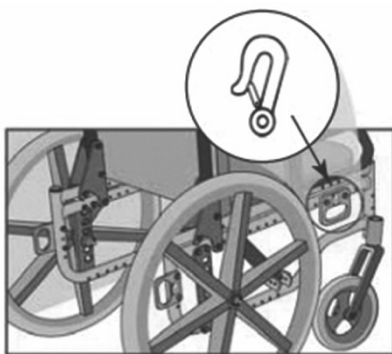
- Loading Wheelchair
 - One person should remain inside the bus and the other should stay outside the bus to assist the student and operate the lift.
 - Secure the lift door.

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- Lower the lift.
- Unfasten safety belt on lift (if equipped).
- Load the pupil by backing the chair onto the lift.
- Set the wheel locks on the wheelchair.
- Fasten the safety belt on lift (if equipped).
- Check for clearance.
- Raise the lift; have the person on the ground hold onto the chair while the lift is being raised.
- Unlock the wheel locks on the wheelchair.
- The person inside the bus will pull the wheelchair off the lift into the bus.
- Stow the lift.
- Secure the lift door.
- Unloading
 - One person should remain inside the bus and unsecure the wheelchair and bring to the lift and the other person should stay outside to assist the student and operate the lift.
 - Secure the lift door.
 - Un-stow the lift.
 - The person inside will push the wheelchair onto the lift facing the student forward.
 - Set the wheel locks on the wheelchair.
 - Check for clearance.
 - Ensure the safety belt on the lift is securely latched (if equipped).
 - Lower the lift; have the person on the ground hold onto the chair while the lift is being lowered.
 - Unfasten the safety belt on the lift (if equipped).
 - Unlock the wheel locks and assist the student off the lift.
 - Refasten the safety belt on the lift (if equipped).
 - Check for clearance.
 - Raise and stow the lift.
 - Secure the lift door.
- Loading & Unloading Power Wheelchairs
 - If the pupil has a power Wheelchair the following must be done to ensure safety while loading and unloading a power wheelchair.
 - The power must be switched off at the joystick before operating the lift.
 - The wheel locks are engaged.

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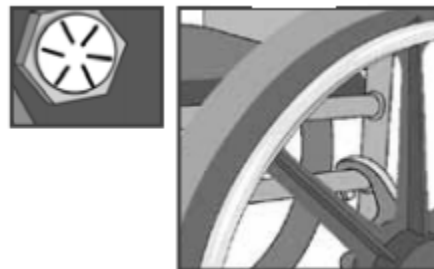
- For some chairs, the gears on the motors must be disengaged so that the adult can manually push the wheelchair onto the lift.
- The gears on the motors should be re-engaged to set the internal locking mechanism while the wheelchair is on the lift.
- The gears need to be disengaged to manually pull the power wheelchair into the bus.
- Power wheelchairs **should not** be driven on or off the bus lift when it is in a raise position.
- Wheelchair Tiedown Occupant Restraint System (WTORS)
 - It is important to use a complete WTORS to secure the wheelchair and provide the wheelchair occupant with a properly designed and tested seatbelt system. WTORS must have been crash tested.
 - To protect the occupant, a seatbelt system with both pelvic and upper torso belts must be used.
- WC19/Transit Wheelchair
 - It is best if you have a wheelchair that has been designed and tested for use as a seat in motor vehicles, often referred to as a WC19 wheelchair or transit wheelchair. These wheelchairs comply with ANSI/RENSA WC19, a voluntary standard developed by safety and rehabilitation experts. Wheelchairs that meet the design and performance requirements of this standard will be labeled to show that they comply with WC 19.
 - Most importantly, a WC19 wheelchair has four crash-tested securement points to which tiedown straps and hooks can easily attach. These points are clearly marked with a hook symbol.



- If a WC19 wheelchair is not available, the next best choice is a wheelchair with an accessible metal frame to which tiedown straps and books can be attached at frame junctions.
- It is best to attach the tiedown straps to welded junctions of the wheelchair frame or to other structural areas where the frame is fastened together with hardened steel bolts indicated by six raised lines or bumps on the bolt head.

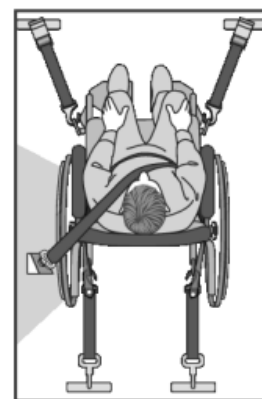
Section Eight: Guide for School Bus Driver/Aides of Pupils with Special Service Needs

- Do not attach tiedowns to adjustable, moving, or removable parts of the wheelchair such as armrests, footrests, and wheels.



- When securing non-WC19 wheelchairs, choose structural securement points as close to the seat surface as possible to provide greater wheelchair stability during travel.
 - It is best if the rear securement points are high enough to result in angles of the rear tiedown straps between 30 and 45 degrees to the horizontal.
 - Mixing wheelchair securement points between the seat and base can result in the tiedown straps becoming slack if the angle of the seat changes during a crash.
- Securing the Wheelchair

- Center the wheelchair between the tracks and set the wheel locks on both sides. Make sure the front and rear straps are the same type do not interchange systems. When securing the wheelchair make sure to use all four straps and if the wheelchair and the occupant exceed 275lbs two additional straps may be used.
- The front tiedown straps should anchor to the floor at points that are spaced wider than the wheelchair to increase lateral stability during travel.
- It is best if the floor anchor points for the rear tiedown straps are located directly behind the rear securement points of the wheelchair.



1. Rear Straps

- Hook the rear straps first in the inner tracks.
- Secure the straps at a 30-to-60-degree angle (45-degree angle is best).
- Secure the upper part of the strap into the lowest point of the wheelchair on a secure part of the frame.
- Secure to a structurally firm location on the frame.
- After securing the straps, release the wheelchair locks and pull the straps tight.
- Reset the wheelchair locks.

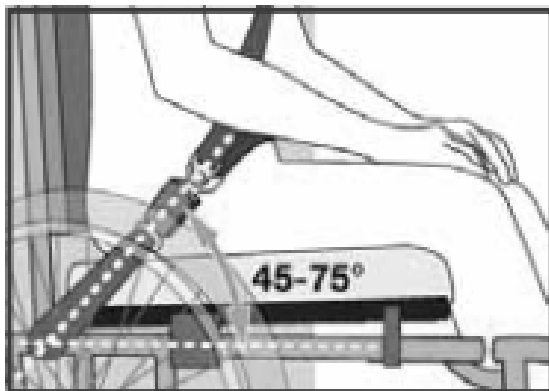
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2. Front Straps

- Hook the front straps in the outer tracks.
- Secure the straps at a 30-to-60-degree angle (45-degree angle is the best.)
- Secure the upper part of the strap into the lowest forward point of the wheelchair on a secure part of the frame.
- Tighten straps.

3. Occupant Securement System

- Hook the lap belt adjustment straps to the back floor tracks. Usually, they will hook behind the rear straps.
- Insert the side lap belt pelvic strap secure it to the lap belt adjustment straps.
- Lap belt should be low and snug across the pelvis.
- Tighten the lap belt at the bottom and tighten the shoulder harness.
- The shoulder harness should be over the shoulder and across the upper chest. **Not Across the Neck!**
- Check the student for comfort.
- A diagonal shoulder belt should cross the middle of the shoulder and center of the chest and should connect to the lap belt near the hip of the rider.
- The lap belt should be low and snug across the pelvis.
- To avoid placing the lap belt over the armrest and to keep the lap belt low on the pelvis, it may be necessary to insert the belt between the armrest and the seatback, or through openings between the backrest and seat.



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4. Other Important Points

- Read and follow all manufacturers' instructions.
- It is best to ride with the wheelchair backrest positioned at an angle of 30 degrees or less to the vertical. If a greater recline angle is needed, the shoulder belt anchor point should be moved rearward along the vehicle sidewall, so the belt maintains contact with the occupant's shoulder and chest.
- Maximize the clear space around the rider to reduce the possibility of contact and vehicle components and other passengers in a crash. Cover vehicle components that are close to the rider with dense padding.
- Check WTORS equipment regularly and replace worn or broken components. Keep anchorage track free of dirt and debris.
- If a WTORS and wheelchair have been involved in a vehicle crash, check with the manufacturers to determine if the equipment needs to be repaired or replaced.
- If possible, remove hard trays and secure them elsewhere in the vehicle to reduce the chance of rider injury from contact with the tray. Consider the use of foam trays instead of rigid trays during transit. If it is not possible to remove a hard tray, place dense padding between the rider and the tray and make sure that the tray is securely attached to the wheelchair so it will not break loose and cause injury to other occupants in a crash.
- A properly positioned headrest can help protect the neck in a rear impact.
- If it is necessary to use a head and neck support during travel, soft neck collars are safer than stiff collars or head straps, which could cause neck injury in a crash. The soft collar should not be attached to the seating system.
- Secure medical and other equipment to prevent it from breaking loose and causing injuries in a crash.

Ride Safe

Information to help you travel more safely
in motor vehicles while seated in your wheelchair



wc-transportation-safety.umtri.umich.edu



When traveling in a motor vehicle, it is generally safest for wheelchair users to transfer to a vehicle seat and use the vehicle seatbelt system or a child safety seat that complies with federal safety standards. The wheelchair should then be stored and secured in the vehicle.

If transferring is not feasible or practical, it is very important to secure the wheelchair to the vehicle facing forward and to use crash-tested seatbelts for the wheelchair-seated rider.

1 START WITH THE RIGHT EQUIPMENT

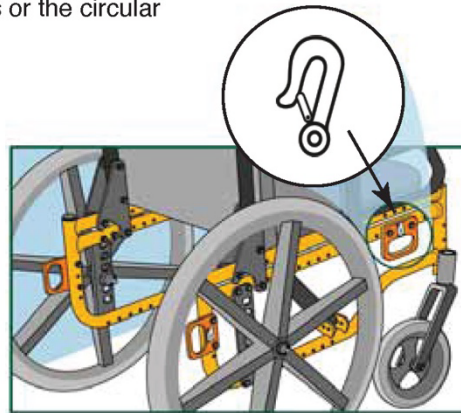
The Wheelchair

▼ It is best if you have a wheelchair that has been designed and tested for use as a seat in motor vehicles, often referred to as a WC19 wheelchair.

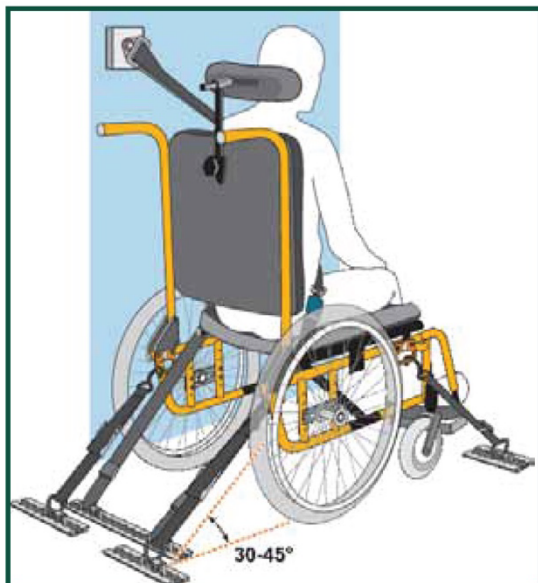
These wheelchairs comply with ANSI/RESNA WC19, a voluntary standard developed by safety and rehabilitation experts. Wheelchairs that meet the requirements of the WC19 standard will be labeled with words or the circular logo shown.

▼ Most importantly, a WC19 wheelchair has four, crash-tested securement points where tiedown straps and hooks can be easily attached. These points are clearly marked with a hook symbol.

▼ If a WC19 wheelchair is not available, the next best choice is a wheelchair with an accessible metal frame where tiedown straps and hooks can be attached at frame junctions.



The Wheelchair Tiedown and Occupant Restraint System (WTORS)



▼ It is important to use a complete WTORS to secure the wheelchair and provide the wheelchair occupant with a properly fitting lap and shoulder belt system.

▼ Always use a WTORS that has been crash tested and labeled as complying with ANSI/RESNA WC18, a voluntary standard developed by safety and rehabilitation experts. The most common type of wheelchair tiedown uses four straps to secure the wheelchair to the vehicle. Although it requires someone other than the wheelchair rider to secure and release the wheelchair, this tiedown can secure a wide range of WC19 and non-WC19 wheelchairs.

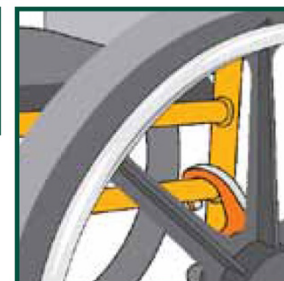
▼ To protect the rider during a crash or sudden braking, a seatbelt system with **both** lap and shoulder belts must be used. This will decrease the likelihood of injury caused by contact with the vehicle interior.

2

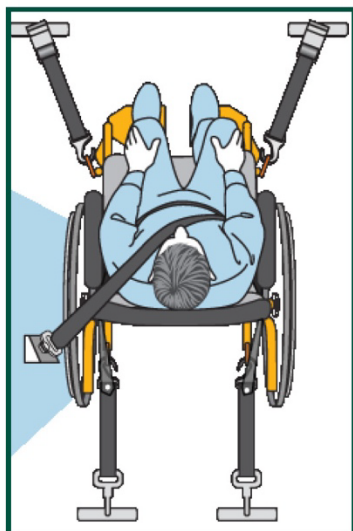
SECURE THE WHEELCHAIR

Four-Point Tiedowns

- ▼ Always position the wheelchair and rider facing forward in the vehicle.
- ▼ When securing a WC19 wheelchair, attach the four tiedown straps or hooks to the securement points provided on the wheelchair. Tighten the straps to remove all slack.
- ▼ If you do not have a WC19 wheelchair, it is best to attach the tiedown hooks or straps to welded junctions of the frame or to other structural areas where the frame is fastened together with hardened steel bolts -- often indicated by six raised lines or bumps on the bolt head.



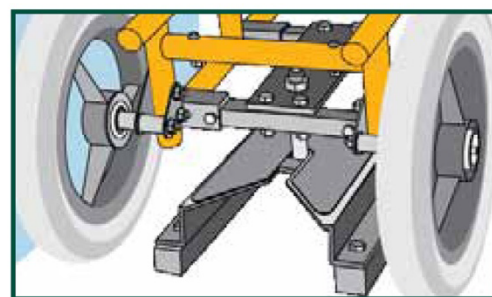
▼ **Do not attach tiedowns to adjustable, moving, or removable parts of the wheelchair such as arm supports, foot supports, and wheels.**



- ▼ When securing non-WC19 wheelchairs, choose structural securement points as close to the seat surface as possible to provide greater wheelchair stability during travel. It is best if the rear securement points are high enough to result in angles of the rear tie-down straps between 30 and 45 degrees to the horizontal.
- ▼ If you have a non-WC19 wheelchair with a tilt seat, make sure to attach both the front and rear straps to either the seat frame or to the base frame. Mixing wheelchair securement points between the seat and base can result in the tie-down straps becoming slack if the angle of the seat changes during a crash.
- ▼ It is best if floor anchor points for rear tie-down straps are located directly behind the rear securement points on the wheelchair. If possible, the front tie-down straps should anchor to the floor at points that are spaced wider than the wheelchair to increase stability during travel.

Other Methods of Wheelchair Securement

▼ In some cases, wheelchairs can also be secured using a docking tiedown device. This method is mostly used in private vehicles since it requires added adaptor hardware on the wheelchair frame that will engage with the docking tiedown device in the vehicle. Docking securement devices allow the wheelchair rider to secure and release the wheelchair without assistance.



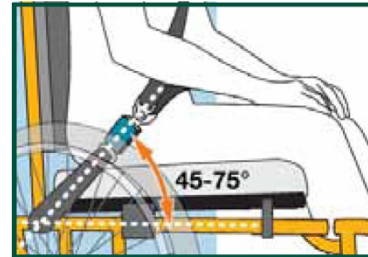
- ▼ If you plan to secure your wheelchair with a docking tiedown device, you should check with the WTORS or wheelchair manufacturer to ensure that your wheelchair model has been successfully crash tested with their system.
- ▼ Clamp-type securement devices are not recommended since they do not provide effective wheelchair securement in frontal crash testing.

3

PROTECT THE WHEELCHAIR RIDER

▼ In addition to securing the wheelchair, **it is very important to provide effective restraint for the wheelchair user with a crash-tested lap and shoulder belt or with a child restraint harness.** Postural support belts attached to the wheelchair are **not** strong enough to withstand crash forces and are usually not positioned correctly to protect the person safely in a crash.

▼ The lap belt should be placed low across the front of the pelvis on the upper thighs, not on the abdomen. When possible, the lap belt should be angled between 45 and 75 degrees to the horizontal when viewed from the side. Some wheelchair features, like armrests, can interfere with good belt fit. To avoid placing the lap belt over the armrest and to keep the lap belt low on the pelvis, it may be necessary to insert the belt between the armrest and the seatback, or through openings between the backrest and seat.



▼ A diagonal shoulder belt should cross the middle of the shoulder and the center of the chest, and should connect to the lap belt near the hip of the wheelchair rider. The upper shoulder-belt anchor point or guide should be anchored above and behind the top of the occupant's shoulder, so that the belt is in good contact with the shoulder and chest while traveling.

▼ Newer WC19 wheelchairs offer the option of a crash-tested lap belt that is anchored to the wheelchair frame. If the wheelchair has an onboard crash-tested lap belt, complete the belt system by attaching the lower end of a shoulder belt to the lap belt. Crash-tested wheelchair-anchored lap belts will be labeled to indicate that they comply with WC19.

Other Important Points

- Read and follow all manufacturers' instructions.
- It is best to ride with the wheelchair backrest positioned at an angle of 30 degrees or less to the vertical. If a greater recline angle is needed, the shoulder belt anchor point should be moved rearward along the vehicle sidewall so the belt maintains contact with the rider's shoulder and chest.
- Maximize the clear space around the rider to reduce the possibility of contact with vehicle components and other passengers in a crash. Cover rigid vehicle components that are close to the rider with dense padding.
- Check wheelchair and WTORS equipment regularly and replace worn components. If involved in a vehicle crash, check with the manufacturer to determine if the equipment needs to be replaced. Keep WTORS anchorage track free of debris.
- If possible, remove hard trays and secure them in the vehicle to reduce the chance of rider injury from contact with the tray. Consider the use of foam trays instead of rigid trays during transit. If it is not possible to remove a hard tray, place dense padding between the rider and the edge of the tray and make sure that the tray is securely attached to the wheelchair so it will not break loose and cause injury to other occupants in a crash.
- A properly positioned headrest may help protect the neck in a rear impact.
- If it is necessary to use a head and neck support during travel, choose a soft, light, neck collar because stiff collars and head straps are more likely to cause neck injury in a crash. The soft collar should not be attached to the seating system.
- Secure medical and other equipment to the wheelchair or vehicle to prevent it from breaking loose and causing injuries in a crash.
- Seating systems can be crash tested to ANSI/RESNA WC20 and then used with a WC19-compliant frame to create a crashworthy wheelchair.

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A. Child Safety Restraint Systems

- A CSRS is a crash-tested device or system that is specially designed to provide infant/child crash protection. General term for systems including child safety seats, safety vest or car beds that meet FMVSS 213.
- IEP's or age/weight of student may call for pupils to ride in a Child Safety Restraint System (CSRS). There are several types of CSRS and it is important for drivers and aides to understand the appropriate use for these systems.
- Selecting the appropriate CSRS is important as they are determined by age, height, and weight.
- Approval and appropriate selection of a CSRS shall be determined by the School District. A driver or aide shall never place a student in a CSRS without receiving instruction from the district to do so.
- Always be advised of local district policies regarding the use and CSRS determination process.

B. Types of CSRS

- Car Seat
 - Rear-facing only CSRS.
 - Rear-facing convertible CSRS.
 - Forward-facing convertible CSRS.
- Integrated Seat (C.E. White Seat)
 - Is a five-point harness system built into the school bus seat.
- Add-On CSRS (Star Seat, BESI Pro-Tech, Etc.)
 - Is a five-point harness system attached to the bus seat through use of cam wrap. Guideline specifics are included in the manufacturer's instructions and must be followed closely.
 - The entire seat directly behind the vest seat must be unoccupied or the occupant must have a restraint system in use. That means the occupant must be in a CSRS or wearing a lap belt or lap-shoulder belt.
- Safety Vest System
 - A five-point harness system attached to the bus seat through use of cam wrap. Must use crotch strap with the vest system.
 - The entire seat directly behind the vest seat must be unoccupied or the occupant must have a restraint system in use. That means the occupant must be in a CSRS or wearing a lap belt or lap-shoulder belt.

C. Proper Securement of Student:

- Car Seat
 - Rear-facing only CSRS
 - Head should be 1 inch below the top of the shell.
 - Recline according to manufacturer's instructions.

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- Use harness straps at or below shoulder level.
 - Refer to manufacturer's instructions for proper handle position during transport.
 - Many rear-facing only restraints come with a detachable base. Some models require using the base at all times.
 - Place the child in the CSRS with back and bottom flat against the seat.
 - Put harness straps over shoulders and buckle at the crotch.
 - Harness straps at or below the shoulders for rear-facing seats.
 - Pull the slack out of the hip straps before pulling the shoulder straps and harness snug.
 - Harness snug (pinch test).
 - NHTSA requires CSRS manufacturers to state in the instructions "A snug strap should NOT allow any slack. It lies in a relatively straight line without sagging. It does not press on child's flesh or push the child's body into an unnatural position."
 - You should NOT be able to pinch excess webbing at the shoulder or hips once the harness is buckled. This is called the pinch test.
 - Harness retainer clip at the armpit level.
 - Crotch strap positioned close to the body.
- **Rear-facing convertible CSRS**
- Place the child in the CSRS with back and bottom flat against the seat.
 - Put harness straps over shoulders and buckle at the crotch.
 - Harness straps at or below the shoulders for rear-facing seats.
 - Pull the slack out of the hip straps before pulling the shoulder straps and harness snug.
 - Harness snug (pinch test).
 - NHTSA requires CSRS manufacturers to state in the instructions, "A snug strap should NOT allow any slack. It lies in a relatively straight line without sagging. It does not press on child's flesh or push the child's body into an unnatural position."
 - You should NOT be able to pinch excess webbing at the shoulder or hips once the harness is buckled. This is called the pinch test.
 - Harness retainer clip at the armpit level.
 - Crotch strap positioned close to the body.
 - Ensure the CSRS is installed at an angle specified in the CSRS instructions.

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- **Forward-facing convertible CSRS**
 - Place the child in the CSRS with back and bottom flat against the seat.
 - Put harness straps over shoulders and buckle at the crotch.
 - Harness straps at or above the shoulders for forward-facing.
 - Pull the slack out of the hip straps before pulling the shoulder straps and harness snug.
 - Harness snug (pinch test).
 - NHTSA requires CSRS manufacturers to state in the instructions, “A snug strap should NOT allow any slack. It lies in a relatively straight line without sagging. It does not press on child’s flesh or push the child’s body into an unnatural position.”
 - You should NOT be able to pinch excess webbing at the shoulder or hips once the harness is buckled. This is called the pinch test.
 - Harness retainer clip at the armpit level.
 - Crotch strap positioned close to the body.

- **Integrated Seat (C.E. White Seat)**
 - Start with harness/strap system adjusted to its full position to allow for less intrusion into child’s personal space.
 - Seat child full in system with their back and bottom against seat back.
 - Position harness shoulder straps on child ensuring the straps are attached to the CSRS as close to the top of the shoulders as possible but not below the child’s shoulders.
 - Holding buckle as far away from the child as possible with the back of the hand positioned towards their body, insert/fasten strap latch plates into buckle.
 - Snug harness, fasten and position harness clip, check with pinch test.

- **Add-On CSRS (Star Seat, BESI Pro-Tech, Etc.)**
 - Start with harness/strap system adjusted to its full position to allow for less intrusion into child’s personal space.
 - Seat child full in system with their back and bottom against seat back.
 - Position harness shoulder straps on child ensuring the straps are attached to the CSRS as close to the top of the shoulders as possible but not below the child’s shoulders.
 - Holding buckle as far away from the child as possible with the back of the hand positioned towards their body, insert/fasten strap latch plates into buckle.
 - Snug harness, fasten and position harness clip, check with pinch test.

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• Safety Vest System

- Recommend that safety vest be put on by people who know the student best. Those who should be trained are School Staff and Families to put the safety vest on before loading to reduce load/unload time.
- The safety vest should be put under bulky outer wear with buckles/mount attachments sites exposed.
- The child's waist measurement determines the appropriate size of the vest. However, there are some weight restrictions associated with each vest size.
- Positioning child's arm through shoulder straps adjusting length to ensure lower horizontal strap is positioned low on pelvis.

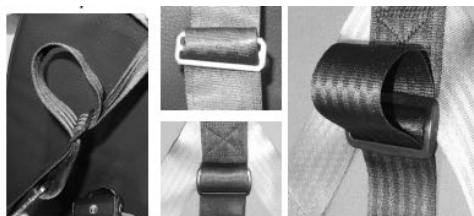


Child Passenger Safety Restraint
Systems on School Buses

- Zipper is always positioned on back of child.
- Zip vest to provide firm fit of upper horizontal chest strap.
- Check fit through “pinch test” of chest strap.
- Holding the ends of crotch straps, bring them through the child's legs and fasten buckles.
- Adjust to fit comfortably but to prevent the child from sliding under the vest.
- Re-thread all adjustable straps to lock in place.

• Important Reminders

- School staff and or families must be appropriately trained to put on/take off the safety vest.
- Following strategies that respect the child's personal space builds trust and rapport between families, students, and transportation/school staff.
- The foam in bus seats coupled with the increased bouncing/movement on the bus will quickly cause unlocked adjustable straps to revert to a loose fit.
- Daily check of fit is the responsibility of transportations staff even when parent/school staff are responsible for putting on and taking off the safety vest.



Locking at fixed length adjustable
shoulder straps on seat mount and
safety vests

Section Eight: Guide for School Bus Driver/Aides of Pupils with Special Service Needs

• Proper Securement of Cam Wrap or Seat Mount Installation

○ **Seat Mount:**

- Wraps around the bus seat back.
- Position attachments hardware at hips and shoulders.

○ **Orienting Mount of Installation:**

- Adjustable straps at shoulders.
- Fixed straps at hips.
- Buckle release button faces the seat back.
- The orientation specifics should be reviewed in manufacturer's literature /guidelines.
- The route path of straps can differ by manufacturer. Consult manufacture instructions.
- The bus seat cushion should not be locked onto the frame until the length of the hip straps is correct.

○ **First: Refine Fit of Hip Straps to Camp Wrap or Seat Mount:**

- Seat child fully upright on bus seat with bottom against seat bight and shoulders and back against seat back.
- Ensure vest is worn low on the child with the bottom edge of the hip strap webbing touching the child's upper thighs.
- Connect hip strap buckle/fastener to vest anchor point/ring being certain that it secures hips firmly against seat back.



- Check fit of hip straps by pulling on the child's knees to ensure hips stay against the seat back.
- To adjust length of fixed hip straps, bus seat must be raised to shift/rotate cam/mount around seat back.
- Once hip straps are properly adjusted with cam/mount tightened to prevent slippage on seat, lock the bus seat bottom cushion onto the frame.
- The hip strap length must be adjusted first before moving to the shoulder straps.
- End fit should show depression of the seat foam to prevent slippage.

Section Eight: Guide for School Bus Driver/Aides of Pupils with Special Service Needs

- The seat cushion must be locked onto the bus seat frame for safety after installation.
- **Second: Adjusting Shoulder Straps of Safety Vest Cam Wrap/Seat Mount:**
 - Adjust shoulder straps so that they keep shoulders snug against seat back with bottom firmly seated on bus seat.
 - Check fit by asking child to bend forward towards target.
 - When correct fit is achieved, lock adjustable belt by re-threading loose ends.
 - Fit of entire cam wrap/seat mount should be checked daily.
- **Emergency Evacuation**
 - **Consideration for Removing the child from the CSRS:**
 - Size of the child.
 - Size of the CSRS.
 - Width of the bus aisle.
 - Ease of removal of the child from the CSRS.
 - Releasing the buckle
 - Cutting the harness
 - Physical capabilities of driver/attendant.
 - Need for containment outside of the bus.
 - Time constraints to evacuate.
 - **Options to Consider for Evacuation:**
 - Releasing the buckle and evacuating the child.
 - Cutting the harness and evacuating the child.
 - Lifting/carrying the child in the CSRS.
 - Dragging the CSRS with the child in it.
 - Dragging multiple CSRS with child in them on an evacuation aide.
- **Car Seat:**
 - In essence of time, the first option is to release the buckle.
 - If the belt cutter is used, make 2 cuts below the retainer clip, and then slide the retainer clip down off the webbing and remove the child.
 - Always cut the webbing away from the child.
- **Integrated Seat (C.E. White Seat)**
 - In essence of time, the first option is to release the buckle.

Section Eight: Guide for School Bus Driver/Aides of Pupils with Special Service Needs

- If the belt cutter is used, make 2 cuts below the retainer clip, and then slide the retainer clip down off the webbing and remove the child.
- Always cut the webbing away from the child.

● Star Seat

- In essence of time, the first option is to release the buckle.
- If the belt cutter is used, make 2 cuts below the retainer clip, and then slide the retainer clip down off the webbing and remove the child.
- Always cut the webbing away from the child.



● Safety Vest System

- Cut below the buckle on an angle along the camp wrap located behind the seat.
- When evacuating a student in a safety vest the vest webbing is never cut. One cut of the portable seat mount webbing below the buckle will allow the child to evacuate the bus wearing the safety vest.
- With a 2-part vest the vest and the attached top strap of the portable seat mount can be used to guide the student from the bus and secure him/her outside the bus.

● Wheelchairs

- Students seated in wheelchairs must be removed from their wheelchair and carried or dragged out of the bus.
- Drivers must be trained to lift/carry these students to ensure safety of the student and themselves.
- Some children can be placed on the floor to allow them to scoot themselves or crawl to an exit door.
- **Cleaning and Maintenance of CSRS**
- Always follow the CSRS manufacturer's instructions.
- Use only mild soap and water and rinse with clean water.

Section Eight: Guide for School Bus Driver/Aides of Pupils with Special Service Needs

- Never machine dry the harness, only air dry.
- Never use any chemicals such as starch, bleach, or spray-on fabric care/wrinkle guard products.
- Never iron the harness.
- Never lubricate the buckle.

- **Expiration & End of Life Span**

- Life span varies between models and manufacturers.
- Check current manufacturer's literature.
- Dispose of expired CSRS in a way in which they cannot be put back into use.
- After a Crash:
 - CSRS, seat belts, and air bags are in most cases, made to withstand one crash.
 - CSRS replacement is not always required:
 - Review NHSTA criteria for assessing crash severity and CSRS replacement.
 - Check with CSRS manufacturer for guidelines to replace the product.

D. Seat Belts

- IEP's may call for pupils to ride in a seat belt. Lap/Shoulder belts are required on newly purchased special service buses. Bus drivers/aides must understand the proper positioning of these seat belts to ensure student safety.
- **Proper Positioning & Improper Positioning and Use of Lap/Shoulder Belts**

Lap-Shoulder Belt Basics

“Buckle, Check, Tight — Your Seat Belt Is Right!”

Common Seat Belt Parts



BUCKLE



A BUCKLE the latch plate into the matching buckle after pulling out the shoulder belt webbing from the seatback. LISTEN for the CLICK sound when the latch plate is fastened!

Be sure to:

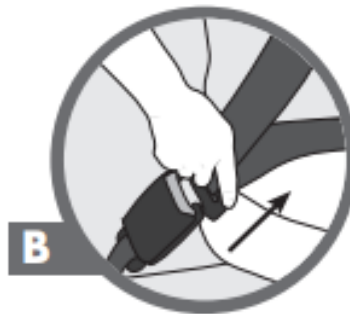
- Sit flat against the seatback.



- Place the lap-shoulder belt over shoulder and around upper body. Do not let the belt get twisted.



CHECK



B CHECK that the buckle connection is secure by tugging firmly on the seat belt latch plate.

Be sure to:

- CHECK while sitting against the seatback.



- Remove any twists in the seat belt when you CHECK.



TIGHT



C TIGHTEN the lap portion by pulling upward on the shoulder belt. Be sure that the shoulder belt is snug across the chest and crosses the center of the shoulder.

Be sure to:

- Properly position lap portion below the waist, not over the stomach.



- Position the shoulder-height adjuster at or just above the shoulder. The belt should not cross the face or neck.



UNBUCKLING



1. Push the red button on the buckle and remove the latch plate from the buckle.
2. Allow the shoulder belt to retract into the upper seatback so webbing is not loose.



3. As a courtesy to the next passenger, move the shoulder-height adjuster up to its highest position.

IMPROPER LAP-SHOULDER BELT USE



NEVER sit in front of the buckled lap-shoulder belt.



NEVER place the shoulder belt behind your back and wear only the lap belt.



NEVER place the shoulder belt under your arm.



NEVER wear the shoulder belt or lap belt loosely.



NEVER allow the belt webbing to be twisted. It should lay flat against your body.



NEVER insert the latch plate of your shoulder belt into the buckle for the seat beside you. Be sure to use your own buckle.



NEVER wear your backpack when you are seated in the bus. Place it on the floor in front of your feet.



NEVER sit on the front or side edge of your seat.

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 Department of Education and including the knowledge specified in 49 C.F.R. § 383.123(a)(2).
 - 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.

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- 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 shall conduct a criminal history background check for the purposes of issuing an S endorsement pursuant to this section. This check shall include a

national criminal history background check, in addition to a review of the applicant's Delaware-based criminal history, a fingerprinting of applicants who are to be subjected to a national criminal history background check, and expressly authorizes the use of records of the Federal Bureau of Investigation for screening the applicants.

§ 2709 Out-of-state school bus drivers; qualifications.

- (a) Out-of-state school bus drivers shall meet the requirements of their home state for driving a school bus and supplemental Delaware Department of Education training as determined by the Department of Education.
- (b) Out-of-state school bus drivers shall provide a Delaware Department of Education physical examination certification indicating a valid and approved Delaware Department of Education physical exam completed within the last year.
- (c) Out-of-state school bus drivers shall upon first employment provide to their supervisor a current copy of their home state driving record. The driver's supervisors shall maintain on file a current copy of their state driving record. These records will be annually reviewed using the same qualification criteria as found in § 2708 of this title.
 - 1) An out-of-state school bus driver shall:
 - a. Upon first employment, and thereafter annually, provide to the bus driver's supervisor a current copy of the bus driver's home state driving record.
 - b. Inform the bus driver's supervisor any time the bus driver's license is suspended or revoked.
 - 2) The supervisor of an out-of-state school bus driver shall:
 - a. Maintain on file a current copy of the driver's driving records; and
 - b. Annually update and review the driver's driving records using the same qualification criteria as found in § 2708 of this title.

§ 4125. Turning Out of Slow-Moving Vehicles.

On a two-lane highway where passing is unsafe because of traffic in the opposite direction or other conditions, a slow-moving vehicle, behind which five (5) or more vehicles are formed in line, shall turn off the roadway wherever sufficient.

§ 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, or upon approaching a stationary vehicle owned or operated by a public utility, 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) Subsection (a) of this section shall not apply at any of the following:

- 1) A railroad grade crossing at which traffic is controlled by a police officer or human flagger.
 - 2) A railroad grade crossing at which traffic is regulated by a traffic-control signal.
 - 3) A 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) A railroad grade crossing at which an official traffic-control device gives notice that the stopping requirement imposed by this section does not apply.
- (c) Except as provided by subsection (d) of this section, the driver of any school bus, before crossing at any grade or any track 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, and shall not proceed until the driver can do so safely. After stopping as required by this subsection, and upon proceeding when it is safe to do so, the driver of any school bus 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.

§ 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 Chapter 43, §4362, §4363, and §4364.
- 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 travel way. The bus may be in motion when the amber warning lamps are activated.

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- 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.
- (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) When a school bus is stopped on the roadway or shoulder approximately parallel to the travel way and displays flashing lamps in accordance with Section (b), 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 four or more lanes, the driver approaching from the front shall not stop.
- (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) 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.
- (h) 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.

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

(Formerly Regulation No. 35)

1.0 Authority

The authority to promulgate this regulation is 21 **Del.C.** §302, 21 **Del.C.** §2708, 21 **Del.C.** §2709.

16 DE Reg. 1001 (03/01/13)

2.0 Purpose

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

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:

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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 Learner Permit (CLP)” means a commercial learner permit issued pursuant to 21 **Del.C.** §2608(d).

“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:

- (a) 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
- (b) Has a gross vehicle weight rating (GVWR) of 26,001 pounds or more; or
- (c) Is designed to transport 16 or more passengers, including the driver; or
- (d) 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 always in the immediate possession of the school bus driver, 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.

“**S**” Endorsement” means an endorsement that indicates the CLP/CDL holder meets the requirements of 21 **Del.C.** §2708 and this regulation and is authorized to operate a school bus. The CLP/CDL (S) endorsement must also be accompanied by a (P) endorsement and any necessary restrictions that may be applicable.

“**M**” Restriction” means a limitation that restricts the driver from operating any CMV Class A passenger vehicle.

“**N**” Restriction” means a limitation that restricts the driver from operating any CMV Class A and B passenger vehicle.

“**P**” Restriction” means a limitation that restricts the driver from operating any CMV with passengers.

“Road Test” means a 3 part skills test in a commercial motor vehicle that includes a vehicle pre-trip safety inspection evaluation, a vehicle skills maneuver evaluation, and an on-road driving skills evaluation.

“School Bus” as specified by 21 **Del.C.** §2603(29) means a commercial motor vehicle used to transport pre-primary, primary or secondary school students from home to school, from school to home, or to and from school-sponsored events, or any vehicle which meets the regulatory requirements adopted by the Department of Education with the advice of the Division of Motor Vehicles as specified under 14 **Del.C.** §2901. School Bus does not include a bus used as a common carrier.

“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. The applicant will surrender the Yellow Card to the DMV when the applicant’s school bus endorsement is issued. The DMV will forward the Yellow Cards to DOE.

16 DE Reg. 1001 (03/01/13)

19 DE Reg. 936 (04/01/16)

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 (P) endorsement, any applicable restrictions, 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 valid CLP containing the proper passenger endorsements and applicable restrictions (P, S, M, N), 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 valid CLP containing the proper passenger endorsements and applicable restrictions (P, S, M, N) when accompanied by a driver with a valid CDL with an (S) endorsement and other applicable endorsements/restrictions.

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 4 hours of on-bus training, the 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 upon successful completion of the last 2 hours of DOE on-board training if all other (S) endorsement requirements have been met. This temporary (S) endorsement is intended for the driver who, due to exceptional circumstances,

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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. The 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 (5.1.2.11 of this regulation) indicating that the required training has been completed. The DMV will forward the Yellow Cards to DOE.

5.1.2 Initial Issuance Requirements: All the following requirements shall be met by all new and out-of-state transfer applicants for an (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 Class D driver license or CDL with a (P) endorsement.

5.1.2.3 Pass the applicable knowledge tests administered by the DMV containing specific content as required by 49 C.F.R. 383.123(a)(2).

5.1.2.4 Obtain a Delaware CLP with (P) and (S) endorsements and M (or N) and P restrictions.

5.1.2.5 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).

5.1.2.6 Pass a road test in a school bus administered by the DMV as required by 49 C.F.R.383.123 (a)(3). NOTE: Per 49 C.F.R. 383.25 (e), an applicant must hold a CLP for a minimum of 14 days before they are eligible to receive a road test by the DMV.

5.1.2.7 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.

5.1.2.8 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 the DMV to verify compliance with this section.

5.1.2.9 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).

5.1.2.9.1 Prior to being issued an (S) endorsement applicants must complete a Federal Bureau of Investigation and a State Bureau of Investigation criminal 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 5.1.2.9 above.

5.1.2.9.2 Criminal background checks will be reviewed by the Department of Transportation's (DOT) Deputy Attorney General. The DOT Deputy Attorney General will forward the criminal background check issuance recommendation, to the DMV.

5.1.2.9.3 Once the criminal background check is issued by the State Bureau of Identification for the purpose of obtaining an (S) endorsement, it is valid for a period of six months. An (S) endorsement applicant presenting an outdated criminal background check must apply for a new criminal background check and pay appropriate fees.

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

5.1.2.11 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 the DMV when the applicant's (S) endorsement is issued. The DMV will forward the Yellow Cards to DOE.

5.1.2.12 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).

5.1.2.12.1 Transferring (S) endorsement holders shall provide a five-year motor vehicle driving record from their previous jurisdiction or jurisdictions to the DMV. The 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 the DMV. The DMV will ensure these driving records meet the requirements in 5.1.2.7 and 5.1.2.8.

5.1.2.12.2 In accordance with 5.1.2.11, applicants will be issued a School Bus Driver's Certificate (Yellow Card) by district/school transportation supervisors.

5.1.2.12.3 All transferring (S) endorsement holders will be required to pass a DMV-administered road test in a school bus per 5.1.2.6, regardless of experience, training, or qualifications.

5.1.2.12.4 All transferring (S) endorsement holders will be required to pass a school bus knowledge test administered by the DMV per 5.1.2.3, regardless of experience, training or qualifications.

5.1.2.13 Any driver with an (S) endorsement that was issued the (S) endorsement in Delaware who has transferred his driver license out of Delaware and subsequently is attempting to transfer back into the State of Delaware may do so within 60 days of leaving the State without having to complete the requirements as outlined in 5.1.2 of this regulation.

5.1.3 Removal of School Bus Endorsements:

5.1.3.1 All (S) endorsement removals, except those under 5.1.3.9 below, will be approved by the Chief of Driver Services, the CDL Program Manager or the CDL Management Analyst.

5.1.3.2 The (S) endorsement will be removed when driving privileges are withdrawn for any reason.

5.1.3.3 The (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 (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 (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).

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5.1.3.6 The (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 an (S) endorsement and is required to register as a sex offender with the DMV pursuant to 11 Del.C. §4120 and § 4121, shall have the (S) endorsement removed.

5.1.3.8 The DMV will notify the (S) endorsement holder and the 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 when the endorsement is removed.

5.1.3.9 The (S) endorsement will be removed when the DMV receives in writing, a notice from the DOE that a driver does not meet the requirements to retain the (S) endorsement.

5.1.4 School Bus Endorsement Reinstatement: An (S) endorsement, once removed, may be reinstated if all other DMV and DOE licensing requirements are met. If the (S) endorsement is withdrawn for one year or more, the driver will need to retake all DMV (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 (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 (S) endorsement was removed due to a suspension for a non-moving violation, the driver shall be eligible to reapply for the (S) endorsement upon the reinstatement of driving privileges given the period of suspension did not exceed one year.

5.1.4.3 If the (S) endorsement was removed due to a suspension, revocation, or disqualification for moving violations, the driver shall be eligible to reapply for the (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.

5.1.4.4 If the (S) endorsement was removed due to a medical reason, the driver may be eligible for reinstatement once approved by the DMV.

5.1.4.5 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, a new School Bus Driver's Certificate (Yellow Card) shall be required.

5.1.4.6 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 an (S) endorsement or reinstatement regardless of the amount of time since the conviction.

5.1.4.7 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 an (S) endorsement. The DMV may seek the guidance of the DOT Deputy Attorney General 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 the DOE, a school district or a school bus contractor, the 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 The 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 an (S) endorsement and notification to the driver and the DOE. Although not a prerequisite to a suspension, revocation, or removal of an endorsement the DMV will attempt to send warning letters to (S) endorsement holders. Copies of such letters will be sent to the DOE, when an (S) endorsement holder's driving record indicates a situation where additional violations could readily result in the withdrawal of driving authority or the (S) endorsement.

5.2.3 Drivers moving to Delaware and requesting an (S) endorsement shall provide to the DMV a copy of their driving record(s) for the previous five (5) years from the driver's former state(s) of record. The 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 the DMV.

16 DE Reg. 1001 (03/01/13)

19 DE Reg. 936 (04/01/16)

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).

12 DE Reg. 519 (10/01/08)

16 DE Reg. 1001 (03/01/13)

19 DE Reg. 936 (04/01/16)

Appendix

Title 14- Chapter 29

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**.

Title 2 – Section 2200

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 as follows:

1.1 1st Inspection prior to beginning of school year.

1.2 2nd Inspection approximately the middle of the school year.

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, a bridge and highway district, (2) a municipality and (2) 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

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5.5 Any vehicle using auxiliary power for equipment to perform the intended operation of the vehicle, including, by way of example, a power takes 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

5.11 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

5.12 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.

Title 14 - 800

877 Tobacco Policy

1.0 Purpose

1.1 The purpose of this regulation is to specify for district and charter schools the elements of a required Tobacco and Smoking Policy, including specifying areas where the policy is in effect, and outlining reporting requirements and timelines.

1.2 This regulation aligns with 16 Del.C., Chapter 29, Delaware's Clean Indoor Air Act, and 11 Del.C., Chapter 5, Subchapter V.

23 DE Reg. 651 (02/01/20)

2.0 Definitions

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

“Electronic Smoking Device” means any product containing or delivering nicotine or any other similar substance intended for human consumption that can be used by a person to simulate Smoking through inhalation of vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor or as this term may be amended by 16 Del.C. §2902.

“Smoking” means:

- (a) The burning of a lighted cigarette, cigar, pipe or any other matter or substance that contains tobacco; or
- (b) The use of an Electronic Smoking Device which creates an aerosol or vapor, in any manner or in any form or as this term may be amended by 16 Del.C. §2902.

“Tobacco Product” means:

- (a) Any product that is made from or derived from tobacco or that contains nicotine, including: cigarettes, cigars, pipe tobacco, hookah tobacco, chewing tobacco, snuff, snus, or smokeless tobacco and is intended for human consumption by any means including Smoking, heating, chewing, absorbing, dissolving, inhaling, or ingesting as this term may be amended by 11 Del.C. §1115; or
- (b) A component or accessory used in the consumption of a Tobacco Product, including filters, rolling papers, and pipes or as this term may amended by 11 Del.C. §1115.
- (c) Tobacco Product does not mean a drug, device, or combination product authorized for sale by the United States Food and Drug Administration under the Federal Food, Drug, and Cosmetic Act (21 U.S.C. §301 et seq.) or as this term may be amended by 11 Del.C. §1115.

“Tobacco Substitute” means:

- (a) An Electronic Smoking Device employing a mechanical heating element, battery, or circuit to produce aerosol or vapor for inhalation into the body of an individual or as this term may be amended by 11 Del.C. §1115, or
- (b) A liquid used in a device under paragraph a. above, including liquids that contain nicotine and liquids that do not contain nicotine or as this term may be amended by 11 Del.C. §1115.

Tobacco Substitute does not mean a drug, device, or combination product authorized for sale by the United States Food and Drug Administration under the Federal Food, Drug, and Cosmetic Act (21 U.S.C. § 301 et seq.) or as this term may amended by 11 Del.C. §1115.

23 DE Reg. 651 (02/01/20)

3.0 Required Policy

3.1 To improve the health of students, school personnel, and visitors, each school district and charter school in Delaware shall have a Tobacco and Smoking Policy which at a minimum:

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3.1.1 Prohibits smoking and the use of or distribution of tobacco products and electronic smoking devices 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.

3.1.2 Includes procedures for communicating the policy to students, school staff, parents, guardians or relative caregivers, families, visitors, and the community at large.

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

23 DE Reg. 651 (02/01/20)

4.0 The Tobacco and Smoking Policy Shall Apply to

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

4.1.1 School bus operators under contract shall be considered staff for this policy.

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

4.3 Any non-educational groups utilizing school buildings or other educational assets.

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

23 DE Reg. 651 (02/01/20)

5.0 No School or School District Property May Be Used for the Advertising of any Tobacco Product, Tobacco Substitute or Electronic Smoking Device

23 DE Reg. 651 (02/01/20)

6.0 Reporting Requirements and Timelines

6.1 Each school district and charter school shall have an electronic copy of its current Tobacco and Smoking Policy on file with the Department of Education.

6.2 Each school district and charter school shall provide an electronic copy of any Tobacco and Smoking Policy within ninety (90) days of such revisions regardless of whether said revisions were made as a result of changes to federal, state or local law, regulations, guidance or policies.

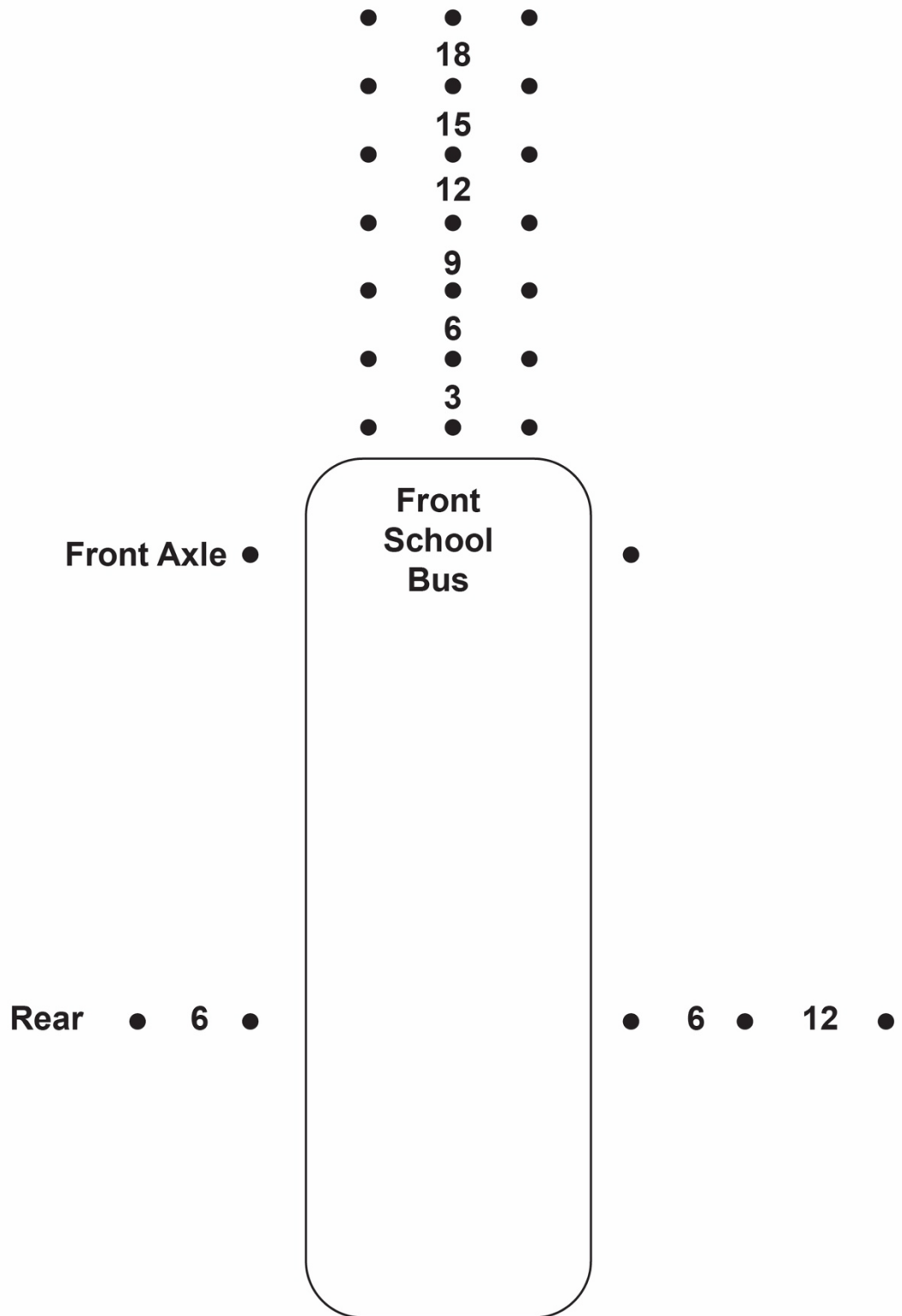
1 DE Reg. 1807 (05/01/98)

6 DE Reg. 1504 (05/01/03)

11 DE Reg. 1463 (05/01/08)

23 DE Reg. 651 (02/01/20)

FMVSS111 School Bus Crossview Mirror Adjustment Grid



School Bus Drivers'/Aides' Handbook

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Dover, Delaware 19901