

Student Loading on Roadway

1. Start slowing down at least 300 feet from the stop.
2. Check mirrors for traffic.
3. Activate amber loading lights at least 100-300 feet in advance of stop.
4. Check mirrors for traffic to rear.
5. Continue slowing down.
6. Approach stop with extreme care, giving due consideration to the surface on which you are stopping.
7. Check students. Be sure they are standing still and they are clear of your path of intended movement.
8. Check mirrors for traffic to rear. Observe oncoming traffic—note speed and distance in relation to your stop.
9. Complete stop and be sure students are standing still and ready to board. Secure bus with handbrake if on hill—leave in gear¹.
10. Check mirrors for traffic. Consider oncoming traffic's ability to stop in time.
11. Open door--will cancel red loading lights.
12. Be certain traffic to rear and ahead are stopped or stopping.
13. If students have to cross the road, instruct them to follow your directions:
 - a. Check mirrors for traffic to be stopped.
 - b. Student(s) make eye contact with driver.
 - c. When all is clear driver will wave student(s) to cross the road.
 - d. Watch student(s) to cross the road in front of bus. Driver will sound horn if danger becomes present.
 - e. Watch student(s) to enter the bus and be seated.
14. Close door--will cancel red loading lights.
15. Check mirrors for traffic to clear.
16. Proceed to next stop.
17. Use this set of procedures to make all on the roadway loading stops.

¹When using handbrake on stop, be sure to activate brake lights with slight pressure to service brake. Move foot to throttle position before releasing handbrake.