

Student Loading off Roadway

1. Start slowing down at least 300 feet before the stop.
2. Check mirrors for traffic to rear.
3. Activate right turn signal 100-200 feet in advance of the stop.
4. Check mirrors for traffic.
5. Check students position outside the bus. They are to be standing still and in line at designated loading place.
6. Leave the roadway--be sure you are completely off the road. Cancel turn signal. Never use loading lights in an off-the-roadway stop.
7. Check students position outside the bus to be standing still at designated loading place.
8. Complete stop. ¹Secure bus with handbrake if on hill--leave in gear.
9. Open door.
10. Students enter and are seated. (Students are never to cross the road in an off-the-roadway stop.)
11. Close door.
12. Activate left turn signal.
13. Check mirrors for traffic.
14. When traffic has cleared, move back onto the roadway and proceed to next stop.
15. Use this set of procedures in all off-the-roadway loading stops.

¹Optional to activate brake light with service brake on off-road stops. Be sure to have foot in throttle position before releasing handbrake.