

## Student Unloading on Roadway

1. Start slowing down at least 300 feet from the stop.
2. Check mirrors for traffic to rear.
3. Activate amber loading lights at least 100-300 feet in advance of stop.
4. Check mirrors for traffic.
5. Continue slowing down.
6. Check mirrors for traffic.
7. Approach stop with extreme care giving due consideration to the surface on which you are stopping.
8. Check students to be sure they are seated until the bus stops.
9. Check mirrors for traffic to rear. Observe oncoming traffic—note speed and distance in relation to your stop.
10. Complete stop and check that students remain seated until bus is completely stopped. <sup>1</sup>Secure bus with handbrake, if on hill, leave in gear.
11. Check mirrors for traffic. Consider oncoming traffic's ability to stop in time.
12. Open door—will activate red loading lights.
13. Be certain traffic to rear and ahead are stopped or stopping.
14. If students have to cross road, instruct them to follow your directions:
  - a. Students need to be 10 feet in front from the right front fender of bus.
  - b. Students make eye contact with driver.
  - c. Driver will wave students to the left front fender of the bus where they will stop.
  - d. Driver checks mirror for traffic to be stopped.
  - e. Students make eye contact with driver again.
  - f. When all is clear, driver will wave students on across the road.
  - g. Driver will sound horn if danger becomes present—students can get to front of bus or get off other side of road, whichever is nearest.
15. Be sure that students have all gone to their designated places and are clear of the bus, by checking mirrors and counting.
16. Close door—will cancel red loading lights.
17. Check mirrors for traffic to be cleared.
18. Proceed to next stop.
19. Use this set of procedures to make all on-the-roadway unloading stops.

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