

Student Unloading off Roadway

1. Start slowing down at least 300 feet from the stop.
2. Check mirrors for traffic.
3. Activate right turn signal 100-200 feet in advance of stop.
4. Check mirrors for traffic.
5. Leave the roadway, be sure you are completely off the road. Cancel turn signal. Never use loading lights in an off-the-roadway stop.
6. Check that students remain seated until bus is completely stopped.
7. Complete stop. ¹Secure bus with handbrake, if on hill—leave in gear.
8. Open door.
9. Students leave the bus and go to their designated places before the bus leaves. Make sure all students are clear of the bus. Students are never to cross the road in an off-the-roadway stop.
10. Close door.
11. Activate left turn signal.
12. Check mirrors for traffic.
13. When traffic has cleared, move back onto the roadway and proceed to next stop.
14. Use this set of procedures in all off-the-roadway unloading stops.

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