

## **GUIDELINES FOR TRANSPORTING YOUNG PEOPLE BY BUS**

These regulations are for travel on all bus type vehicles hired from a commercially licensed carrier. Adults and participants should *always*:

- Abide by all regulations and guidelines of bus company
- Follow Bus driver's instructions to ensure safety

### Loading Passengers

- Require passengers to stand back at least 10 feet from bus as it approaches
- Only board passengers when the bus is completely stopped, with parking brake engaged and appropriately displaying flashing safety lights
- Only board the number of passengers legally approved for the vehicle
- Account for all passengers entering bus
- Be sure that all riders have entered the bus and are seated before proceeding
- Check mirrors to ensure clearance around bus
- Distribute passengers evenly if bus is not filled
- Keep passengers seated
- Never load passengers via the rear door (emergency exit)
- Never stand behind bus for any reason

### While in Transit

- Instructions of driver must be followed to maintain safety
- Driver is obliged to follow all safety procedures
- Address behavioral issues quickly focusing on those causing disruption
- Be positive, invite suggestions, remain level-headed at all times
- If behavioral problems are not resolved via initial action:
  - Stop vehicle in a safe place off of road
  - Stop engine
  - Speak directly to the disruptive individuals
  - Move those causing disruptions
  - Contact parish/school and parent(s) of offenders if travel may not be resumed safely
  - Prepare discipline report per parish/school guidelines

### Unloading Passengers

- Check mirrors for clearance around bus before discharging passengers
- Do not move bus until discharged passengers are at least 10 feet away from bus (utilize a visual check and a scan of mirrors)
- Passengers should only cross in front of bus after directed by bus driver
- Never unload passengers via the rear door (emergency exit)