

# Bus Safety-Proper Loading and Unloading





# Loading Procedures

- Students should get to bus stop at least five minutes before the bus is scheduled to arrive and wait in a designated location for the school bus, facing the bus as it approaches.
- When the bus approaches, stand at least three giant steps (6 feet) away from the curb, and line up away from the street.
- Wait until the bus stops, the door opens, and the driver says that it's okay before stepping onto the bus.
- If you must cross the street in front of the bus, walk on the sidewalk or along the side of the road to a point at least five giant steps (10 feet) ahead of the bus before you cross. Be sure that the bus driver can see you, and you can see the bus driver.
- Students should board the school bus slowly, in single file, and use the handrail. The dome light should be on while loading in the dark.
- Never walk behind the bus.
- Walk at least three giant steps away from the side of the bus.
- If you drop something near the bus, tell the bus driver. Never try to pick it up because the driver may not be able to see you.



# Unloading Procedures



- Students should remain seated until told to exit.
- Driver should check all mirrors.
- Driver should count the number of students while unloading to confirm the location of all students before pulling away from the stop.
- Students should exit the bus and walk at least 10 feet away from the side of the bus to a position where the driver can plainly see all students.
- Walk through the bus and check for hiding/sleeping students and items left by students.
- Driver should check all mirrors again to ensure no students are around or returning to the bus.
- If Driver cannot account for a student outside the bus, secure the bus, and check around and underneath the bus.
- Check all mirrors. Make certain no students are returning to the bus.