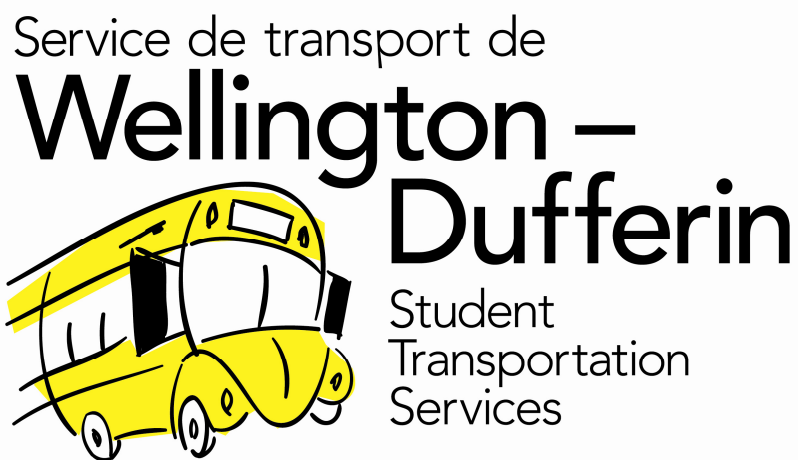


BUS PATROL



TRAINING MANUAL



BUS PATROL TRAINING MANUAL

GENERAL

Where elementary students are transported to and from school on a school bus, School Bus Patrols should be assigned to each vehicle to assist the driver in the safe, orderly transport of the passengers. The assigning of School Bus Patrollers shall in no way remove the driver's responsibility for the safe conveyance of their students.

SELECTING SCHOOL BUS PATROLS

School Bus Patrollers should meet the following criteria:

- be in Grade 5, 6, 7 or 8
- be nominated by the school bus driver and approved by the Principal
- be located at the beginning of the route in the AM or the end of the route in the PM
- exhibit a good level of maturity and behavior

The Principal must obtain, in writing, the parent's authorization for the student to act as a School Bus Patrol. This should be confirmed with a note to the driver.

Student Patrollers may be selected from other schools, served by the same buses.

NUMBER OF PATROLLERS PER BUS

A maximum of six patrollers should be appointed to each bus. No more than four patrollers should be on duty at any one time. The remaining two patrols can act as substitutes and assume the position of a patrol that has left the bus or cover for a patrol that is absent.

DUTIES OF BUS PATROLLERS

A. FRONT PATROLLERS

The Front Patroller should be seated in the first aisle seat on the right side of the bus. This position enables him/her to leave the bus quickly when it is necessary to assist in the loading and unloading of students.

DUTIES

The Front Patroller should leave the bus at those stops designated by the driver. Before leaving the bus, he/she should check to be sure there is no traffic passing on the shoulder.

UNLOADING THE BUS/CROSSING THE ROAD - (WHEN DIRECTED BY DRIVER)

The Front Patroller should ensure everyone is safely off the bus and lines up in single file behind the Patroller, if they must cross the road. The Patroller then takes up position approximately 5 to 8 paces in front of the bus, on the shoulder of the road, facing across the road with his/her arms extended. The students should stand behind the Patroller.

After checking for traffic, the Patroller looks to the driver for approval to allow the students to cross. After the driver signals the okay, the Patroller then lowers their arms, and motions the students to cross the road. After they have crossed the road, the Patroller boards the bus.

BOARDING THE BUS/CROSSING THE ROAD – (WHEN DIRECTED BY DRIVER)

The Patroller shall leave the bus, walk 5 to 8 paces in front of the bus, on the shoulder of the road, facing across the road with his/her arms extended. After checking for traffic, and upon receiving the okay signal from the driver, the Patroller motions the students across the road. The Patroller is the last person to board the bus.

B. RIGHT REAR PATROLLER

On buses with only elementary students, the Right Rear Patroller sits in the second last aisle seat at the rear of the bus, where he/she has a good view of the students and is close to the emergency exit. On buses with elementary and secondary students, the Right Rear Patroller sits behind all elementary students on the right side next to the aisle. Patrols do not monitor the behavior of secondary school students.

This Patroller is the first to board the bus at school in the afternoon. This Patroller supervises the loading of the bus to ensure there is no pushing and that the students take their assigned seats (if used).

After the students have unloaded at the school in the morning, this Patroller checks for any belongings, which may have been left behind by the students (lunches, books, etc).

C. LEFT REAR PATROLLER

This Patroller sits across the aisle from, and has the same duties as, the right rear Patroller.

D. MIDDLE PATROLLER

This Patroller sits in the aisle seat at either emergency exit window.

JOINT DUTIES OF PATROLLERS

All patrols will jointly assist the driver by:

- always setting a good example, by following the rules.
- using tact in the performance of their duties.
- wearing their vests at all times while on duty.
- informing the driver of those students who are not following procedures.
- remaining calm in emergencies.

DISCIPLINE

- a) **Patrollers have no authority to discipline students. They are only there to assist the Driver.**
- b) **Patrollers must always set a good example, i.e. they remain in their seats while the bus is in motion.**
- c) **Patrollers anticipating problems should seek advice from the driver and/or principal.**

EMERGENCY DUTIES AND PROCEDURES

DRIVER ILLNESS – WHILE BUS IN MOTION:

The Front Patroller will:

- 1) **Kick the driver's foot off the accelerator.**
- 2) **Steer the bus off the road.**
- 3) **Turn off the key.**
- 4) **Set the parking brake.**
- 5) **Turn on the hazard lights.**
- 6) **Radio for assistance (two-way radio).**

The Rear Patroller will:

- 1) **Set up the warning devices 30 to 35 meters (40 paces) in front of and behind the bus.**
- 2) **If the two-way radio is inoperable, take a senior student and go for help to the nearest home.**
- 3) **If on a main highway, stand on the shoulder and try to wave down a passing motorist for help.**

ACCIDENTS/FIRE/EMERGENCY EVACUATIONS

IN THE EVENT OF AN ACCIDENT, FIRE OR OTHER EMERGENCY, THE DRIVER WILL DECIDE ON THE ACTION TO BE TAKEN. If the driver is unable to take control, the Front Patroller will decide on the appropriate action to be taken.

The bus should be unloaded if there is a danger of fire or explosion.

After evacuation is completed ensure the police are contacted. If an ambulance is needed, advise the police at this time.

FRONT DOOR EVACUATION

Whenever possible, everyone should leave by the front door.

- **The front patroller is the first off the bus and assists other students on the steps.**
- **The middle patroller is the second student off the bus and leads the students to a safe place.**
- **If there is no left rear patroller then the front patroller directs the students to a safe place.**
- **The right rear patroller conducts a controlled evacuation (designating each row to leave in the correct order right to left, rear to front) starting from the rear and working to the front.**

REAR DOOR EVACUATION

- **The rear exit should only be used when it is unsafe to use the front door. In many cases it means that students are unloaded onto the roadway where they may be struck by other vehicles.**
- **Both rear patrollers are the first to leave the bus. One stands with their back to the door to hold it open while the other patrol stands on the opposite side of the door.**
- **Both patrols assist students as they jump from the bus. REMEMBER, FOR PRIMARY STUDENTS, THE DISTANCE TO THE GROUND CAN BE VERY FRIGHTENING.**
- **The middle patrol exits immediately after the rear patrollers and leads the students off the roadway to a safe place.**
- **The front patroller conducts a controlled evacuation (designating each row to leave in the correct order right to left and front to rear) starting from the front to the back.**

HYDRO WIRES

- **If an accident has occurred, and there are hydro wires lying on or near the bus, the students should remain on the bus, as long s there is no danger of fire.**
- **If evacuation is necessary, each student should be instructed to JUMP from the bus. Never step down from the bus onto the ground, and never offer to assist others by holding their hands while they jump.**
- **If it is necessary to unload by the rear door, the rear patroller should remain on the bus, kneeling on a seat while holding the emergency door open to prevent it from closing on someone evacuating.**

INJURED OCCUPANTS

- **Patrollers are not responsible for rescuing injured students from the bus.**
- **Students that are unable to exit the bus on their own power are to be left until all others have been evacuated. The driver or emergency services personnel will assist in evacuating the injured students.**