

OHIO PRE-SERVICE SCHOOL BUS DRIVER TRAINING PROGRAM



This K-3 training guide should be used with the coloring book **SAFE DAYS** School Bus Rider Safety Book with *Oliver Owl*.

Clip art provided by:

Classroomclipart.com
Ohio Department of Education/
School Bus Rider Safety Book with Oliver Owl

Layout and design by:



Medina County Schools' Educational Service Center



This information can be used to provide training to students riding school buses to help keep them safe. This training is required to be delivered to all regularly transported pupils in grades kindergarten through 3 within two weeks after the commencement of classes each school year. (Reference Revised Code 3327.15 and Ohio Administrative Code 3301-83-09.)

1. Please read this guide first before starting any training sessions.

- Welcome, and introduce instructors, teachers, parents, and students.
- This information should be presented in a manner based on the student's age or grade in school so that the students understand the materials and can ride the bus safely.
- Modifications may be necessary for pre-school or special needs students

2. These instructions should be presented using the Oliver Owl coloring book that can be copied by downloading at <http://tinyurl.com/OliverOwlBooklet>.

- Completing this instruction at an assembly with large groups of students will work, but caution must be taken to assure that all students pay attention and understand all safety procedures that must be observed on the school bus.
- Students must be instructed that there are many safety issues on our roads and highways as motorists continue to become more distracted while driving.
- Instructor should stress that because of the increased number of motorists not stopping for school bus red lights, pupil instruction is essential.
 - * With all the hazards we face in today's driving environment, all steps must be taken to keep our most precious cargo, our children, safe.
 - * This training program is designed to provide the information necessary to help school districts recognize, discuss, and develop ideas and options for training.

School Bus Safety



OAC 3301-83-20 (J) - Pupils may carry on the bus only objects that can be held in their laps. Equipment such as music instruments, athletic uniforms, etc., which cannot be held by passengers in their seats, shall be stored in the rear of the bus; however, the placement of such items in the rear of the bus shall not displace students. When it is necessary to transport such equipment concurrently with pupils, space shall be provided to comply with this rule without having standees in the bus.

Equipment required in the assistance of preschool and special needs children shall be safely and properly secured. A clear aisle to the exit door must be maintained at all times.

Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.

Pupils must not put head or arms out of the bus windows.

Guidelines will be formulated for the use and storage of equipment and other means of assistance required by preschool and special needs children.

Drivers and bus aides must have access to appropriate information about the child to the degree that such information must affect safe transportation and medical well-being. This information must be readily accessible in the transportation office. All such information is strictly confidential.

Suspension, expulsion, or immediate removal from bus:

This rule involves suspension of riding privileges, immediate removal from the bus, and school bus drivers' requirement to report all rule violations.

It is recommended that district policy be included at this point of the training to assure students and parents understand the policy for handling discipline on school buses.



9. The dangers of trespassing in a railroad right-of-way and other dangerous areas

- Students must be instructed on the dangers of trespassing in a railroad right-of-way and other dangerous areas to and from the bus stop.
 - ◊ 3301-83-09 (6) Requires instruction in Pupil Transportation Management Policies Rule 3301-83-08.
 - ◊ The school bus driver's authority and/or responsibility to maintain control of the pupils.
 - ◊ The pupil's right to "due process" as provided for by the policies of the educating agency.

Pupil management and safety instruction policies shall include the following:

- Pupils should arrive at the bus stop before the bus is scheduled to arrive.
- Pupils must wait in a location clear of traffic and away from the bus stop.
- Behavior at the school bus stop must not threaten life, limb, or property of any individual.
- Pupils must go directly to an available or assigned seat so the bus may safely resume motion.
- Pupils must remain seated keeping aisles and exits clear.
- Pupils must observe classroom conduct and obey the driver promptly and respectfully.
- Pupils must not use profane language.
- Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
- Pupils must not use tobacco on the bus.
- Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
- Pupils must not throw or pass objects on, from, or into the bus.



- As we proceed through this training guide, we will identify the information that is required and methods that may be used to present K-3 training.
 - There are many different ways of delivering or presenting information to comply with State Law 3301-83-09.
 - Oliver Owl, Safety Town, Buster the Bus, letters sent to parents, and videos are a few ways to present this instruction.
3. **Oliver Owl is a great coloring book that should be used for the younger students. It can be copied from downloading at <http://tinyurl.com/OliverOwlBooklet>.**
- Any method can be used based on district preference and availability.
 - There are many different types of people conducting the training, from principals, transportation supervisors, and on-bus-instructors to bus drivers and sometimes teachers.
 - It is recommended that a person with school transportation experience conduct the training, but regardless of who the instructor is, this training guide can be used to help complete the mandated training and provide information that districts can use with their own district training materials and policy to comply with state law.
 - It is recommended to invite the parents to observe or participate along with the students.
 - Training aids should be used to help students identify with information, such as:
 - * Having a bus available,
 - * Demonstrating the size of a bus with a bicycle, and
 - * Measuring ten feet around the bus to show the students the danger zone.
 - There are no time requirements as to how long this training should take, but all districts should consider using as much time and materials as necessary to assure students understand the information.
 - This training does not replace the instruction that students receive daily on school buses by the bus driver.
 - Different methods of presenting the instruction can be used. Some school districts call their pupil instruction "Safety Town." Some use "Buster the Bus" to deliver their training programs.

4. Highlights of safety instruction that should be explained to students:

- Follow the Oliver Owl coloring book.
- Stress the importance of the Danger Zone.
- Stress how important it is to follow guidelines going to and from school.
- Students should:
 - * Be early to the bus stop.
 - * Be careful at the bus stop.
 - * Stay out of the street.
 - * Never talk to strangers.
 - * Dress in bright-colored clothes so the drivers can see them at all times.
 - * Wait in a straight line.
 - * Go straight home and tell an adult if the bus doesn't come.
 - * Make sure the bus is stopped and door is open before they approach the bus.
 - * Watch the driver before entering the bus.
 - * Wait for hand signal from driver before walking to the bus.
 - * Use handrails when getting on the bus.
- If they drop something under the bus, they should not pick it up. Instead, they should tell the driver or another adult.

NEVER CRAWL UNDER THE BUS BECAUSE THE DRIVER WON'T SEE YOU.

- Students should NOT play around at the bus stop; someone could get hurt.

Inside the bus, students should:

- Go straight to their seat.
- Sit seat on seat.
- Back on back.
- Feet towards the floor.
- Keep the aisle clear.
- Keep backpack, lunches, and feet out of the aisle.
- Keep their hands and feet to themselves.
- **Remember** no loud talking; use inside voices.

3. How and where to wait safely for the bus, including how to avoid personal risks involving strangers

- Students should know where to wait for the bus at their designated place of safety, including where their place of safety is. This is determined by the school bus driver. Students must also be instructed on being aware of strangers while they are waiting at the bus stop.

4. What to do if the bus is late or does not arrive

- Students must be told what district policy is regarding what to do if the bus is late or doesn't arrive, such as going straight home to tell an adult.

5. How to enter and leave the bus safely

- This instruction shall include the potential hazards regarding the snagging of clothing, backpacks, or other items, as well as items that may be dropped around or under the bus.
- Students must be instructed on entering and leaving the bus safely. Clothing, backpacks, and drawstrings can get snagged on the bus. Students should know what to do if they drop items under the bus.

6. Safe riding practices (including instruction on Rule 3301-83-08 of Administrative Code, Pupil Transportation Management Policies)

- Safe riding practices should include all related rules from 3301-83-08 Pupil Transportation Management Policies.
- These rules are included in the next section of this presentation.

7. Safely crossing the highway before boarding and after leaving the bus

- Safely crossing the highway should include watching school bus lights and knowing what the lights mean, watching for traffic, looking both ways, no running, making eye contact with the bus driver, waiting for the hand signal from the bus driver before entering the street, knowing what the horn means, and knowing what a student should do if the bus driver sounds the horn.

8. Respect for the rights and privileges of others

- Students should always be instructed to respect the rights, privileges, and property of other. Students should also be instructed on the policies regarding bullying other students and reporting anyone bullying them.

8. The remainder of this guide contains the operation and safety rules pertaining to K-3 training. For questions, contact your local Pre-Service Instructor.

Northwest Region	Joe Dietrich	joe.dietrich@allencountyesc.org
North Region	Michael Redfern	mredfern@medina-esc.org
Northeast Region	Bill Leaming	bill.leaming@neomin.org
West Region	Evette Moody	moody@mccesc.k12.oh.us
Central Region	Michael Hoffner	mhoffner_pe@scoca-k12.org
East Region	Rob Higgenbotham	rob.higgenbotham@ecoesc.org
Southwest Region	Fred Anness	fredmanness@aol.com
South Region	Marvin Pennington	marvin.pennington@pikectc.org

All state laws and district policies require pupil instruction be completed. The following Administrative Codes provide the specific information that must be covered and provide guidelines of topics.

3301-83-09 (A) Safety instruction shall be given to all regularly transported pupils in grades kindergarten through 3 within two weeks after the commencement of classes each school year (see Section 3327.16 of the Revised Code). The program shall include but not be limited to:

1. Safe walking practices to and from the bus stop

- This should include instruction about which side of the street is safest to walk on if there is a sidewalk; staying on the sidewalk and staying off of people's lawn; going straight to the bus stop or going straight home from the bus stop; no fooling around, no horseplay, no throwing stones or other items at people or things; no stopping on the way to or from the bus stop; no talking to strangers that may be walking, standing, or in cars. Also, know where the bus stop is.

2. Wearing of light-colored or reflective clothing when going to and from the bus stop in darkness

- Students should know to wear light-colored or reflective clothing in low light times of the day, such as early morning or late afternoon, so they can be seen more clearly by motorists on the roads.



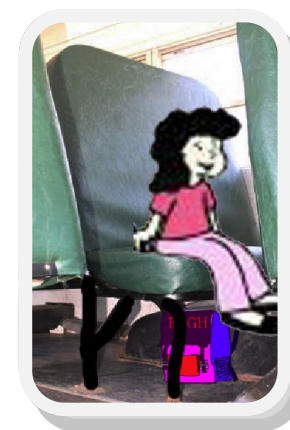
Reinforce

No playing around at bus stop



Reinforce

No pushing or shoving



Reinforce

Keep belongings under the seat

Demonstrate

DO NOT put your hands or anything out-side the bus.



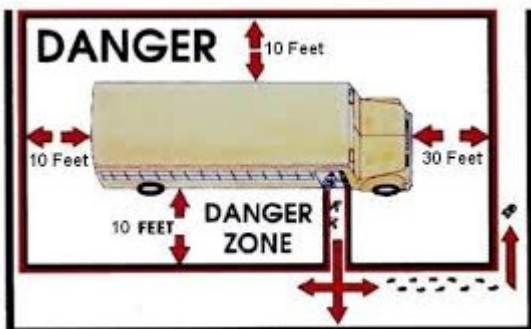
Demonstrate

Watch the driver for hand signals.



Demonstrate

Always use handrails.



Show Students

Danger Zone

Instructor should be sure to cover Emergency Evacuation Drills.

Tell students:

- In case of an emergency, the bus may have to be evacuated and everyone must get off.
- The following must be completed at least once annually:
 - * Everyone exits through the front door.
 - * Everyone exits through the rear door.
 - * Combination drill is when the front half exits through the front door and the rear half exits through the rear door.
- Always listen to the driver and follow directions.
- If the driver directs you to an exit, leave quickly and as quietly as you can.
- No pushing others; please be careful.

Students should have time to practice these skills on the bus.

Instructor should demonstrate if possible:

- Entering the bus.
- Sitting correctly on the bus.
- Exiting the bus.
- Crossing in front of the bus.
- What the driver's signal looks like.

Buster the Bus is a radio-controlled school bus.

- Buster helps to keep the attention of younger students.
- Use caution since Buster can also be distracting as a toy rather than a training tool.
- Operate Buster as an instruction tool presenting the information through him to instruct the students.

7. After evacuations have been covered in the Oliver Owl coloring book, there are exercises students can complete if time and age group permits.

- Maze
- Bus pictures
- Help Buster get to school
- Important message to parents
- Safe rider's pledge certificate



**Demonstrate
Emergency exits**



5. Students should always remember that the bus driver is their friend, whose main job is to get them to school and back home again safely. Make the bus driver's job easier by learning safe riding rules.

Students should:

- Always keep hands and head inside the bus windows.
- **NOT** throw anything on the bus or out of the bus windows.
- Always listen to the driver.
- Be good passengers.
- Stay in their seat until the bus is stopped at school or at their home.
- Be careful getting on and off the bus.
- Stay in a straight line and not push others.
- Use the handrail and watch their step.

When being picked up on the right side, students should:

- Wait at their place of safety.
- Wait until the bus stops.
- Wait for the driver's hand signal.
- Look for traffic as they approach the bus.
- Listen for the horn because that means danger.
- Use the handrail and watch their step.
- Go directly to their seat.

When being dropped off on the right side, students should:

- Walk ten giant steps away from the bus.
- Go to their designated place of safety and stay there until the bus leaves.
- Know that if the driver blows the horn, it means **DANGER**. They should look around for danger.



When being picked up on the left side, students should:

- Look at the driver.
- Wait for hand signal from driver.
- Look both ways for traffic before crossing.
- Cross at least ten feet in front of the bus.
- Always listen for the horn because that means danger, and check traffic immediately.

When being dropped off on the left side; students should:

- Look at the driver.
- Wait for hand signal from driver before crossing.
- **STOP** at the center of the road and check traffic both ways twice.
- If it is clear, go to their designated place of safety and stay there until the bus leaves.
- If the driver blows the horn, that means danger, and students should check traffic immediately.

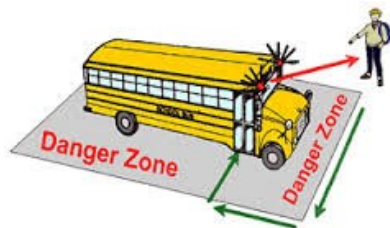
At railroad crossings, student should:

- Always listen to the driver.
- Always sit quietly before railroad crossings and while crossing the tracks.

6. **RE-COVER** the Danger Zone around the bus and explain to the students that sometimes cars don't stop for school buses and zoom past them. Students should:

ALWAYS BE AWARE OF THE DANGER ZONE AROUND THE BUS

- Know every bus has a danger zone.
- Always be sure the driver can see them and they can see the driver.
- Always walk in front of the bus.
- **NEVER** walk behind the bus.
- Stay ten feet away from the bus.



**Demonstrate
Left-hand signals**



**Demonstrate
Right-hand signals**



**Remind Students
Sh-h-h-h-h-h**

