

Student Bus Safety – Best Practices

1. Create a **Zero Tolerance** policy and training, both with employee acknowledgement sign-off , regarding the requirement for bus drivers to:
 - a. Walk their bus to check for students.
 - b. Place the “Bus Checked” or “Bus Empty” sign in the rear window when leaving the bus every time.
 - c. Remove the “Bus Checked” or “Bus Empty” sign when entering the bus. The sign should never be left up when driving.
2. Place a **Reminder Cover Sheet** on the route sheet for each driver each day to remind them to walk the bus and check for students.
3. Require **Two Bus Checks per Run** – at a point when the bus becomes empty and when the bus is parked or returns to the yard.
4. Ensure these **Bus Safety Best Practices** are included in the **Transportation Safety Plan**.
5. Include **Opening the Emergency Doors** to view the floor of the bus during the post-inspection process.
6. Implement a **“Mental Trigger”** reminder to break drivers from their auto-pilot routine and remind them to thoroughly check for students left on the bus. This could include a bracelet, sign on the door, or any other form of image or tangible devise that the drivers make a mental link to this act.
7. Encourage **“Peer to Peer Check-ins”** for fellow bus drivers to remind each other to follow these best practices.
8. Implement an **“End of Day”** bus yard walkthrough to have someone verify that every bus in the yard has the “Bus Checked” or “Bus Empty” sign hung in the rear window.
9. Implement a **Random Bus Walk/Check** practice (conducted by department staff, not divers) to randomly select a few busses that have been returned to the yard, following route sheet return, to check to ensure all of the above has been completed.

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