



Highland School Bus Driver Safety Procedures

The safety of our students is our highest priority. Our drivers must follow these procedures, which are required by state law:

- Driver must check mirrors for traffic conditions and apply brakes well in advance to warn traffic from the rear.
- Driver must actuate warning lights approximately 300 feet prior to stop.
- Driver must stop bus at designated stop.
- Driver must set parking brake.
- Driver must place the gear shift lever into neutral for both manual and automatic transmission to prevent the bus from lunging forward.
- Driver must open service doors to actuate the warning lights and place hand over horn to warn students of potential hazards.
- Driver must give students directions to go to their designated place of safety and stay there until the bus leaves or signal students to board the bus from their designated place of safety.
- Driver must check traffic before students exit the bus or before they drop their hand to signal students to board the bus.
- Driver must shift the gear lever into the starting gear, only after counting and confirming the students are in their designated place of safety or safely in their seat.
- Driver must look to identify students or potential hazards in the danger zone, counting and checking the mirrors, before closing the door and canceling the warning lights.
- Driver must close the door when all areas are clear. Doors must be closed before the bus moves.
- Driver must release the parking brake after closing the door.
- Driver must recheck traffic in the right and left side mirrors prior to pulling away.

Please note: Modifications of these procedures may be necessary for pre-school, kindergarten and students with special needs.