

Ohio

Ohio Department of Education

Ohio Pre-Service Driver Training Program

The Ohio Van Driver Training Handbook

April 1, 2015 – Version 4.0

SCHOOL TRANSPORTATION

*A Training Manual for Drivers of vehicles
other than School Buses designed for 9 passengers or less*

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Preface

The Ohio School Van Driver training program is mandated by Ohio law and must be completed prior to transporting children. The program consists of this manual and companion video available online. Completion of the training program requires the applicant to view the video, review the material in this manual, and complete the review questions at the end of this manual.

For brevity and readability, the vehicles will be referred to throughout this manual and the accompanying video as vans. Technically, these are vehicles other than school buses, designed by the original equipment manufacturer for nine (9) or fewer passengers, not including the driver. These vehicles could be passenger cars, sedans, or any of the smaller vans that were designed for nine (9) passengers or less. It is important to note that it is not legal to purchase a larger vehicle and remove seats to reduce the capacity of the vehicle in the State of Ohio.

It is the intent of this program to prepare individuals to transport school children safely. This is not a basic driving course, but a program intended to raise the driver's awareness of issues that can arise as part of pupil transportation. The course also incorporates concepts of defensive driving techniques that are beneficial to all drivers.

The program was developed by the PreService Driver Training Program of the Ohio Department of Education. The instructors in each of the training regions that make up this program made the writing and publication of this program possible.

Upon completion of this workbook and viewing of the video, drivers must answer the review questions in the back of this book, fill in the driver's portion of the attached application, sign, date and submit the booklet to the designated local school administrator. The local school administrator shall complete their portion of the application complete and shall send the application and the answer sheet to the regional Ohio PreService Instructor.

Van driver information must also be entered, signed and submitted online on the SFPS system for the certificate application process to be complete. Upon review by the PreService Instructor, successful drivers will receive a certificate of completion. That certificate, when co-signed by the employing superintendent, will also serve to meet the driver certificate requirement as set forth in ORC 3327.10.

All individuals who transport students to and/or from school or school related activities should also have access to all pupil transportation guidelines in O.A.C. 3301-83.

Driver Qualifications

The following requirements are mandated in Ohio Administrative Code. Completion of these requirements will allow school districts in Ohio to use drivers and vehicles to meet their transportation needs when the use of school buses is not reasonable. School districts and individual drivers must be in compliance with all the requirements.

O.A.C. 3301-83-06

(F) DRIVERS OF VEHICLES OTHER THAN SCHOOL BUSES UTILIZED FOR PUPIL TRANSPORTATION

Qualifications shall include:

1. Being at least eighteen years of age with a minimum of two years driving experience.
2. Completion of semi-annual driver record checks through the Ohio Department of Education for which records shall be maintained by the employer and/or school district for a minimum of six years. Drivers with any of the following shall be disqualified from operating a vehicle:
 - a. More than six points during the past two years:
 - b. A conviction of driving while under the influence of alcohol and/or a controlled substance during the past six years:
 - c. Two (or more) serious traffic violations, as defined in divisions (D)(D)(1) through (D)(D)(7) of section 4506.01 of the Revised Code, during the past two years; or
 - d. Any railroad crossing violation during the past year as evidenced by a conviction, video, or a report by a railroad official.
 - e. Nothing in this rule shall limit any district or employer from adopting more stringent qualifications.
3. Holding a valid driver's license.
4. Proof of financial responsibility or insured by the school transportation provider.
5. A satisfactory criminal background report in accordance with division (J) and (K) of section 3327.10 of the Revised Code. A new report shall be required every six years with driver re-certification pursuant to rule 3301-83-10 of the Administrative Code and the standard for evaluation of this report shall be provided for in rule 3301-83-23 of the Administrative Code. Records shall be maintained by the employer and/or school district for a minimum of six years.
6. Must be physically qualified (as determined by rule 3301-83-07 of the Administrative Code.)
7. Complete PreService training requirements as follows:
 - a. A four (4) hour minimum Ohio PreService driver curriculum (or other course only as approved in advance by the Pupil Transportation Office of the Ohio Department of Education.)
 - b. A driving performance evaluation and review.
 - c. Submit evidence of training to the Ohio Department of Education.
 - d. Have a certificate of acknowledgement of van driver training as issued by the Ohio Department of Education.
 - e. A current school bus driver certificate shall be considered satisfactory in fulfilling these requirements.
8. Complete two hours of annual in-service training as approved by the School District Transportation Department.
9. The certificate of any person who has not completed the required annual in-service shall be revoked. That person must then successfully complete all of the certification requirements as listed in this rule to obtain a valid certificate.

Public Relations

Public Relations is a form of communication that should create a favorable attitude toward our schools. Vehicle drivers have many opportunities to contribute to school public relations, and should remember that they represent the schools, both on and off their vehicle.

1. Proper operation of a vehicle is important in promoting public relations.
 - a. The vehicle is a visible and moving billboard with the name of the school district on display.
 - b. Parents are concerned because the passengers are much more than just cargo; the children are their most valuable belongings.
2. Keys to sound public relations.
 - a. Show respect for property.
 - b. Obey all traffic laws.
 - c. Do not challenge other drivers.
 - d. Keep the vehicle clean inside and out.
3. Drivers should develop positive relationships with the parents and students.
 - a. School business is people business.
 - b. Be kind, courteous, and maintain a good attitude.
 - c. Wear a smile.
 - d. Parents feel they are entrusting their most valuable possession to the driver. They are!
4. Good public relations can be summed up with three major components:
 - a. Do a good job...
 - b. Do a good job...
 - c. Do a good job... (Dr. Bennett Webb)

Summary: It is difficult to over-emphasize the importance of public relations to our school systems. When operating the vehicle, the driver is representing the school district. It is vital that the driver follows all laws, rules, regulations, and board policies.

Vehicle Regulations

O.A.C. 3301-83-19: Authorized vehicles for transportation of pupils to and from school and school-related events.

This section of administrative code addresses authorized vehicles for the purpose of pupil transportation. Only the sections pertaining to 'vans' have been reprinted here.

(C) Vehicle other than school buses

Vehicles originally designed and constructed at the factory for nine or fewer passengers, not including the driver, to be used when school bus transportation cannot be reasonably provided. These vehicles shall not be routinely used for service to and from regularly scheduled school sessions except for preschool, children, special needs children, homeless children, children inaccessible to school buses, or students placed in alternative schools.

This section does not apply to parental transportation of children when not scheduled, arranged, managed, reimbursed, or contracted for by a board of education, school, or county board of developmental disabilities.

Requirements for vehicles identified in this section shall include the following:

1. The vehicle shall be equipped with safety equipment including a fire extinguisher, first-aid kit, body fluid cleanup kit, fuses, spare fuses, and emergency reflectors.
2. The vehicle shall have a rooftop sign marked "School Transportation".

3. The name of the school district, or the name of the contractor, if applicable, shall be clearly marked on the side of the vehicle.
4. These vehicles shall be inspected by a qualified mechanic not less than two times per year. This inspection shall cover at the minimum all applicable sections of the school bus inspection detailed in paragraph (B) of rule 3301-83-11 of the Administrative Code. In addition, periodic maintenance intervals shall be established and implemented. Documentation and proof of these inspections and service procedures, in addition to all other vehicle records required under rule 3301-83-14 of the Administrative Code, shall be kept on file with the school district transportation department.
5. It is the responsibility of each vehicle driver to complete and document a daily pre-trip inspection, before transporting students. The vehicle owner may designate another qualified individual to complete and record portions of the stationary inspection in lieu of the vehicle driver. Pre-trip inspection records shall be kept on file for a minimum of twelve months.
6. Loading of these vehicles shall be performed in compliance with the passenger, weight, and other associated restrictions as identified by the original equipment manufacturer.
7. Drivers of these vehicles shall meet all qualifications for school transportation drivers as identified in paragraph (F) of rule 3301-83-06 of the Administrative Code and section 3327.10 of the Revised Code.

Trip Planning

An important part of any trip is the pre-planning and preparation that must take place prior to the trip. Taking the time to review details including directions, vehicle needs, parking, contingency plans, and communication will help ensure the smooth and successful completion of the trip.

Following is an outline of the different aspects of trip planning that should be followed by the well-prepared driver.

Trip Ticket

Each trip is required by O.A.C. 3301-83-16 to have a 'trip ticket' listing the following information:

1. Date and time
2. Destination
3. Purpose/group
4. School District
5. Driver name
6. Proposed route and/or written directions
7. Total miles
8. Designated stops, if applicable
9. Superintendent's signature (or designee)

Route Map and Stop Planning

- Secure a map and/or written instructions to your destination
- Review the map, and if not clear, review with an appropriate administrator to develop understanding
- Establish the locations for designated stops
- Determine the need for money or a credit card for tolls, parking and fuel

Immediately prior to departure

- Complete a pre-trip inspection, by also completing the required pre-trip inspection form
- Check fuel level
- Load passengers and cargo
- Store and secure equipment properly, taking care to keep passengers and cargo separated
- Instruct all riders to fasten seat belts

Arriving at your destination

- Park in a secure safe area
- Park in a position/location to avoid having to back up when leaving
- Set parking brake
- Unload equipment and passengers
- Lock and secure vehicle including doors and windows
- Walk around vehicle inspecting for leaks and damage
- Store keys in a safe place
- Give instructions to all passengers on meeting and departure time

Departing your destination

- Meet as a group at the vehicle at the designated time
- Inspect vehicle for damage or mechanical problems
- Load and secure equipment and passengers
- Instruct all riders to fasten seat belts
- Recheck all gauges, lights, and fuel level

All designated stops

- Park in a safe place
- Park in a position/location to eliminate any need to back up when leaving
- Lock and secure vehicle including doors and windows
- Walk around vehicle inspecting for leaks and damage
- Store the keys in a safe place

Post trip

- Unload passengers at designated area with proper supervision
- Clean out vehicle interior
- Empty trash
- Store any vehicle equipment in accordance with local procedures
- Complete trip ticket and any other required paper work

School Trip Ticket/Travel Certificate

This is to certify that permission has been granted for the vehicle designated below to make the trip on the date listed. This trip is in compliance with the rules and regulations of the Ohio Department of Education and the Board of Education.

Vehicle No. _____ Date of Trip _____

Group being Transported _____

Advisor/Teacher/Chaperone(s) _____

Departure Time _____ Return to district time _____

Destination _____

Meal Stops Planned En Route _____yes _____no

Emergency Contact Phone Number _____

Directions

Number of Students on Trip _____

Driver _____

Approved by (signature) _____

Date _____

Starting Mileage _____ Ending Mileage _____

Emergency evacuation briefing completed: _____ yes _____ no

I have conducted the pre-trip safety briefing as required.

Signed: _____

An approved trip ticket must be carried on the trip by the driver.

Pre-Trip Inspection

It is the responsibility of the driver to complete a pre-trip inspection prior to transporting students. The intent of this procedure is for the driver to familiarize themselves with the vehicle, its controls and its condition, and also to assure that the vehicle is in proper condition for the transportation of students.

Following is a recommended procedure to complete the pre-trip:

Begin the check as you approach the vehicle, looking for damage and noting whether the vehicle is level or leaning. Also look for the transportation roof sign and district name on the side.

- Check if vehicle is leaning to one side
- Check under vehicle for fluid leaks
- Check for hazards around the vehicle
- Check for required identification signs

Start at the passenger front and walk completely around the vehicle--unlocking all doors as you go around. As you walk around the vehicle check to see that mirrors are secure and not cracked or broken. At the back check and see that the tail lights and reflectors are not cracked or broken.

- Check for broken mirrors or glass
- Check for broken lenses on lights
- Check for all safety equipment

Continue around the vehicle until you get to the driver's door. Open the driver's door and release the hood. Walk to the front of the vehicle and open up the hood, placing the hood prop into place if so equipped. Check for the following items under the hood:

- Coolant level (full)
- Engine oil (between add and full)
- Transmission fluid (between add and full when hot)
- No moisture or fluid leaks
- Belts not cracked or frayed and no more than 1/2 inch play
- No leaks or bulges in hoses
- Wiring not loose or frayed
- Battery cables are clean and secure
- Brake fluid full and no leaks
- Power steering fluid full and no leaks

After completing all the under hood checks, close the hood and get into the driver's seat. Check the following:

- Start engine
- Check all gauges and/or indicator lights
- Check horn
- Pump brake pedal 3 times and hold down (pedal should not fade)

Set parking brake and put vehicle in gear (vehicle should not move). Do not accelerate in this check, keep engine speed at idle.

Check all mirrors for adjustment

Windows should be clean with no cracks

No more than 10 degrees or 2 inches play in steering wheel

Turn on headlights and left turn signal

Get out of the vehicle and move counterclockwise to the rear of the vehicle. Check the following as you move around the vehicle:

Check rear tires (Not less than 2/32 inch of tread minimum, proper pressure, no cuts or bulges)

Check tail lights and left turn signal

Check fuel tank for leaks and cap secured properly

Check for body damage

Listen for exhaust leaks

Check doors and windows for proper operation

Check passenger seats and belts

Check front tires (Not less than 4/32 inch of tread minimum, proper pressure, no cuts or bulges)

Check headlights and front left turn signal

Return to the driver's compartment, activate the high beams and right turn signal. Once again leave the vehicle and move counterclockwise around the vehicle.

Check the right turn signals, rear and front, and check the high beams.

At the completion of the pre-trip, report any and all defects in writing in accordance with local policy. When returning from the trip, perform a post-trip inspection.

PRE TRIP FOR VANS

Drivers must complete and document a pretrip inspection prior to transporting students in the vehicle.

Vehicle ID _____

Date _____

Odometer _____

Driver Name _____

Overview:

- Check if vehicle leaning to one side
- Check under vehicle for fluid leaks
- Check for hazards around vehicle
- Student Transportation sign on roof
- District name on door
- Check all safety equipment
 - Fire Extinguisher
 - First Aid kit
 - 6 Fuses
 - 3 Reflective triangles
 - Spare electrical fuses
 - Blood Borne Pathogen Kit

Under hood:

- Coolant level full
- Engine oil between add and full
- No moisture or fluid leaks
- Belts
 - not cracked
 - not frayed
 - no more than 1/8 inch play

Hoses

- no leaks
- no bulges

Wiring

- not loose
- not frayed

Battery cables

- clean
- secure

Brake fluid

- full
- no leaks

Power steering

- full
- no leaks

From drivers seat:

- Start engine
- Check all gauges and/or indicator lights
- Check horn
- Check 2-way radio
- Pump brake pedal 3 times and hold down
 - pedal should not fade
- Set parking brake and put vehicle in gear
 - vehicle should not move
- Check all mirrors for adjustment
- Windows
 - clean
 - no cracks
- Check Wipers / Washer
 - Steering wheel
 - no more than 10 degrees or 2 inches play
- Turn on high beam head lights and left turn signal

Outside vehicle:

> Start at back left side

- Check rear tires
 - 2/32 inch of tread
 - proper pressure
 - no cuts or bulges
- Check rear door
- Tail lights and left turn signal
- Fuel filler cap on securely
- Check for body damage
- Listen for exhaust leaks
- Check front tires
 - 4/32 inch of tread
 - proper pressure
 - no cuts or bulges

Right side:

- Check left turn signal and low beams
- Check front tire
 - 4/32 inch of tread
 - proper pressure
 - no cuts or bulges
- Side doors and windows for proper operation
- Check passenger seats and belts
- Check rear tires
 - 2/32 inch of tread
 - proper pressure
 - no cuts or bulges

Second walk around:

- Turn on high beams, right turn signal, and block down brake pedal
- Check lights both front and rear

Note:

Report any and all defects in writing to the proper person and keep 1 copy for yourself

Defensive Driving

Following are generally accepted guidelines to enhance defensive driving. These are techniques and procedures that have been demonstrated to increase a driver's ability to operate and control a vehicle to maximize control and minimize the possibility of accidents.

HAND POSITION & STEERING TECHNIQUE

Hands should be placed at the nine o'clock and three o'clock position on the steering wheel.

Vehicle drivers should use the hand-over-hand steering technique when making right and left hand turns. Drivers should take care to grip the steering wheel on the outside with an overhand grip, as opposed to gripping through the wheel with an underhand grip. Overhand grips have been demonstrated to provide the most flexibility in reacting to a need to steer quickly.

PULLING TO THE RIGHT SIDE OF THE ROADWAY

When pulling the vehicle over to the right side of the roadway or to the curb, always check traffic first. Use the right turn signal to communicate the direction the vehicle will be moving in. After pulling over to the right side of the roadway, secure the vehicle by placing the gears into park and setting the parking brake. Cancel the right turn signal and actuate the hazard lights, if necessary.

PULLING INTO TRAFFIC

When pulling into traffic, check traffic to the front and rear. Cancel the hazard lights, if used and actuate the left turn signal. Place the vehicle into the proper gear. Make sure to double-check the blind spot to the left side and towards the rear of the vehicle before pulling out into the flow of traffic. Always pull to the nearest lane of traffic and be sure to deactivate the left turn signal. Continue to check traffic as you proceed.

RIGHT HAND TURNS

When making a right hand turn, position the vehicle to the right side of the roadway. Actuate the right turn signal at least one hundred feet in advance. Check traffic and yield the right of way to traffic and pedestrians. Make the turn into the appropriate or corresponding lane continuing to check traffic. Be sure to stay in the right lane before and after the turn. Do not cross into an adjacent lane prior to the turn, as this may confuse other traffic. This type of "wide turn" is a typical cause of accidents as a result of other traffic pulling up alongside you prior to your turn. Check traffic again while proceeding.

LEFT HAND TURNS

Check for traffic control devices (signs or lights).

Actuate the left turn signal at least 100 feet ahead of the turn. Be sure to check traffic and reduce your speed gradually as you approach the waiting point. Be prepared to yield the right of way to oncoming traffic.

Position the vehicle in your lane near the centerline of a two-way roadway and keep the front wheels straight while waiting to turn. This will prevent the possibility of the vehicle being forced into oncoming traffic if struck in the rear.

Check the mirrors and roadway for other vehicles and pedestrians.

Make the turn into the appropriate or corresponding lane continuing to check traffic. Be sure to square off the turn in order to safeguard against cutting the angle of the turn too short. By squaring off the left turn the driver will prevent a collision with another vehicle. Check traffic again while proceeding.

STOPPING THE VEHICLE

Always make a smooth complete stop. In a complete stop, the wheels must not be rolling and the driver should have time to check traffic to the left, then right, and the left again before proceeding.

Ohio Revised code provides the following guidance in determining the proper location to stop the vehicle at traffic signals and intersections (O.R.C. 4511.43):

1. Stop at the stop line
2. If there is no stop line, then stop before entering the crosswalk. (Even if there is no crosswalk painted, a crosswalk could exist if there is a sidewalk to the left and the right of the street.)
3. If there is no stop line or crosswalk, then stop at a point before entering the intersecting roadway where you can see in all directions. This is called your point of vision.

Note:

It is wise to avoid making a double stop whenever possible. A double stop may cause the driver of the vehicle behind you to pull forward into the rear of your vehicle. However, it may be necessary to make a double stop when you stop behind a stop line or crosswalk and still cannot see clearly. In this case, slowly pull the vehicle forward and gradually come to a complete stop at a point before entering the intersection where you can see clearly in all directions.

CHANGING LANES

It is usually safer to drive in one lane and not change lanes. However when it becomes necessary to change lanes use the following procedure:

1. Check traffic to the front and back.
2. Give the proper signal.
3. Check the mirrors--especially on the side toward the lane the vehicle will be entering.
4. Check the blind spot area (left side when moving left, right side when moving right). Sometimes by leaning in your seat, you can increase your field of view in the mirrors thereby seeing something you would not normally be able to see.
5. When clear, move gradually to the other lane.
6. Keep pace with other traffic whenever possible.
7. Cancel the turn signal when the lane change is complete.
8. Check traffic as you proceed.

MAKING A TURNAROUND

During your travels, it may become necessary to turn the vehicle around. The best advice is to avoid backing whenever possible. If you must back the vehicle, the following steps should help:

1. Check traffic to the front and rear, being especially aware of vehicles which may pull close to the rear of the vehicle.
2. Before backing put your hazard lights on and sound your horn twice.
3. Whenever possible back into an area to the right of the vehicle.
4. Check traffic to the left at least twice while backing. Impatient motorists may try to pass the vehicle while you are attempting to back.
5. Stop the vehicle in the proper position. Never back the vehicle more than necessary.
6. Shift into a forward gear.
7. Turn off the hazard lights and actuate the turn signal.

8. Check traffic to the left, right, and left again.
9. When clear, pull out into the roadway to complete the turn around.

Anytime that a turnaround is necessary at the same location where students must be picked up or dropped off, the driver must complete the turnaround with the students inside the vehicle.

STOPPING FOR A STUDENT PICKUP AND FOR DISCHARGING STUDENTS

When it is necessary to load or unload pupils off school grounds, the vehicle must be stopped and positioned so that pupils do not cross the roadway to get to or from the vehicle. The best option is to pull the vehicle entirely off the traveled portion of the roadway, using a driveway if possible.

RAILROAD CROSSING

When transporting passengers, vehicle operators must use extra care at railroad crossings. Vehicle operators taking chances with trains are placing their passengers and themselves in jeopardy. Drivers of **any vehicle transporting pupils** to and/or from school or a school related function, activity, or event, must stop at all railroad crossings. The procedure for crossing railroad crossings as detailed in Ohio law is as follows:

Ohio Revised Code 4511.62

- A. (1) Whenever any person driving a vehicle or trackless trolley approaches a railroad grade crossing the person shall stop within fifty feet, but not less than fifteen feet from the nearest rail of the railroad, if any of the following circumstances exists at the crossing:
 - a. A clearly visible electrical or mechanical signal device gives warning of the immediate approach of a train.
 - b. A crossing gate is lowered.
 - c. A flag person gives or continues to give a signal of approach or passage of a train.
 - d. There is insufficient space on the other side of the railroad to accommodate the vehicle or trackless trolley the person is operating without obstructing the passage of other vehicles, trackless trolleys, pedestrians, or railroad trains, notwithstanding any traffic control signal indication to proceed
 - e. An approaching train is emitting an audible signal or is plainly visible and is in hazardous proximity to the crossing.
- (2) A person who is driving a vehicle or trackless trolley and who approaches a railroad grade crossing shall not proceed as long as any of the circumstances described in divisions (A) (1) (a) to (e) of this section exists at the crossing.
- B No person shall drive any vehicle through, around, or under any crossing gate or barrier at a railroad crossing while the gate or barrier is closed or is being opened or closed unless the person is signaled by a law enforcement officer or flag person that it is permissible to do so.

Ohio Revised Code 4511.63(A)

- A. The operator of any bus, any school vehicle, or any vehicle transporting a material or materials required to be placarded under 49 C.F.R. Parts 100-185, before crossing at grade any track of a railroad, shall stop the vehicle and, while so stopped, shall listen through an open door or open window and look in both directions along the track for any approaching train, and for signals indicating the approach of a train, and shall proceed only upon exercising due care after stopping, looking, and listening as required by this section. Upon proceeding, the operator of such a vehicle shall cross only in a gear that will ensure there will be no necessity for changing gears while traversing the crossing and shall not shift gears while crossing the tracks.

PASSING

If it becomes necessary to pass a vehicle that is moving much slower than the vehicle, make sure there is enough time and space to safely execute the passing maneuver. The procedure for passing on the left is as follows:

1. Check mirrors for traffic.
2. Actuate the left turn signal.
3. Double check the blind spot.
4. When it is safe to do so, pull out into the left lane.
 - a. Sound the horn on a two-way highway or flash head lights.
 - b. It is not necessary to sound the horn on a four-lane highway.
5. Pass quickly, but do not go over the posted speed limit.
6. Check traffic again.
7. Actuate the right turn signal.
8. When completely passed the vehicle, move gradually back into the right lane.
9. Cancel turn signal.
10. Continue to check traffic as you proceed.

On occasion you may be driving on a roadway where there are vehicles parked on the side. Follow the same procedure listed above except it is not necessary to sound your horn unless there is a person in the vehicle you are passing. By sounding the horn you are warning the person in the vehicle you are coming around them so they don't open their door while you are passing.

ENTERING CONTROLLED ACCESSED HIGHWAYS

When entering highways, you should proceed as follows:

1. Pull the vehicle into the proper access lane.
2. Check approaching traffic looking for the number of vehicles, the spacing between them, and which lane or lanes are filled, yielding to traffic already on the highway.
3. Accelerate to the speed of the highway traffic while in the acceleration lane.
4. Signal to warn other drivers that the van will be entering the highway.
5. Blend into the traffic on the highway.
6. Cancel the turn signal.

LEAVING THE HIGHWAY

1. Check traffic.
2. Give adequate advance signal. Do not slow down on the highway.
3. Check traffic again.
4. Pull into the deceleration lane and cancel signal.
5. Slow the vehicle to the suggested or safe speed. Vehicles can be top heavy and are more likely to roll over than a car. Judge your speed accordingly. Remember to slow your vehicle prior to entering a turn.
6. Check traffic as you proceed.

SPECIAL DRIVING CONDITIONS

You should always match driving style to the conditions of the road. When driving in bad weather (snow, rain, ice, or fog) keep in mind the following safety tips:

1. Make sure the vehicle is in top condition. Lights, windshield wiper blades, and defrosters must be in good working order.
2. Reduce your speed. It takes longer to stop any vehicle in bad weather.
3. Don't 'over-steer'. A sudden turn of the steering wheel may cause loss of control.

4. Don't 'over-brake'. Learn to apply the brakes in a manner that prevents the wheels from locking. A hazard of over-braking is front wheel lockup. This will result in a loss of steering control.
 - a. Don't overpower. Apply pressure to the accelerator pedal as if an egg is placed between the pedal and the sole of your shoe and it must not be broken. Sudden acceleration may cause skidding.
 - b. Make sure other vehicles see you.
5. It is required that the headlights are on, any time you are transporting passengers.
 - a. Touch the brakes sooner to activate the brake lights.
 - b. Sound your horn to warn others if necessary. Usually, if you must sound the horn, your foot should be over the brake pedal. By "covering" the brake you are decelerating and reducing the reaction time it takes to apply the brakes and if necessary, stop your vehicle.
6. To control a skid, follow these procedures:
 - a. Release the accelerator.
 - b. Steer in the direction you want the front of the vehicle to go in.
 - c. Be prepared to steer in the opposite direction when the vehicle starts to correct itself.
 - d. Do not brake. The tendency is to apply the brakes immediately but this only increases the loss of control. If necessary, once you've slowed down to a comfortable speed and you have better control of the vehicle, gently apply the brakes.

MASTERING THE SKILL OF DEFENSIVE DRIVING

1. Scan your path of travel looking ahead 12 to 15 seconds. This is as much as 3 blocks in the city or about 1/4 mile while traveling on the highway.
 - a. Keep your eyes moving.
 - b. Be aware of the movement of all vehicles and pedestrians.
 - c. Whenever possible, avoid traveling in other vehicle's blind spots.
 - d. Be alert to spot potential trouble or conditions, which would make another driver change what he/she is doing.
 - e. Communicate by using the horn, lights, turn signals, brake lights, position on the highway, or any other means available.
2. Identify specific hazards.
3. Predict what could happen.
4. Decide your course of action. Many times collisions are caused by wrong or late decisions.
5. Execute the proper course of action in time.

CELLPHONES and the DANGERS OF DISTRACTED DRIVING

Ohio's Administrative Code prohibits the use of portable communications devices, including cell phones and hands-free communication devices by operators of school transportation vehicles, except in case of emergency. Cellular telephones including hands-free and wireless devices, or other portable communication devices shall not be used by the driver while the school vehicle is in motion. This prohibition extends to any time the driver is stopped and supervising the loading and unloading of students.

Two-way radios, when permanently installed and operated with a corded microphone are allowable devices for communications. In the context of the rule, the intended definition of emergency is with respect to the students being transported, and does not extend to the personal needs of the driver as they pertain to family members or other matters outside of the duties to operate the vehicle and supervise the riders.

While nearly all employers have their own local policies and procedures pertaining to these devices, the common factor mandated by law is that drivers simply may not use these devices during the operation of the vehicle or supervision of the students. When districts use cell phones for official communications

with drivers, those phones need to be either turned off or stored out of reach of the driver while in their normal operating position on the vehicle. Messages can be checked and devices used, if permitted by the employer, only after the vehicle is safely parked and students are no longer aboard or under the supervision of the driver.

Ohio's law for school transportation vehicles is supported by studies and recommendations issued by the national Transportation Safety Board (NTSB) and the National Highway Traffic Safety Administration (NHTSA).

Other safety considerations include being aware of other drivers using their cellular telephone while they are driving. The use of a cellular telephone while driving is a distraction from driving safely. People who are using cell phones while they drive may not be paying attention to their driving, and you should be prepared to defend against their action.

DRIVING DOWN STEEP GRADES

When driving down long or steep grades, it is important to use brakes effectively. Prolonged brake application can lead to what is called 'brake fade', a condition where the brakes can decrease in effectiveness and ultimately fail. To prevent this, drivers should use a technique called snub braking.

1. The snub braking technique:

- a. Check traffic.
- b. Apply brakes to feel a definite slow down.
- c. Select the proper lower gear before the downgrade.
- d. Apply the brakes to reduce your speed to 5 M.P.H. below your "safe" speed. Please note that a safe speed may be below the posted speed limit to begin with.
- e. Always exercise good judgment, taking in such considerations as road and weather condition.
- f. Release the brakes.
- g. When your speed has increased to your "safe" speed, re-apply the brakes to 5 M.P.H. below your "safe" speed. Repeat this process as often as is necessary until you reach the bottom of the downgrade.

SAFE FOLLOWING DISTANCE

The minimum following distance in a vehicle traveling under 40 mph is 4 seconds. When traveling 40 mph or over, add one second or more. Note: Severe weather conditions will warrant the need to increase your following distance.

SUMMARY

A defensive driver is safety conscious at all times, with the realization that other people may not be dedicated to safety. The vehicle driver must strive to increase the margin of safety at all times. Most collisions are caused by late or wrong decisions. This requires the driver to be mentally alert as well as physically able to perform the task of safe driving.

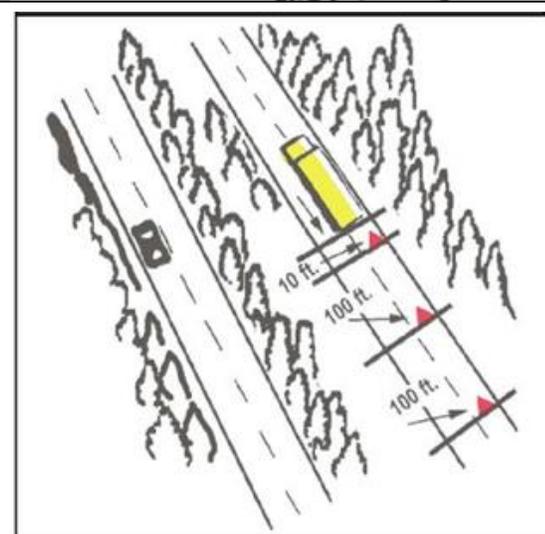
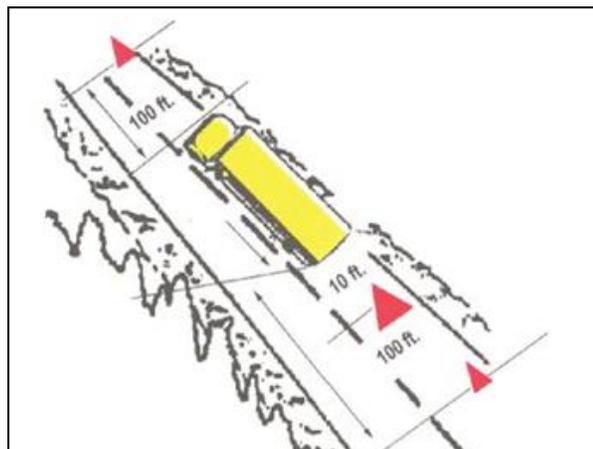
Crashes do not just happen, they are caused! Since collisions are caused, drivers may be able to control them. A skilled defensive driver will execute the control needed to avoid or minimize collisions, even when caused by another driver's error.

Safety and Emergency Procedures

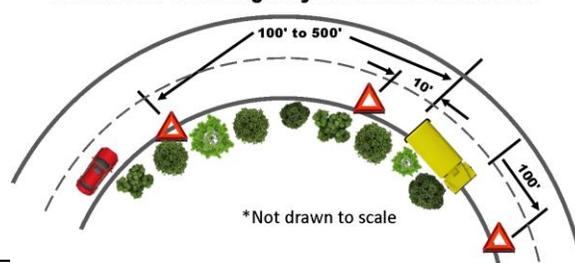
Despite all possible precautions, mechanical breakdowns or accidents may still occur. In this event, the driver must have knowledge of what to do, how to do it, and when to do it. They must know how to use warning devices and know what to do as various emergencies arise.

Use of Emergency Equipment

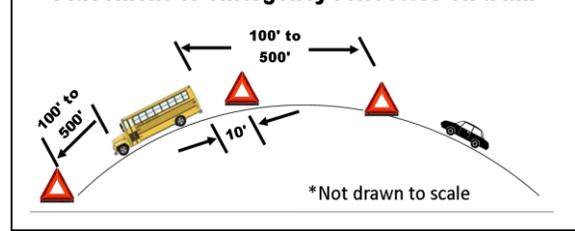
1. After securing the vehicle, the four-way hazard lights should be actuated in an emergency procedure involving a stopped vehicle.
2. A fusee is a flare used in case of an accident or if the vehicle becomes disabled. To safely light a fusee:
 - a. Check to make certain there is no spilled fuel nearby.
 - b. Grasp fusee in one hand firmly.
 - c. Twist and lift cap or flip off plastic lid with the other hand
 - d. Strike fusee across cap, similar to a match, away from your face and body.
 - e. Point ignited end away from your body so sparks will not ignite clothing.
 - e. Burning fusees will drip molten materials. Use caution to hold the fusee away from yourself.
3. When stopped by the roadside for 10 minutes or more, the driver should place a lighted fusee on the roadway at the traffic side of the vehicle.
4. Within the burning period of the fusee and as promptly as possible, place three lighted fusees on the roadway as follows:
 - a. One at the traffic side of the vehicle within 10 feet of the rear bumper.
 - b. One at a distance of 40 paces or approximately 100 feet to the rear of the vehicle.
 - c. One at a distance of 40 paces or approximately 100 feet in advance of the vehicle.
5. On a divided highway place the fusees as follows:
 - a. One at the traffic side of the vehicle within 10 feet of the rear bumper.
 - b. Two at the rear of the vehicle approximately 100 feet and 200 feet away.
 - c. Warn oncoming traffic of the accident if on a curve or hill by placing fusees or reflectors 100 to 500 feet to rear and front.
6. Place red reflectors as warning devices following the same direction as the fusees, except that the reflectors may be used both day and night.
7. To operate a dry chemical fire extinguisher:
 - a. Remove extinguisher from mounting bracket.
 - b. Hold extinguisher in vertical position for best discharge results.



Placement of emergency reflectors on a curve



Placement of emergency reflectors on a hill



- c. Now remember the acronym **PASS**:
 - P**ull the safety pin out of the handle
 - A**im the fire extinguisher at the flames
 - S**queeze the handle of the extinguisher
 - S**weep the discharge stream across the flames
 (Remember that a fire extinguisher has approximately 30 seconds of use.)
- d. Recharge fire extinguisher after every use or if the gauge indicates red.
- 8. First Aid Kit & Emergency Assistance Cards
 - a. The first-aid kit should be located in the driver's compartment, be dust proof, well labeled, and conform to federal standards. It should also contain Emergency Assistance Cards listing three phone numbers to call.
 - b. The kit must be secured and removable in the event of an evacuation. Make sure to replace any item used from emergency equipment supplies as soon as possible.
- 9. Optional equipment may include:
 - a. Flashlight.
 - b. 2-way communications (radio, phone). If a vehicle cellular telephone is installed in the vehicle, it shall not be used while the vehicle is in motion, except in cases of extreme emergency.
 - c. Fire blanket.
 - d. Strap cutter (Required when Special Needs students are transported).
 - e. Emergency instructions and insurance information.

Emergency Techniques for Mechanical Breakdown

1. Move vehicle off road as soon and as safely as feasible, check traffic.
2. Set parking brake (emergency brake). Place automatic transmission in park, place manual transmission in reverse or low gear.
3. Actuate the hazard lights.
4. Shut off engine and remove key.
5. Decide whether or not to evacuate. Consider the location of the vehicle, it's relative safety from other traffic, and other potential hazards such as fire.
6. Set out safety devices (triangle reflectors and fusees).
7. Notify school by radio or ask a passing motorist to notify the school and the police.
 - a. Send an emergency assistance card along with instructions.
 - b. As a last resort, send two students to nearby homes with the same information.
8. Try to keep the children calm.

Responsibilities and Procedures in the Event of an Accident

1. Remain calm. Don't show nervousness. Prior preparation will help; plan ahead.
2. Stop the vehicle.
 - a. Set parking (emergency) brake.
 - b. Place transmission in park or gear.
 - c. Actuate hazard lights.
 - d. Shut off engine and remove key.
3. Reassure students and check for injuries.
 - a. Be clearly in command.
 - b. If students are injured:
 1. Obtain assistance from bystanders.
 2. Apply basic first-aid procedures.

4. Be alert for fire or possible fire. Check for:
 - a. Ruptured fuel tank or lines.
 - b. Smoke.
5. Decide whether or not to evacuate.
 - a. Make a decision.
 - b. Locate a safe spot to evacuate, get away from the vehicle.
6. Protect the scene of the accident from further accident by employing safety devices (fuses and/or reflective triangles). (See No. 4 above)
7. Locate witnesses. This is extremely important for factual evidence. The position of the vehicles or road marks are generally not as important as good eyewitnesses. Obtain license plate numbers of witness vehicles.
8. Notify school and law enforcement officials:
 - a. Contact them by radio or phone.
 - b. Seek assistance from a passing motorist or bystander.
 - c. Send two students with emergency assistance card as last resort
 1. Watch out for the safety of children sent with messages. They will be excited. Watch them if they must cross the highway.
 2. Tell children to walk facing the traffic.
 3. Advise students not to enter the house, but have owner call for them.
9. Do not discuss the accident with other drivers or bystanders. Cooperate with the investigating officer.
 - a. Be factual. Give your driver's license number, insurance company, or school.
 - b. Don't rationalize.
 - c. Provide a list of students (name, age, phone number and birthdays) and seat position.
10. Work with the school administration to:
 - a. Continue transportation of the students. (There should be a plan).
 - b. Any driver of a vehicle involved in a motor vehicle accident that exceeds \$400 in property damages or causes a personal injury must file the Motor Vehicle Crash Report Form with the BMV no later than 6 months after the accident if the other driver is uninsured.

Tornado Disaster Plan

1. When transporting students in rural areas.
 - a. Try to pull the vehicle off the roadway away from large trees, electrical lines, telephone poles, or buildings.
 - b. Evacuate vehicle. Make sure to take along first-aid kit.
 - c. Move away from the side of the vehicle without crossing the road.
 - d. Try to find a ditch, ravine, or embankment and use it for protection. Be aware of high or swift water.
 - e. When danger is over, check students for any injury or shock, and administer first aid if needed.
 - f. Contact transportation office for further instructions.
2. When transporting students in urban areas.
 - a. Park vehicle immediately.
 - b. Evacuate vehicle and take first-aid kit.
 - c. Send pupils to nearest homes or buildings, going into a room with no windows and assume the tornado position is near an exterior wall.
 - d. When danger is over, check for shock and injury; administer first aid if needed.
 - e. Contact transportation office for further instructions.

3. Vehicle in transit (no students)
 - a. Park vehicle and seek shelter.
 - b. When danger is over, contact transportation office for further instructions.

Recommended Responses to Emergency Situations
(Contact authorities as directed by Board Policy)

Accident

1. Evaluate need for medical assistance.
2. Protect scene.
3. Evacuate if necessary.
4. Control students.
5. Notify law enforcement/medical emergency (911)
6. Contact authorities.
7. Collect data.
8. Communicate with parents.
9. Discuss facts of accident only with police/school personnel.

Tornado

1. Pull vehicle off roadway.
2. Evacuate vehicle, take first aid kit.
3. Take pupils to nearest building. If in the open, find a ditch, ravine, or embankment that is about 200 feet away from the vehicle.
4. Instruct the pupils to lie down on their knees with hands clasped behind their head.
5. When danger is over check pupils, then contact authorities.
6. Contact transportation office using emergency contact person's number on trip ticket/travel certificate (if after hours).

Vehicle Breakdown

1. Move vehicle off roadway if possible to prevent accidents with other vehicles.
2. Notify school officials.
3. Control pupils.
4. Secure vehicles and protect scene.
5. Arrange for another vehicle.
6. Assist in transferring pupils.

Evacuation

1. Everyone exits through the nearest door.
2. Driver remains at the vehicle until pupils are completely evacuated.
3. Parking brake is set. Engine off. Transmission in gear or park and remove the key.
4. Pupils assemble at least 100 feet from the vehicle.

Severe Bleeding

1. Apply direct pressure (use pressure points if necessary).
2. Apply a bandage. If bleeding doesn't stop, apply additional bandages.
3. It may be necessary to elevate the wound above the heart or use pressure points.

No Breathing

1. Contact emergency medical services following school policy.
2. Initiate chest compressions (CPR).

Traumatic Shock to Bones, Joints, and Head

1. Apply cold to prevent swelling.
2. Keep student quiet.
3. Do not move the student unless further danger is imminent.

Convulsions or Seizures

1. Do not restrain the individual.
2. Clear all sharp objects from around the individual.
3. Keep airway open.

Basic Rules of First Aid

1. Keep the injured pupil lying quietly.
2. Look for severe bleeding. Check breathing.
3. Look for injuries or fractures.
4. Send for help. Be sure to give the exact location.
5. Reassure the injured pupil.
6. Every injury creates shock.
7. Report all injuries to the proper school authorities.
8. Fill out report.

Pupil Ill/Injured While Onboard the Vehicle

1. Evaluate need for medical assistance.
2. Notify emergency medical services (911) following school policy.
3. Inform transportation office.
4. Request that parents be contacted.
5. Obtain correct information. (Name of pupil, work, and/or home phone number of parents.)
6. Fill out report.

Emergency Assistance Card

Bus Number: _____

Driver: _____

School District: _____

Address: _____

Our bus has been involved in an accident. Please phone one of the following Emergency Phone Numbers:

Person(s) to be called:

Phone Numbers:

1. _____
2. _____
3. _____
4. _____
5. _____

Type of Emergency:

_____ Breakdown _____ Accident _____ Injured Passenger(s)
_____ Out of Fuel _____ Sick Passenger(s) _____ Flat Tire

Other _____

Assistance Requested:

_____ Medical EMS _____ Police _____ Wrecker/Mechanic

Other _____

Pertinent Information:

Location (be precies) _____

Road(s) _____

landmark(s) _____

Directions _____

NOAA Weather Radio Hops to Save Lives



The NOAA Weather Radio is an “all hazards” radio network used to obtain comprehensive weather and emergency information. The weather radio has the capability to broadcast warning and post-event information for all hazards, including natural, environmental, and public safety.

Weather radios are equipped with special alarm-tone features that sound alerts to give immediate information about a life-threatening situation. During an emergency, NWS forecasters will interrupt routine weather radio programming and broadcast a special tone that activates weather radios in the listening area.

One-alert weather radios should be standard equipment in every home and in places that are entrusted with public safety, such as schools, hospitals, nursing homes, restaurants, stores, office buildings, recreation centers, sports facilities, and other public gathering places.

Information and protection position illustration are provided by the **National Weather Service**, one of 14 agencies and organizations represented on the Ohio Committee for Severe Weather Awareness.



- American Red Cross
- Emergency Management Association of Ohio
- National Weather Service
- Ohio Citizen Corps
- Ohio Department of Aging
- Ohio Department of Commerce-State Fire Marshal
- Ohio Department of Education
- Ohio Department of Health
- Ohio Department of Insurance
- Ohio Department of Natural Resources
- Ohio Department of Public Safety – Ohio EMA
- Ohio Department of Transportation
- Ohio Insurance Institute
- Ohio News Network

The Ohio Committee for Severe Weather Awareness has been dedicated in educating Ohioans about severe weather safety and preparedness since 1978.
www.weather.safety.ohio.gov



A **tornado** is a violently rotating column of air that extends from the base of a thunderstorm. A condensation funnel does not need to reach the ground for a tornado to be present. A debris cloud beneath a thunderstorm is all that is needed to confirm the presence of a tornado.

Know the Difference Between a Tornado Watch and a Tornado Warning

A **Tornado Watch** is issued by the NWS when conditions are favorable for the development of tornadoes. Watches can last 4-8 hours. During a tornado watch, you should review tornado safety rules and be prepared to move to a place of safety. Listen to a NOAA Weather Radio or local news for up-to-date weather information.

A **Tornado Warning** is issued when a tornado has been detected by Doppler radar or sighted by storm spotters. If a tornado warning is issued for your area, seek shelter immediately! A tornado watch does not have to be in effect for a tornado to form. Continue to listen to the NOAA Weather Radio or local newscasts for current weather information.

Instructors: Teach students to get into a protective position when instructed. Students should face an interior wall with knees and elbows on the floor, and protect their heads with their hands clamped behind the neck.



Somasha 2nd Grade (2010-11)
Tyronna Elementary, Georgia Camp

Schools ~ Be Prepared ...

Have a school safety plan to prepare for high risk days, severe thunderstorms and tornado watches and warnings. In the plan, designate which faculty will monitor the NOAA Weather Radio or Public Alert Radio during watches and other severe weather events. Include provisions for all after-hour, school-related activities. Have a backup source of information such as television, radio or the Internet.

In the plan, identify the personnel and method to disseminate all severe weather information to every classroom and activity. Have an alternate method to notify students and faculty, in case of power failure, such as a compressed air horn or megaphone.

Schools should be inspected to determine the best designation for protective areas. The most interior areas on the ground floor, away from windows and glass, are best for use as protective areas. Large, open rooms such as cafeterias, gymnasiums and auditoriums, or rooms with exterior or glass walls should never be used as protective areas or tornado shelters.

Modular and portable classrooms are also considered unsafe during tornadoes and thunderstorms. A school safety plan must include getting students out of portable classrooms and into a safe area in the main building as quickly as possible - preferably during a severe storm or tornado watch. Also, safety plans should allow faculty and students with disabilities to take cover early, before the arrival of impending severe weather.

Faculty and staff in charge of outdoor and after school activities should have access to a weather radio at all times. Ensure staff are knowledgeable of the school safety plan and know where the nearest tornado shelters/protective areas are located.

Prioritize areas within the school building by number of barrier walls, construction material, etc., as possible protective areas. Create a movement plan to fill the highest-rated areas first.

School Buses ~ Be Prepared ...

Establish guidelines for the use of school buses during tornado watches and warnings. All school buses should be equipped with radios for communicating important weather information. Delaying bus departures and diverting buses on routes are strategies for protecting drivers and riders.

School bus drivers should identify protective areas along each part of their routes where they and the students can take cover if overcome by a tornado or high winds (such as a store, another school or recreation center). Do not hesitate to take cover in ditches or other places below ground level.

- Do not stay in the school bus if caught in a tornado or high winds.
- Do not seek protection under an overpass or bridge.
- Do not attempt to outrun tornadoes or other severe weather.



AP File Photo

Wood County - School buses were tossed like toys when an EF4 tornado struck Millbury, Ohio late Saturday night, June 5, 2010. Seven people died as a result of the tornado. Lake High School (pictured) was destroyed.

Student Management

Understanding all that is required of you as a driver of students can be a challenging job. This reference sheet was developed to give you a broad outline of the items to consider in your position as a driver. You should consult your supervisor if you have specific items of concern.

1. Understand the proper method of securement of students, wheelchairs, and special medical equipment.
2. Keep up to date on current loading and lifting techniques and emergency medical and evacuation procedures.
3. Make an effort to understand aspects of the students that may affect you, the student, or others during the route.
4. Consult with individual students and parents to learn any special loading or handling requirements.
5. Make an effort to know the students.
6. Take notes of any medical or behavioral problems with a student during the route and report them to the proper authorities.
7. Know the local school district's policies and procedures.
8. Make sure that the Emergency Information Form is completely filled out and up to date. Keep these documents in a secure and confidential location in the transportation office or in the vehicle.
9. On a school vehicle, rules should be kept to a minimum. They should be relevant, meaningful, and positive. They should be written, but they need to be verbalized to students who do not read.
10. While maintaining discipline on the school vehicle, try to focus on encouraging the development of desirable behaviors, rather than eliminating undesirable behaviors.
11. Notify school officials of any concerns that may require a change of transportation arrangements.
12. Do not change or modify a route without permission from the proper authorities.

Discipline is a concern of all drivers, and is often looked upon as a negative part of our relationship with pupils. Sometimes drivers feel helpless and unsupported in effecting change in a pupil's behavior.

The fact is, we may never solve all our discipline problems, but we can try to continuously work toward an acceptable level of behavior.

We need to adopt a positive attitude toward discipline. Children need to know what appropriate behavior is, and what is expected of them in realistic terms before they can begin to develop self-discipline. To teach this level of discipline the drivers must be highly disciplined themselves.

Discipline should be perceived as a positive word. Good discipline is simply acting and thinking in appropriate ways in a given situation. For instance, it may be appropriate to yell at a school pep rally, but not while riding the vehicle and approaching a railroad crossing. It may be appropriate to eat an apple while the vehicle is stationary, but not while it's moving.

Teaching children discipline in all aspects of life is vital to their success. Teaching discipline while being transported to and from school is vital to their safety and their life. Without discipline the driver has little opportunity to perform his/her job efficiently and effectively in a safe manner.

All drivers are entitled to the opportunity to drive a safe vehicle. One of the first priorities of a driver is to establish an appropriate level of discipline. To obtain the level of appropriate behavior the driver is obligated to teach children to be self-disciplined. This is not an easy task in some situations. However, the driver must continuously work toward acceptability.

To be successful it is mandatory for the driver to adjust their approach to fit the child. All children are

different, they come from various backgrounds and home life. The driver's first responsibility is to transport their children safely. The task of teaching appropriate discipline can be more easily accomplished by a positive attitude. Discipline must be looked upon as an opportunity to help children.

There are some basic tips to reduce poor student behavior. Drivers should practice what they preach, make their expectations clear, but, be considerate and caring. Know the names of your children.

Help students have positive and good experiences. With these steps in mind the driver has a better chance for performing the job with fewer negative distractions.

The Ohio Administrative Code sets guidelines for student behavior on school buses and school transportation vehicles.

Section (C) reads as follows:

Pupil management and safety instruction policies shall include the following:

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stops.
3. Behavior at school bus stop must not threaten life, limb, or property of any individual.
4. Pupils must go directly to an available or assigned seat so the bus may safely resume motion.
5. Pupils must remain seated keeping aisles and exits clear.
6. Pupils must listen for directions or instructions and obey the driver promptly and respectfully.
7. Pupils must not use profane language.
8. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
9. Pupils must not use tobacco on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
11. Pupils must not throw or pass objects on, from, or into the bus.
12. Pupils may carry on the bus only objects that can be held in their laps (see paragraph (10) of Rule 3301-83-20 of the Administrative Code.
13. 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.
14. Pupils must not put head or arms out of the bus window.
15. Guidelines will be formulated for the use and storage of equipment and other means of assistance required by preschool and special needs children.
16. Drivers and bus aides must have access to appropriate information about the child to the degree that such information might affect safe transportation and medical well-being. This information must be readily accessible in the transportation office. All such information is strictly confidential.

Student's rights are protected by the right to "due process" policy as provided for by the local board of education policy and procedures and state law. This applies to all violations that could result in suspension or removal.

1. A handbook with school board policies on discipline rules and procedures should be given to all students annually.
2. Discipline problems referred to the administration must be in writing. Discipline forms with multiple copies should be used.
3. Only school administrators can suspend riding privileges in accordance with local policy.
4. A hearing must be provided for the student at the parent's request.

No aspect of the driver's responsibility deserves more attention or concern than that of stressing safety.

The basic role and function of the driver is to transport students punctually and safely.

1. In an effort to maintain order as a safety practice, the following points and procedures should be stressed:
 - a. Hold interior noise to a minimum.
 - b. Control the movement of passengers.
 - c. Require an orderly entrance and exit from the vehicle by riders.
 - d. Eliminate the movement or potential movement of objects.
 - e. Require silence at railroad crossings.
 - f. Prohibit the transportation of unauthorized materials. Firearms, ammunition, weapons, explosives or other dangerous materials or objects are prohibited on school buses.

Often, little attention is directed to the driver's role in the educational, social, and personal development of the student.

1. The driver can have a positive influence on the education of the pupil as he:
 - a. Displays his knowledge of traffic laws.
 - b. Follows sound safety procedures.
 - c. Applies sound driving techniques.
2. The driver can have a positive influence on the student's social development as he:
 - a. Teaches respect for other's rights.
 - b. Teaches respect for other's property.
 - c. Teaches respect for rules and regulations.
 - d. Promotes the interaction of students with their peers.
3. The driver can have a positive influence on the student's personal development as he/she:
 - a. Promotes respect for authority by requiring discipline.
 - b. Assists the young and disabled in developing the satisfaction of independence through accomplishment. It is important to understand that the disabled student who fares for himself has a feeling of accomplishment that most students simply take for granted.

Bullying

Bullying is everyone's concern in the school environment. Bullying is deliberate and hostile behavior. In Ohio, schools are required to establish anti-bullying policies and train all school staff about bullying. Ohio's Jessica Logan Act (HB 116), effective May 4, 2012, requires schools to expand anti-bullying policies to include harassment, intimidation, and bullying that occurs in school. This bill specifically requires policies to include:

- A.** A statement providing for possible suspension of students engaging in cyberbullying.
- B.** Means of making anonymous reports of incidents.
- C.** Disciplinary procedures for students who make false reports.
- D.** Strategies for protecting other persons (in addition to the victim) from harassment and retaliation after a report have been made.

The types of bullying that occur in the school environment are:

- **Physical...**Hitting, kicking, taking personal belongings
- **Verbal...**Teasing, taunting, name-calling, making threats
- **Relational/Psychological...**Spreading rumors, excluding someone, manipulation of social relationships
- **Cyber...**Sending insults, threats, or other hateful/harmful information through use of a cell phone, computer, pager, personal communication device or any other electronic communication device

Student management depends on understanding how children think. Each child is different and has a unique personality, however, age and developmental levels do share certain traits. School personnel must be

vigilant, ready to intervene, and willing to adapt to different situations. Get to know your children by interacting with them. In most cases bullying victims don't tell anyone that they are being bullied.

When you see something, do something.

- A. Start with verbal warnings, calling the student who is bullying by name.
- B. Stop the bus if necessary and maintain control of yourself.
- C. Speak calmly and clearly to the students involved without challenging or arguing with them.
- D. Always talk to victims, bullies and bystanders separately with another adult present.
- E. Move affected students to new, safe seating locations and let all students know that bullying is a serious matter that will not be tolerated.
- F. report the incident according to your school policy.

It is important that you have a safe and respectful environment on your trip. Be clear, fair and consistent about the rules. Treat students the way you want to be treated and require that they do the same. Have interaction with your students by learning names, making positive comments, and letting them know that you care about them. Be positive with your nonverbal interactions by smiling and nodding your approval of their behavior. Learn how to resolve conflict in a peaceful manner.

Transporting Persons with Disabilities

In many ways the driver and aide are the key to the success of transporting persons with disabilities. Their ability to provide assistance in entering and exiting the vehicle, as well as any assistance needed during transport is vital to the success of every trip. This assistance must be provided in a manner that encourages confidence, security and dignity for the person transported. This information is intended to help you understand the particular needs of persons with disabilities and to suggest some methods of providing needed assistance in as safe and unobtrusive manner as possible.

Special Needs Persons:

Although a person with a disability has special needs and has been labeled a "special needs person", we must remember that they are a "person" (first) with a disability (second). Persons with disabilities suffer enough frustration and low self-esteem due to their special needs and labeling them as such may make it worse. We should refer to them as a person with a disability because he or she is a person. The Americans with Disabilities Act (ADA) of 1990 mandates that persons with disabilities can't be denied equal rights, equal services, and transportation. Proper equipment on the vehicle as well as proper training for the driver and aide are essential for safe transport.

Administrative rule 3301-83-10 (A) (3) (i) sets forth the requirement for additional training for drivers of students with special needs. Instruction shall include "Transporting the preschool and special needs children, including a practical overview of the characteristics and needs of those individuals." It goes on in the next paragraph (4) to read: "Each school bus owner shall provide and require additional training for drivers and bus aides who transport preschool and special needs students. Such training shall be completed prior to operating a bus with preschool and special needs children on board and shall include:"

- a. Appropriate behavior management.
- b. Physical handling.
- c. Effective communication.
- d. Use and operation of adaptive equipment.
- e. An understanding of related behaviors and/or the particular disabling conditions.
- f. Administer health care according to their qualifications and the needs of the student.

There are many different types of disabilities. To ensure safe transport, each passenger must be evaluated on an individual basis. They may have a behavior or learning problem that requires monitoring

during the trip, or they may have a mobility problem and use a wheelchair, walker, or require special equipment to get around. A general understanding of some of the methods and equipment used will alert you to the need for additional “passenger specific needs” for any persons with disabilities that you may transport. Don’t be afraid to ask!

Many disabled people are apt to be fearful, apprehensive, anxious and very unsure of transportation programs or services. For many, merely leaving the confines of their home presents a major challenge and undertaking since it means leaving a secure known world for a mysterious, frightening, unknown world where everything is moving at an extremely fast pace. This would naturally make a person unwilling to be trustful of your efforts until they feel confident that you know what you are doing and you know how to help. This is why it is so essential to understand the specific needs of each individual transported and display confidence to gain the trust of your passengers and make them feel at ease during their trip.

- A The driver should follow these basic rules when transporting children with disabilities.
 - 1. Do not give medication.
 - 2. Prepare and use a seating chart.
 - 3. Keep the health or medical card updated and confidential.
 - 4. Have available an assistance request card.
 - 5. Be understanding and compassionate while being firm and fair.
 - 6. Keep the children with disabilities within your sight.
 - 7. Practice emergency evacuation on a regular basis since many of their problems are unique.
 - 8. Know the students who can help you in emergencies.
 - 9. Be prepared to make unplanned stops safely.
 - 10. Know how and where to obtain help.
- B The driver assumes the responsibility for safely delivering each child to and from school:
 - 1. Know and follow your local school policy on transportation of children with disabilities.
- C Become familiar with these general disabilities:
 - 1. Mental Retardation
 - 2. Visually Challenged Persons
 - 3. Hearing Impaired
 - 4. Orthopedically Challenged
 - 5. Emotionally Challenged
 - 6. Learning Disabilities
 - 7. Multiple Disabilities

Transporting Persons in Wheelchairs:

There are numerous types of different transportable mobility devices (wheelchairs). It is recommended that there be local district policy for transporting wheelchairs based upon industry guidelines, policies and manufacturer’s recommendations for the equipment being used.

The driver should secure the vehicle by setting the parking brake, placing the vehicle in neutral or PARK, before operating the wheelchair lift. The driver should also ensure that the wheelchair is safe to transport before operating the wheelchair lift.

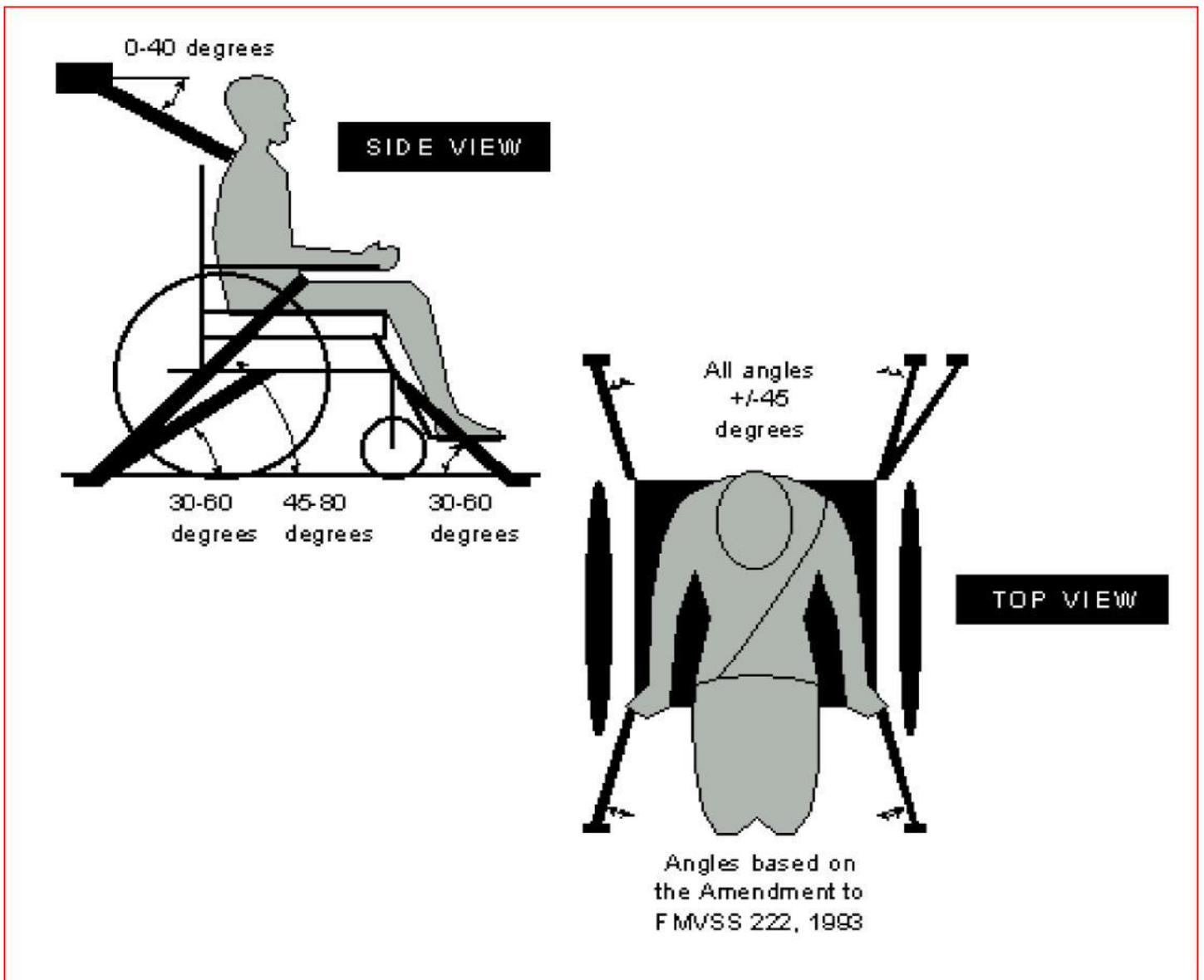
It is also the driver’s responsibility to ensure the wheelchair lift is in good operational condition. Transporting the passenger with special needs may require additional training on lift operation, wheelchair securement, and other areas related to the safe transportation of persons with special needs.

SUMMARY

It is vital that drivers who transport children with disabilities understand enough about the disabilities to transport children safely and appropriately. These children may range in age from three through twenty-one. Quality communications with parents/guardians is essential, as is knowledge about specialized equipment needed on the bus.

Patience, experience, knowledge, maturity, and expert driving skills are needed daily by the driver who faces the challenge of transporting children with disabilities. The driver can experience a great sense of satisfaction for doing the job well. Special education personnel as well as school administrators can be sources of support and assistance when difficulties arise.

Learn about your riders' characteristics and transportation needs and be prepared for the unexpected. Figure in opposite column demonstrates the required and preferred securement methods for both occupant and wheelchair.



Review Questions

The answer sheet for these questions is located at the end of the booklet.

Review Questions-Driver Qualifications / Public Relations

1. Which of the following is true:
 - a. It is very important to always drive according to the rules of the road
 - b. A vehicle driver represents the school district
 - c. Vehicle drivers are constantly observed by the public
 - d. All of the above

Answer True or False:

2. Public relations are not always important.
3. To operate a vehicle, the driver must be at least 18 years of age and have at least one-year driving experience.
4. Vehicle drivers are required to have at least two hours of in-service training per year.
5. Vehicle drivers not meeting the in-service requirements may have their certificate revoked.
6. Vehicle drivers must have a BCII report every six years.
7. Vehicle drivers practice good public relations by showing respect for property.
8. You can have 10 points on your driving record in 24 months and still be certified as a vehicle driver.

Review Questions – Vehicle Regulations

Answer True or False

9. Vehicle must be inspected twice a year by a qualified mechanic.
10. Any vehicle may be used by a board of education to transport pupils to school.
11. School boards may use vehicles designed for nine passengers or less to transport the golf team to an event when a bus is not available.
12. The rated capacity of the vehicle may be set by the owner based upon vehicles modifications.
13. Vehicles built to transport nine passengers or less (not including the driver) require the same safety equipment as a school bus.
14. These vehicles are not required to be inspected before use.
15. Roof-top signs are not required for school transportation vehicles.
16. No marking is required on the side of school vehicles.
17. Body fluid cleanup kits are not required on these vehicles.

Review Questions --Trip Planning

18. Vehicle drivers should always be given a map with _____.
19. Money or credit cards may be needed for:
 - a. Tolls
 - b. Parking
 - c. Fuel
 - d. All of the above
20. The driver must ensure that the vehicle is safe to drive by completing a _____ before leaving.

21. Lock and _____ your vehicle when you park at your destination or any stop when the vehicle is unattended.
22. When parking at a school or restaurant, always try to park to avoid the need to _____.
23. The driver should always make sure the _____ are kept in a secure place on their person.
24. Before leaving any destination, drivers should make sure passengers are buckled up and equipment _____.
25. Drivers should make sure all trash or equipment is removed from the vehicle.
26. Passengers should be left at a designated area that is secure and properly _____ .
27. The vehicle driver is required to pre-trip the vehicle before transporting students.
28. A trip ticket is optional, depending on school policy.
29. The safest way to park a vehicle is to park so you can back out.
30. The use of seat belts is optional for all riders.
31. You should check your vehicle lights and gauges once during the trip.
32. Post-trip procedures:
 - a. Clean out vehicle
 - b. Fill out paperwork
 - c. Make sure passengers are safe or properly supervised
 - d. All of the above
33. When traveling to a destination for the first time, the driver should have:
 - a. A map
 - b. A set of written directions
 - c. Both A & B
 - d. None of the above

Review Questions - Pre-trip Inspection

34. These items must be checked during the overview of the vehicle:
 - a. Roof top sign
 - b. Fluid leaks
 - c. Damage
 - d. All of the above
35. You should start the engine before looking under the hood.
36. The fan belts should have no more than ___ inch of play.
37. While checking the hydraulic brakes the driver must pump the brakes ___ times.
38. The front tires should have ___ inch tread depth.
39. The back tires should have ___ inch tread depth.

List all the required safety equipment:

40. _____
41. _____
42. _____
43. _____
44. _____
45. _____

46. The coolant temperature gauge is located on the instrument panel.

47. Each vehicle driver is required to make a daily pre-trip inspection on the basis of:
 - a. Long standing school district tradition
 - b. State law
 - c. How much practice the driver needs in order to learn the van inspection procedure.

Review Questions -- Defensive Driving

Select the best answer:

48. The minimum following distance in a vehicle traveling under 40 MPH is:
- One second
 - Two seconds
 - Three seconds
 - Four seconds
49. The steering wheel shall be gripped at the:
- 10 o'clock 2 o'clock position
 - 11 o'clock 1 o'clock position
 - 9 o'clock 3 o'clock position
 - None of the above answers are correct
50. The preferred steering technique is:
- Push pull
 - Palming the wheel
 - Hand over hand
 - None of the above
51. When controlling a skid the driver should:
- Release the accelerator
 - Steer in the direction you want the front of the vehicle to go in
 - Be prepared to steer in the opposite direction when the a vehicle starts to correct itself
 - All of the above
52. When backing the vehicle: which statement is **NOT** true:
- Check traffic to the front and rear, especially looking for vehicles, which may pull up close to the rear of the vehicle
 - Use your hazard lights and sound your horn twice before backing
 - You should back into an area to the left of the a vehicle across an open lane of traffic
 - Check traffic to the left at least twice while backing. Impatient motorists may try to pass the vehicle while you are attempting to back up
53. A good defensive driver will:
- Scan the road ahead 12 to 15 seconds
 - Increase your following distance when you have a tailgater
 - Be aware of vehicles to the front, back, and sides of the vehicle
 - All of the above answers are correct
54. Which of the following is **NOT** true? A defensive driver:
- Is safety conscious at all times
 - Realizes that he/she must be aware of all vehicles and pedestrians
 - Should be prepared to slow or stop
 - Trusts others to drive properly
-

Answer True or False

55. Whenever possible you should avoid backing, especially with people outside your vehicle.
56. On a two lane road it is not required to sound your horn when passing a slow moving vehicle.
57. Drivers of vehicle shall not use any cellular telephone or hands-free wireless device, or any other portable communication device while the bus (vehicle) is in motion, or while the driver is supervising the loading or unloading of students.
58. While driving down a steep grade the driver should shift to a lower gear on the way down the hill.
59. While driving down a steep grade the vehicle driver should pump the brakes.
60. When leaving the freeway it is always safe to travel the posted speed limit.
61. When entering the freeway you should merge into traffic as soon as possible regardless of the number of vehicles there are or the speed they are traveling.
62. Never back the vehicle up at pickup and discharge locations when pupils are outside the vehicle.

Review Questions for Safety and Emergency Procedures

Answer True or False

63. The four-way hazard lights should be actuated in an emergency breakdown.
64. Fusees only need to be placed next to the vehicle.
65. A first aid kit should contain all necessary units or boxes and be removable in the event of an evacuation.
66. When a breakdown occurs always use your warning devices to tell other traffic of the hazard.
67. All vehicles shall be equipped with a fire blanket.
68. While evacuating the vehicle in a tornado, make sure to take along the first aid kit.
69. Fire extinguishers do not have to be recharged if used for only 10 to 15 seconds.
70. When an emergency occurs, it is important to reassure the students and be in command of the situation.
71. While at the emergency scene, it is not necessary to provide a list of passengers to law enforcement officials.
72. The B.M.V. Motor Vehicle crash report form must be filed no later than 6 months after the accident involving more than \$400.00 of property damage.

Review questions -- Student Management

Answer True or False

73. The driver is responsible for maintaining control of pupils while being transported on their assigned vehicle.
74. Drivers may inflict reasonable corporal punishment to a student passenger in order to maintain discipline.
75. Drivers and aides must have access to appropriate information about the child to the degree that such information might affect safe operation and medical well-being. Information must be readily accessible in the transportation office. All such information is strictly confidential.
76. Pupils may stand on a moving vehicle, if the vehicle is overcrowded, and a safe seat is not available.
77. Discipline problems should be referred to the appropriate school administrator in writing.
78. Eating on a moving vehicle is permitted if a teacher gives permission.
79. Equipment transported concurrently with students must be secured separately from passengers.
80. Drivers have the authority to assign seats to student passengers.
81. Passengers must leave or board the school transportation vehicle at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
82. Band instruments and other large items may be stored in the aisle way of the vehicle, if at least one exit is available for an orderly evacuation.

Review questions – Disabilities***Answer True or False***

83. Drivers should not take responsibility for administering medication.
84. The driver should determine if the wheelchair is safe to transport.
85. A general knowledge of disabilities is not needed for transporting special needs students.
86. It is not necessary to practice special emergency evacuation procedures for persons with disabilities.
87. Confidence, security, and dignity are factors considered when transporting persons with disabilities.
88. To assure safe transport, each passenger with a disability should be evaluated on an individual basis.
89. It is the parents responsibility to ensure that the wheelchair is safe to transport.
90. Local district policy should be developed and followed when transporting persons with disabilities.

Review questions – Driving Situations (from video)***Answer True or False***

91. A following distance of one to two seconds should be used when driving the vehicle.
 92. When turning at an intersection, you are to turn into the nearest lane.
 93. When being tailgated, you should increase your following distance.
 94. White pavement markings separate traffic going in the opposite direction.
 95. As you approach an intersection you should cover the brake.
 96. If you miss your exit off the freeway, you should stop and back up.
 97. When evacuation is necessary, evacuate the passengers at least 100 feet away.
 98. To secure the scene on a two lane highway, place the warning devices at 10 feet to the rear, 100 feet to the rear, and 100 feet to the front of the vehicle.
 99. When you drop off the edge of the road, you should jerk the wheel to get back on the road.
 100. It is best to not drive through water that is across the roadway.
-

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	<p>Rob Higgenbotham, Pre-Service Instructor East Central Ohio Educational Service Center 834 High Avenue New Philadelphia, Ohio 44663 (330) 308-9939 – Office (330) 313-3645 – Fax</p>	<p>East Region <i>Belmont, Carroll, Columbiana, Coshocton, Guernsey, Harrison, Holmes, Jefferson, Monroe, Morgan, Muskingum, Noble, Stark, Tuscarawas, and Wayne</i></p>
	<p>Michael Redfern, Pre-Service Instructor Medina County Educational Service Center 124 West Washington Street Medina, Ohio 44256-1999 (330) 723-6393 ext. 117 – Office (330) 723-0573 – Fax</p>	<p>North Region <i>Ashland, Crawford, Cuyahoga, Erie, Huron, Lorain, Medina, Ottawa, Richland, and Sandusky</i></p>
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	<p>Marvin Pennington, Pre-Service Instructor Pike County Career & Technical Center Post Office Box 577 175 Beaver Creek Road Piketon, Ohio 45611 (740) 289-2423 – Office (740) 289-8891 – Fax</p>	<p>South Region <i>Adams, Athens, Gallia, Highland, Jackson, Lawrence, Meigs, Pike, Ross, Scioto, Vinton, and Washington</i></p>
	<p>Brandon Anness, Pre-Service Instructor Warren County Educational Service Center 1879 Deerfield Road Lebanon, Ohio 45036 (513) 695-2900 x 2931 – Office (513) 695-2961 – Fax</p>	<p>Southwest Region <i>Brown, Butler, Clermont, Clinton, Fayette, Hamilton, Warren</i></p>
	<p>Evette Moody, Pre-Service Instructor Madison-Champaign Educational Service Center 2200 US Hwy 68 Urbana, Ohio 43078 (937) 484-1557 – Office (937) 652-2221 – Fax</p>	<p>West Region <i>Auglaize, Champaign, Clark, Darke, Greene, Logan, Madison, Mercer, Miami, Montgomery, Preble, and Shelby</i></p>

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Answer Sheet

	31.		
<i>Driver Name</i>	32.	Safety and Emergency Procedures	Driving Situations (from video)
	33.		
<i>School/Agency</i>	Pre-Trip Inspection	63.	91.
Driver Qualifications	34.	64.	92.
Public Relations	35.	65.	93.
1.	36.	66.	94.
2.	37.	67.	95.
3.	38.	68.	96.
4.	39.	69.	97.
5.	40.	70.	98.
6.	41.	71.	99.
7.	42.	72.	100.
8.	43.	Student Management	<i>Submit this Answer Sheet, along with Application for Van Driver Certificate, to the Regional Pre-Service Instructor.</i> THANK YOU!!!
Vehicle Regulations	44.	73.	
9.	45.	74.	
10.	46.	75.	
11.	47.	76.	
12.	Defensive Driving	77.	
13.	48.	78.	
14.	49.	79.	
15.	50.	80.	
16.	51.	81.	
17.	52.	82.	
Trip Planning	53.	Disabilities	
18.	54.	83.	
19.	55.	84.	
20.	56.	85.	
21.	57.	86.	
22.	58.	87.	
23.	59.	88.	
24.	60.	89.	
25.	61.	90.	
26.	62.		
27.			
28.			
29.			
30.			

Application for Van Driver Certificate

Please complete the following information and sign prior to sending this booklet to the regional Pre-Service Instructor for application of an Ohio School Van Driver Training Certificate:

please print

Driver Name _____
Driver License Number _____
School/Agency Name _____
School Agency Address _____
School Phone (_____) _____

The undersigned driver attests that he/she has:

- Viewed training video.
- Read and studied workbook.
- Completed the answer sheet that is attached to this application.

Driver Signature Date

The undersigned superintendent (or designee) affirms that each of the following requirements has been met for the above-named driver, and that records are on file to verify same:

- Driving performance evaluation and review.
- Current BCI&I and FBI criminal background check.
- Complete driving record for the driver.
- Current T-8 physical for the driver.
- Driver is of legal age.
- Driver is insured by the district to operate a motor vehicle or has provided proof of insurance.

Superintendent (or Designee) Signature Date

This form must be returned to the regional Pre-Service Instructor.

