

Date: September 18, 2014

Subject: **School Bus Safety Training - Elementary Schools**

As required by OAR 581-53-002, **all** students in School District 4J are to receive instruction on bus safety during the first half of the school year. The intent of the rule is to reach the occasional riders who find themselves on a bus because of a field trip, activity trip, etc.

The instruction provided must cover:

- A. Rules for safe riding
- B. Procedure for crossing the road with bus safety lights
- C. Emergency equipment on the bus
- D. Instructions for emergency evacuations

Included in this packet is a sheet called “RIDING THE BUS SAFELY” in both English and Spanish versions. The information on this sheet regarding rules for safe riding, the procedure for crossing the road with the bus safety lights, the emergency equipment on the bus, and the instructions for emergency evacuations is to be included in whatever type of presentation your teachers choose. It can be a totally different format but must include this information.

Your school bus training sessions should be planned using the resources listed on the following pages. Some completely fulfill the requirement; others fulfill parts of the requirement and would need to be supplemented.

It is very important that this training be accomplished during the first half of the year (by the end of December) and that documentation be provided by each administrator when the training has been completed. For this purpose, you should complete the enclosed form and return it to:

Susie LaBounty  
4J Transportation Dept.

If you have any questions please email [labounty@4j.lane.edu](mailto:labounty@4j.lane.edu) or call me at x7487.

Thank you for your cooperation,

Susie LaBounty  
Driver Trainer  
4J Transportation

## CONTRIBUTIONS TO BUS SAFETY

As you know, safety is the keystone of school bus transportation. The safe operation of a bus fleet is built upon lots of positive contributions from many individuals.

It is obvious that the bus driver is literally at the helm of bus safety, but many others are involved. When we stop to think, we can understand the safety input provided by school bus mechanics, driver trainers, school administrators, teachers, coaches, and chaperones. But this safety team is not limited. It also includes bus manufacturers, parents, school boards, police officers, State and Federal administrators and legislators. And the list goes on. It goes on and on and sometimes we lose sight of a very important contributor: you, the passenger on the bus.

That's right, you are a contributor to bus safety, and we want to emphasize the importance of your contribution. You contribute by abiding by a list of Safe School Bus Riding Rules. These rules are posted in each school bus but can also be expressed as follows:

1. Sitting properly in your seat while the bus is in motion. Your seat and the seat ahead of you provide you with padded crash protection. This protection involves seat back height and spacing and works best if you are seated.
2. Talk in normal conversational tones. This will keep the noise level on the bus from becoming an unsafe distraction for the driver.
3. Keep everything inside the bus. This includes all parts of your body (for some obvious safety reasons.)
4. Hazardous equipment must not be transported on the bus and equipment that is permitted on the bus must be properly secured between seat backs or stored in compartments under the bus. Loose objects in a school bus become potential projectiles in a crash or sudden stop.

You contribute by becoming aware of the emergency stopping systems, which are a part of our school buses. The type of emergency parking brakes do differ from one bus to another, so ask your driver to show you what type of brakes your bus is equipped with. The most common system is a "Spring Brake" system, which is activated by a yellow or gold button, located to the right of the driver in the center of the dash. It is truly an emergency brake and is also used as a parking brake. It can be activated at any speed and will bring the bus to a steady controllable stop.

You should know what to do in the event a particular emergency requires that the bus be evacuated. When riding a bus you are unfamiliar with, check the location of all emergency exits and equipment, such as first aid kit and fire extinguisher. (Ask the driver if necessary)

In an emergency follow the procedure listed below:

1. The first students to evacuate assist other students off the bus.
2. Students evacuate one seat at a time, starting with the seats nearest the emergency exit.
3. Stay seated until it is your turn.
4. Side door evacuation - Sit and scoot out with the help of another student (do not jump).
5. Move at least 100 feet away from the bus.
6. Stay calm - follow the instructions of your driver.

We thank you for making a positive contribution to bus safety in our District. The Transportation Department welcomes your input to school bus safety.

If you have any questions please email [labounty@4j.lane.edu](mailto:labounty@4j.lane.edu) or call Susie LaBounty at x7487.

**Listed below are various resources that can be used. The viewing of films in conjunction with the distribution of the enclosed flyers would fulfill the requirement as set forth in OAR 581-53-002. To reserve films call Lane ESD Media & Film booking@ 461-8220.**

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**TRAINING USING A SCHOOL BUS** - 20 minutes

Involves a discussion of safe loading and bus rules. Also provides for familiarization of safety equipment on the bus. Ends with an evacuation drill. Call Susie LaBounty @ #7487 to schedule. We will do the training throughout October. (Recommended for grades K-5)

**Link to “Safest Way Out” video:** <http://staff.4j.lane.edu/bus/TrainingVideo.html>

Video may also be accessed on the Transportation web site. Click on School Bus Evacuation Training.

**16mm. FILMS** (ESD film reference number)

“School Bus Safety & Courtesy” 1985 - Five copies, 20 minutes (MB-85-0009)

Combines animated and actual situations covering subjects of walking to the bus, waiting at the stop, loading, bus riding rules and courtesy, bus evacuation information, the trip home, and how to cross the street with the help of the bus safety lights. (Recommended for grades 4-8)

“Are You Ready” 1981 - Two copies, 18 minutes (MB-81-0428)

Shows how to safely evacuate a school bus which has been involved in a head-on collision, a rear-end collision, and a side collision. Also, the proper procedures to use in evacuating a bus disabled for reasons such as mechanical failure, flat tire, or engine trouble. (Recommended for grades 4-6)

“School Bus Evacuation for Students” 1981 - Three copies, 9 minutes (MA-81-0427-1)

Shows students how to deal with emergency school bus evacuations. Emphasizes orderliness and cooperation with the driver and student bus leaders. (Recommended for grades 2-6)

“Primary Bus Safety” 1977 - Four copies, 14 minutes (MB-770049)

Describes safe procedures for walking to school or to the bus stop. Also explains safety while waiting for the bus, entering the bus, and riding on the bus. Introduces the basic concept of the “Safety Circle”. (Recommended for grades 2-6)

“Safety on Our School Buses” 1981 - Four copies (MB-81-0041)

Discusses six rules for safe bus riding, safety in crossing streets and information on school bus emergencies. (Recommended for grades 1-3)

“School Bus Evacuation for Students” 1981 - One copy, 9 minutes (MA-810-427)

Teaches proper evacuation procedures.

**VHS FILMS** (ESD film reference number)

“School Bus Safety” 1999 – Two copies, 5 minutes (MV000086)

Co-hosts Patty and Joe offer basic safety tips for riding a school bus. Short segments and a song reinforce safe behavior when riding a bus. (Recommended for grades K-3).

“School Bus Safety: Riding Cool To School” 1995 – Two copies, 15 minutes (MV960354)

Demonstrates proper behavior on a school bus. Teaches rules and responsibility on the bus. (Recommended for grades 1-5).

“Pooh’s Great School Bus Adventure” 1986 – One copy, 14 minutes (MV960701)

Using puppets of Winnie the Pooh and friends, this film gives basic safety rules to follow when riding a school bus. Repeats and reinforces rules. (Recommended for grades K-2).

**OTHER CLASSROOM TRAINING** 10-15 minutes. Programs, developed by individual teachers which deal with safe riding rules and emergency evacuation.

From the above materials, school principals should plan their school bus safety training sessions (you may have completed the requirements with participation in the OPTA School Bus Safety Poster Contest).

**It is very important that this training be accomplished during the first half of the year (by the end of December) and that documentation be provided by each administrator when the training has been completed. For this purpose, you should complete the enclosed form and return it to:**

**Susie LaBounty  
4J Transportation Dept.**

EUGENE PUBLIC SCHOOLS  
SCHOOL DISTRICT NO. 4J, LANE COUNTY  
EUGENE, OREGON

COMPLETION OF SCHOOL BUS SAFETY TRAINING

PLEASE DOCUMENT THE PRESENTATION OF THE BUS SAFETY  
INFORMATION BY INDIVIDUAL CLASS.

**SCHOOL** \_\_\_\_\_

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