

Zimbra

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**[princi\_elem] [principals] MANDATORY BUS SAFETY TRAINING 2023/24**

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**From :** Arthur Hart <hart\_a@4j.lane.edu> Mon, Oct 30, 2023 04:46 PM  
**Sender :** princi\_elem <princi\_elem-bounces@4j.lane.edu> 4 attachments  
**Subject :** [princi\_elem] [principals] MANDATORY BUS SAFETY TRAINING 2023/24  
**To :** principals@4j.lane.edu, secretaries@4j.lane.edu  
**Cc :** Sebastian Bolden <bolden\_s@4j.lane.edu>, Greg Borgerding <borgerding\_g@4j.lane.edu>

Greeting School Secretaries and Principals,

Please accept my apologies for the late communications.

As required by OAR 581-53-0210 (2) (b), all students in Eugene School District 4J are to receive instructions on bus safety during the first half of the 2023-2024 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. This is an ODE mandatory training that needs to be completed before the end of December 2023.

The instruction must cover the following procedures:

1. Safe riding procedures
2. Loading and unloading
3. Crossing the road with bus safety lights
4. Use of emergency exits

In order to accomplish the annual training, I have attached:

- Riding the School Bus Safely in English and Spanish (for student instruction)
- Emergency Exits Handout (for student instruction)
- Bus Safety Documentation (please fill out and return by December 31, 2023)

Please have teachers review the handout information with the students in their classes; doing this will fulfill the instruction requirement. There are also two videos on the [4J Transportation Website](#) titled "[Bus Evacuation Training](#)" and "[ODE Riding the School Bus Video](#)" that teachers may show in addition to the instruction from the handouts.

We are required to document that this training has been completed. Please fill out the Bus Safety Documentation sheet and return it to me before the end of December 2023.

If you have any questions, please feel free to call me.

Very best regards,  
Art

Arthur Hart

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 **Bus Safety Documentation.docx**  
13 KB

 **Emergency Exits Handout.pdf**  
2 MB

 **Riding the School Bus Safely - ENGLISH.pdf**  
987 KB

 **Riding the School Bus Safely - SPANISH.pdf**  
978 KB

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# EMERGENCY EXITS

## FRONT DOOR

Flip switch (or press button) and push out on the doors.

**\*\*\* Primary escape route\*\*\***



Your school bus will be equipped with many different types of exits.

Please review each type and be familiar with how to open them all.

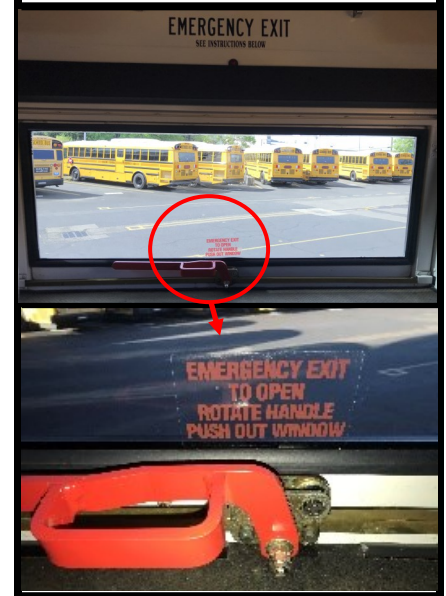
### Remember:

The FRONT DOOR should be used unless it is blocked or dangerous to do so.

Don't hesitate to ask the bus driver to demonstrate how to use these exits before your trip.

## REAR WINDOW

Use only if front door and side door are blocked. Handles may vary between bus models.



## ROOF HATCH

Only used if the bus is on it's side



## SIDE WINDOW

Multiple side window exits available on both sides of the bus.



## SIDE DOOR

Use if front door is blocked or in addition to front door if necessary





# Riding the School Bus Safely



4J

Safety is the first priority of our Transportation Department. Students are expected to follow the same behavioral standards while riding school buses as are expected in school classrooms.

## Be Safe

- Load and unload following the bus drivers directions
- Remain seated at all times
- Keep aisle way clear



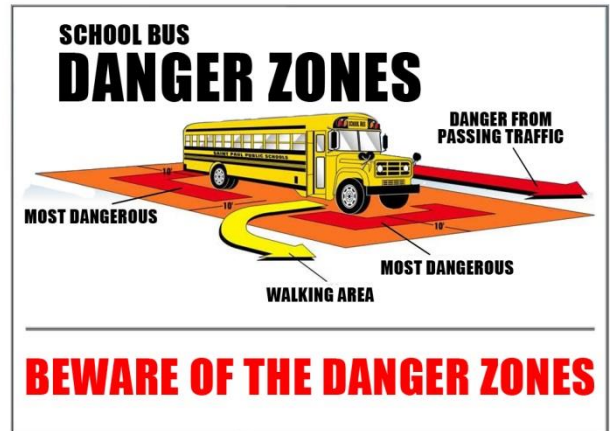
## Be Respectful

- Use inside voices
- Keep hands, feet and objects to yourself
- Be kind - no abusive or offensive language

## Be Responsible

- Be on time for the bus (arrive 5 minutes early)
- No eating on the bus
- Follow your bus drivers instructions

## on the school bus



### The Oregon Department of Education School Bus Safety Rules

(listed below) are posted on every bus. Enforcement of the rules is necessary for the safety of **all** passengers.

Any student who violates the student conduct and/or school bus safety rules is subject to disciplinary action in accordance with school and District Discipline Policy and **may result in the denial of transportation privileges.**

#### OAR 581-053-0010 Rules Governing Pupils Riding School Buses and School Activity Vehicles

- (1) Pupils being transported are under authority of the bus driver.
- (2) Fighting, wrestling, or boisterous activity is prohibited on the bus.
- (3) Pupils shall use the emergency exit only in case of emergency.
- (4) Pupils shall be on time for the bus both morning and evening.
- (5) Pupils shall not bring firearms, weapons, or other potentially hazardous material on the bus.
- (6) Pupils shall not bring animals, except approved assistance guide animals on the bus.
- (7) Pupils shall remain seated while bus is in motion.
- (8) Pupils may be assigned seats by the bus driver.
- (9) When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
- (10) Pupils shall not extend their hands, arms, or body parts through bus windows.
- (11) Pupils shall have written permission to leave the bus other than at home or school.
- (12) Pupils shall converse in normal tones; loud or vulgar language is prohibited.
- (13) Pupils shall not open or close windows without permission of driver.
- (14) Pupils shall keep the bus clean, and must refrain from damaging it.
- (15) Pupils shall be courteous to the driver, to fellow pupils, and passersby.
- (16) Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride buses.



## Emergencies

All 4J school buses are supplied with a set of emergency equipment in the case of an accident, breakdown, or medical emergency.

These items include:

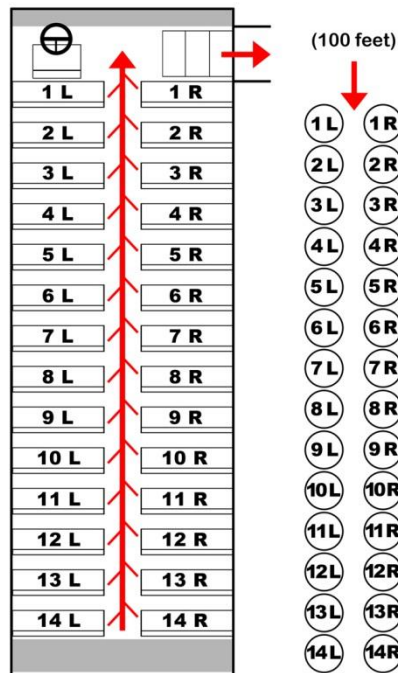
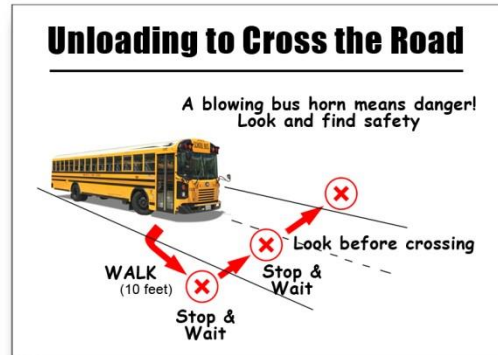


a First Aid Kit,  
Fire Extinguisher,  
Body Fluid Kit,  
Reflective Warning Devices  
and a Two-Way Radio.



## Evacuations

If an evacuation should be necessary, the driver will give that direction. All riders should remain calm and follow their drivers instructions to evacuate the bus as quickly and safely as possible.



Evacuations should be done one row at a time starting with the first row, and alternating right and left sides.

- (1) Student helpers take positions to assist
- (2) Evacuate one seat at a time
- (3) Stay calm, don't run or push past other students
- (4) Assemble at least 100 feet from the bus
- (5) Stay together and wait for help

(Although bus evacuations are rare, preparation and training are essential for everyone's safety.)



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# Riding the School Bus Safely



# Seguridad en el bus escolar



La seguridad es la primera prioridad del departamento de transporte. Los estudiantes deben seguir las mismas normas de conducta del salón de clase mientras estén en el bus escolar.

## Estar seguro

- Subirse y bajarse del bus siguiendo las instrucciones del chofer
- Mantenerse sentado en todo momento
- Mantener abiertos los pasillos

## Ser respetuoso

- Utilizar un nivel de voz apropiado
- Mantener las manos, los pies y otros objetos a uno mismo
- Ser amable - no usar lenguaje abusivo ni ofensivo

## Ser responsable

- Estar puntual (llegar a la parada 5 minutos antes)
- No comer en el bus
- Seguir las instrucciones del chofer



## Dentro del bus

Las políticas de seguridad del departamento de educación de Oregon (enumeradas abajo) se publican en cada bus. El cumplimiento de las reglas es necesario para la seguridad de todo pasajero. Cualquier estudiante que no cumple las reglas de seguridad o de conducta del bus escolar son sujetos a acción disciplinaria, en concordancia con la política de disciplina de la escuela y del distrito, y puede resultar en la negación de los privilegios de transporte.

**OAR 581-053-0010 Reglas para estudiantes en el bus escolar y los vehículos de actividades escolares**

- (1) Los estudiantes transportados están bajo la autoridad del chofer.
- (2) Pelear o hacer cualquier actividad bulliciosa es prohibido dentro del bus.
- (3) Los estudiantes deben utilizar la salida de emergencia solamente en caso de emergencia.
- (4) Los estudiantes deben estar puntuales para el bus tanto en la mañana como en la tarde.
- (5) Los estudiantes no deben llevar armas o cualquier material peligroso en el bus.
- (6) Los estudiantes no deben llevar animales en el bus, excepto animales aprobados de apoyo o de guía.
- (7) Los estudiantes deben permanecer sentados mientras corra el bus.
- (8) Los estudiantes pueden tener asientos asignados por el chofer.
- (9) Cuando sea necesario cruzar la calle, los estudiantes deben cruzar en frente del bus, o de la manera dirigida por el chofer.
- (10) Los estudiantes no deben extender sus manos, brazos o cualquier parte corporal por las ventanas del bus.
- (11) Los estudiantes deben presentar permiso escrito para bajarse del bus en una parada que no sea su casa o la escuela.
- (12) Los estudiantes deben conversar en tonos normales de voz; el uso lenguaje ruidoso o vulgar es prohibido.
- (13) Los estudiantes no deben abrir o cerrar las ventanas sin el permiso del chofer.
- (14) Los estudiantes deben mantener limpio el bus, y deben evitar cualquier daño.
- (15) Los estudiantes deben ser cordiales con el chofer, con sus compañeros y con cualquier otra persona.
- (16) Los estudiantes que no siguen las reglas o las instrucciones del chofer pueden perder el privilegio del bus.

## Emergencias

Todos los buses de 4J tienen un equipo de emergencias en caso de accidentes, problemas mecánicos o emergencias médicas. Estos equipos incluyen:



Un botiquín de primeros auxilios,  
un extintor,  
Un botiquín de fluido corporal,  
alarmas reflectivas  
y un radio de comunicación bidireccional.

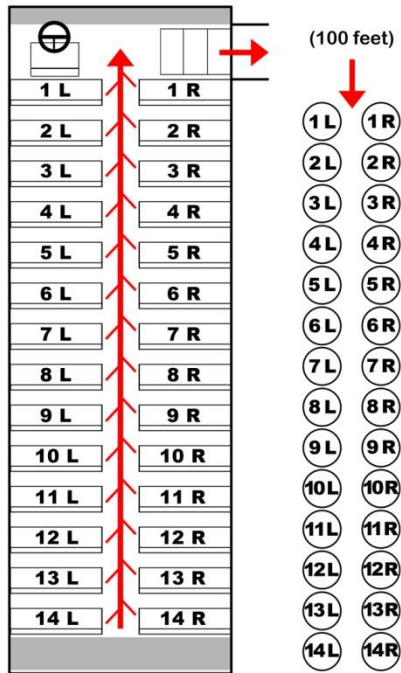


# Evacuaciones

En caso de una evacuación necesaria,  
el chofer dará la indicación.

Todos los pasajeros deben mantener la calma y seguir las instrucciones del chofer para evacuar el bus de la manera más rápida y segura posible.

Las evacuaciones se deben hacer una fila a la vez, empezando con la primera fila, y alternando lados del derecho al izquierdo.



- (1) Los estudiantes de apoyo toman sus posiciones para ayudar con la evacuación
- (2) Evacuarse un asiento a la vez
- (3) Mantener la calma, no correr o empujar a otros estudiantes
- (4) Agruparse a una distancia de 100 pies del bus
- (5) Mantenerse juntos y esperar la ayuda

(Aunque las evacuaciones del bus son raras,  
Es esencial la preparación y el entrenamiento  
Para la seguridad de todos.)



4J

# Seguridad en el bus escolar