

## Bus Patrol Operation

The bus driver is **always fully responsible** for the safety of both the bus and its passengers. Bus patrol members are his/her aides in properly safeguarding children using the bus.

### Front Bus Patrol Member Duties

1. **On the way to school.**
  - a. Assist students at the bus steps.
  - b. When students must cross the highway:
    - 1) Remain out of the roadway, take 10 giant steps from the front of the bus.
    - 2) Look for approaching traffic.
    - 3) Wait for a signal from the driver.
    - 4) When it is safe, send students across.
    - 5) Do NOT cross with the students. Wait for them to finish crossing.
2. **At school.**
  - a. Get off the bus first.
  - b. Assist at bus steps.
3. **Loading for trip home.**
  - a. Keep students from crowding.
  - b. Assist at steps.
  - c. Help keep order while enroute.
4. **Discharge at stops.**
  - a. Check students and their belongings.
  - b. Get off the bus first.
  - c. Assist at steps.
  - d. Assist when students must cross the highway.



1. Remain out of the roadway, take 10 giant steps from the front of the bus.
2. Look for approaching traffic.
3. Wait for a signal from the driver.
4. When it is safe, send the student across.
5. Do NOT cross with the students. Continue watching until they have completed crossing.

### Rear Bus Patrol Member Duties

1. **Be sure students are in their assigned seats.**
  - a. Check attendance.
2. **Help keep order.**
  - a. No fighting or throwing objects.
  - b. Students must be seated while the bus is in motion.
  - c. No tampering with the doors or windows.
  - d. Books, lunch containers, and other belongings must be kept out of the aisle.
3. **General assistance to the bus driver.**
  - a. Help see that students take their things when leaving the bus.
  - b. Assist in the use of the emergency door if necessary.
  - c. Report to the driver any damage to the bus.

