

## LOADING STUDENTS WITHOUT A MONITOR

- 200-250 feet: activate the amber lights
- 100 feet: turn on right directional signal
- 50 feet: announce on the public address (PA), *"Bus is arriving, please stand clear"*
- Check mirrors and pull as far as practical to the right
- Stop 20 feet from the stop when no Monitor is present
- Open service door to activate the red flashing lights
- Secure vehicle by shifting to neutral and applying the parking brake
- Keep foot firmly on the service brake
- Check mirrors to confirm that all traffic has stopped
- Load students on the right side of the road FIRST
- Count the number of students as they board the bus
- When all right-side students have boarded the bus, check your mirrors and traffic again to confirm it is safe to load your students that are crossing
- When it is safe, use the public address (PA) to announce to your crossing students that it is safe to cross and stay ten (10) feet in front of the bus
- Count the number of students as they are crossing and as they board bus
- When everyone is seated, scan your mirrors to make sure no one is in your "Danger Zones" and traffic is still stopped
- Unload door-side students, instructing them to stay three (3) feet away from the bus (or 3 giant steps)
- Check your mirrors again to make sure all students are clear of your "Danger Zones"
- Turn off your right directional signal and turn on your left directional signal
- Announce on the PA *"Bus is leaving, please stand clear"*
- Unsecure the bus, release the parking brake, and put the bus in drive
- Scan mirrors again to check "Danger Zones" and traffic
- Close the service door COMPLETELY
- Proceed into your lane of travel