

## UNLOADING 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
- Call the students that are crossing up first
- Instruct the students to stay three (3) feet away from the bus (or 3 giant steps), and ten (10) feet to the front (or 10 giant steps) and WAIT for you to tell them it is safe to cross
- Check mirrors once again to confirm all traffic has stopped
- When it is safe, instruct students as they are crossing, and make sure ALL students are safely on the sidewalk
- Count the students as they are crossing and make sure ALL students are safely on the sidewalk
- Check your mirrors to make sure your "Danger Zones" are clear
- 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