

# DESOTO COUNTY SCHOOLS

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# Passenger Endorsement Theory

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**Presenter Name**

Presenter Title

Date

[mdek12.org](http://mdek12.org)



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION



## VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens



## MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community



1

**ALL** Students Proficient and Showing Growth in All Assessed Areas



2

**EVERY** Student Graduates from High School and is Ready for College and Career



3

**EVERY** Child Has Access to a High-Quality Early Childhood Program

**EVERY** School Has Effective Teachers and Leaders

4



**EVERY** Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



**EVERY** School and District is Rated “C” or Higher

6



The Mississippi Department of Education, Office of Safe and Orderly Schools, Division of Pupil Transportation has developed this training to meet the requirements of the United States Congress mandated Moving Ahead for Progress in the 21st Century Act (MAP-21).

This training is designed to be provided to trainee's prior to taking their Commercial Operator License skills test. Local district training is to be provided once the applicant has received their CDL permit.

\*We thank the Colorado Department of Education, School Transportation Unit and the National Association of State Directors of Pupil Transportation for their guidance in the development of this training course.\*

- This training is mandated by the United States Congress in the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21)
- Effective February 7, 2022
- Applies to First-time CDL applicants, including
  - “Class A” CDLs
  - “Class B” CDLs
  - Current CDL holders seeking a license upgrade (e.g., a Class B CDL holder seeking a Class A CDL) or an additional endorsement necessary to transport hazardous materials, or to operate a motor coach or school bus.
- Does **Not** apply to driver who are excepted or exempted from federal CDL requirements (e.g., military drivers, farmers, and firefighters.) Also, individuals holding a valid CDL or a P, S, or H endorsement issued before February 7, 2022.

To make this learning experience as enjoyable and comfortable for all those in attendance please observe the following:

- Advise your friends and family that you are in training and to please refrain from calling and/or texting during class hours.
- Turn your cell phone to vibrate only. If you have an emergency and **MUST** answer your phone, please step out of the room so others are not disturbed.
- Do not text or answer texts during class hours.
- Your instructor will advise you if you are permitted to bring food to your classroom. If you bring food and/or beverages, be courteous. You are responsible to leave the area you are sitting in trash free, and as clean as you found it.

- You will be given ample breaks to stretch, use the restrooms, etc. Remember smoking is prohibited on all school property.
- If you do not finish this entire course, due to an unexpected illness, emergency, etc. unfortunately you will be required to re-take the entire class.
- **PLEASE BE PROMPT** – Class will start on time. Instructors will strive to also release on time. If you are tardy more than once, you may be required to re-take the entire course.
- Do not speak over your trainer! If you have questions, please be polite and raise your hand. Unnecessary interruptions cause disruption and may have an effect on your release time.

- No question is a foolish question. ASK!
- Be rested and ready to learn.

Once you have completed this portion of the ELDT Training, you will need to attend additional classes prior to being able to go take your CDL Skills test.

# Post-Crash Procedures

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C1.1

When you're in an accident you should assess your own physical condition immediately after the crash, if you are not seriously hurt, you need to act to prevent further damage or injury. The basic steps to be taken at any accident are to:

Secure the bus

Notify authorities

Care for injured students

## Secure the bus

- Do not move the bus. Send someone to flag traffic (trained and mature student or Bus Aid)
- Set out reflective triangles/turn on 4-way flashers
- Guard against fire
- Unless the school bus is severely damaged or endangered by fire, keep the students inside the bus. The bus driver should not leave the bus unless it is absolutely necessary. The driver should stay near the school bus in order to give close supervision to students
- Check for injured students

## Notify Authorities

- Notify school authorities/transportation office of the accident and injury to students via cell phone or radio.
- Call an ambulance if necessary
- Call a law enforcement official
- Be courteous to the other driver, if another vehicle is involved. DO NOT ADMIT FAULT!!!! ONLY SPEAK WITH LAW ENFORCEMENT AND SCHOOL AUTHORITIES!!

## Care For Injured Students

- If a qualified person is at the accident and helping the injured, stay out of the way unless asked to assist.
- Otherwise, do the best you can to help any injured parties. Here are some simple steps to follow in giving assistance:
- Don't move a severely injured person unless the danger of fire or passing traffic makes it necessary.
- Stop heavy bleeding by applying direct pressure to the wound.
- Keep the injured person warm.

- Evacuate?
- Injuries?
  - Call for medical assistance
- How many students on board?
  - Names, seat location, age
- Type of fuel a concern?
- Transferring students?
- Releasing students?
- Photographs?
- Stay with students?
- Drug and Alcohol Testing?

**You will be taught your district policies regarding Post Crash Procedures in the future - follow them.**

## Determine Need to Evacuate Bus

The first and most important consideration is for you to recognize the hazard. If time permits, school bus drivers should contact their dispatcher to explain the situation before making a decision to evacuate the school bus.

As a rule, student safety and control is best maintained by keeping students on the bus during an emergency and/or impending crisis situation, if doing so does not expose them to unnecessary risk or injury. Remember, the decision to evacuate the bus must be a timely one.

- A decision to evacuate should include an assessment of the accident scene and consideration of the following conditions:
- Is there a fire or danger of fire?
- Is there a smell of raw or leaking fuel?
- Is there a chance the bus could be hit by other vehicles?
- Is the bus in the path of a sighted tornado or rising waters?
- Are there downed power lines?
- Would removing students expose them to speeding traffic, severe weather, or a dangerous environment such as downed power lines?
- Would moving students' complicate injuries such as neck and back injuries and fractures?

# Other Emergency Procedures

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C1.2

## Accidents

When **you come upon** an accident, use caution and continue moving. Staring too long at an accident can lead to another accident and puts the drivers behind you at risk.

### Precautionary Measures

Remain alert and briefly size up the accident scene.

Resist the urge to rubber neck.

Begin braking early to warn other drivers to slow down, but do not stop completely.

# Vehicle Orientation

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C1.3

The importance of managing the space surrounding the vehicle under various traffic and road conditions.

- To be a safe driver, you need space all around your vehicle. When things go wrong, space gives you time to think and to take action.
- To have space available when something goes wrong, you need to manage space. While this is true for all drivers, it is very important for large vehicles. They take up more space and they require more space for stopping and turning.

## Space Ahead

- Of all the space around your vehicle, it is the area ahead of the vehicle – the space you are driving into – that is most important.
- Why?
  - Stop suddenly (buses most often run into a vehicle in front of them)
  - Following too closely
- How Much Space?
  - One second for each 10 feet of vehicle length – below 40 mph
  - Greater speeds add one second for safety

## Space Behind

- You can't stop others from following you too closely. But there are things you can do to make it safer.

Stay to the Right (going up hill, heavy load)

Dealing with Tailgaters Safely

Avoid quick changes

Increase your following distance

Don't speed up

Avoid tricks

- Sometimes hard to see if you are being tailgated (following too closely) either due to bad weather or drivers that are trapped behind you.

## Space to the Sides

- Staying Centered in a Lane
- Strong Winds
- Traveling next to Others
  - Another driver may change lanes suddenly and turn into you
  - You may be trapped when you need to change lanes

## Space Overhead

- Don't assume heights posted at bridges and overpasses are correct (re-paving, snow)
- Weight changes height
- Go slow – Not sure? Take another route
- Tire – drive closer to the center of the road
- Backing ( G.O.A.L.)



## Space Below

- Reduced when heavily loaded
- More common on dirt roads and unpaved yards
- Drainage channels across roads
- Railroad tracks
- Be careful not to get hung up

- Left Turns
  - From center of the intersection
  - Watch off-tracking
  - Two turning lanes? Take the right turn lane.
- Right Turns
  - Slowly
  - Keep rear of vehicle close to the curb
  - Turn wide as you complete the turn not when you start the turn
  - Don't back up
  - Two turning lanes? Take the left turn lane.



## Space needed to Cross or Enter Traffic

Size

Weight

Slow acceleration – may need larger gap

Load can vary acceleration

Make sure you can get ALL the way across before traffic reaches you.

- The interior mirror shall be either clear view, laminated glass or clear view glass bonded to a backing which retains the glass in the event of breakage. The mirror shall have rounded corners and protected edges. Type A bus shall have a minimum of a six-inch by sixteen-inch (6" x 16") mirror and Type B, C and D buses shall have a minimum of a six-inch by thirty-inch (6" x 30") mirror.
- Each school bus shall be equipped with exterior mirrors meeting the requirements of FMVSS - 111. Mirrors shall be easily adjustable but shall be rigidly braced so as to reduce vibration.
- Mirror shall be attached to the body in such a manner as to minimize fender breakage due to excessive vibration.



The left front tires making contact with the ground and along the side to the rear of the bus to reduce the left side blind spot.



Not less than 12 feet in front of the school bus. All the way across the front bumper of the school bus plus not less than 2 feet on either side of the ground to the point where direct observation is possible.

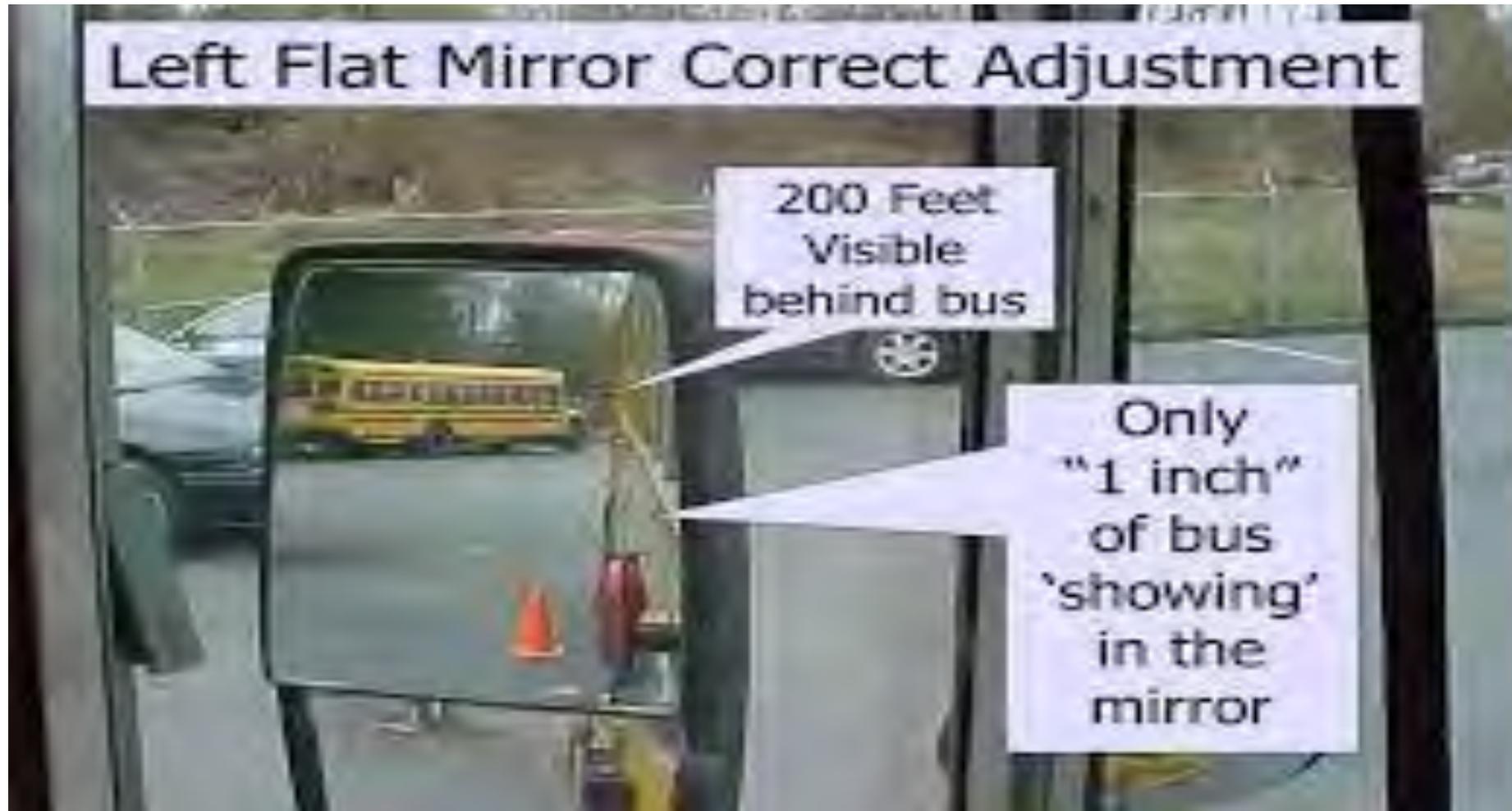


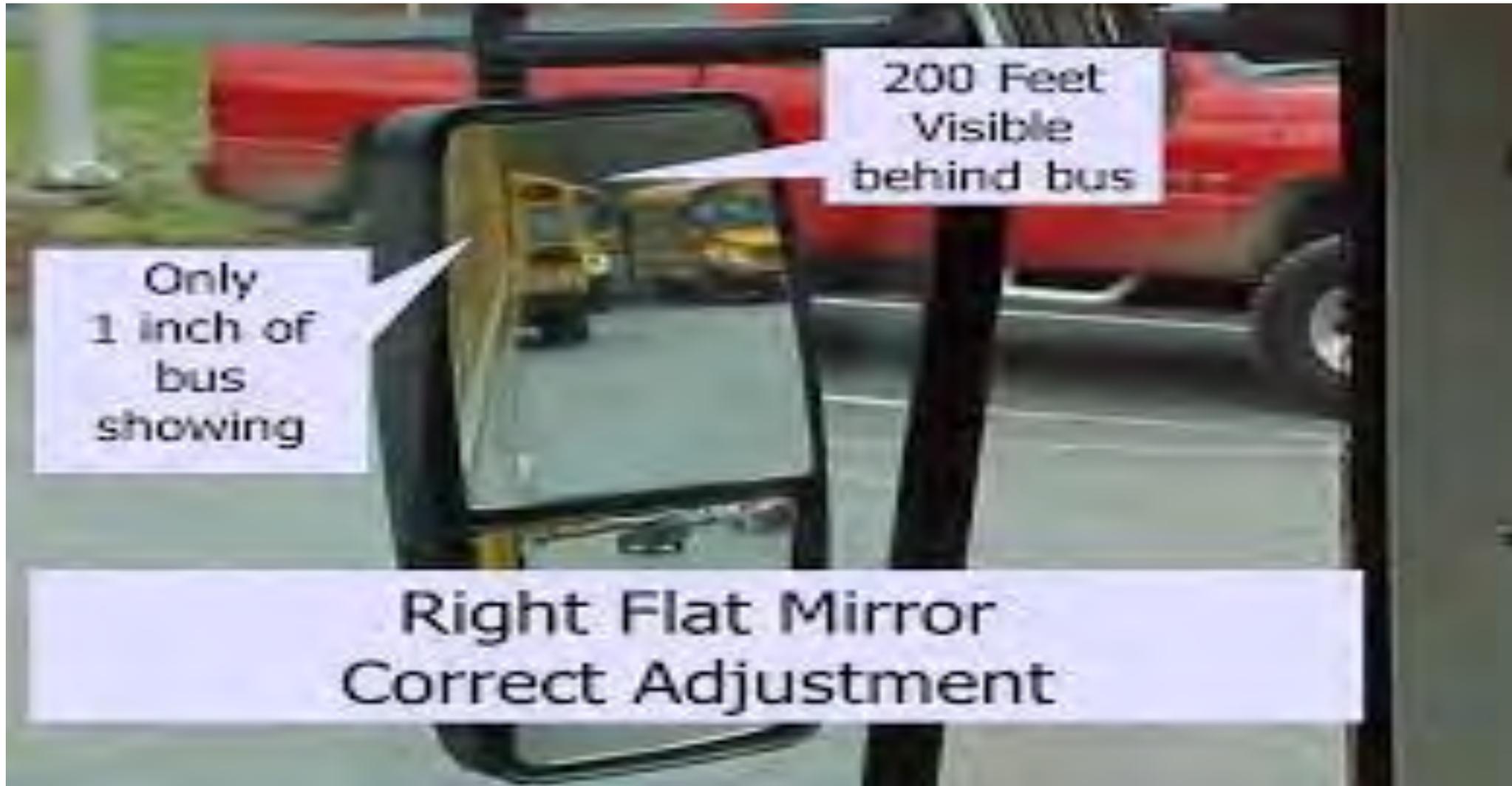
Right front tires making contact with the ground, the entrance door area and along the side of the rear of the school bus

Using the side flat mirrors you should be able to see:

- The side of the bus in the edge of the mirror but not enough to enable you to count the windows.
- Parallel to sides of the bus at least on traffic lane
- The rear tires touching the ground
- Approximately four (4) bus lengths behind the bus or 200 ft.

**Remember: Your side flat mirrors when adjusted and properly used will give you a wider viewing area, but they also create blind spots that can hide a vehicle as large as a semi-truck. When approaching an intersection, be cautious and lean towards the steering wheel to peer around the mirrors to see if traffic has cleared.**







The rear-view mirror should be adjusted to see the students inside the bus, the top of the rear window in the top of the mirror and any traffic directly behind the bus. If you cannot adjust the mirrors to your satisfaction, you may need to ask your supervisor and/or mechanic for bracket adjustment.

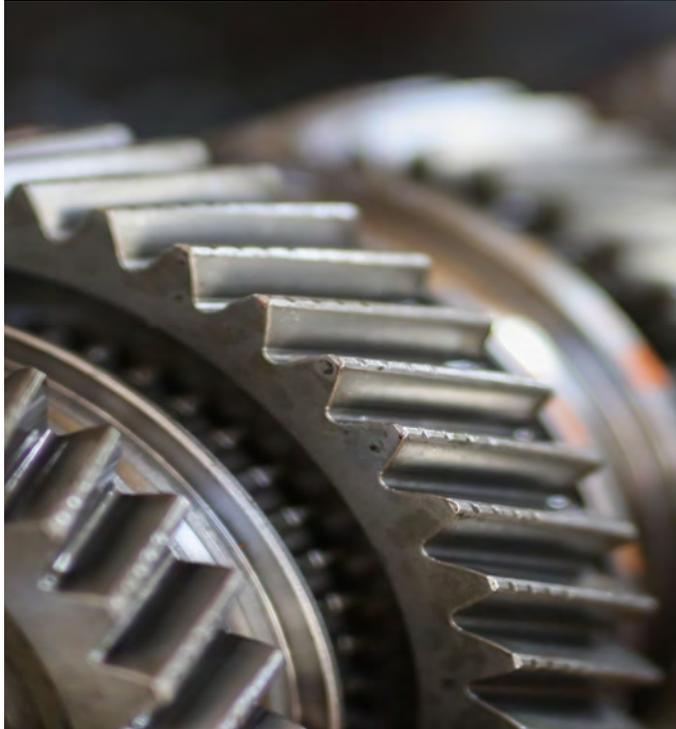
- Identifying
- Locating
- Explaining the Function
  - Steering
  - Accelerating
  - Shifting
  - Braking Systems
  - Parking

## Steering



**Steering:  
What does  
this mean?**





A steering wheel (also called a driving wheel or a hand wheel) is a type of steering control in vehicles and vessels (ships and boats).

The steering wheel is the part of the steering system that is manipulated by the driver; the rest of the steering system responds to such driver inputs.



# Accelerating

The accelerator in a vehicle controls the flow rate of the fuel into the combustion chamber. Whenever we apply the accelerator, it opens the throttle valve which increases fuel input to the engine, therefore increasing the speed of the vehicle.

Pre-Trip Inspection will cover other vehicle orientation.

# Pre-Trip, Enroute, and Post-Trip Inspection

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C1.4

This Pre-trip presentation was designed to prepare for the CDL Skills Test. You are not required to utilize this material in the order that it is presented and can teach this in any order that will work for your district, except for the Air Brake Check which must be performed in the proper order.

District items may be added only after the trainee has passed their CDL Skills Test.

Front of the Bus



Upon approach of the bus check that all lights are clean, clear, not missing, not broken, or damaged in any way and are of proper color.

Check that reflectors are clean, none are missing or broken, and they are of proper color - amber.



Check clearance lights to be sure they are clean, clear, not missing, not broken, damaged in any way, and are of proper color.



Check student lights to be sure they are clean, clear, not missing, not broken, damaged in any way, and are of proper color.



Inspect windshield to make sure it is clean, clear and has no obstructions or damage to the glass.



Check mirrors for proper mounting, damage, and proper adjustment.



Check turn signal/hazard lights to be sure they are clean, clear, not missing, not broken, damaged in any way, and are of proper color.



Check headlights/signal/hazard lights to be sure they are clean, clear, not missing, not broken, damaged in any way, and are of proper color.



If equipped, check that safety arm is securely mounted and functions properly in conjunction with stop arm.

Check for loose fittings and damage.

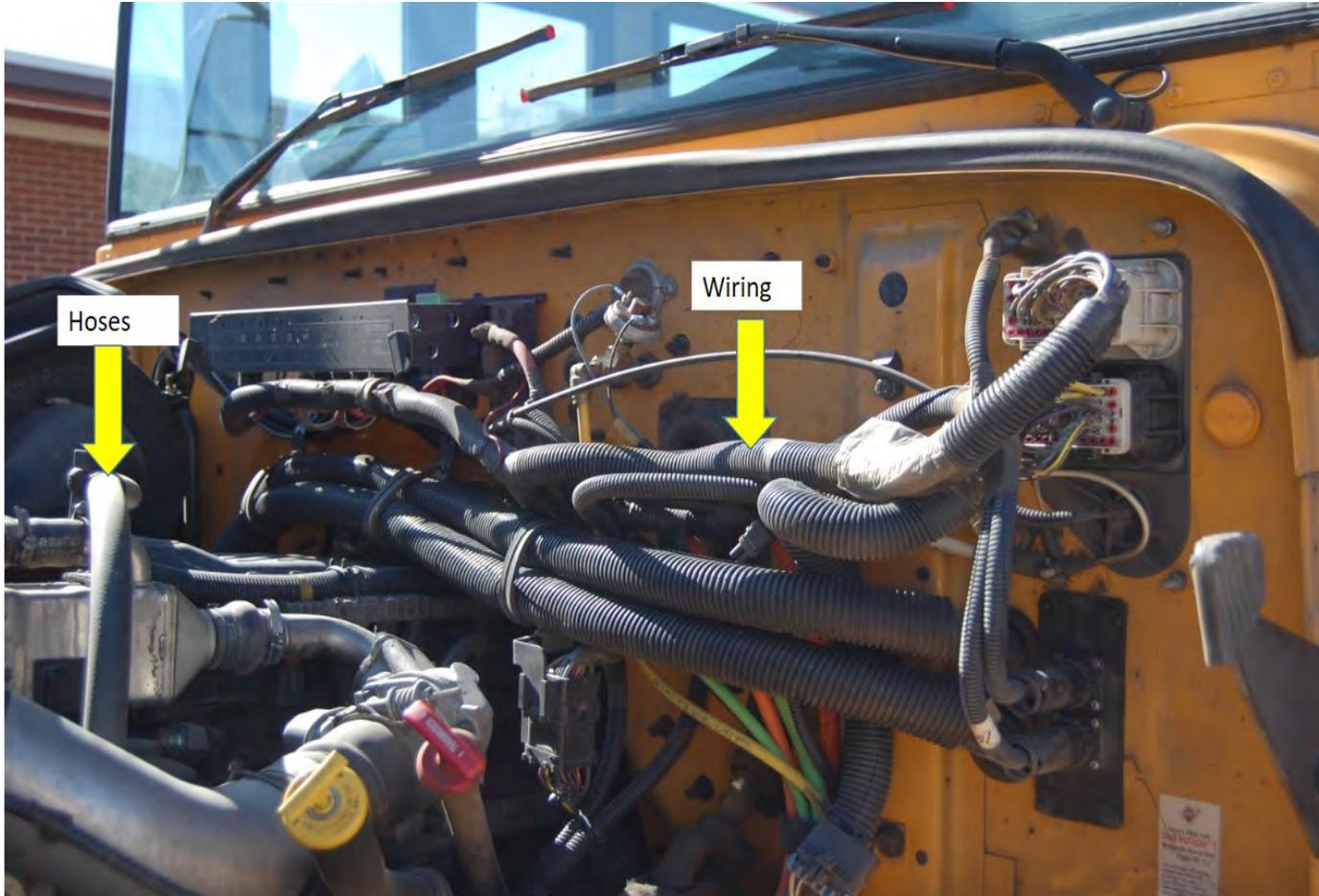
Check that arm extends fully when operated.



Check for puddles or dripping fluids on the ground under the engine and transmission.

# Engine Compartment

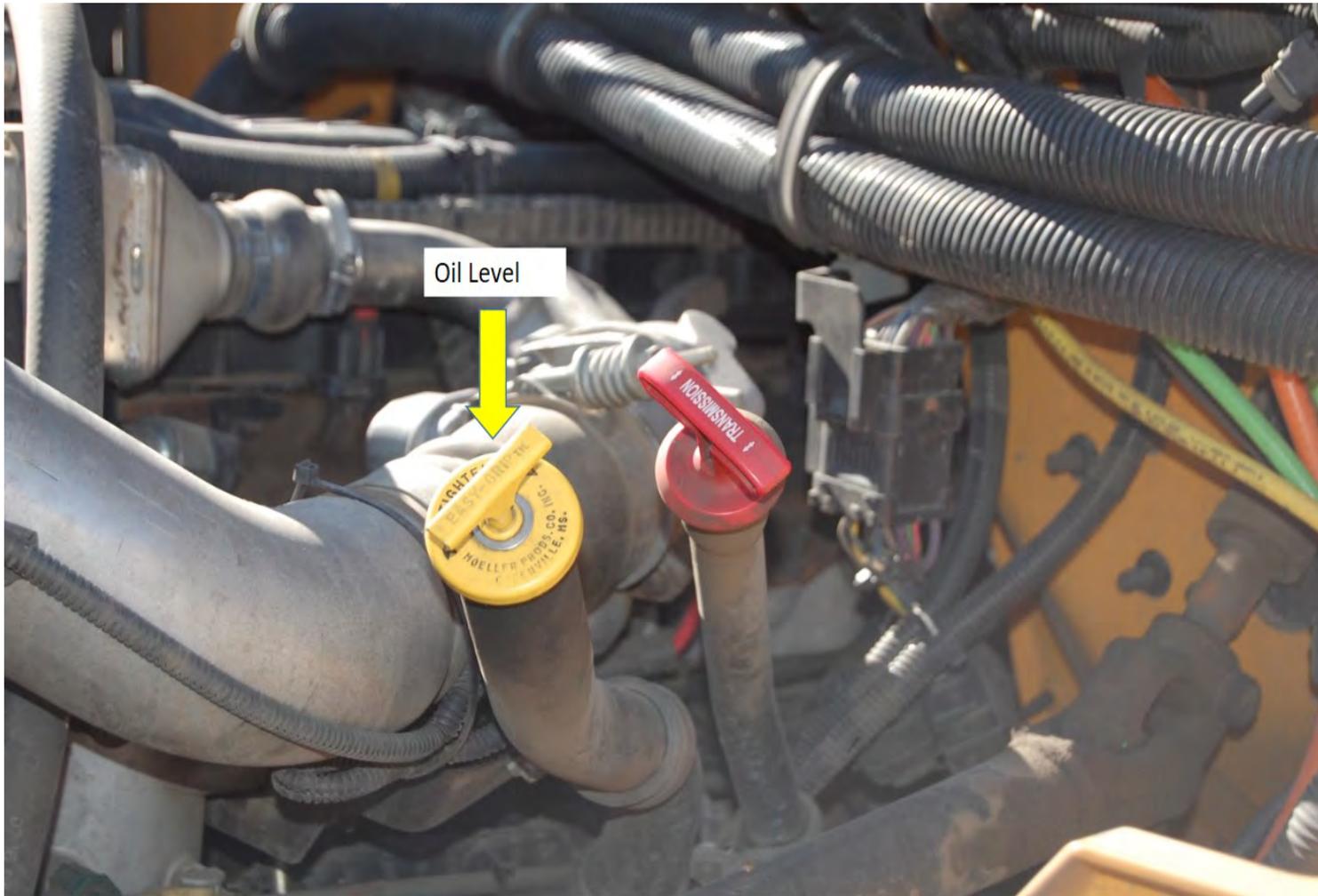




Check that air hoses, electrical lines, and electrical line insulation are not cracked, chafed, spliced, taped, or worn. Check that air and electrical lines are not tangled, crimped or pinched or showing wear marks.

Look for puddles or dripping fluids on the ground under the engine or the underside of the engine and transmission.

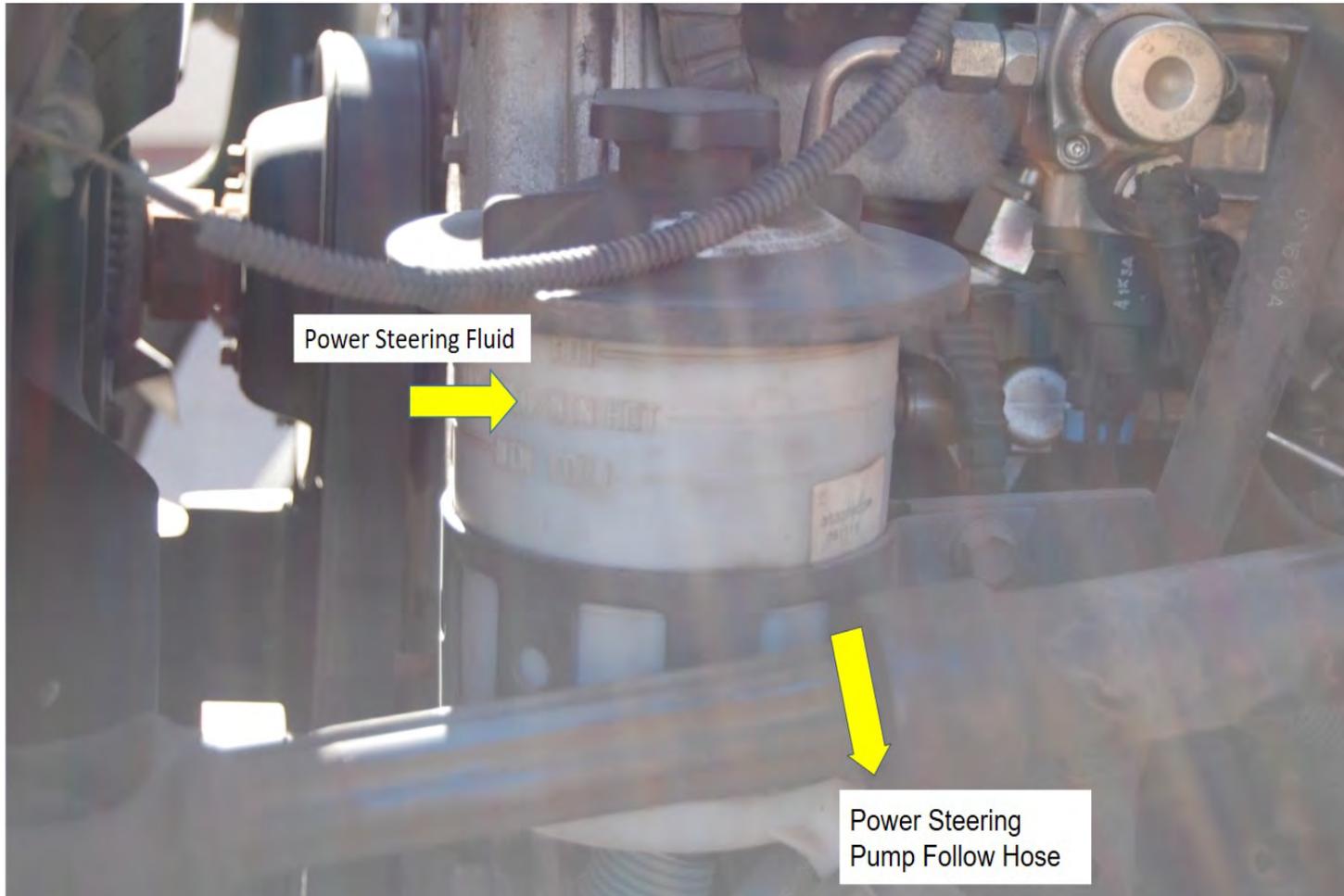
Inspect engine heater hoses for condition and securement.



Check oil level while engine is off.  
Indicate where dipstick is located.

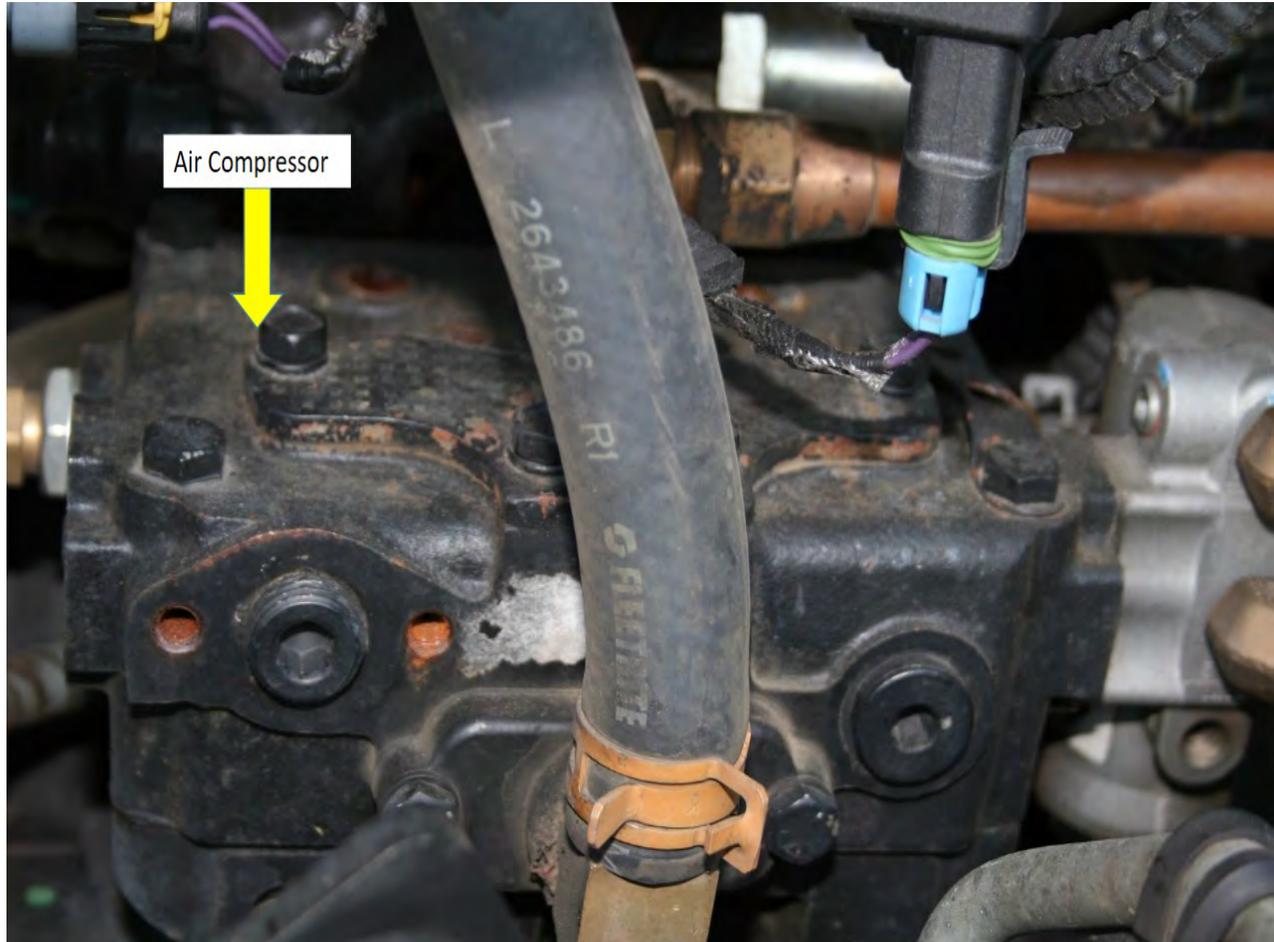
Note – Transmission dipstick may be located near the oil dipstick.

Check that the oil level is above the refill mark, in a safe operating range.



With the engine stopped, check the dipstick and see where the fluid level is relative to the refill mark or check sight glass.

Check to make sure unit is mounted securely with no leaks, or damage of any kind.



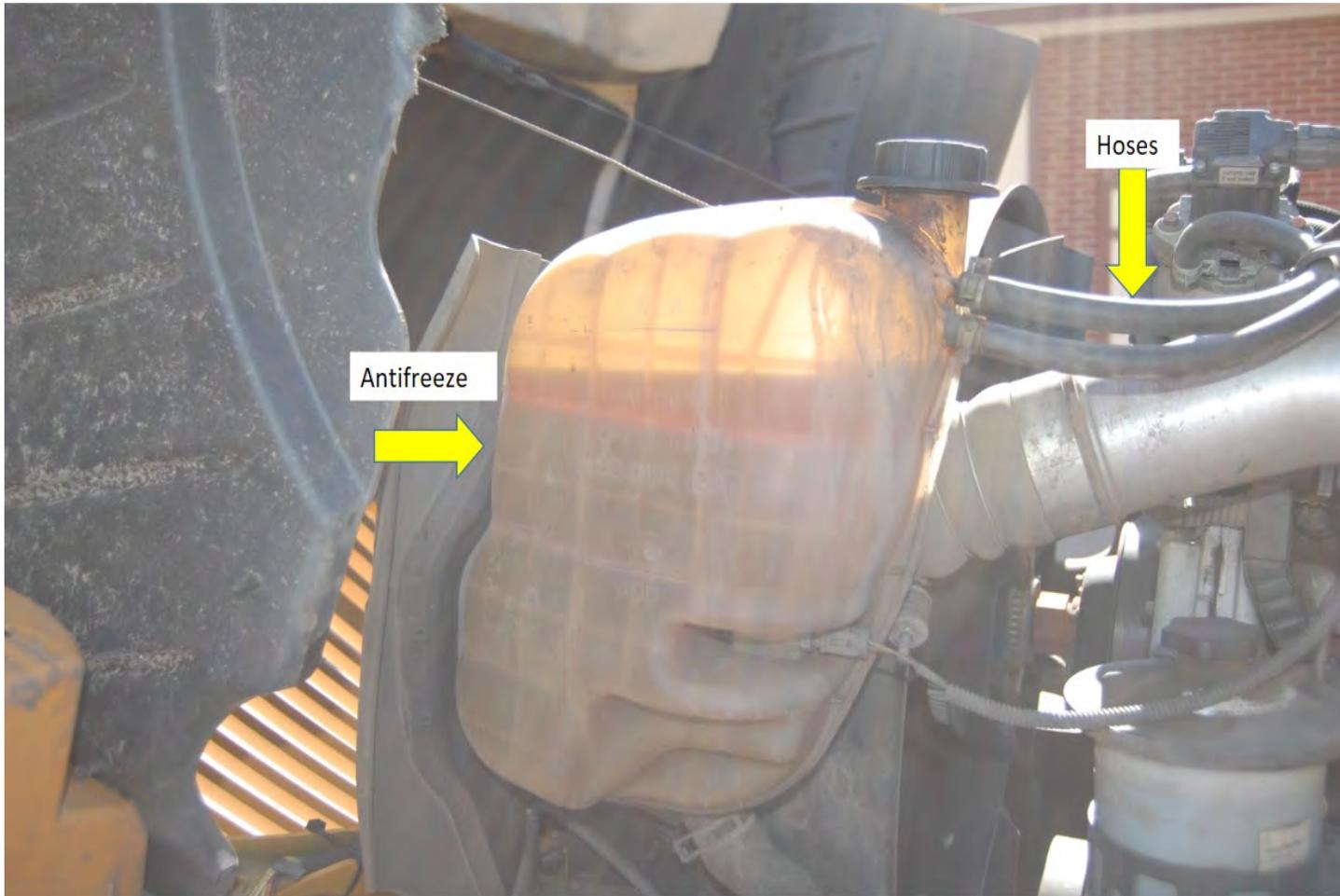
With the engine off, locate the air compressor.

Check that compressor is securely mounted, not leaking, or damaged in any way.

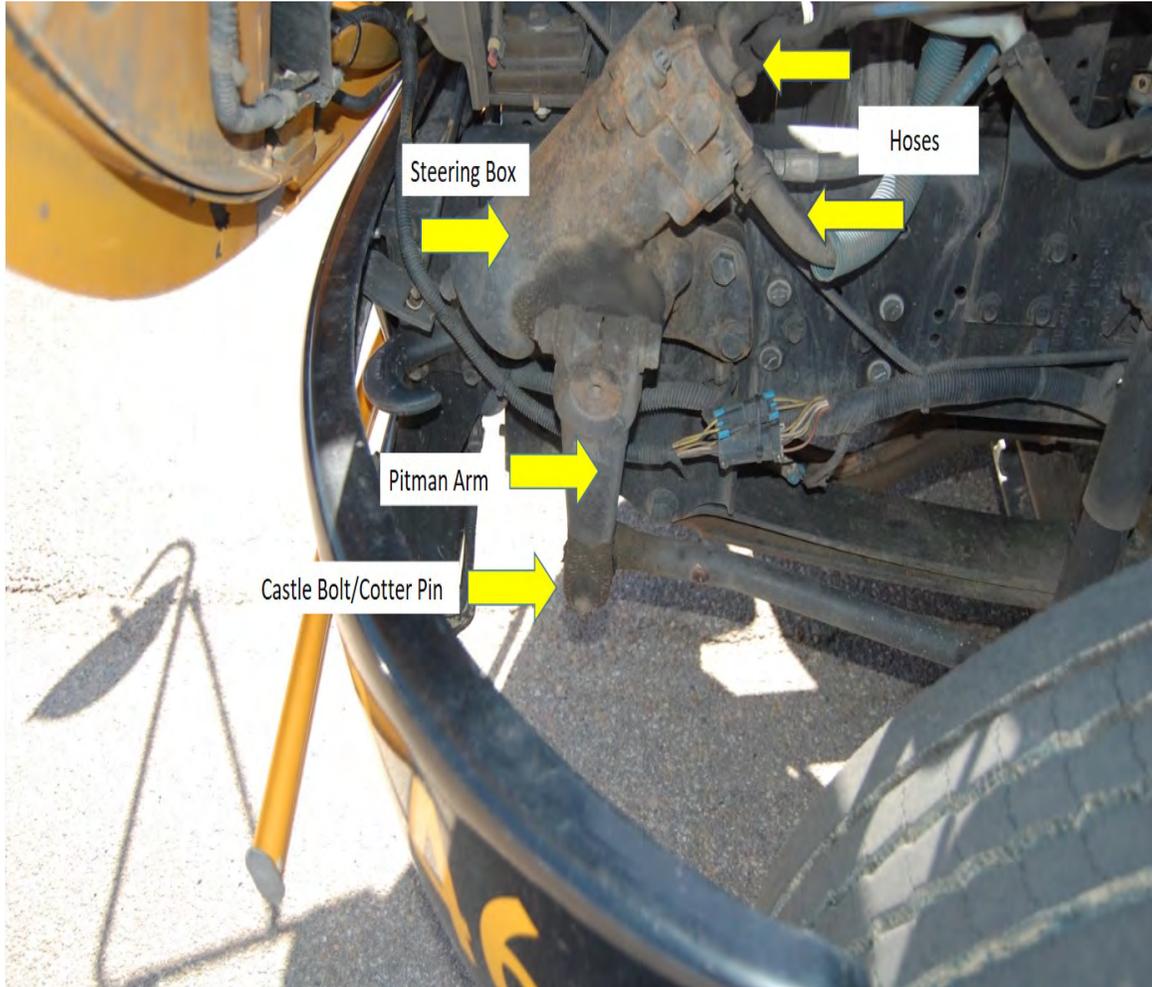
Identify that compressor is belt, or gear driven.

If compressor is belt driven test the belt to make sure it is snug.

Check that the belt is not frayed, has no visible cracks, loose fibers, or signs of wear. Push belt with hand, and if it deflects more than  $\frac{1}{2}$  to  $\frac{3}{4}$  of an inch note that slippage is probably excessive.



Check sight glass on the radiator or coolant reservoir; adequate level should show in sight glass. If no sight glass is available, and engine is cool, remove cap and inspect fluid level. Check to make sure unit is mounted securely with no leaks, or damage of any kind.



Check that the steering box is securely mounted and not leaking, or damaged in any way.

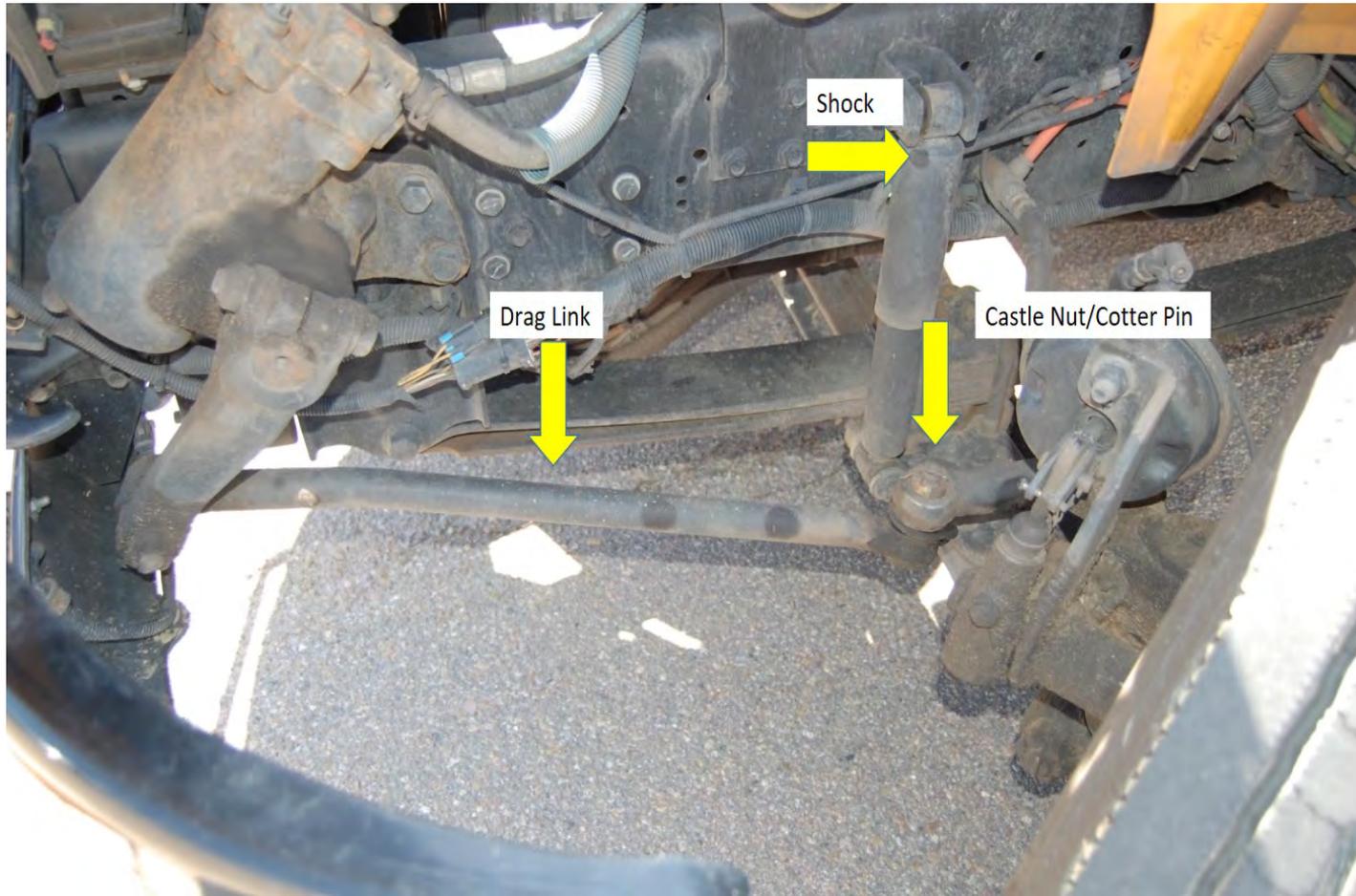
Check for any missing or loose nuts and bolts.

Check for power steering fluid leaks or damage to power steering hoses.

Check that connecting links, arms, and rods from steering box to the wheel are not worn or cracked, or damaged in any way.

Check that joints and sockets are not worn or loose.

Check for loose or missing nuts, bolts, or cotter pins.

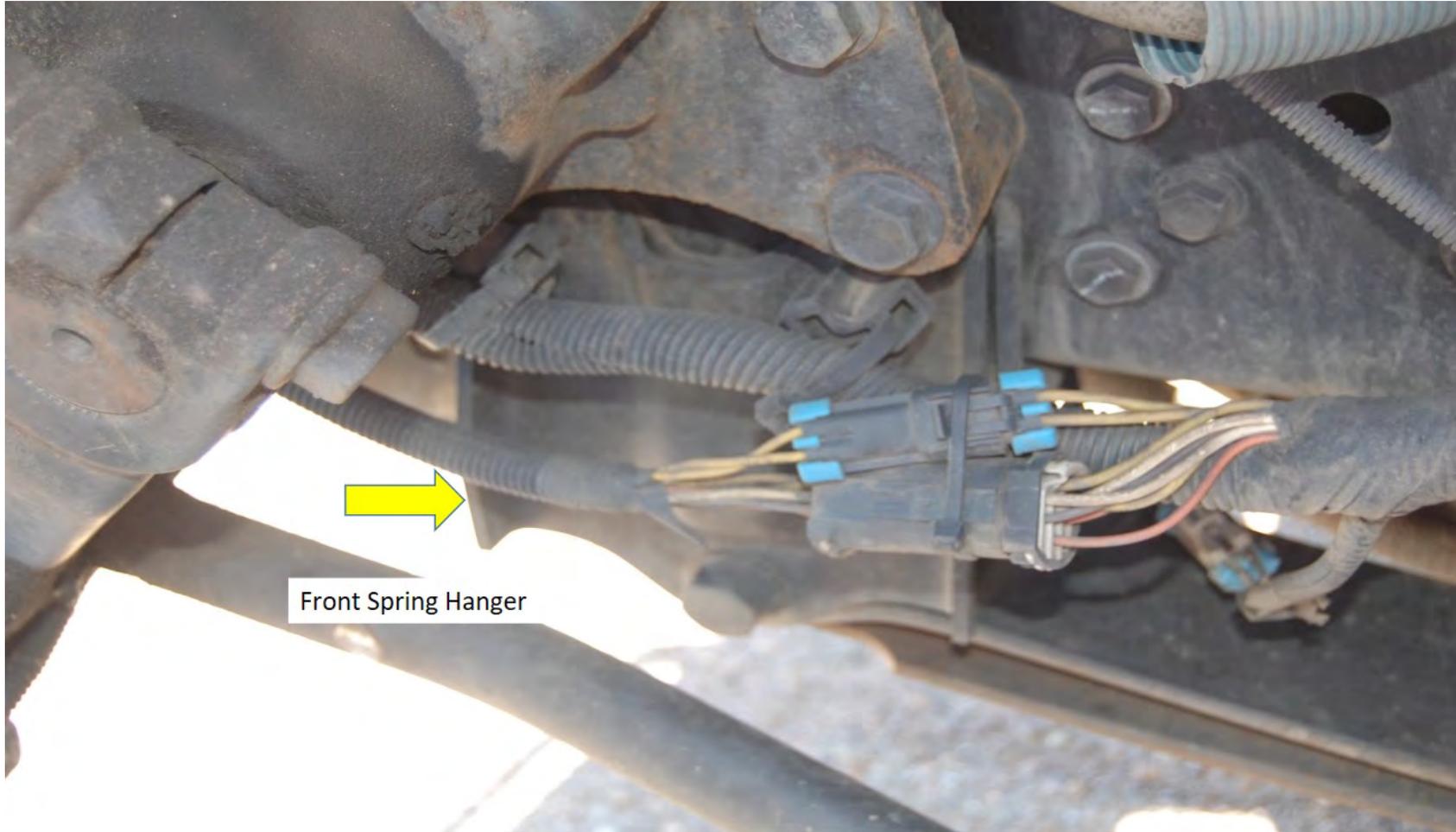


Check that connecting links, arms, and rods from steering box to the wheel are not worn or cracked, or damaged in any way.

Check that joints and sockets are not worn or loose.

Check for loose or missing nuts, bolts, or cotter pins.

Check that shock absorbers are mounted properly, not leaking and show no damage of any kind.



Check that spring attachments (brackets, bolts, bushings) are in place.

Check for cracked or broken spring hangers.

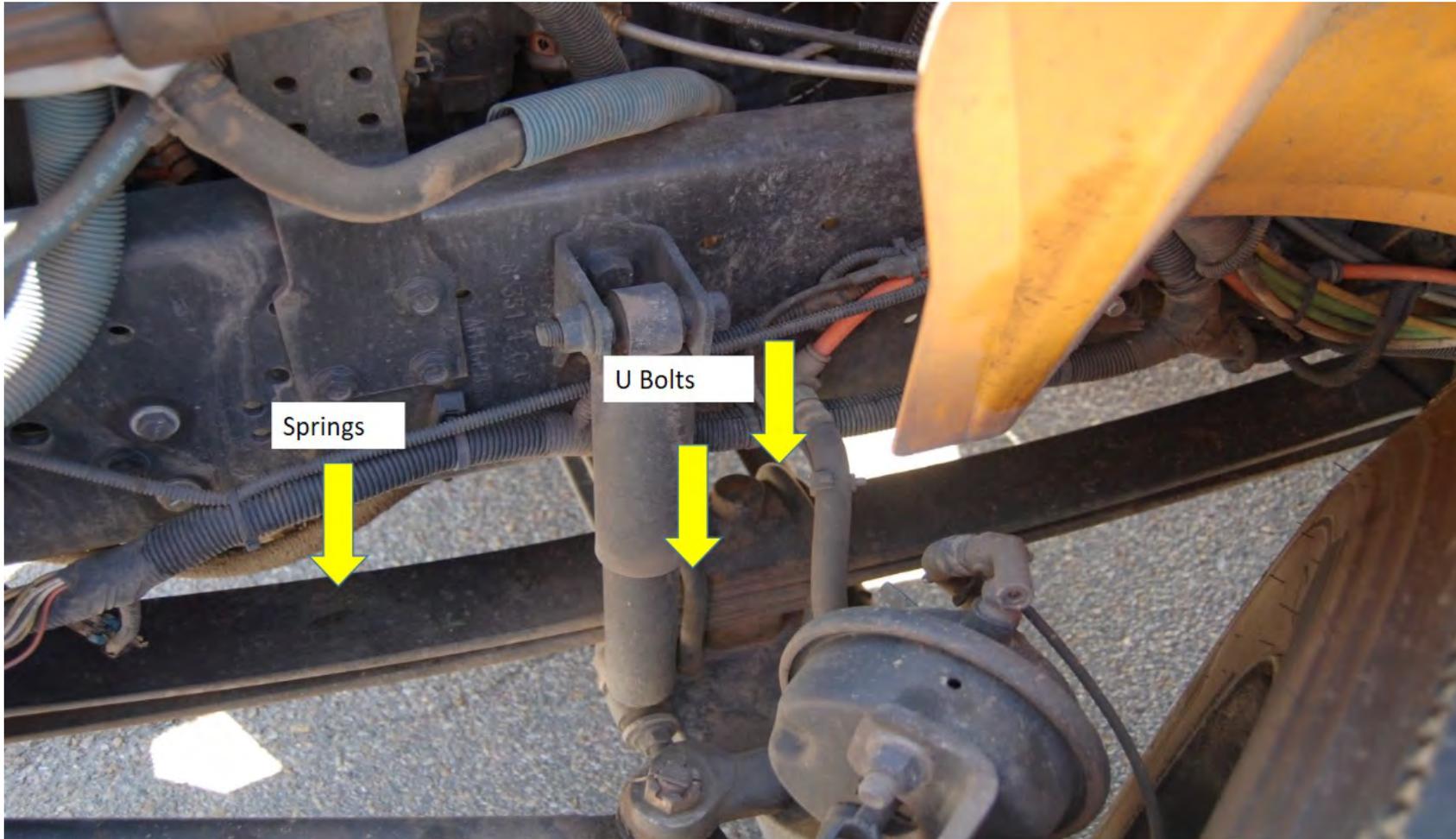
Check for missing or damaged bushings.



Check that spring attachments (brackets, bolts, bushings) are in place.

Check for cracked or broken spring hangers.

Check for missing or damaged bushings.



Check for missing, shifted, cracked, or broken leaf springs.

Check for broken or distorted coil springs.

Check U bolts for broken, missing bolts or loose nuts.



Check brake drums or rotors for cracks, dents, or holes. Also check for loose or missing bolts.

Check that brake linings or disk pads (where visible) are not worn dangerously thin.

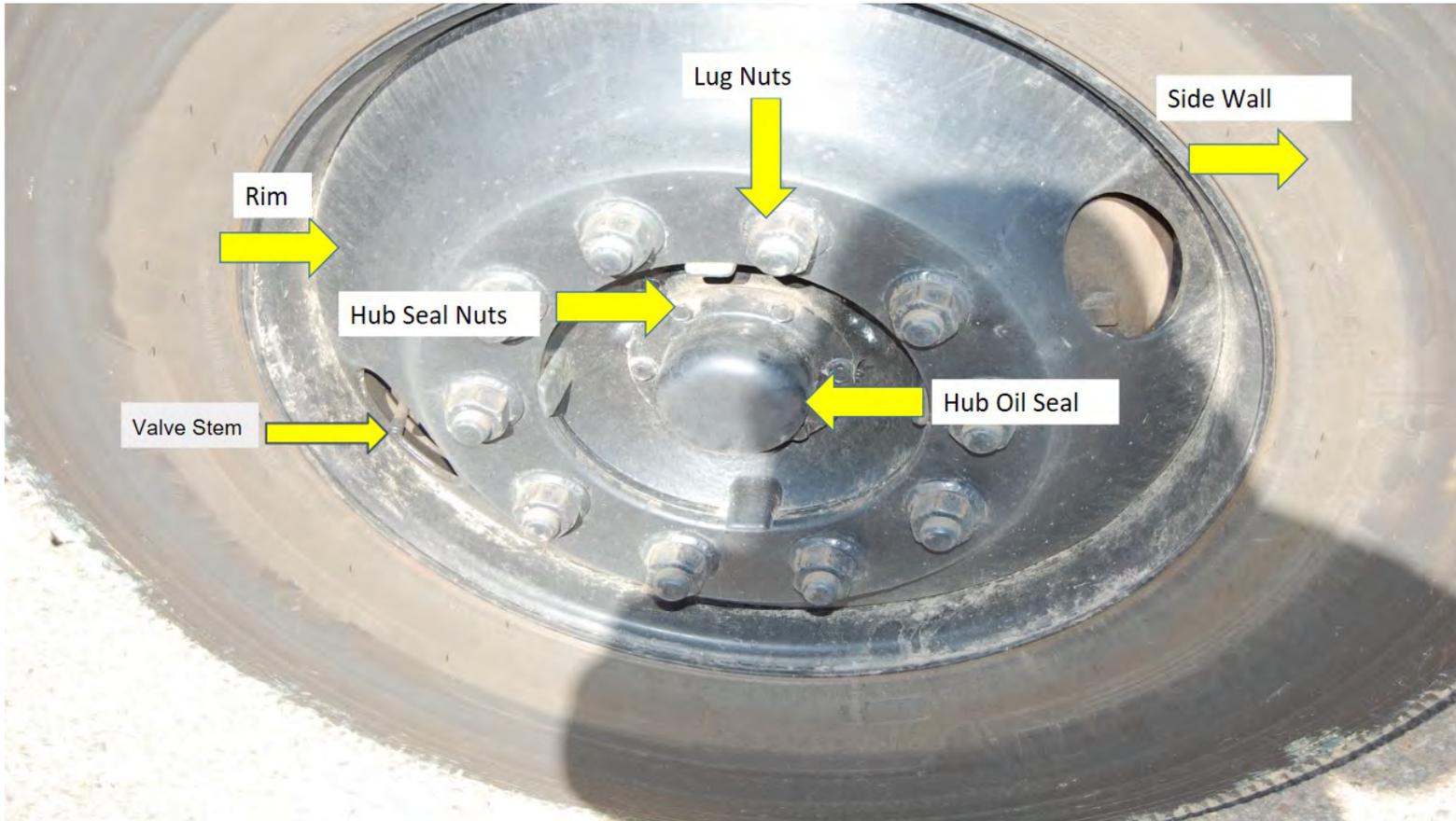
Check brake drums and linings for contaminants such as grease, oil, etc.



Check for minimum tread depth (4/32 on steering axle tires, 2/32 on all other tires.)

Check that the tread is evenly worn and look for cuts, bulges, or other damage to tread or sidewalls. Also, make sure that valve caps and stems are not missing, broken, or damaged.

Check for proper inflation by using a tire gauge.

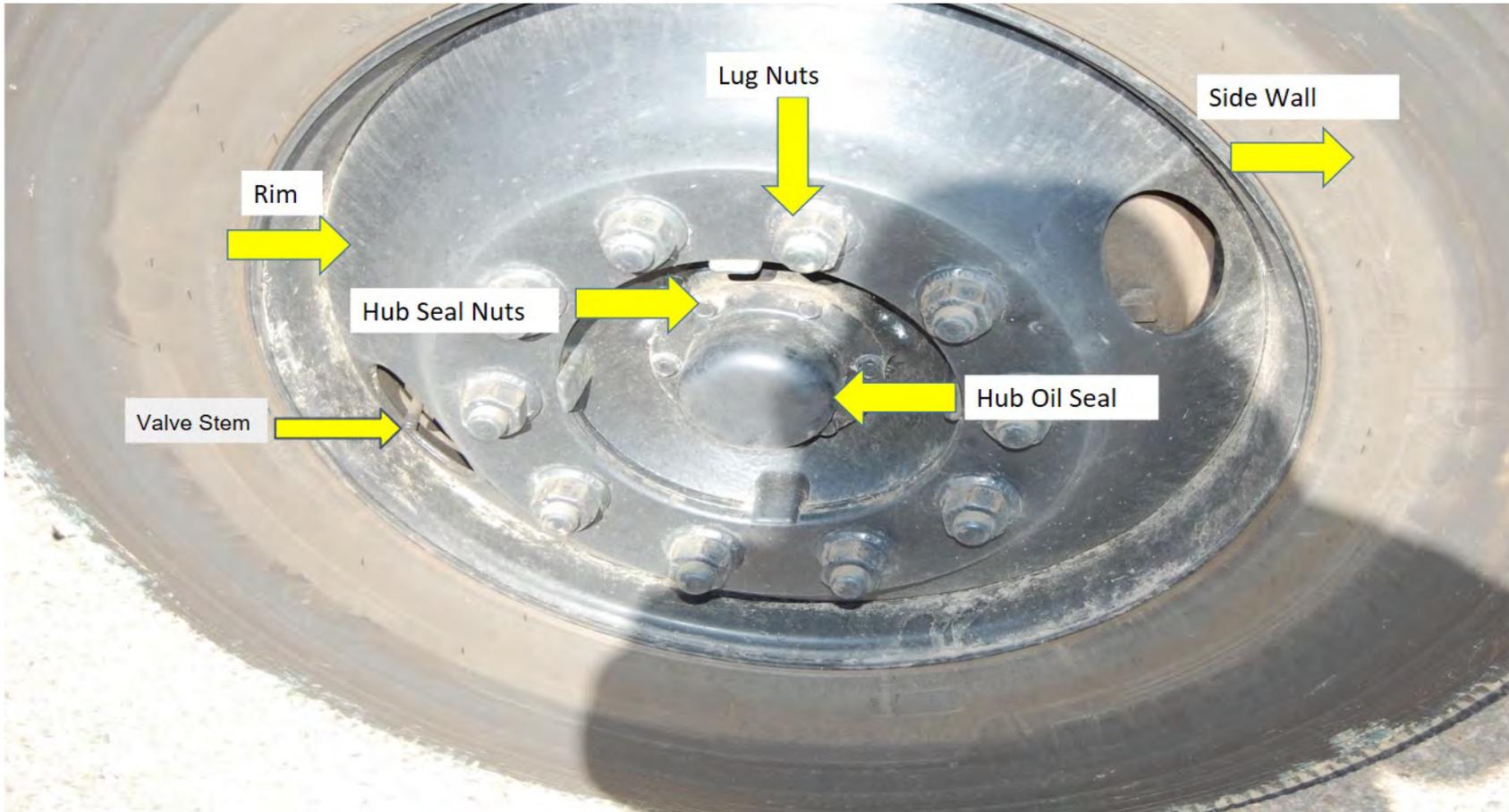


Check for damaged or bent rims. Rims should not have welding repairs. Check for rust trails that may indicate rim is loose on wheel.

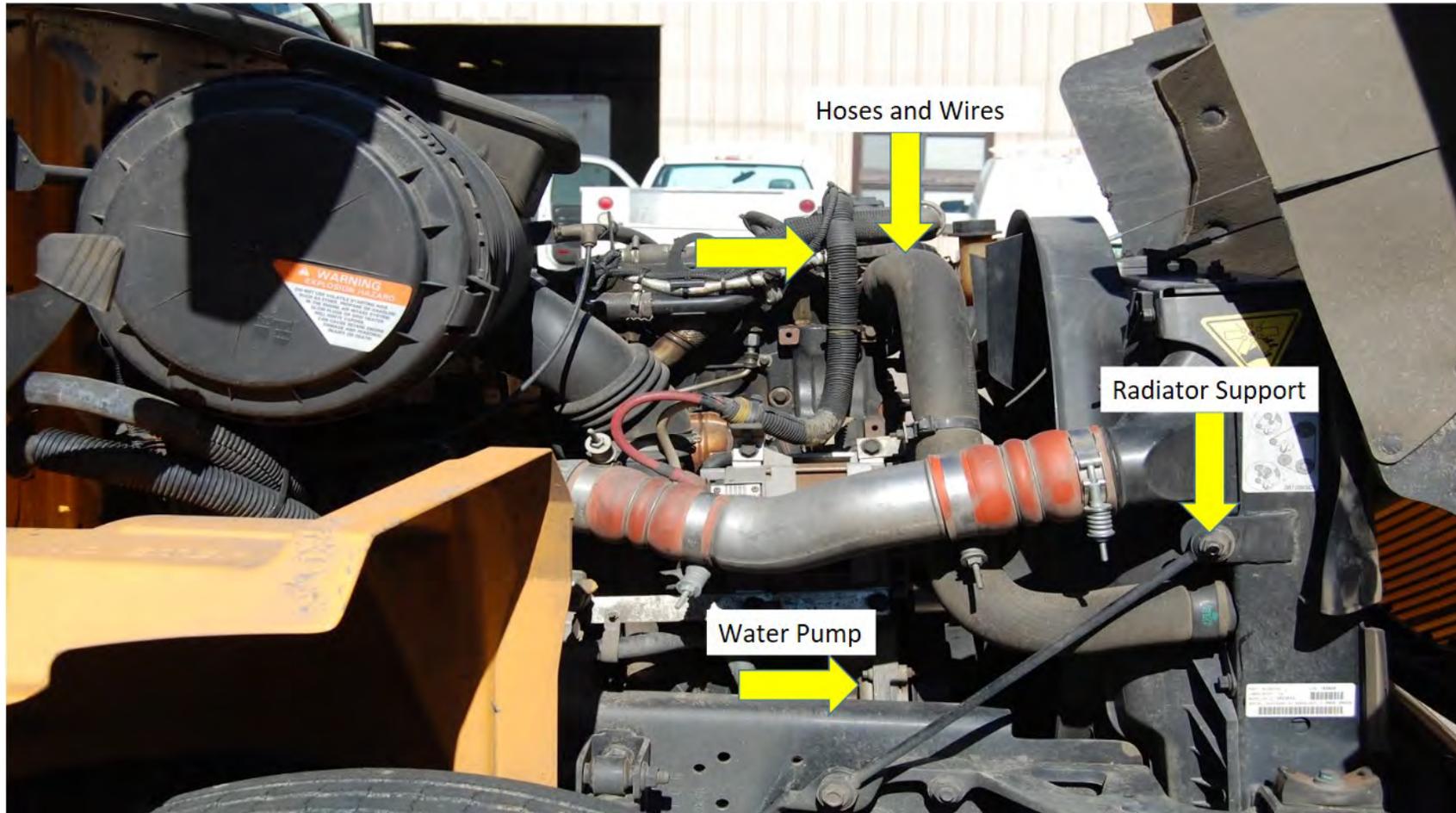
Check that all lug nuts are present.

Check that lug nuts are not loose (rust trails around nuts).

Check that there are no cracks radiating from lug bolt holes or distortion of the bolt holes.

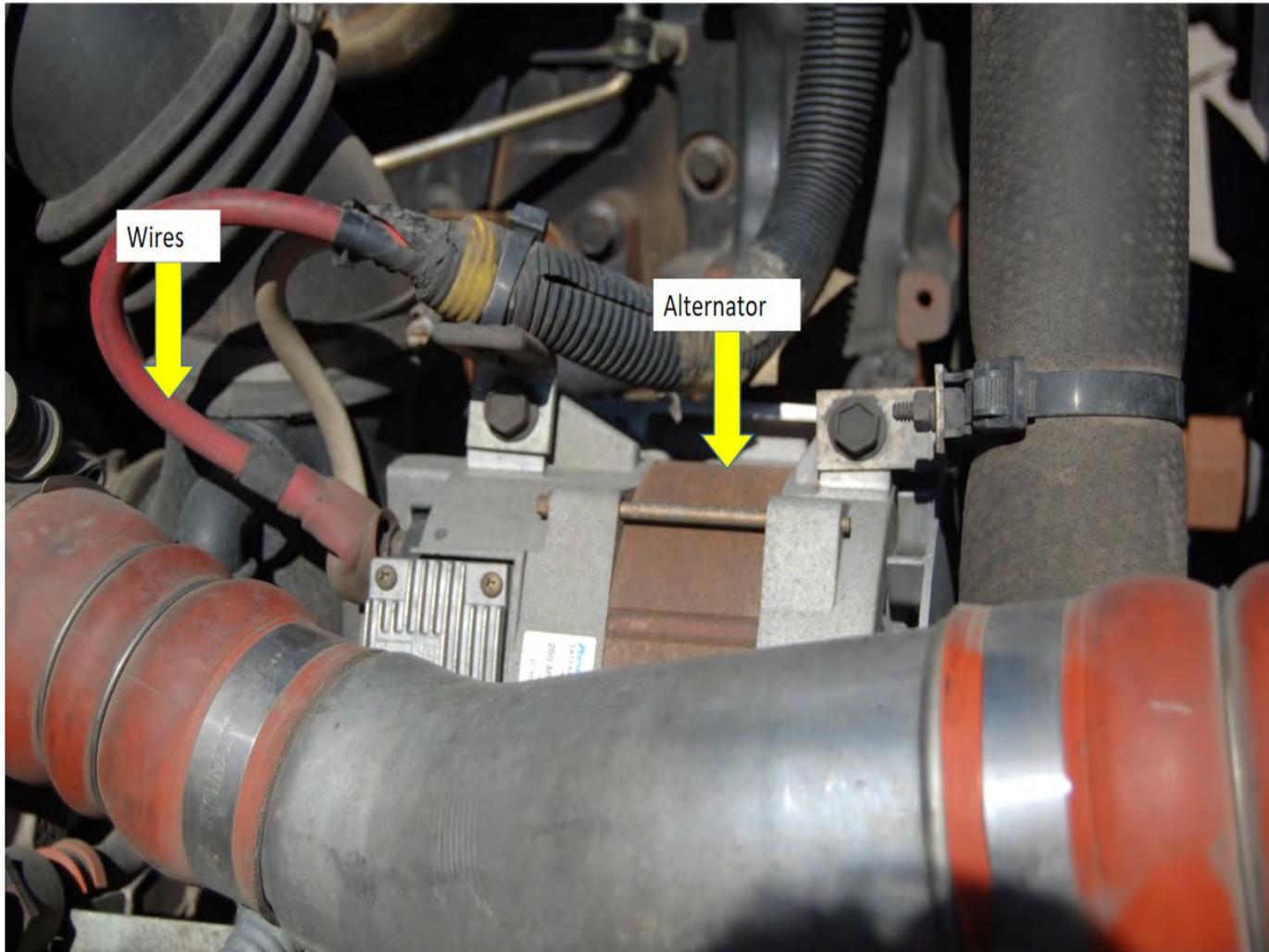


Check that hub oil/axle (grease) seals are not leaking. If a sight glass is present, check that the oil level is adequate.



Check that water pump is mounted properly, not loose or leaking. Identify belt that drives water pump, or acknowledge pump is gear driven. If water pump is belt driven test the belt to make sure it is snug.

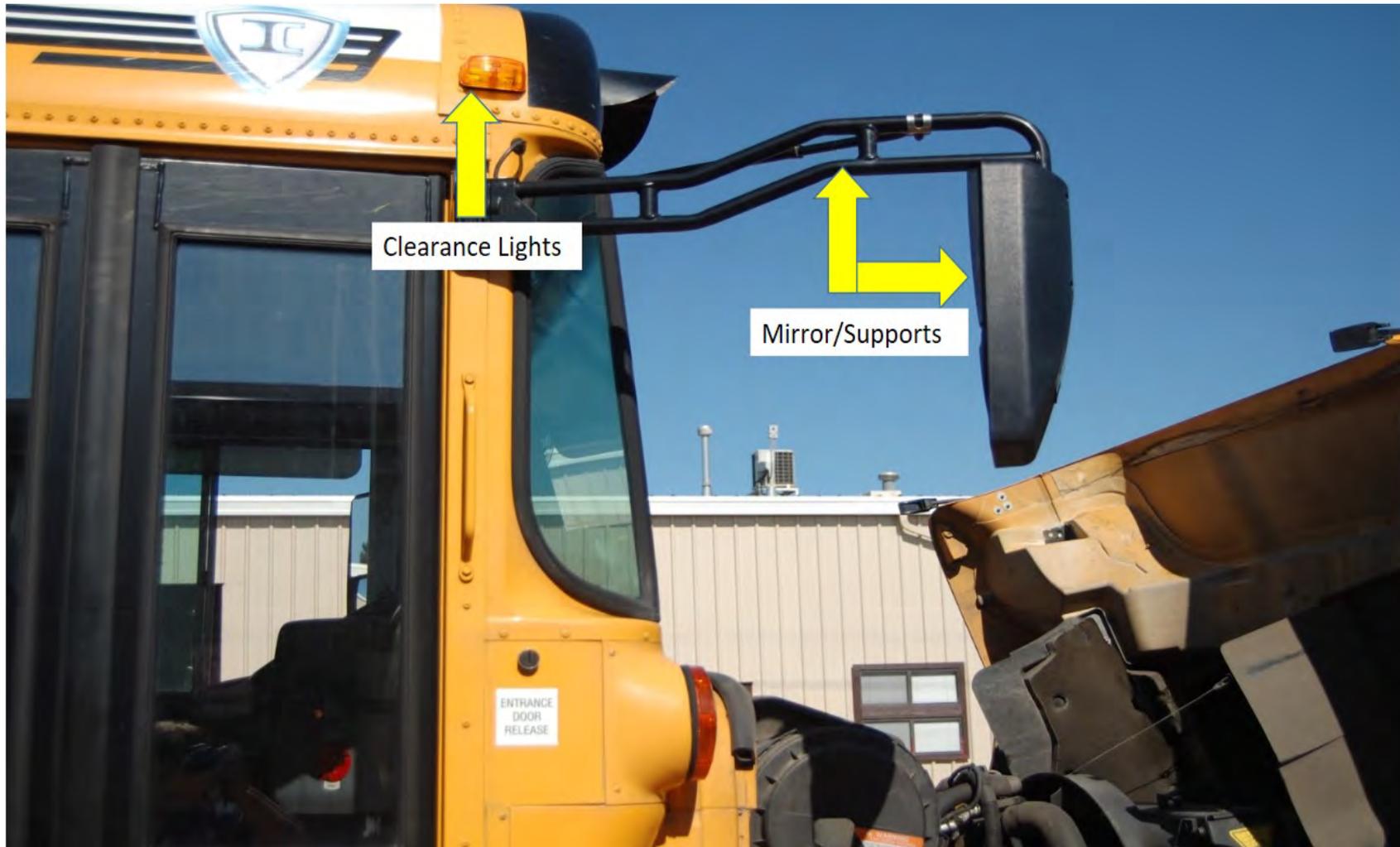
Check that belt is not frayed, has no visible cracks, loose fibers, or signs of wear. Push belt with hand, and if it deflects more than  $\frac{1}{2}$  to  $\frac{3}{4}$  of an inch note that slippage is probably excessive.



Check that alternator is securely mounted and that all wires are securely fastened and not damaged.

Identify belt that drives alternator or generator or that it is driven by gears. If alternator is belt driven test the belt to make sure it is snug. Check that the belt is not frayed, has no visible cracks, loose fibers, or signs of wear. Push belt with hand, and if it deflects more than  $\frac{1}{2}$  to  $\frac{3}{4}$  of an inch note that slippage is probably excessive.

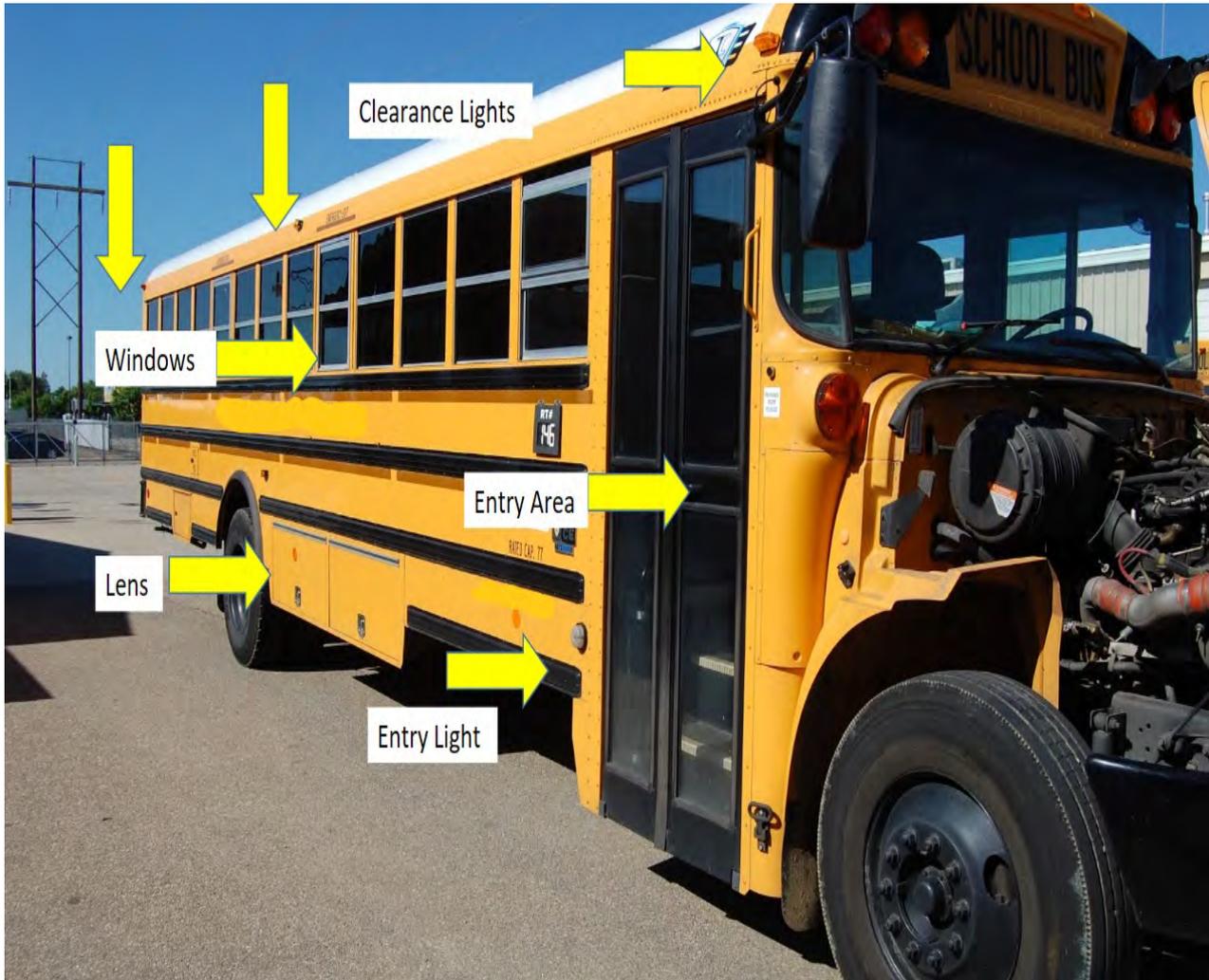




Check that external mirrors and mirror brackets are securely mounted, not damaged, and free of excessive dirt.

Check mirrors for proper adjustment.

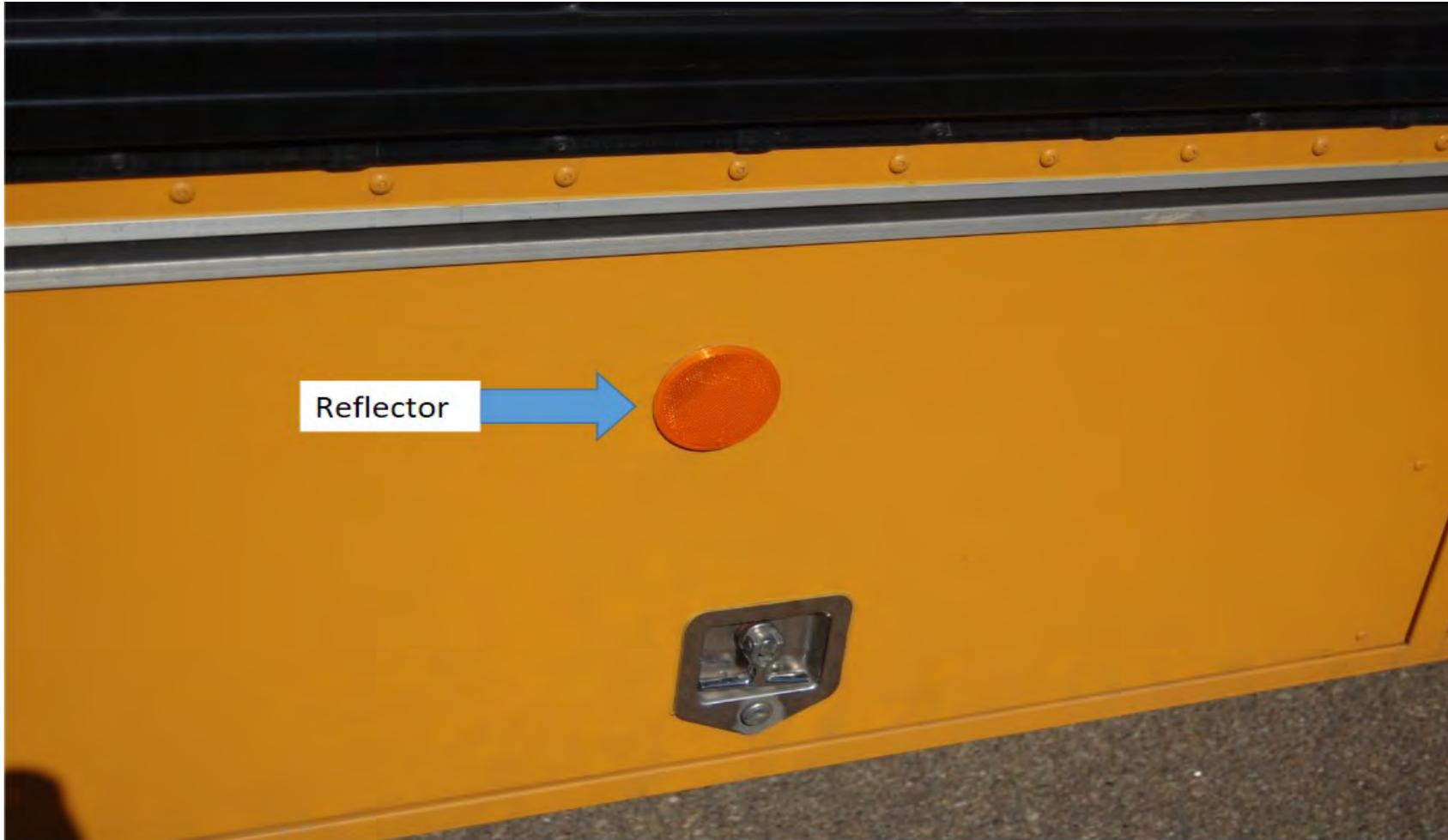
Check clearance lights to be sure they are clean, clear, not missing, not broken, or damaged in any way and are of proper color.



Check that door(s) are not damaged and that they open and close properly. Hinges should be secure with seals intact. Check door windows for damage and excessive dirt.

Check lights to be sure they are clean, clear, not missing, not broken, or damaged in any way and are of proper color.

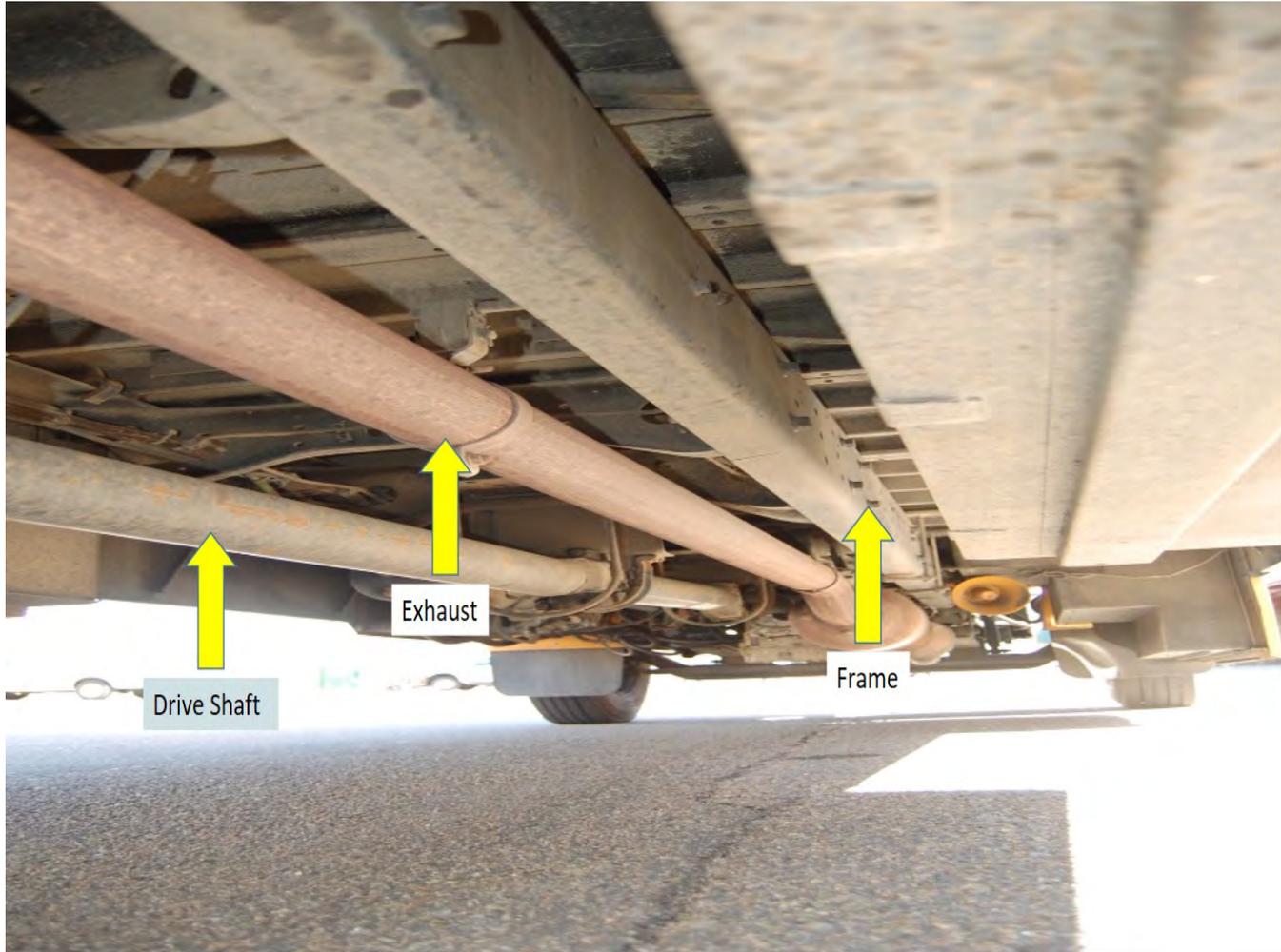
Check that reflectors are clean, none are missing or broken, and they are of proper color (red on rear, amber elsewhere). Check that reflector tape is present and affixed securely to the vehicle.



Check that reflectors are clean, none are missing or broken, and they are of proper color (red on rear, amber elsewhere).



Check that baggage compartment doors are not damaged, operate properly, and latch securely.

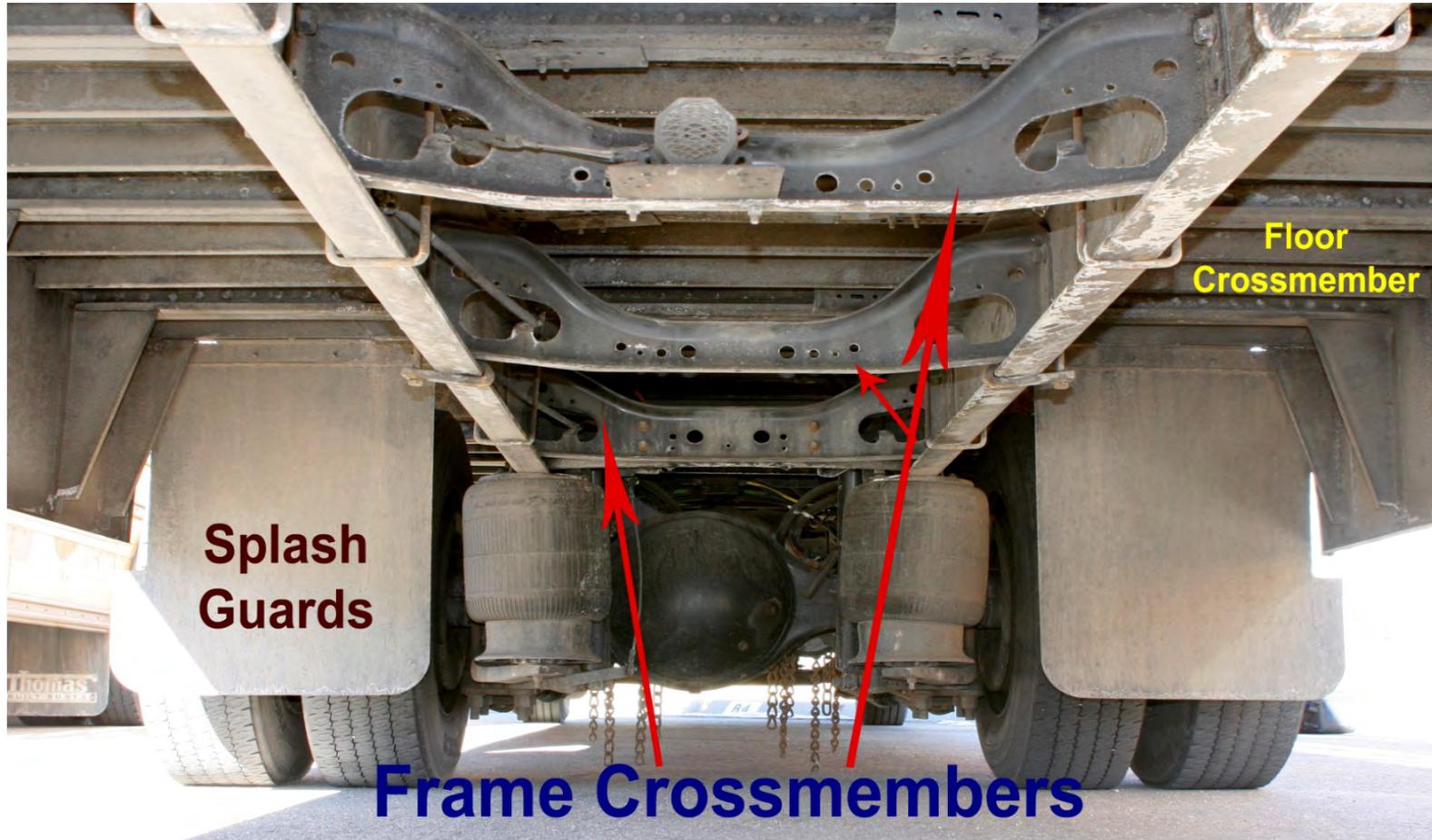


Check that exhaust system is connected tightly, mounted securely, and there are no loose clamps. Check exhaust system for damage and signs of leaking (rust or carbon soot). Exhaust system should have no cracks, holes, or severe dents.

Check for cracks or bends in longitudinal frame members.

Check that drive shaft is not bent, twisted, or cracked.

Check that U-joints appear to be secure and free of foreign objects.



Check for cracks or bends in longitudinal frame members.

Check for loose, cracked, bent, broken, or missing cross members.

Look for signs of breaks or holes in box or floor.



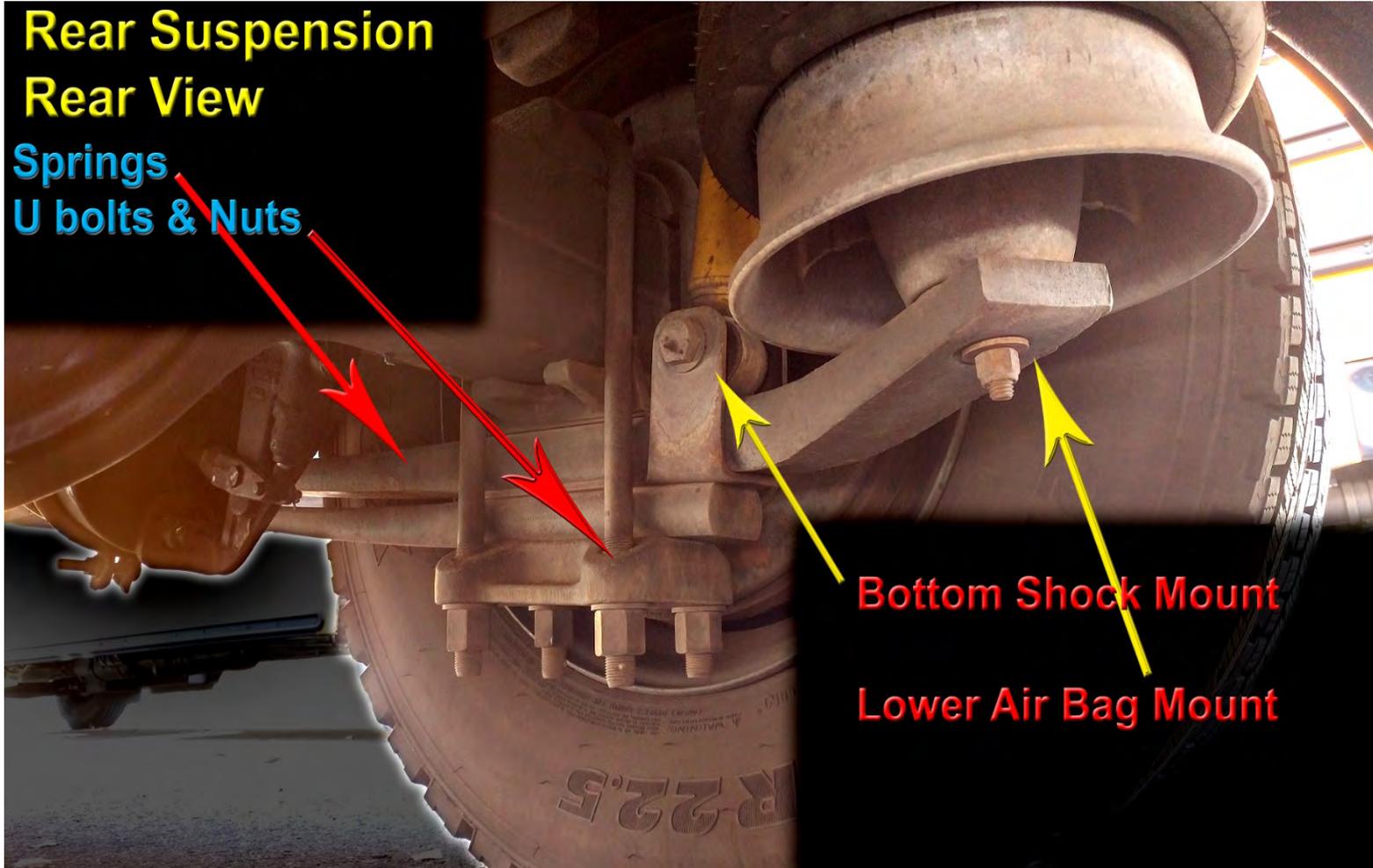
Check that spring mount attachments (brackets, bolts, bushings) are in place and not damaged.

Check for cracked or broken spring hangers.

Check for missing or damaged bushings.

## Rear Suspension Rear View

Springs  
U bolts & Nuts



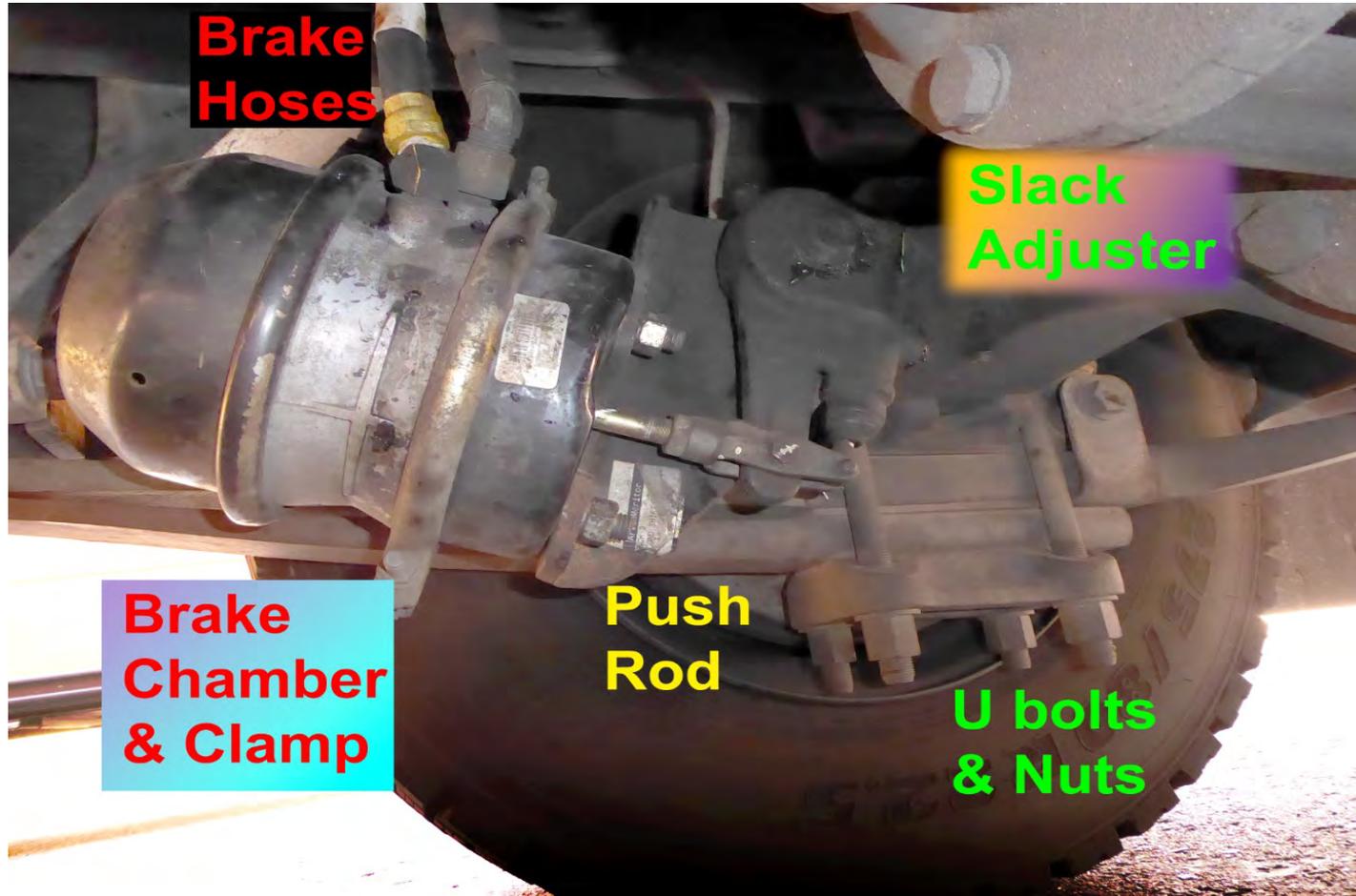
Check that air bag mounts (bolts) are in place and not damaged.

Look for missing, shifted, cracked, or broken leaf springs.

Check for broken or distorted coil springs if applicable.

Check air-ride suspension for damage and leaks.

Check U-bolts for broken, missing bolts, or loose nuts.

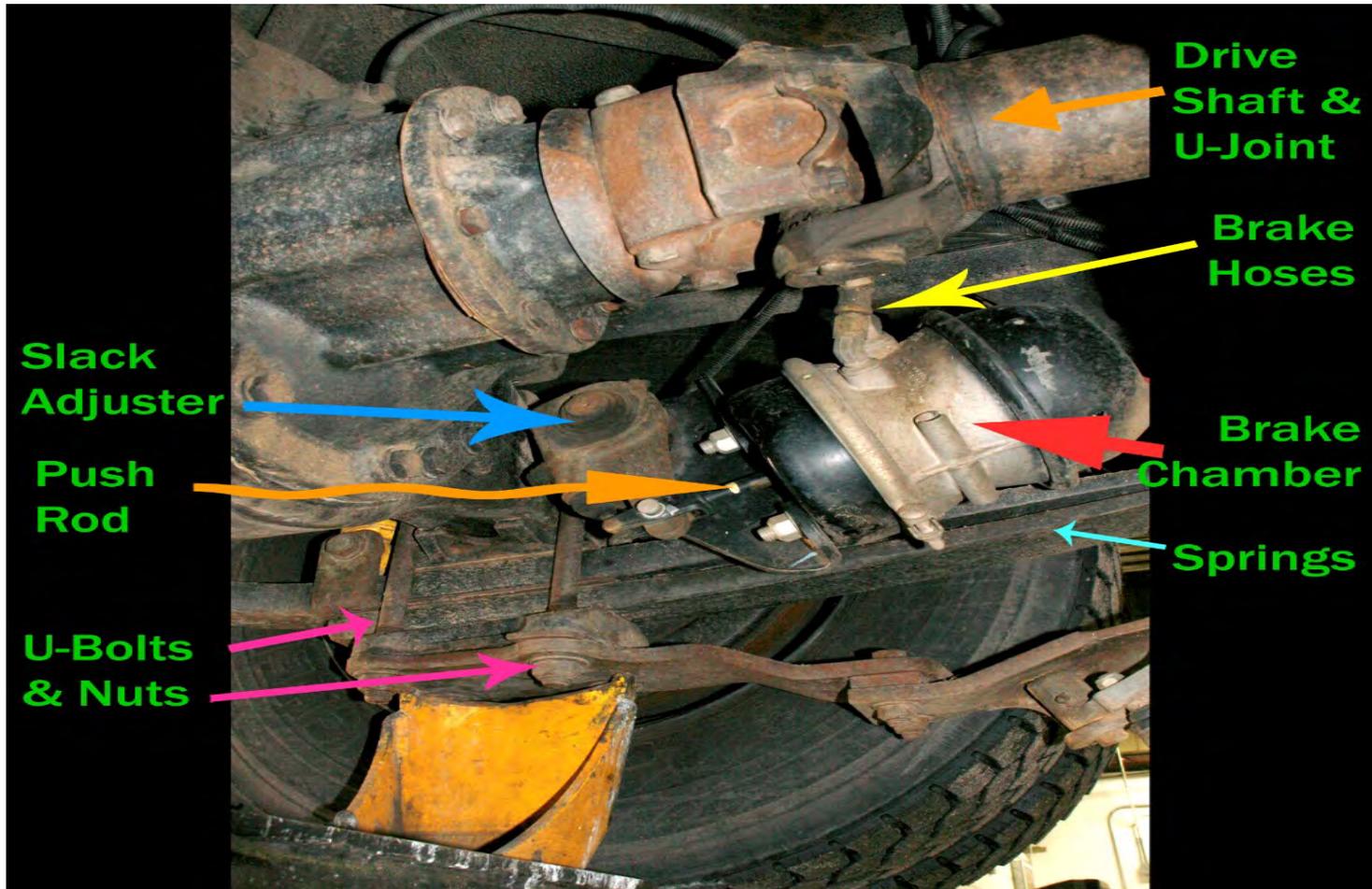


Check that brake chambers are not leaking air, cracked or dented, and are mounted securely.

Check for loose or missing clamps.

Check that hoses or lines can supply air to brakes.

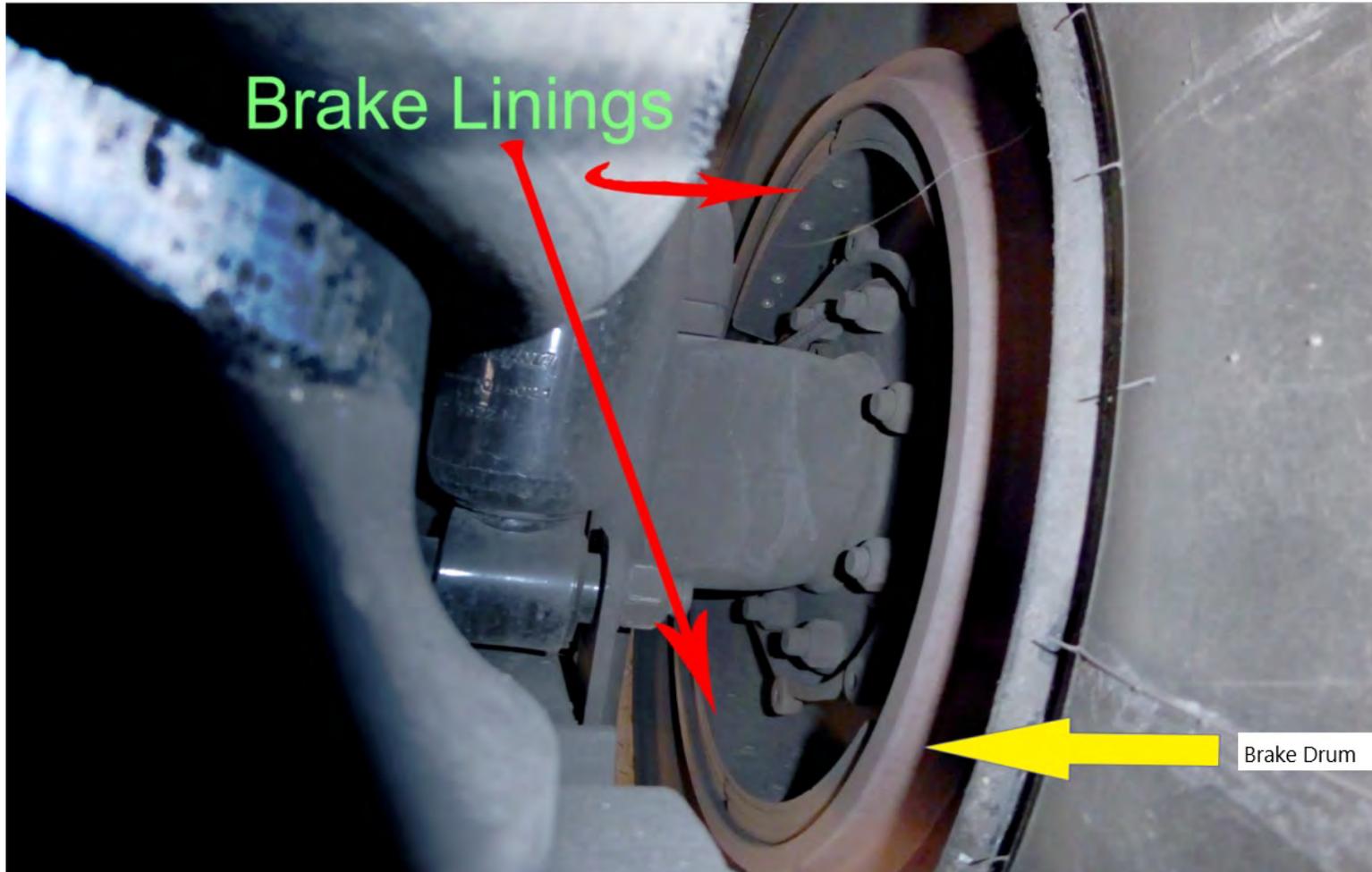
Check for cracked, worn, or frayed hoses, and that all couplings and fittings are secure and not leaking.



Check that slack adjuster is securely mounted.

Check slack adjuster and push rod for bent, broken, loose, or missing parts.

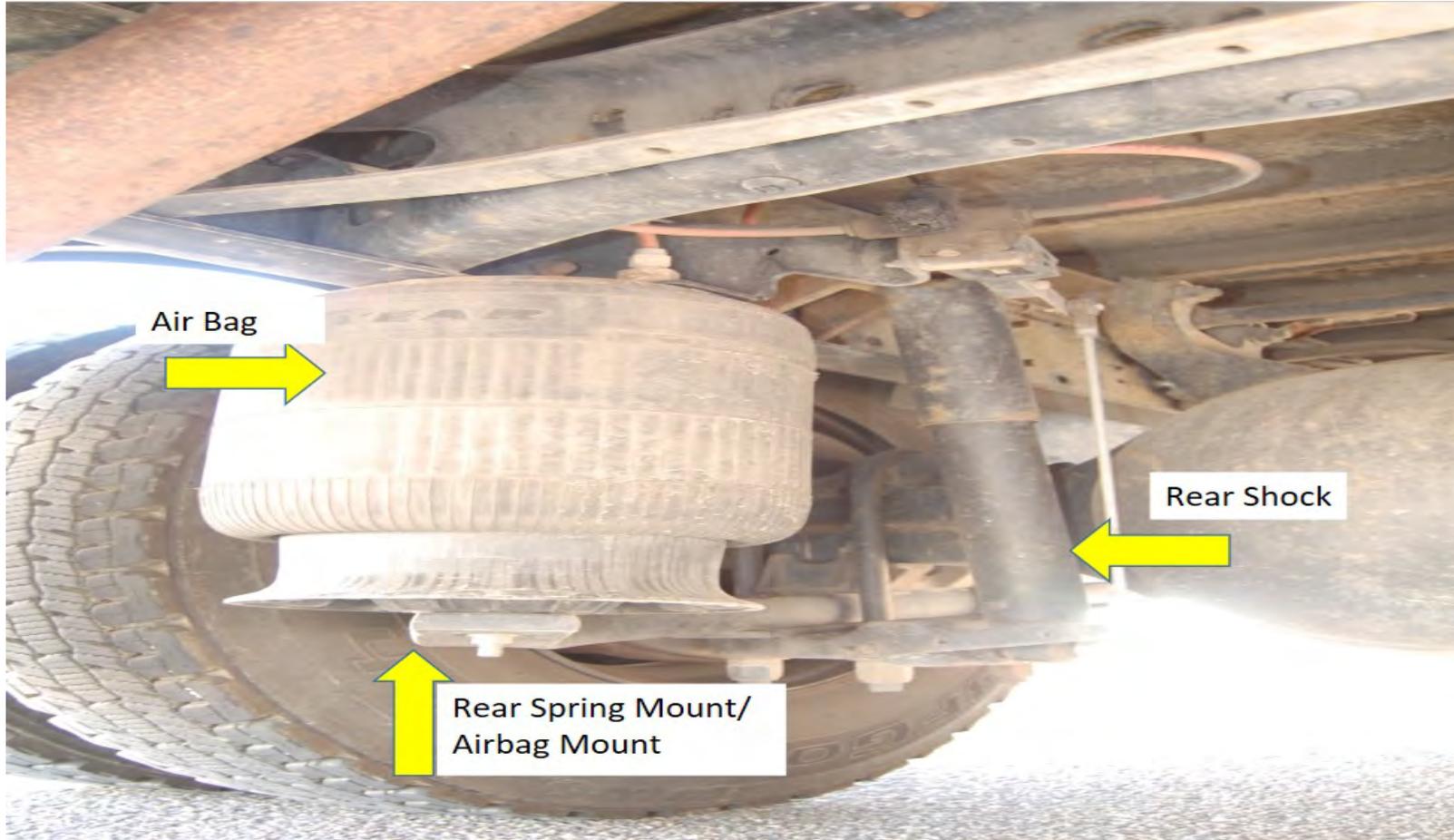
Check that if brakes were released and then pulled by hand, push rod should not move more than approximately one inch.



Check brake drums or rotors for cracks, dents, or holes. Also check for loose or missing bolts.

Check that brake linings or disk pads (where visible) are not worn dangerously thin.

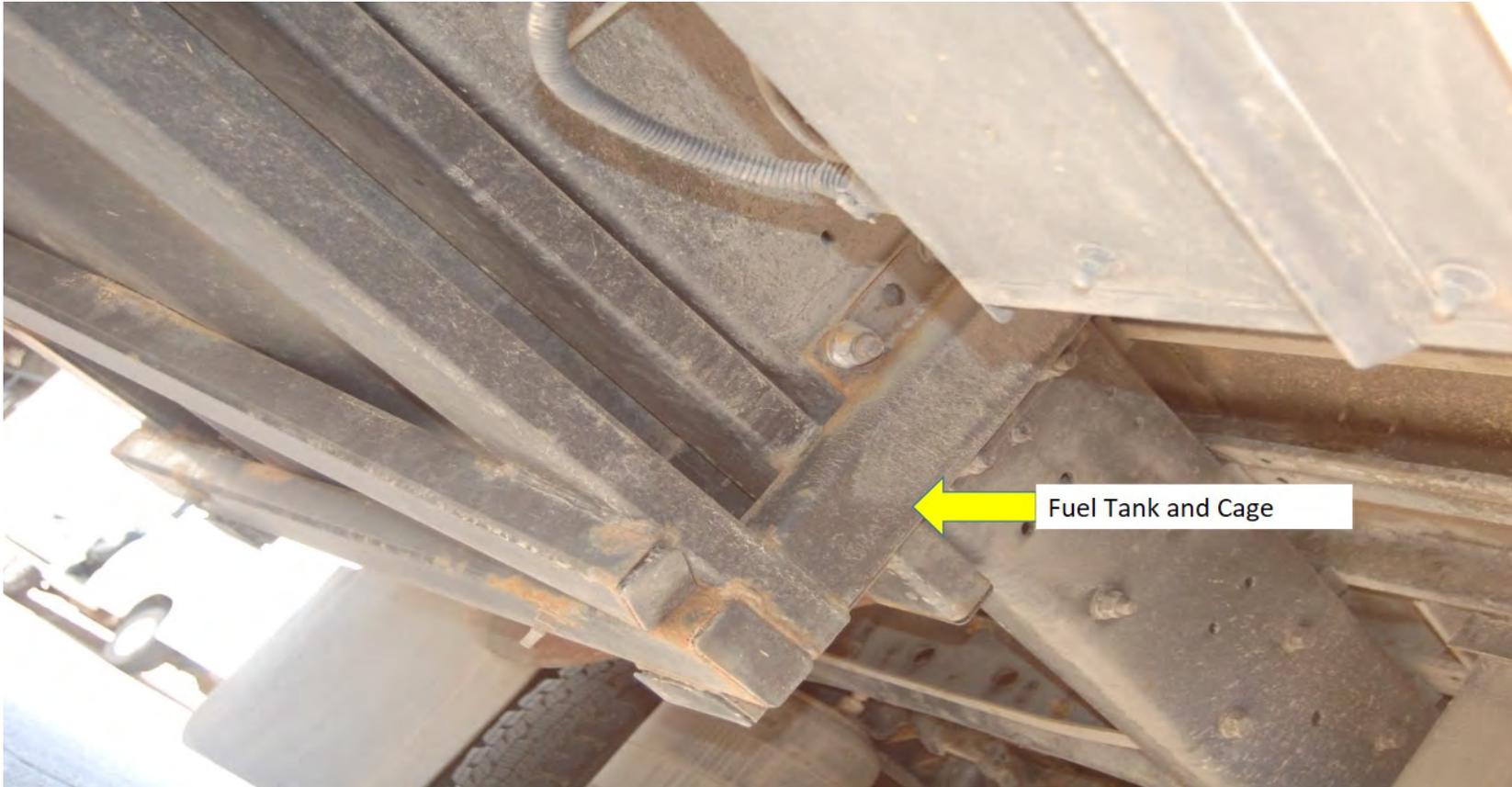
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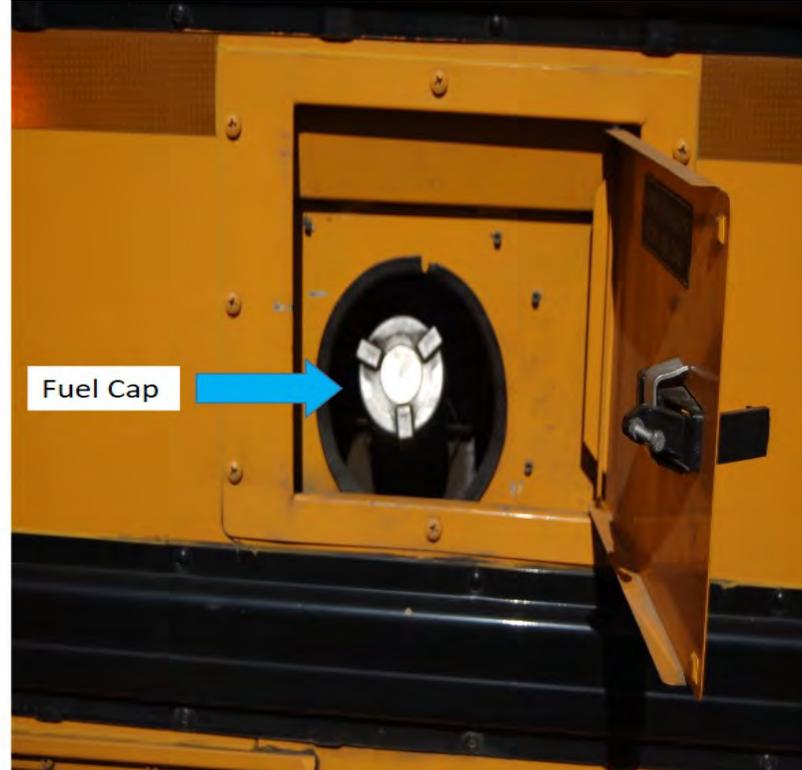
Check that air bag mounts (bolts) are in place and not damaged.

Check air-ride suspension for damage and leaks.

Check that shock absorbers are secure, not leaking, or damaged in any way.



Check that fuel tank(s) are secure.



Check that fuel cap(s) are tight. Check for leaks from fuel tank(s) and fuel cap(s).

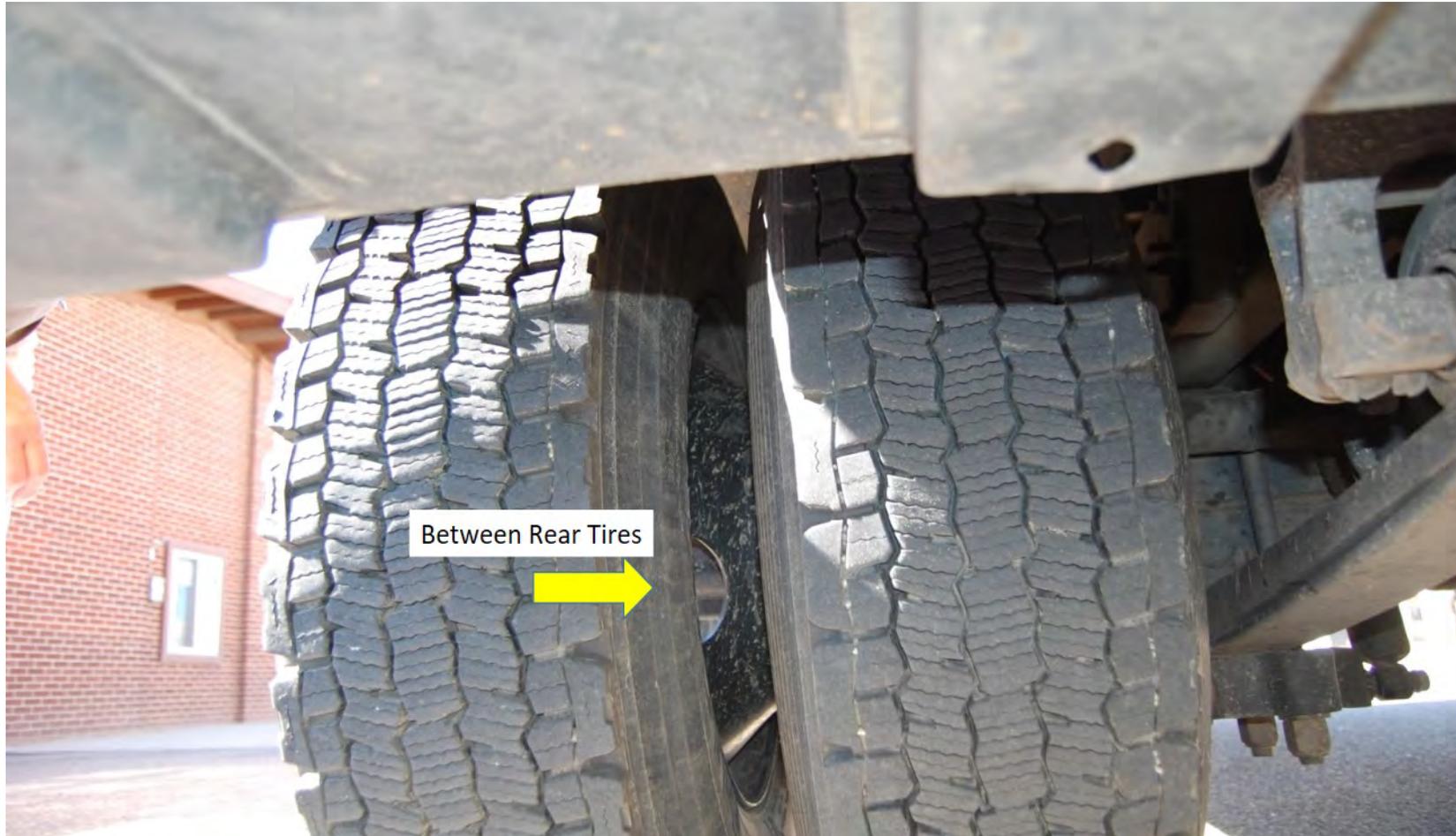


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Check that tread is evenly worn and looks for cuts, bulges, or other damage on tread or sidewalls.

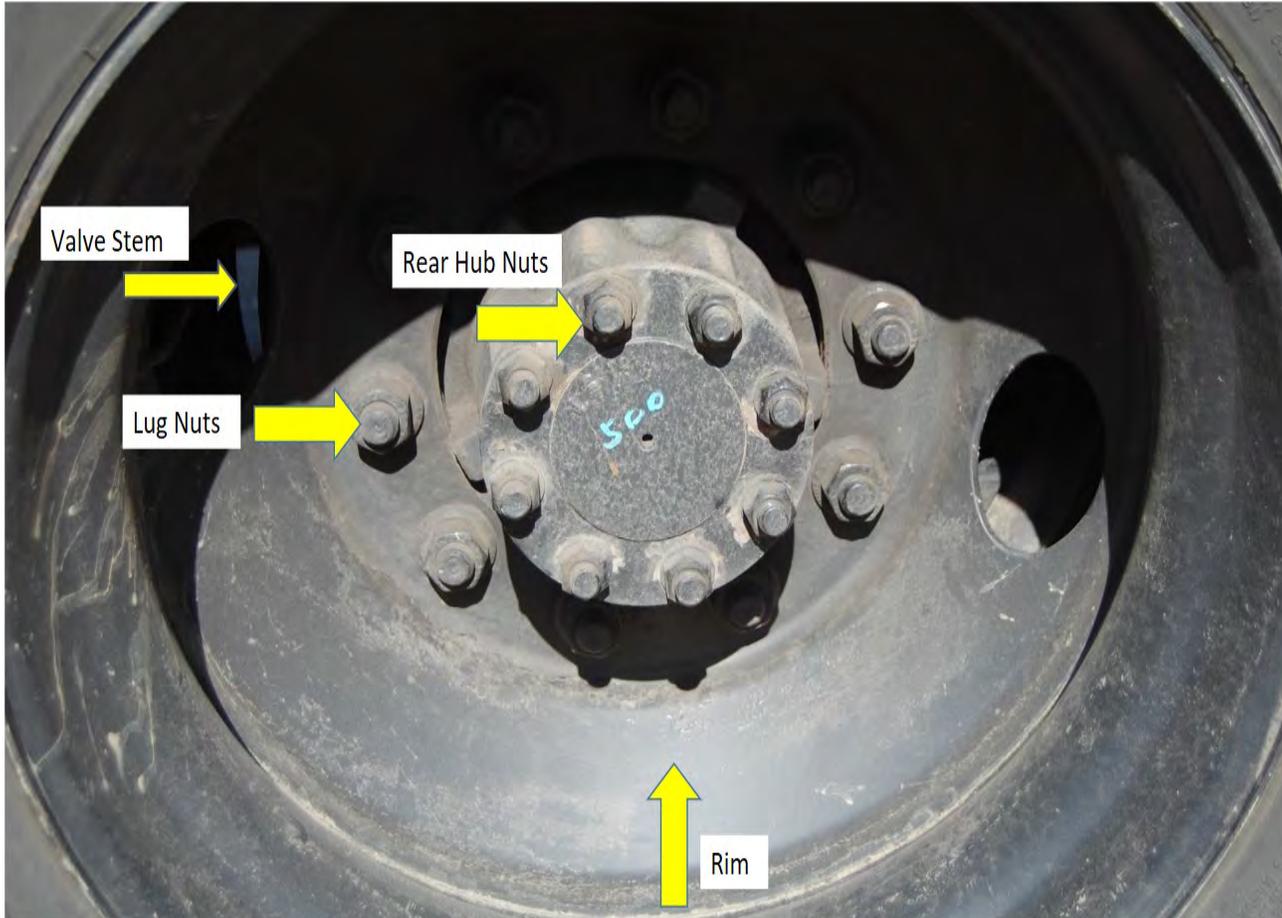
Also make sure that valve caps and stems are not missing, broken, or damaged.

Check for proper inflation by using a tire gauge. Note – Retreads shall not be utilized on steering axles.



If equipped, check that spacers are not bent, damaged, or rusted through. **(No spacers on Mississippi School Buses)**

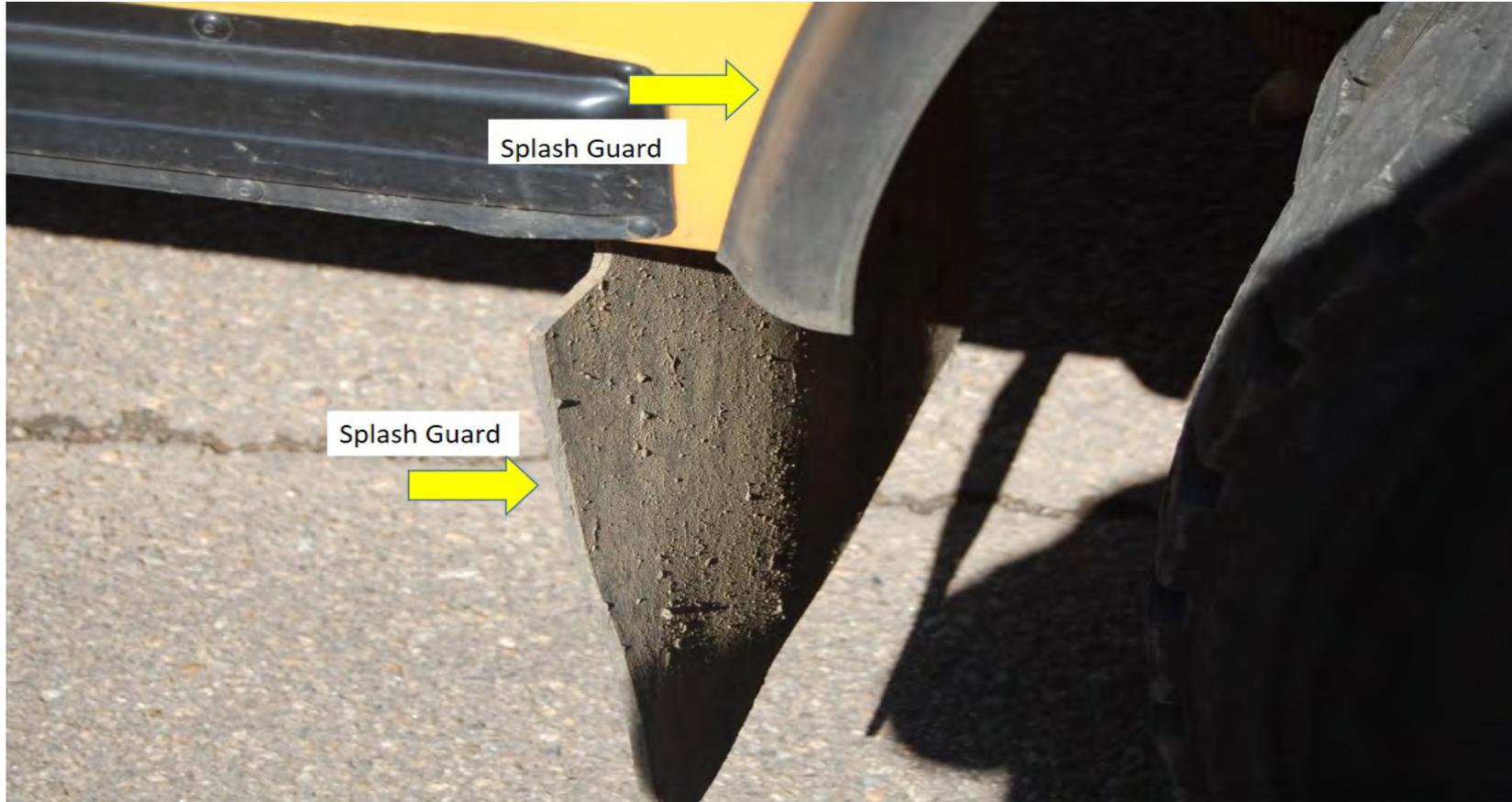
Check disc (Budd) wheels for even spacing, damage and foreign objects.



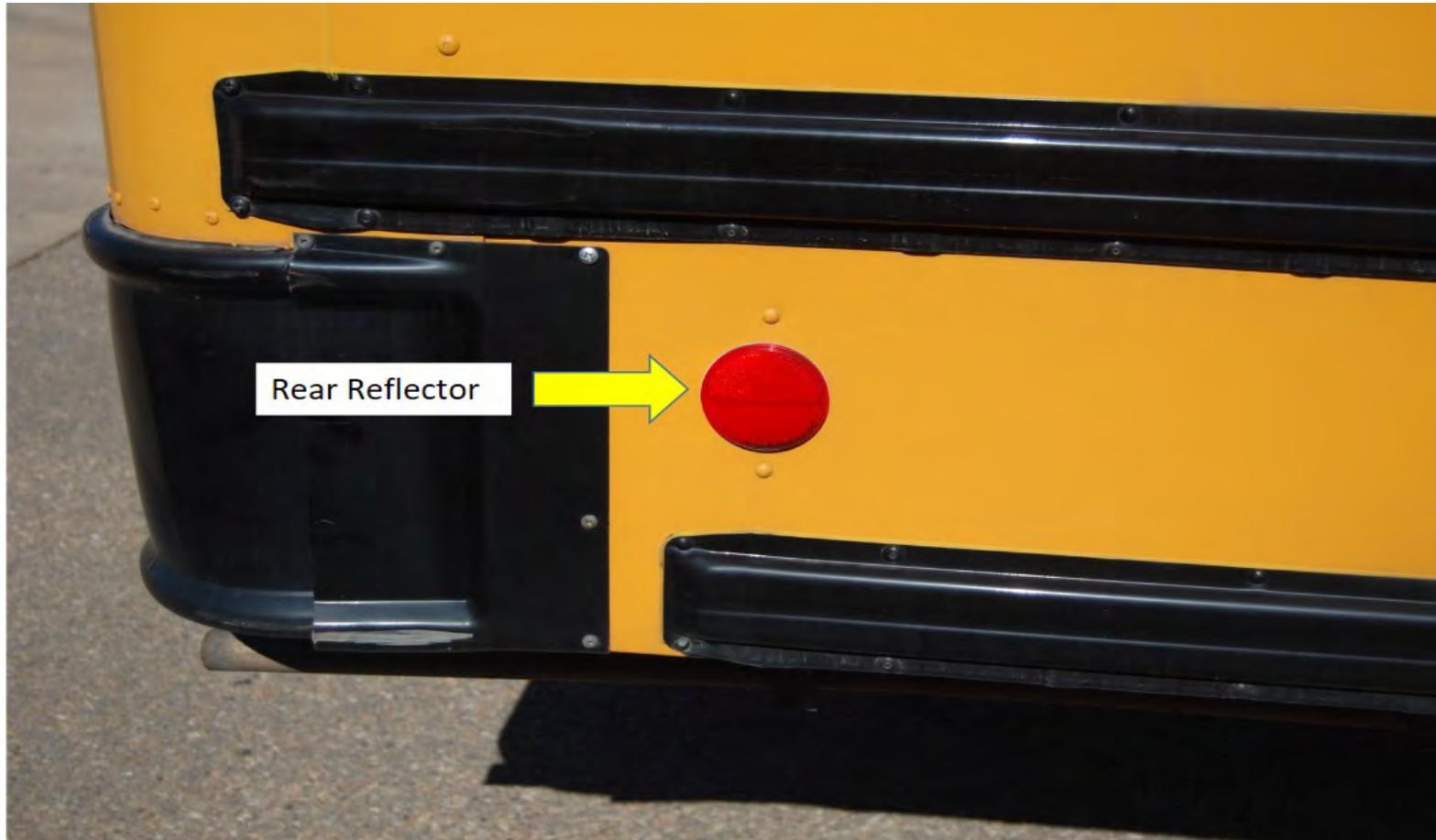
Check for damaged or bent rims. Rims should not have welding repairs. Check for rust trails that may indicate rim is loose on wheel.

Check that all lug nuts are present. Check that lug nuts are not loose (rust trails around nuts). Check that there are no cracks radiating from lug bolt holes or distortion of the bolt holes.

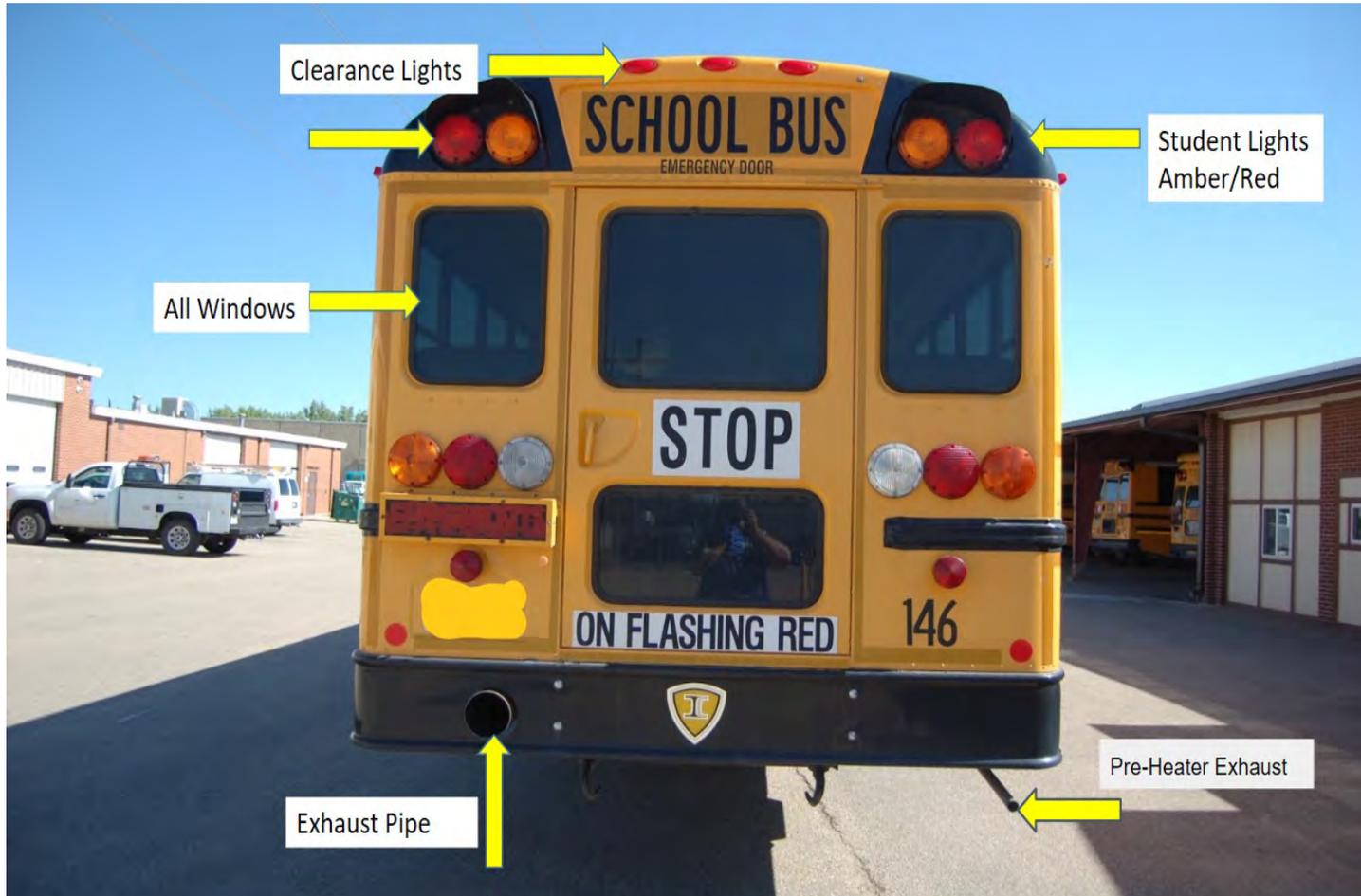
Check that hub oil/axle (grease) seals are not leaking, and if a sight glass is present, that the oil level is adequate.



If equipped, check that splash guards or mud flaps are not damaged and are mounted securely.

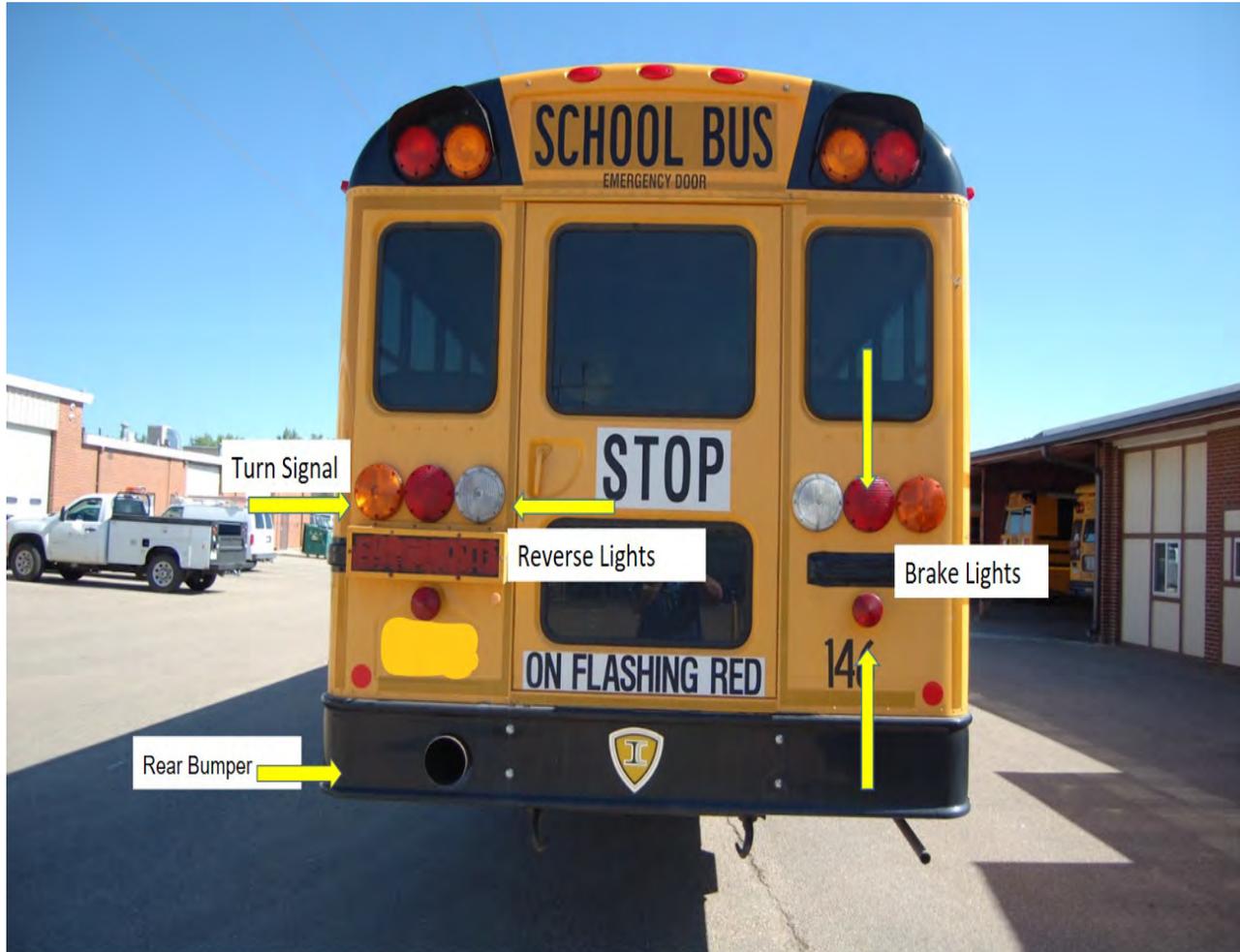


Check that reflectors are clean, none are missing or broken, and they are of proper color (red on rear, amber elsewhere).



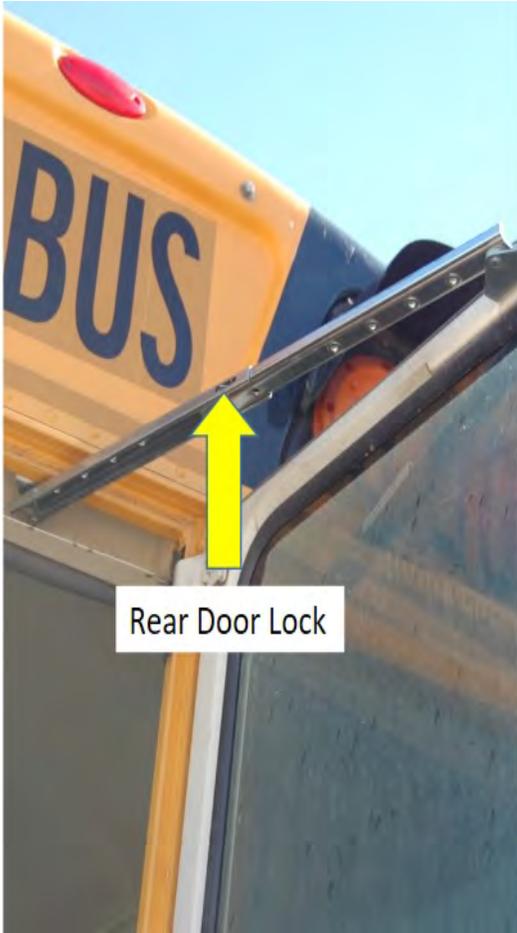
Inspect clearance lights to be sure they are clean, clear, not missing, not broken, or damaged in any way and are of proper color.

Inspect student lights to be sure they are clean, clear, not missing, not broken, or damaged in any way and are of proper color.



Inspect turn signal/hazard lights to be sure they are clean, clear, not missing, not broken, or damaged in any way and are of proper color. Check brake lights and reverse lights to be sure they are clean, clear, not missing, not broken, or damaged in any way and are of proper color.

Check that reflectors are clean, none are missing or broken, and they are of proper color (red on rear, amber elsewhere). Check that reflector tape is present and affixed securely to the vehicle. Check that rear lights lenses are clean, not broken.

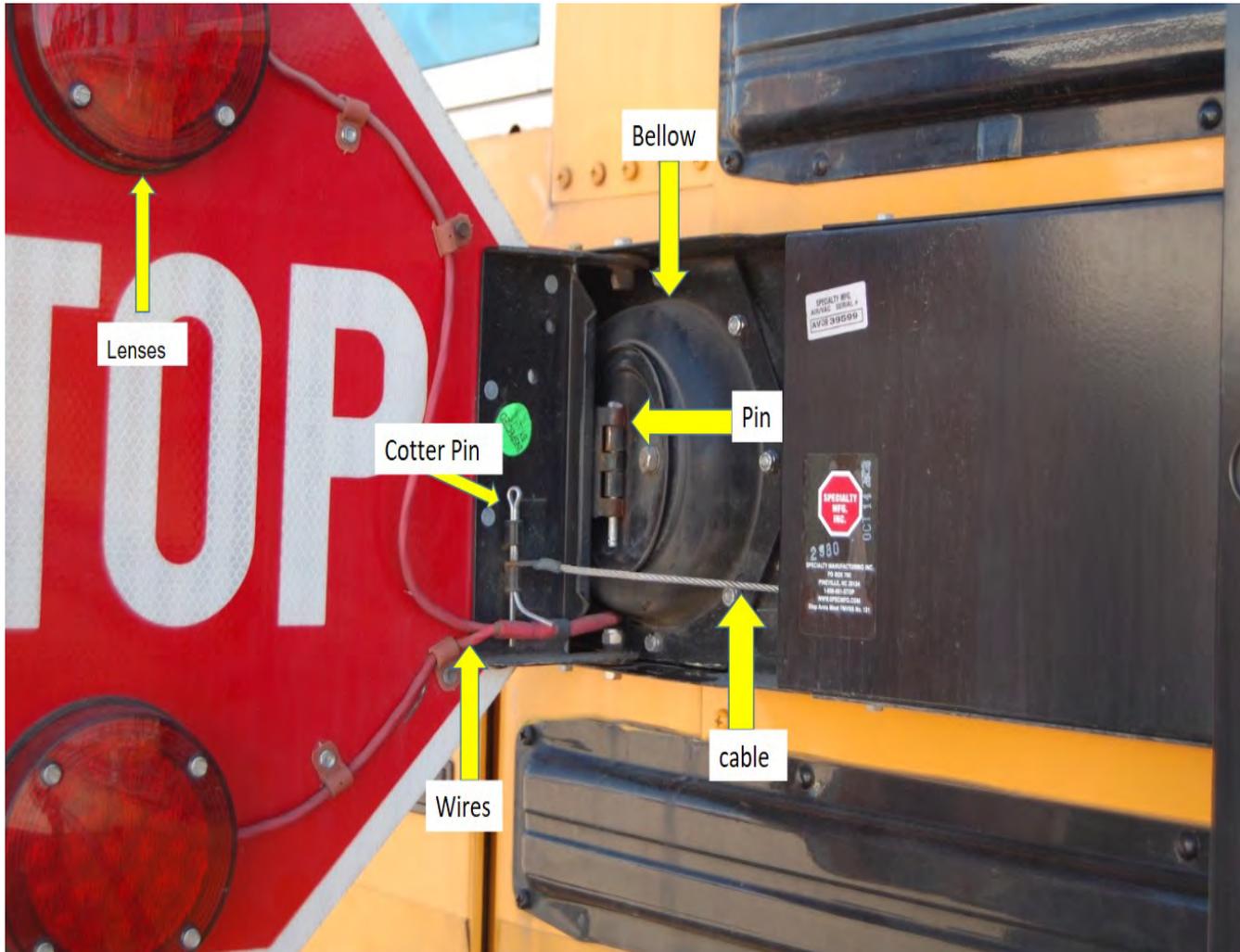


Check that door(s) are not damaged and that they open, close, and latch properly. Hinges should be secured with seals intact.

Check door windows for damage and excessive dirt.

Check that release handle can be operated properly both from the inside and outside of the vehicle.

Point out and describe how emergency exit operates.



Check the stop arm to see that it is mounted securely to the vehicle frame.

Check for loose fittings and damage.

Check that stop arm extends fully when operated. Check that stop arm lights are operational.

Check that safety arm is securely mounted and functions properly in conjunction with stop arm.

### ON THE FRONT:

Check that clearance lights, low beam and high beam headlights are in proper working order.

Check that each turn signal and 4-way flasher light works.

Check that alternately flashing amber lights (if equipped) are operational and not broken.

Check that alternately flashing red lights (if equipped) are operational and not broken.

Check that stop arm lights are operational.

### **SIDES AND REAR:**

Check that clearance lights are in proper working order.

Check that rear running lights (tail) are in proper working order.

Check that each turn signal and 4-way flasher lights works.

Check that brake lights come “on” when brakes are applied and turn “off” when brakes are released.

Check that alternately flashing amber lights (if equipped) are operational and not broken.

Check that alternately flashing red lights (if equipped) are operational and not broken.

Check that stop arm lights are operational.

# SCHOOL BUS INTERIOR



Check that entry door is not damaged, operates smoothly, and closes securely. Check that handrails are secure, and the step light is working, if equipped. Check that entry steps are clear with treads not loose or worn excessively.

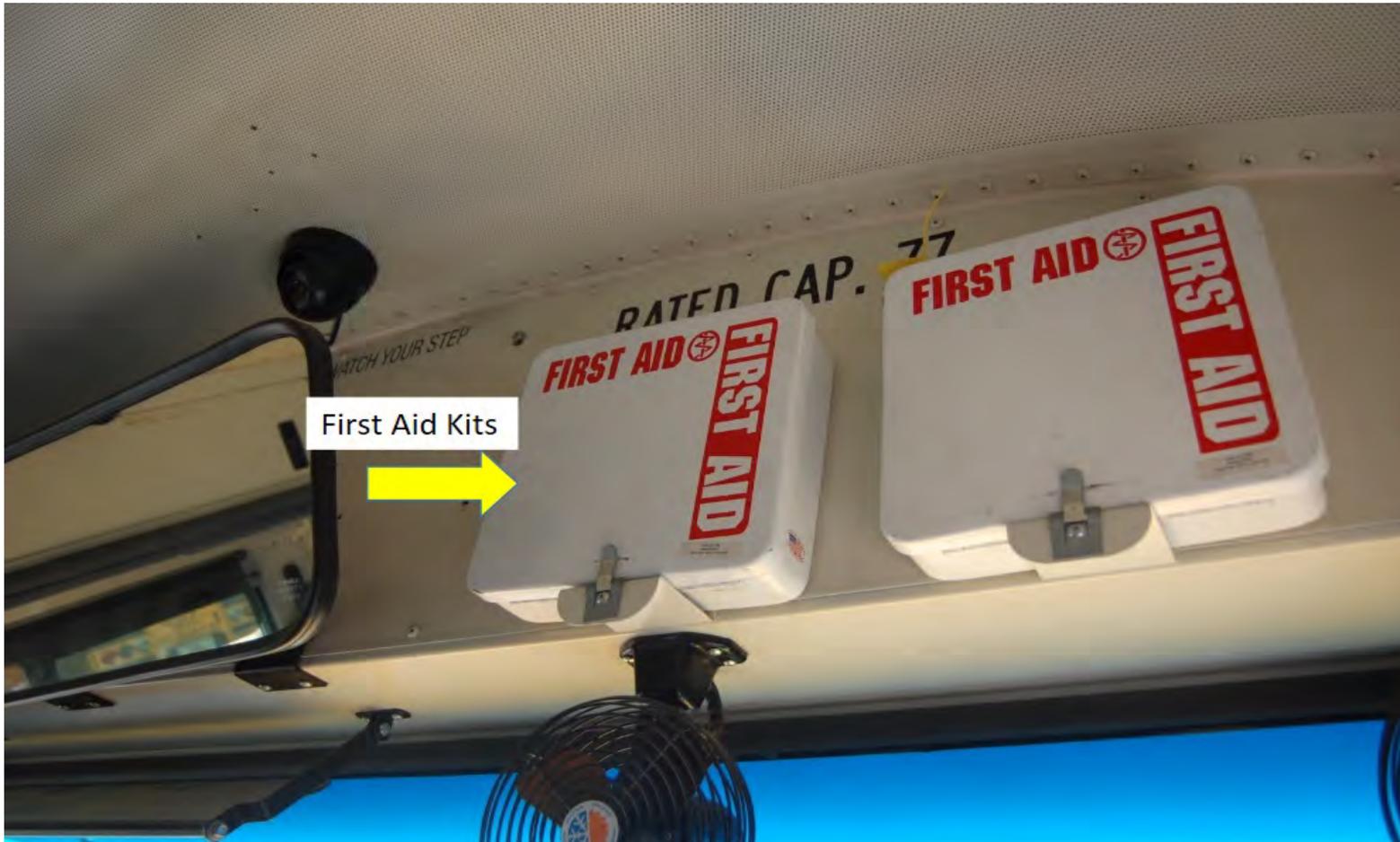
If equipped with a handicap lift. Look for leaking, damaged or missing parts and explain how lift should be checked for correct operation. Lift must be fully retracted and latched securely.



Check that handrails are secure, and the step light is working, if equipped.



Check for a properly charged and properly secured fire extinguisher.

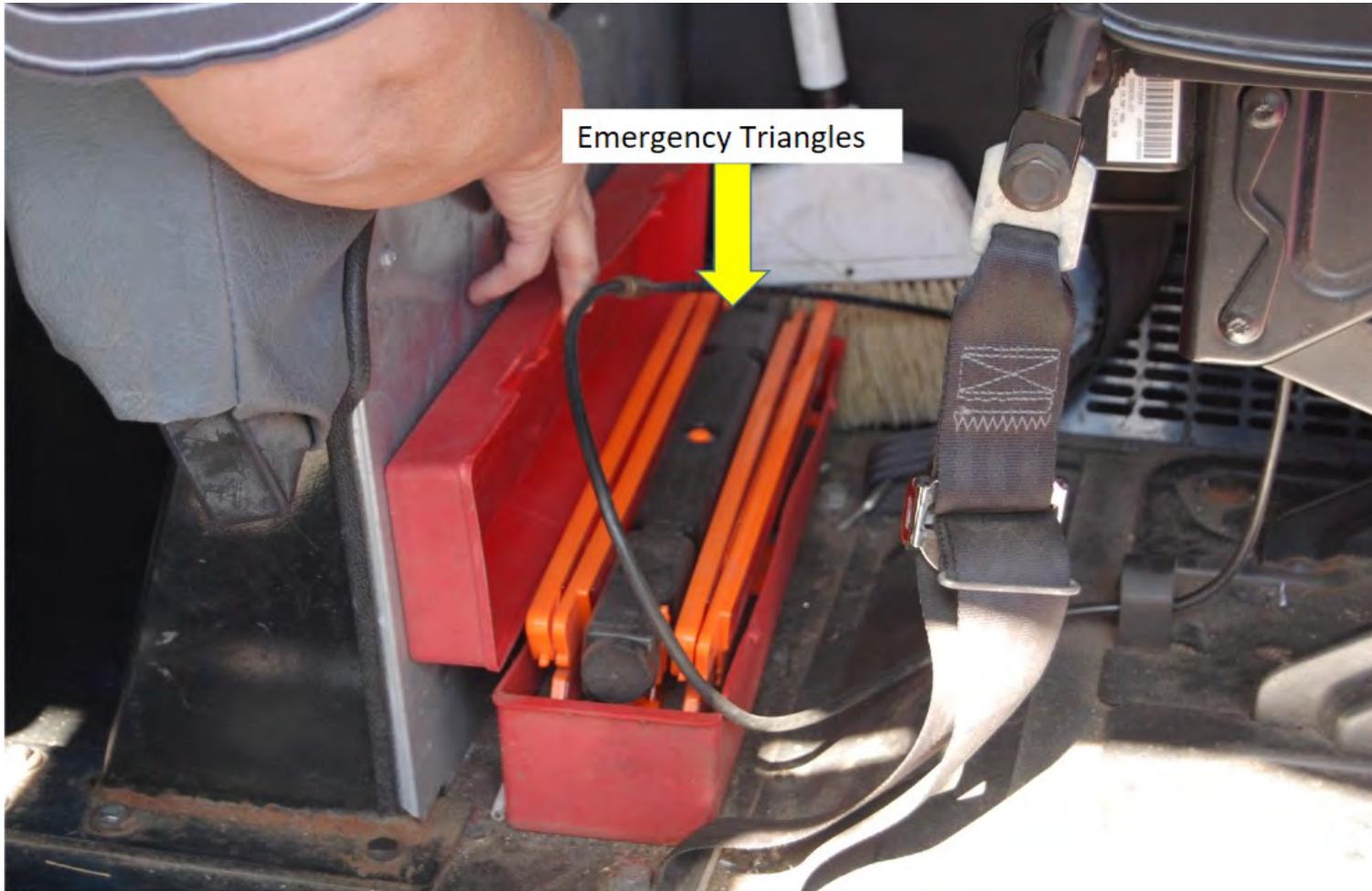


Check that first aid kit(s) are securely mounted in full view of the driver, or that the location is plainly indicated by appropriate markings.

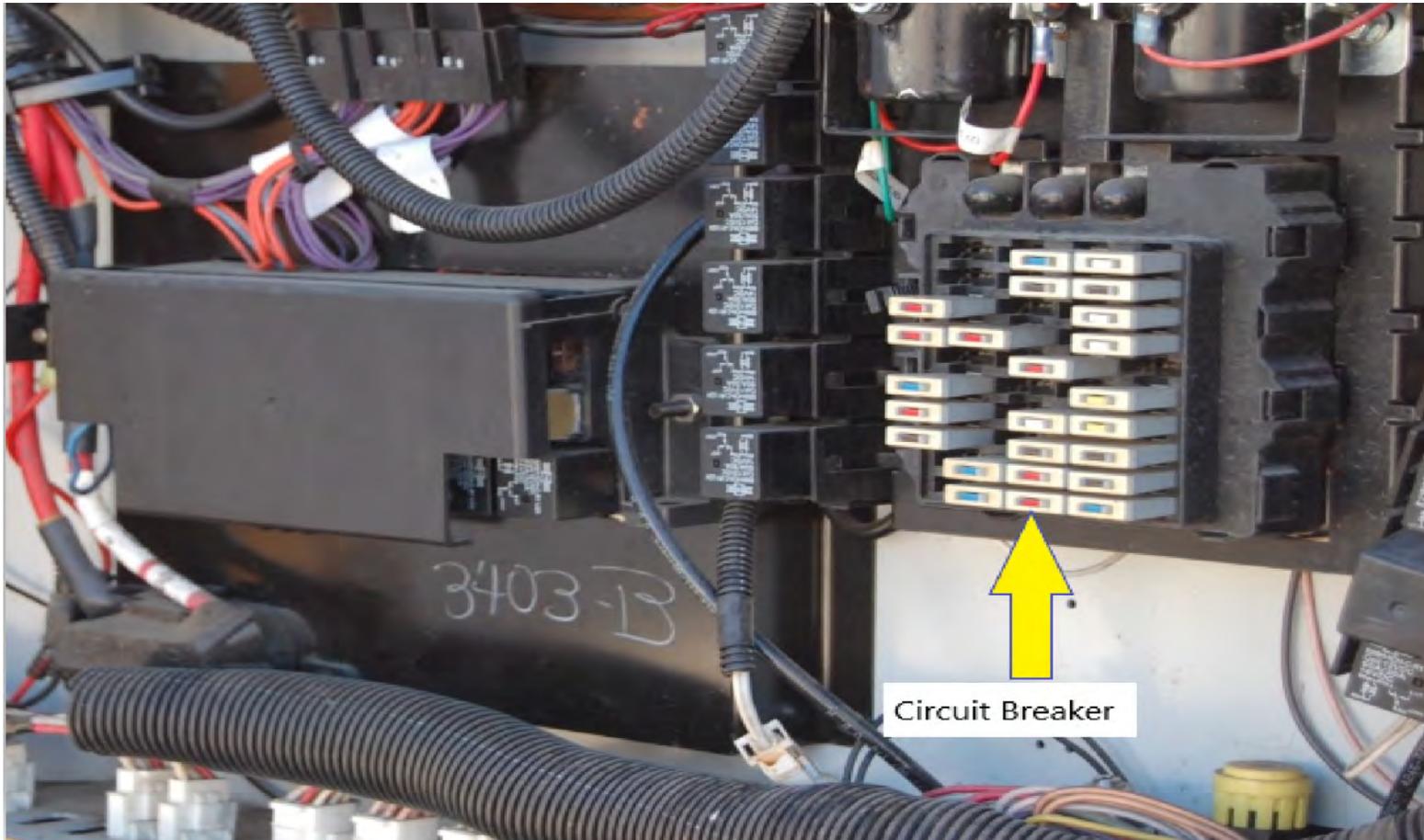
Check that first aid kit(s) are sealed.



Check that bus is equipped with a properly secured body fluid clean-up kit accessible to the driver.



Check for three red reflective triangles in a securely mounted case.



Check for spare electrical fuses (if used) or identifies circuit breakers.

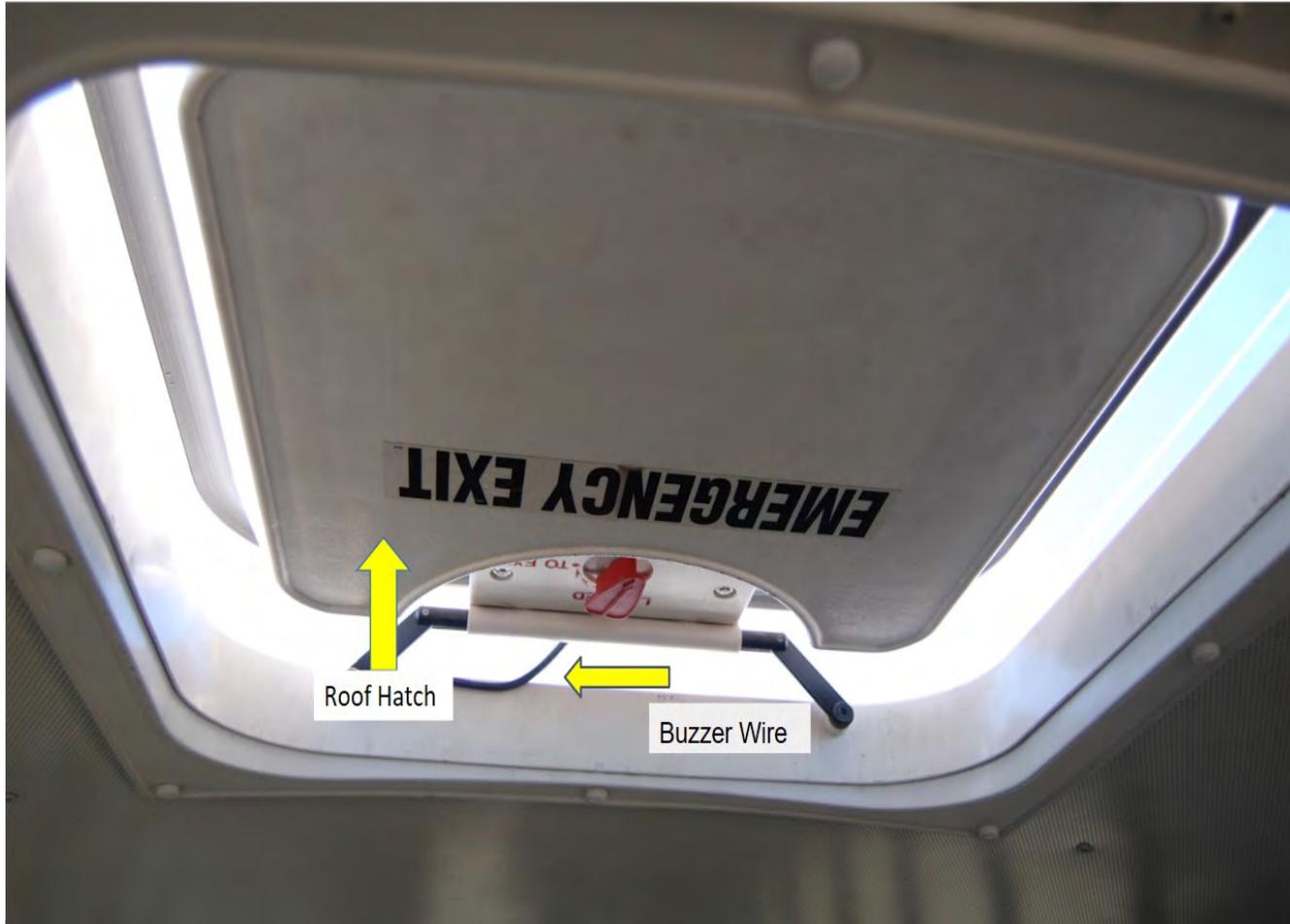


Demonstrate that at least one of each type of emergency exit operates smoothly, closes securely, and is not damaged.

Confirm that exit works properly. Check that release handle can be operated properly both from the inside and outside of the vehicle.

Point out and describe how all other emergency exits operate.

Check emergency exit-warning devices for proper operation.



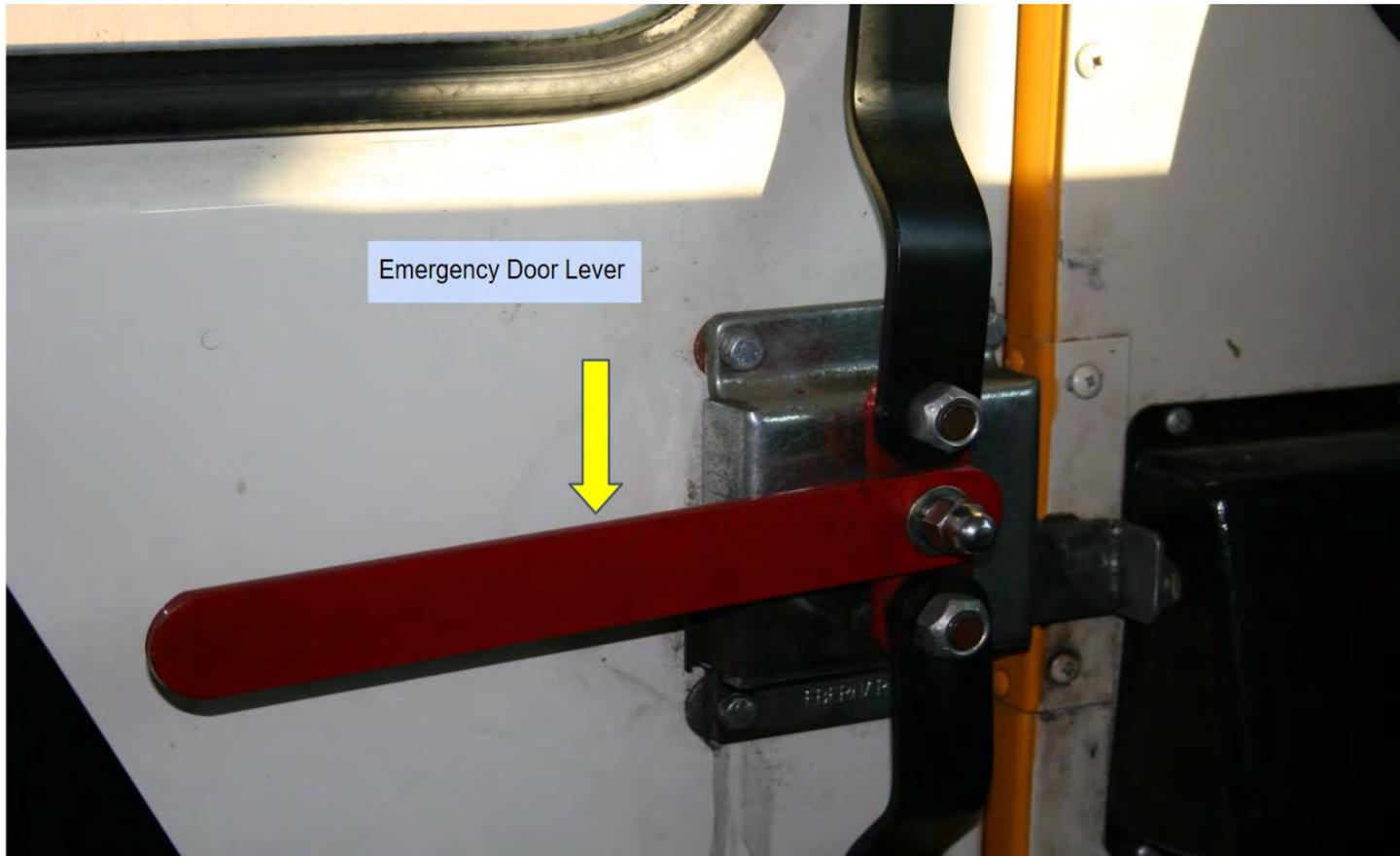
Demonstrate that at least one of each type of emergency exit operates smoothly, closes securely, and is not damaged.

Confirm that the exit works properly.

Check that release handle can be operated properly both from the inside and outside of the vehicle.

Point out and describe how all other emergency exits operate.

Check emergency exit-warning devices for proper operation.



Demonstrate that at least one of each type of emergency exit operates smoothly, closes securely, and is not damaged.

Confirm that the exit works properly.

Check that release handle can be operated properly both from the inside and outside of the vehicle.

Point out and describe how all other emergency exits operate.

Check emergency exit-warning devices for proper operation.



Check that there are no broken seat frames and that the seats are firmly attached to floor.

Confirms that the cushions are securely attached to the seat frames.



Check for properly secured, mounted, and adjusted safety belt.

Safety belt should not be ripped or frayed.

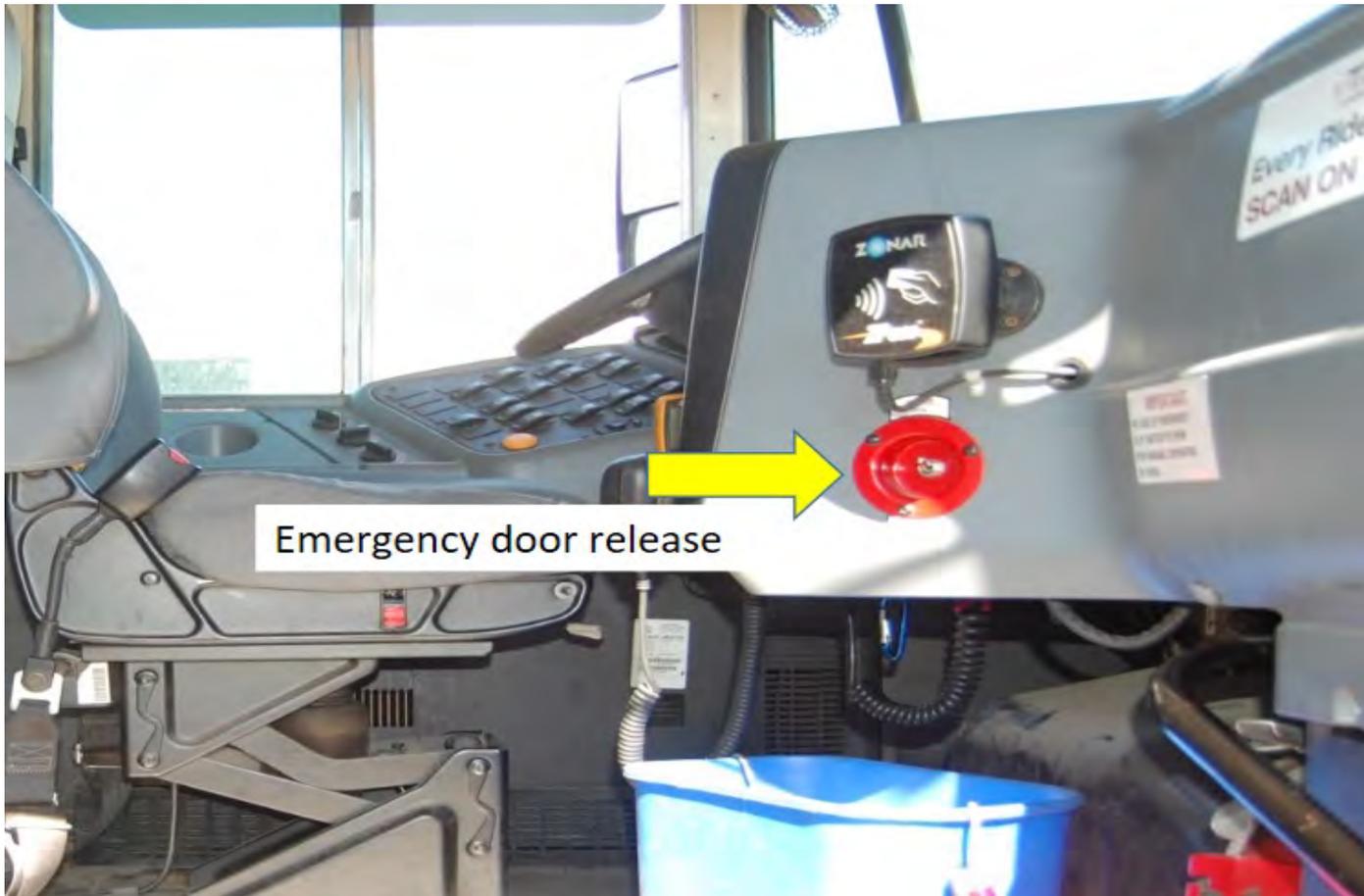


Seat Belt Cutter



Check that bus is equipped with a durable webbing cutter having a full width handgrip and a protected blade.

Cutter shall be mounted in a location accessible to the seated driver.



Demonstrate that at least one of each type of emergency exit operates smoothly, closes securely, and is not damaged.

Confirm that exit works properly.

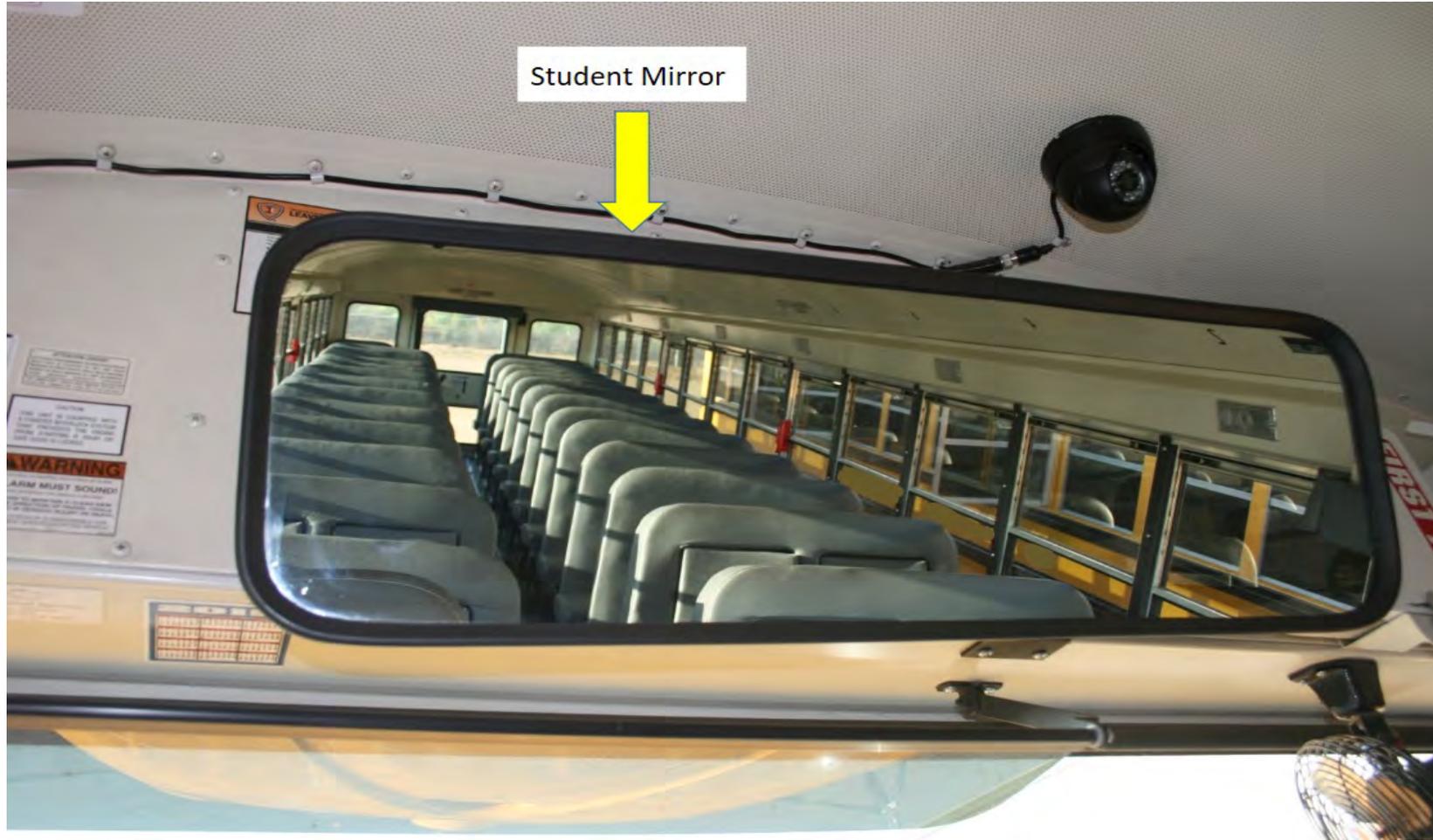
Check that release handle can be operated properly both from the inside and outside of the vehicle.

Point out and describe how all other emergency exits operate.

Check emergency exit-warning devices for proper operation.



Check that air horn and/or electric horn(s) work.



Check student mirror for proper mounting and adjustment.

Check that visibility is not impaired due to a dirty mirror.



Check windshield to make sure it is clear and has no obstructions or damage to the glass.

Check mirrors for proper adjustment.



Check that wiper arms and blades are secure, not damaged, and operate smoothly.

If equipped, check for windshield washer fluid and that windshield washers operate correctly.



Depress clutch before turning on the starter. Keep clutch depressed until engine reaches idling speed.

On an automatic transmission, check to see that the gear selector is in the “park” or “neutral” position.

On a standard transmission check that gear shift is in “neutral”.



When starting engine, check the dashboard to ensure the ABS lighting indicator illuminates and then promptly turns off.

If the ABS indicator remains illuminated the ABS is **not** functioning properly and needs to be serviced.

Check that clicks or puffs of air are audible when the ABS system cycles.



Check that air gauge is working properly and that the air compressor builds the air pressure to governor cut out at roughly 120-140 psi or as specified by manufacturer.



With the engine running and the key in the “on” position. Check that gauge(s) show alternator or generator is charging or warning light is “off”. Needle will jump and flutter, then indicate charge.



With the key in the “on” position and engine running, check that oil pressure is building to “normal”.

Check that the gauge shows increasing or “normal” oil pressure or warning light goes off.



With the key on and engine running ensure the temperature gauge is operational. Temperature should begin to climb to the “normal” operating range or temperature light should be off.



Check that (dash) indicators for turn signals, flashers, and headlight high beams illuminate when corresponding lights are turned on.



Check that the heater(s) and defroster(s) operate properly by demonstrating and describing the operation of each switch.

Air brake safety devices vary. However, this procedure is designed to make certain that a given device is operating correctly as air pressure drops from “normal” to “low air” conditions.

When performing the air brake check be sure to verbalize **all three-air** brake checks **correctly**.

For safety purposes, in areas where an incline is present, driver must use wheel chocks during the air brake check.

1. With the air pressure built up to governor cutoff (approximately 120 – 140 psi), shut off engine, chock the wheels, if necessary, release the parking brake (all vehicles), and the tractor protection valve (combination vehicle) and fully apply the foot brake. Then hold the foot brake for one minute after stabilization of the air gauge. Then check the air gauge to see that the air pressure drops no more than three pounds in one minute (single vehicle) or four pounds in one minute (combination vehicle) and listen for leaks.

2. Without re-starting the engine, turn the key to the “on “ or “battery charge” position. Next, begin fanning off the air pressure by rapidly applying and releasing the foot brake. Low-air warning devices (buzzer, light, flag) should activate before air pressure drops below 60 psi or level specified by manufacturer.
3. Continue to fan off the air pressure. At approximately 40 psi on tractor-trailer combination vehicle (or level specified by manufacturer), the tractor protection valve and parking brake valve should close (pop out).

4. Crank the engine. When the engine is at operating rpms, the pressure should build from 85 to 100 psi within 45 seconds in dual air systems.
5. With a fully-charged air system (120-125 psi), turn off the engine, and release the park brake, and time the air pressure drop. The loss rate should be less than 2 psi in one minute for single vehicles and less than 3 psi in one minute for combination vehicles.
6. Apply 90 psi or more with the brake pedal. After the initial pressure drop, if the air pressure falls more than 3 psi in one minute for single vehicles (more than four psi for combination vehicles), the air loss rate is too much.

7. Pumping by the air compressor should start at about 100 psi and stop at about 125 psi. Run the engine at a fast idle. The air governor should cut-out the air compressor at the manufacturer's specified pressure. With the engine idling, step on and off the brake to reduce the air tank pressure. The compressor should cut-in at about the manufacturer's specified cut-in pressure. The pressure should begin to rise.

8. To test parking brake, make sure the parking brake is engaged and gently pull against it in a low gear to test that the parking brake will hold.
9. To test the service brake, release the parking brake, move the vehicle forward slowly (about 5 mph), and apply the brakes firmly using the brake pedal. Note any pulling to one side, unusual feel, or delayed stopping action.



With the air pressure built to governor cutout and parking brake engaged (trailer brakes released on combination vehicles), check that parking brake will hold vehicle by gently trying to pull forward with parking brake on.

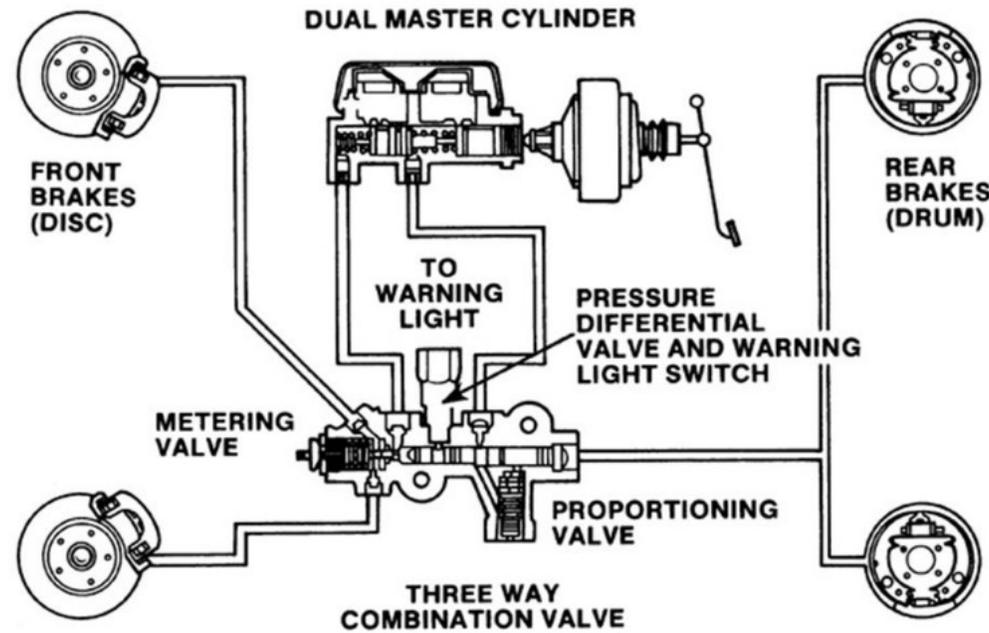


Check by pulling forward at 5 mph, apply service brake to check that brakes are working properly and to see if vehicle pulls to one side or the other.

Damaged hydraulic hoses or low hydraulic fluid will result in a partial or total loss of the braking system.

1. Pump the brake pedal three times, then hold it down for five seconds. The brake pedal should not move (depress) during the five seconds.
2. If equipped with a hydraulic brake reserve (backup) system, with key off, depress the brake pedal and listen for the sound of the reserve system electric motor.

## Dual-circuit Disc/Drum Hydraulic Brake System



# Enroute

- Passengers may not stand forward of the rear of the driver's seat
- Buses designed to allow standing must have a two-inch line on the floor or some other means of showing riders where they cannot stand – STANDEE LINE
- All passengers must stay behind it

- When arriving at the destination or intermediate stops announce:
  - The location
  - Reason for stopping
  - Next departure time
  - Bus Number
- Remind passengers to take carry-ons with them if they get off the bus
- If the aisle is on a lower level than the seats, remind riders of the step-down. It is best to tell them before coming to a complete stop.
- Charter bus drivers should not allow riders on the bus until departure time. This will help prevent theft or vandalism of the bus.

- Charter and intercity carriers have passenger comfort and safety rules.
- Mention rules about smoking, drinking, or use and tape players at the start of the trip to avoid trouble later
- While driving, scan the interior of your bus as well as the road ahead, to the sides, and to the rear.
- Remind passengers about rules or to keep arms and heads inside the bus

- Caution passengers to watch their step when leaving the bus
- Wait for passengers to sit down or brace themselves before starting
- Starting and stopping should be smooth as possible to avoid injuries to the passenger
- If operating a charter bus or intercity bus, you may have a passenger who is drunk or disruptive. You must ensure the passenger's safety as well as that of others.
- Don't discharge such passengers where it would be unsafe for them.
- A safe stop is the next scheduled stop or a well-lighted area where there are other people.
- Follow the carrier's guidelines for handling disruptive riders
- **Students on school buses are only permitted to be dropped off at home and/or school!!**

# Post-Trip Inspection

- Inspect the bus at the end of each shift
- If you work for an interstate carrier, you must complete a written inspection report for each bus driven.
- The report must specify each bus and list any defect that would affect safety or result in a breakdown.
- If there are no defects, the report should say so.

- Handrails, Seats, Emergency Exits, and Windows can be damaged
- Report this damage at the end of the shift, so repairs can be made by the mechanic before the bus goes out again
- Mass transit drivers should make sure passenger signaling devices and brake-door interlocks work properly.
- School Buses may be equipped with Child Check System.

# Fueling

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C1.5

- A school bus shall not be fueled while students are on board, unless instances when unloading the students would present a greater hazard or peril to their safety.
- Do not fuel your bus with passengers on board unless necessary.

# Idling

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C1.6

- Never idle a vehicle in front of a building that has an intake vent near where your vehicle. The fumes from your vehicle will be taken in through the vent and distributed throughout the heating/AC units in the building.
- Many local and state governments have adopted laws and ordinances that limit vehicle idling to combat increasing air pollution and greenhouse gas emissions. Each law and ordinance varies in who it targets, the basic overall structure, and the penalties associated with not complying, however, the overall objective of each law and ordinance remains the same – to protect air quality by reducing emissions created by unnecessary vehicle idling.

# Baggage and/or Cargo Management

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C1.7

- Do not allow riders to leave carry-one baggage in doorway, aisle, or blocking emergency exits.
- Secure baggage and freight and ways that avoid damage and
  - Allow the driver to move freely and easily
  - Allow passengers to exit by any window or door in an emergency
- Protect passengers from injury if carry-ons fall or shift
- Watch for baggage containing hazardous materials. Hazardous materials cannot be carried on a bus.

- Buses may carry small-arms ammunition labeled ORM-D, emergency hospital supplies, and drugs.
- Buses must never carry division 2.3 poison gas, liquid Class 6 poison, tear gas, and irritating material; more than 100 lbs of solid Class 6 poisons; explosives in space occupied by people, except small arms ammunition; labeled radioactive materials in the space occupied by people; more than 500 lbs total of allowed hazardous materials, and no more than 100 lbs of any one class.
- Passengers sometimes board a bus with an unlabeled hazardous material. Do not allow passengers to carry on common hazards such as car batteries or gasoline.

# Passenger Safety Awareness Briefing

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C1.8

# Where are the emergency exits?

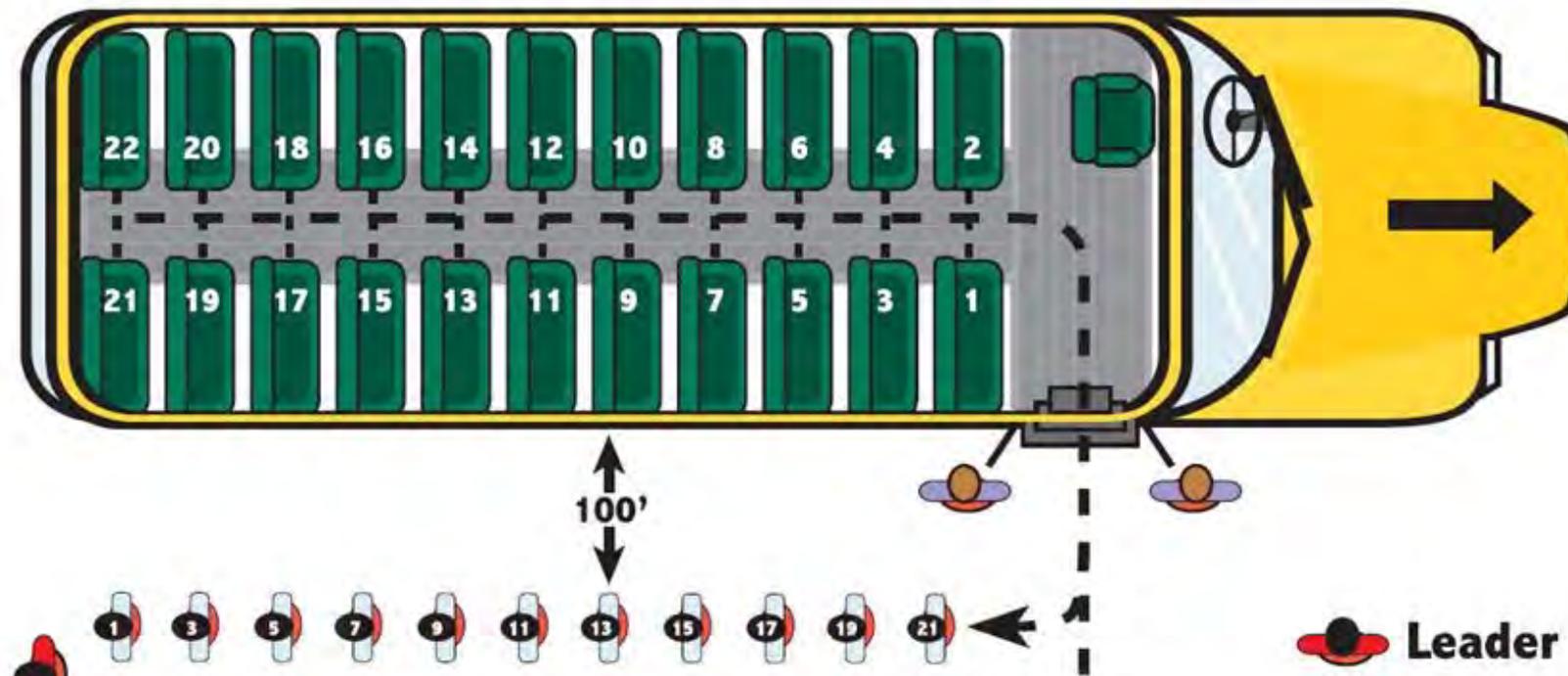


Planning for emergencies and knowing what to do at the time of an emergency will prevent panic and confusion. When many passengers are moving rapidly to evacuate a bus, there is always the possibility of panic and injury. The safety of the students is to be given priority. In most emergency situations, the bus is the safest place for the passengers unless extenuating circumstances warrant evacuation from the bus.

- Notify the proper authorities and school administrators as soon as possible.
- Driver should stand and face students.
- Get students' attention - speak clearly and concisely.
- Announce - "Remain seated, emergency evacuation, front door." Tell students the location of the safe waiting area, at least 100 feet or more from the bus and roadway. All belongings are to be left on the bus. Students should be supervised, if possible.
- Evacuate the bus by dismissing students. Driver should move backwards down the aisle, dismissing the student's row by row.
  - If possible, give the first aid kit(s) to the first two responsible students exiting the bus. Do not impede the flow of the students exiting.
  - **Begin at the front of the bus**, starting at the right side; alternate side-to-side, row by row, until students have exited the bus.

- Check each seat as you move back to the front of the bus to make sure all students have evacuated the bus.
- Account for all students.
- Render first aid if necessary.

## Front Door Evacuation



- Use the rear door when front door evacuation is impossible or unsafe to use, or when it is imperative to evacuate as quickly as possible by using rear exits.
- Notify proper authorities and school administrators as soon as possible.
- Announce, “Remain seated, emergency evacuation, rear door.” Tell students the location of the safe waiting area. All belongings are to be left on the bus.
- Assign two (2) “helpers” to assist students. Have them “sit” on the floor at the emergency door and “scoot” out of the door onto the ground. One helper is positioned with their back to the emergency door, so door will not swing against the students. The other helper is positioned on the other side of door area.
- Helpers need to hold a hand open, palm upward and extended for the student to place his/her hand on it. The other hand will support the upper part of the arm of the student to minimize the possibility of the student falling forward.
- Helpers are very important in preventing injuries when exiting the bus from the rear door.

# Rear Door Evacuation



- Evacuate the bus by dismissing students. Driver will move backwards from rear row of seats, dismissing students' row by row.
- **Begin at the back row and continue to the front;** alternate side-to-side, row-by-row, until students have exited the bus. If possible, give the first aid kit(s) to the last two responsible students when they are out of the bus.
- Students should sit at the rear door, and then scoot through the door onto the ground with the helper assistance.
- Students should walk to the safe waiting area.
- Check all seats for students as you move towards the back of the bus.
- Have the helpers “assist” you out of the rear of the bus.
- Account for all students.
- Render first aid, as necessary.

Follow the procedures for a rear door evacuation with the following exception to dismissing the students:

- **Begin at the seat nearest the exit, approximately 6th from the rear.** Work to the rear alternating side-to-side, (a closed space), then return to seat immediately in front of the rear side exit and work to the front alternating side to side.
- Using a side door exit is a more difficult evacuation procedure because of the height of the door from the ground. With small children you might have to assist them from the door to the ground.

# When the side door might be your best option



# Combined Evacuation of front and rear doors



## Emergency Evacuation - Students with Special Needs

Care should be taken to plan for students with special needs who are riding on the bus. Know procedures to be followed to safely evacuate each student. It is advisable to talk to parents or guardians of the students with disabilities to properly plan for an emergency evacuation. Teachers and school staff who work with these students can also help communicate the individual needs of each child. The Mississippi Department of Education has guidelines for preparing an evacuation plan. Responsible students may be assigned to help a student with special needs get to a safe area away from the bus, traffic, and other dangers.

The plan should address each student's characteristics and abilities. A written plan should be developed, maintained with the route sheet, and out of sight of everyone who may get on the bus. All drivers should be familiar with where the plan is located and review it prior to departing on a route.

## Special Needs Evacuations

All special needs operators and assistants must know how to manually load and unload students in the event the wheelchair lift becomes inoperable during an emergency.



# Passenger Management

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C1.9

- When was the last break for them to stretch their legs? Take stretch breaks, as needed, in safe pullout areas.
- Remember that many passengers suffer from motion or carsickness. Have these passengers sit up front with one or more windows open for fresh air. If known ahead of time, discuss other remedies with parents/guardians. Slowing down more in curves may help these individuals. The driver may feel comfortable with the speed on winding roads; however, they should watch the passengers in the rear of the bus to determine if they are comfortable as well.
- Anyone can suffer from altitude sickness. Make sure they drink fluids and remain quiet (sitting or lying down) and get them to a lower altitude as soon as possible.

- Mention rules about smoking, drinking, or use of radio and tape players at the start of a trip
- While driving, scan the interior of the bus as well as road ahead, to the sides, and to the rear. Remind riders about rules, or to keep arms and heads inside the bus
- Advise passengers to watch their steps when getting on or off, and when the bus starts or stops.
- Wait for passengers to sit or brace themselves before starting.
- Avoid abrupt starts and stops to avoid passenger injury
- Passengers who are drunk or disruptive may ride your bus. You must ensure this rider's safety as well as that of others. Don't discharge such riders where it would be unsafe for them. It may be safe at the next scheduled stop or a well-lighted area where there are other people. Many carriers have guidelines for handling disruptive riders

- Understanding the principles of child psychology will help avoid trouble before it begins. Overlooking the violations of conduct of one student will cause you to lose the respect of the other students.
- Be careful to strike a happy medium by not being too lenient or too harsh. Both extremes are equally poor for the morale of the school bus riders.
- Loud talking on the bus is a problem that requires much patience, but absolute silence is not a healthy atmosphere. Issuing one directive does not complete the teaching process.
- A directive must be patiently and constantly repeated.

- Know each driver is working for an educational system whose job is training the minds of students. Too frequently students are expected to be finished products with adult attitudes and this simply is not the case.
- **Strive to build morale and cooperation with the students on the bus.** In the course of time, the student morale will be a great help in controlling the worst offenders. When students discover that improper conduct is not acceptable, offenders will hesitate to do these things which cause them to lose prestige among their fellow students.

- **Speak in a friendly manner but with a firm voice.**
- There should be no anger involved. Do not let personal problems reflect themselves in your mood or judgment while dealing with the students. If discipline is necessary, move the student to a seat near the front.
- Emphasize the disciplinary action that will be taken and that if it is not corrected to an acceptable level, the student may have his privilege of riding the bus taken away.
- **Never kick a student off the bus and tell them to walk home if they are not obeying the rules!!!! That opens up all kinds of liability issues.**

## Tips on maintaining discipline:

1. Be friendly. Have a sense of humor.
2. Be sincere in your work.
3. Set firm, clear rules.
4. Never give a directive you do not intend to enforce.
5. Do not give a directive you cannot enforce.
6. Do not pick on every little thing. Commend good behavior.
7. Set a good example. Look for good qualities.
8. Be firm, fair, and friendly.

9. Be consistent.
10. Say “please do this,” rather than “don’t do that.” Be positive.
11. Offer choices with the possible consequence.
12. Keep your “cool.”
13. Have a positive attitude.
14. Know district policies for reporting problems.
15. Be assertive: the driver is in charge.
16. Never strike or touch a student.

## Reporting Unacceptable Behavior

Each district should have a policy and procedure for reporting unacceptable behavior. Follow your policy! Student behavior that is inconsistent with desired safe behavior is reported as either major or minor incidents. Student misconduct forms are filled out by the driver and returned to the transportation supervisor or designee for initial screening. **The driver should report behavior only after attempting to solve the problem within his/her own capabilities.** The transportation supervisor or designee determines the decision whether the reported misbehavior will be identified as minor or major.

## Student due process:

- Have a set process or procedure.
- Make sure it is written.
- Make sure the driver, student riders, and parents are familiar with the policy

**Due process** is the **legal** requirement that the state must respect all **legal** rights that are owed to a person. ... When a government harms a person without following the exact course of the **law**, this constitutes a **due process** violation, which offends the rule of **law**

**Good behavior should be rewarded.** Do something the students like, and which is appropriate for the age level.

Rewards may include, but are limited not to:

- Praise
- Note to parents
- First in line, first off the bus
- Special seat (window, next to a friend)
- Awards, e.g., smiley face stickers, etc.

Do not provide edible treats to students as a reward. There may be allergies the driver is not aware of. The parents may not approve of a certain type of treat.

Always follow district procedures when disciplining or rewarding students.

Always follow district procedures when disciplining or rewarding students.  
Clearly convey the rules at the beginning of the year or the first opportunity.  
Let the students know what the expectations are for behavior on the bus.  
Always follow through with the consequences that have been presented.

**Always approach the students with the behavior that is expected.**

**Do not approach with the behavior that is not wanted.**

**Using a positive approach is far more successful than a negative approach.**

**Gain their respect** by staying positive.

Tell them the rules, and why they need to obey.

When they obey, praise them.

When they disobey, make sure you take appropriate action according to your district's policy.

Never lose your cool.

If they do not listen, you may need to stop the bus.

Speak to the troublemakers alone.

If they still do not listen, follow your school district policy.

# Americans With Disabilities Act (ADA)

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C1.10

The Americans with Disabilities Act (ADA) became law in 1990. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public. The purpose of the law is to make sure that people with disabilities have the same rights and opportunities as everyone else. The ADA gives civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, state and local government services, and telecommunications. The ADA is divided into five titles (or sections) that relate to different areas of public life.

# Americans with Disabilities Act (ADA)

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- Title I (Employment)
  - Equal Employment Opportunity for Individuals with Disabilities
- Title II (State and Local Government)
  - Nondiscrimination based on Disability in State and Local Government Services
- Title III (Public Accommodations and Commercial Facilities)
  - Nondiscrimination based on Disability by Public Accommodations and in Commercial Facilities
- Title IV (Telecommunications)
  - Requires telephone and internet companies to provide a nationwide system of interstate and intrastate telecommunications relay services that allows individuals with hearing and speech disabilities to communicate over the telephone and also requires closed captioning of federally funded public service announcements

- Title V (Miscellaneous Provisions)
  - Contains provisions relating to the ADA as a whole, including its relationship to other laws, state immunity, its impact on insurance providers and benefits, prohibition against retaliation and coercion, illegal use of drugs, and attorney's fees.

- Both public and private organizations must meet ADA requirements: A public entity entering into a contract or agreement with a private entity to operate transportation services must ensure that the private entity meets all ADA requirements for the public entity.
- A public transportation system must provide adequate information on services in accessible formats for persons with different types of disabilities (e.g. information in large print, braille or alternative and electronic format).
- Equipment and facilities such as lifts, ramps, securement devices (straps for securing wheelchairs on board), signage, and communication devices must be in good operating condition. If a feature is out of order, it must be repaired promptly. In the interim, an alternative accessible vehicle or option must be available.
- Public transit operators must allow adequate time for people with disabilities to board and exit from vehicles.

- Service animals may accompany people with disabilities in vehicles and facilities. The DOT ADA regulations define a service animal as any guide dog, signal dog or other animal individually trained to provide assistance to an individual with a disability, regardless of whether the animal has been licensed or certified by a state or local government.
- Fixed-route systems (those operating along a prescribed route) must have signs designating seating for passengers with disabilities. At least one set of forward-facing seats must be marked as priority seating (for people with disabilities).
- Each public and private transportation operator must ensure that personnel are trained to operate vehicles and equipment safely; properly assist individuals with disabilities in a respectful, courteous way; and recognize that individuals with disabilities have different abilities and needs requiring different types of assistance.

- Federal Highway Administration (FHWA) – ensures ADA compliance in the public right-of-way (roadway travel lanes, medians, planting strips, sidewalks) and on projects using federal surface transportation planning.
- Federal Railroad Administration (FRA) – administers intercity and commuterrail compliance with ADA and Title VI Civil Rights requirements.
- Federal Transit Administration (FTA) – FTA’s Office of Civil Rights administers Title II public transportation laws related to public transportation services and facilities for people with disabilities.
- Federal Motor Carrier Safety Administration (FMCSA) – FMCSA administers DOT's ADA regulations requiring accessible, timely OTRB service for passengers with disabilities, including individuals who use wheelchairs for mobility.

# Hours of Service (HOS) Requirements

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C1.11

### 395.5 Maximum driving time for passenger-carrying vehicles

Subject to the exceptions and exemptions in §395.1:

(a) No motor carrier shall permit or require any driver used by it to drive a passenger-carrying commercial motor vehicle, nor shall any such driver drive a passenger-carrying commercial motor vehicle:

(1) More than 10 hours following 8 consecutive hours off duty; or

(2) For any period after having been on duty 15 hours following 8 consecutive hours off duty.

(b) No motor carrier shall permit or require a driver of a passenger-carrying commercial motor vehicle to drive, nor shall any driver drive a passenger-carrying commercial motor vehicle, regardless of the number of motor carriers using the driver's services, for any period after—

(1) Having been on duty 60 hours in any 7 consecutive days if the employing motor carrier does not operate commercial motor vehicles every day of the week; or

(2) Having been on duty 70 hours in any period of 8 consecutive days if the employing motor carrier operates commercial motor vehicles every day of the week.

[https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&ty=HTML&h=L&mc=true&=PART&n=pt49.5.395#se49.5.395\\_15](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&ty=HTML&h=L&mc=true&=PART&n=pt49.5.395#se49.5.395_15)

- 10-Hour Driving Limit
- May drive a maximum of 10 hours after 8 consecutive hours off duty.
- 15 – Hour Limit
- May not drive after having been on duty for 15 hours, following 8 consecutive hours off duty. Off-duty time is not included in the 15-hour period.

- 60 – Hour Limit
- May not drive having been on duty 60 hours in 7 consecutive days if the employing motor carrier does not operate commercial motor vehicles ever day of the week.
- 70 – Hour Limit
- May not drive having been on duty 70 hours in 8 consecutive days if the employing motor carrier operates commercial motor vehicles every day of the week

- Drivers using a sleeper berth must take at least 8 hours in the sleeper berth, and may split the sleeper berth time into two periods provided neither is less than 2 hours. All sleeper berth pairings **MUST** add up to at least 8 hours.

- Adverse Driving Conditions
- Drivers are allowed to extend the 10-hour maximum driving time and 15-hour on-duty limit by up to 2 hours when adverse driving conditions are encountered
- Emergency Conditions
- In case of an emergency, a driver may complete his/her run without being in violation of the provisions of the regulations in this part, if such run reasonable could have been completed absent the emergency.

- There are exceptions to the Record of Duty Status regulations for drivers that drive short distances:
- 150 air-mile radius driver exemption (see 49 CFR 395.1(e)(1))
- 150 air-mile radius driver exemption, for drivers of property-carrying CMVS who do not require a CDL and operate within a 150 air-mile radius of their normal work reporting location (see 49 CFR 395.1(e)(1)(ii))
- Drivers must meet all of the qualifications specified in the regulations to use an exemption. If even one of the qualifications is not met, then all the stand hours of service rules apply.

- Every driver needs to prepare a record of duty status for each 24-hour period.
- Failure to record, complete, or retain the log, or knowingly falsifying logs or other reports, makes the driver and/or carrier liable to prosecution.
- Logs must be kept current by showing each change in duty status.
- The time zone used on a driver's daily log should be the time standard of that driver's home terminal.
- See 49 CFR 395.8 for more information.

- Off duty or OFF
- Sleeper berth or “SB” (only if a sleeper berth used).
- Driving or “D”
- On-duty not driving” or “ON”
- For each change of duty status (e.g., the place of reporting for work, starting to drive, on-duty not driving and where released from work), the name of the city, town, or village, with State abbreviation, shall be recorded.

- If a change of duty status occurs at a location other than a city, town, or village, show one of the following:
  - The highway number and nearest milepost followed by the name of the nearest city, town, or village and State abbreviation
  - The highway number and the name of the service plaza followed by the name of the nearest city, town, or village and State abbreviation
  - The highway numbers of the nearest two intersecting roadways followed by the name of the nearest city, town, or village and State abbreviation

- When requested by an authorized safety official, a motor carrier must produce ELD records in an electronic format either at the time of the request or, if the motor carrier has multiple offices or terminals, within the time permitted under 49 CFR 390.29. Requirements for ELDs can be found here.  
<https://www.ecfr.gov/current/title-49/subtitle-B/chapter-III/subchapter-B/part-395/subpart-B>
- A motor carrier must retain for 6 months, a back-up copy of the ELD records on a device separate from that on which the original data are stored.

- Motor carriers and drivers exempt from the ELD rule may use alternate recording methods, including automatic onboard recording devices (AOBRDs), to record their hours-of-service data. Requirements of AOBRDs can be found in <https://www.ecfr.gov/current/title-49/subtitle-B/chapter-III/subchapter-B/part-395/subpart-A/section-395.15>

- A driver who is not subject to the ELD rule may still be subject to HOS regulation. In this case, the driver must submit the original paper log sheet to the employing carrier within 13 days after trip completion. The driver shall retain a copy of each ROD status for the previous seven consecutive days, which shall be in his/her possession and available for inspection while on duty. All hard copies of the driver's record of duty status must be signed by the driver.
- When a motor carrier sues a driver initially or intermittently, the carrier must obtain from its driver a signed statement giving the total time on duty during the immediately preceding seven days, and the time at which the driver was last relieved of duty. Records of duty status must be maintained, with all supporting documents, for a minimum of 6 months.  
<https://www.ecfr.gov/current/title-49/subtitle-B/chapter-III/subchapter-B/part-395/subpart-A/section-395.8>

- A driver is not permitted to drive after being on duty in excess of the maximum periods permitted as detailed in 49 CFR 395.13. Motor carriers cannot require or permit a driver who has been declared out-of-service to operate a CMV until the driver may lawfully do so.

- Fales RODS
- ELD – No record of duty status (ELD required)
- Form and manner issues, such as: log does not include miles traveled/log does not include locations
- ELD cannot transfer ELD records electronically
- Driver failed to maintain supply of blank drivers records of duty status graph-grids
- Driver's record of duty status not current

- Driver failed to manually add shipping document number
- Driver failing to maintain ELD instruction sheet
- Portable ELD not mounted in a fixed position and visible to driver
- Driver failed to certify the accuracy of the information gathered by the ELD

- <https://www.youtube.com/watch?v=z75OXuhz-z4>

# Safety Belt Safety

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C1.12

- Accidents and collisions are a part of driving. So, make sure your vehicle is equipped with a Seat Belt to keep you from flying off your seat when it happens.
- Flimsy as it may seem, your vehicle's seat belt plays a significant role in your driving safety. When you use a seat belt, you're five times safer than when you don't wear it. Isn't this benefit enough for you to use the seat belt on the road?



## Seatbelts

And although seat belts aren't guaranteed to save lives, wearing these significantly increases your chances of survival during vehicular accidents. By harnessing your body against the seat, a seat belt can prevent your head from cracking against your vehicle's dashboard or windshield.

## Seatbelt Cutters on Sped Buses – Mississippi School Bus Minimum Specs



- Each special needs bus which is set up to accommodate wheelchair/mobility aids or other assistive or restraint devices which utilize belts, shall contain at least one (1) belt cutter properly secured in a location within reach of the driver while belted into his/her driver's seat. The belt cutter shall be durable and designed to eliminate the possibility of the operator or others being cut during use.

## Seatbelt/Lap Restraint Assembly

The lap restraints in most vehicles are the standard three-point belt. This restraint uses one continuous line of durable material to comfortably strap your body to the seat. This restraint is designed to go over your pelvis, chest, and shoulders, to hold back more of your body during sudden stops and collisions.

Pelvic restraint means a seat belt assembly or portion thereof intended to restrain movement of the just the pelvis.

Retractor means a device for storing part or all of the webbing in an assembly.

Seat back retainer means the portion of some seat belt assemblies designed to restrict forward movement of a seat back.



- All school bus operators shall have the safety belt fastened, worn correctly and properly adjusted prior to the school transportation vehicle being placed in motion.
- All passengers in a school transportation vehicle under 10,000 lbs. GVWR shall have their safety belts fastened, worn correctly and properly adjusted prior to the school transportation vehicle being placed in motion.

- <https://youtu.be/pFxKm2IH08M>

# Distracted Driving

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C1.13



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- Improper Cell Phone Use
- Texting
- Use of In-Cab Technology
- Visual Attention (keeping eyes on the road)
- Manual Control (keeping hands on the wheel)
- Cognitive Awareness (keeping mind on the task and safe operation of the CMV)

- Approximately 5,500 people are killed each year on U.S. roadways and an estimated 448,000 are injured in motor vehicle crashes involving distracted driving (NHTSA Traffic Safety Facts: Distracted Driving).
- Research indicates that the burden of talking on a cell phone - even if it's hands-free - saps the brain of 39% of the energy it would ordinarily devote to safe driving. Drivers who use a hand-held device are more likely to get into a crash serious enough to cause injury. (NHTSA distracted driving website, [www.distraction.gov](http://www.distraction.gov))

- Effects of distracted driving include **slowed perception**, which may cause you to be delayed in perceiving or completely failing to perceive an important traffic event; **delayed decision-making** and **improper action**, which can cause you to be delayed in taking the proper action or make incorrect inputs to the steering, accelerator or brakes.

- Federal Motor Carrier Safety Regulations restricts the use of hand-held mobile telephones by drivers of commercial motor vehicles.
- The use of hand-held mobile telephones means, **“using at least one hand to hold a mobile telephone to conduct a voice communication”**; **“dialing a mobile telephone by pressing more than a single button”**; or **“moving from a seated driving position while restrained by a seat belt to reach for a mobile telephone”**. If you choose to use a mobile phone while operating a CMV, you may only use a hands-free mobile phone that is located close to you and that can be operated in compliance with the rule to conduct a voice communication.

- Your CDL will be disqualified after two or more convictions of any state law on hand-held mobile telephone use while operating a CMV. Disqualification is 60 days for the second offense within 3 years and 120 days for three or more offenses within 3 years. In addition, the first and each subsequent violation of such a prohibition are subject to civil penalties imposed on such drivers, in an amount up to \$2,750.
- Motor carriers must not allow nor require drivers to use a hand-held mobile telephone while driving.
- There is an emergency exception that allows you to use your hand-held mobile telephones, if necessary, to communicate with law enforcement officials or other emergency services.

- Federal Motor Carrier Safety Regulations prohibits texting by commercial motor vehicle (CMV) drivers while operating in interstate commerce.
- **Texting means manually entering text into, or reading text from, an electronic device.** This includes, but is not limited to, short message service, e-mailing, instant messaging, a command or request to access a World Wide Web page, or engaging in any other form of electronic text retrieval or entry, for present or future communication.
- Electronic device includes, but is not limited to, a cellular telephone; personal digital assistant; pager; computer; or any other device used to enter, write, send, receive, or read text.

- Evidence suggests that text messaging is even riskier than talking on a cell phone because it requires you to look at a small screen and manipulate the keypad with one's hands.
- Texting is the most alarming distraction because it involves both physical and mental distraction simultaneously.
- Research shows that the odds of being involved in a safety-critical event (e.g., crash, near-crash, unintentional lane deviation) is 23.2 times greater for CMV drivers who engage in texting while driving than for those who do not.

- <https://youtu.be/l7ljxDjwDjU>

- **Turn off all communication devices.** If you must use a mobile phone, make sure it is within close proximity; that it is operable while you are restrained; use an earpiece or the speaker-phone function; use voice-activated dialing; or use the hands-free feature. Drivers are not in compliance if they unsafely reach for a mobile phone, even if they intend to use the hands-free function. Do not type or read a text message on a mobile device while driving.
- Familiarize yourself with your vehicle's features and equipment **before** you get behind the wheel.
- Adjust all vehicle controls and mirrors to your preferences **prior** to driving.

- **Pre-program** radio stations and **pre-load** your favorite CDs.
- **Clear the vehicle of any unnecessary objects and secure cargo.**
- **Review maps, program the GPS** and plan your route before you begin driving.
- **Don't attempt to read or write** while you drive.
- **Avoid smoking, eating and drinking** while you drive. Leave early to allow yourself time to stop to eat.
- **Don't engage in complex or emotionally intense conversations** with other occupants.

- Activities inside of the vehicle that can distract your attention include: talking to passengers; adjusting the radio, CD player or climate controls; eating, drinking or smoking; reading maps or other literature; picking up something that fell; talking on a cell phone or CB radio; reading or sending text messages; using any type of telematics or electronic devices (such as navigation systems, pagers, personal digital assistant, computers, etc.); daydreaming or being occupied with other mental distractions; and many others.
- Possible distractions that could occur outside a moving vehicle: outside traffic, vehicles or pedestrians; outside events such as police pulling someone over or a crash scene; sunlight/sunset; objects in roadway; road construction; reading billboards or other road advertisements; and many others.

- Physical Distraction that causes you to take your hands off the wheel or eyes off the road, such as reaching for an object.

- A driver distraction is anything that takes your attention away from driving. Whenever you are driving a vehicle and your full attention is not on the driving task, you are putting yourself, your passengers, other vehicles, and pedestrians in danger. Distracted driving can cause collisions, resulting in injury, death or property damage.

# Railroad-Highway Grade Crossings

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C1.14

- Potential Dangers
- Safety Procedures
- Federal/State RR Regulations
- Crossing Environments
- Obstructed View Conditions
- Clearance Around the Tracks
- Rail Signs and Signals
- Railroad Personnel Availability
- <https://oli.org/>
- <https://oli.org/video/view/2014-operation-lifesaver-leadership-conference-video-see-tracks-think-train>



School transportation vehicle operators of School Buses, Multifunction Buses and Motor Coach Buses, whether transporting students or not, shall apply the following procedures during the process of approaching, stopping and crossing railroad tracks:

- (a) Activate the four-way hazard lamps not less than 200 feet from the railroad crossing to alert other motorists of the pending stop for the crossing.
- (b) Stop the bus within 50 feet but not less than 15 feet from the nearest rail.
- (c) When stopped, the bus should be as far to the right of the roadway as possible and should not form two lanes of traffic unless the highway is marked for four or more lanes of traffic.

- (d) Use a prearranged signal to alert students to the need for quiet aboard the bus when approaching railroad tracks. Turn off all noise making equipment (fans, heater, radio, etc.) May use noise suppression switch if installed.
- (e) After quietness aboard the stopped bus has been achieved, bus operators shall shift the bus to neutral and open the service door and operator window. The bus operator shall listen and look in both directions along the track(s) for any approaching train(s) and for signals indicating the approach of a train.
  - (1) If the tracks are clear, the bus operator shall close the service door and may then proceed in a gear low enough to permit crossing the tracks without having to manually shift gears. The bus operator shall cancel the four-way hazard lamps after the bus has cleared the tracks.

(2) When two or more tracks are to be crossed, the bus operator shall not stop a second time unless the bus is completely clear of the first crossing and has at least 15 feet clearance in front and at least 15 feet clearance to the rear.

(3) Before crossing the tracks, the bus operator shall verify that there is enough space after the tracks for the bus plus 15 feet if it is necessary to stop after crossing the tracks.

- 63-3-1011 (1) The driver of any motor vehicle carrying passengers for hire or of any vehicle carrying explosive substances or flammable liquids as a cargo or part of a cargo, before crossing at grade any track or tracks of a railroad, shall stop the vehicle within fifty (50) feet but not less than fifteen (15) feet from the nearest rail of the railroad. While stopped, the driver shall listen and look in both directions along the track for:
  - (a) Any approaching train or any other vehicle operated upon the rails for the purpose of maintenance of railroads, including, but not limited to, all hi-rail vehicles and on-track maintenance machines; and
  - (b) Signals indicating the approach of a train or any other vehicle or machine operated upon the rails. The driver shall not proceed until he can do so safely.
- (2) No stop need be made at any crossing where a police officer or a traffic control signal directs traffic to proceed.
- (3) The driver of every school transportation vehicle used to transport pupils, upon approaching any railroad crossing, shall comply with the provisions of Section 37-41-55.

- (2) The driver of every school transportation vehicle used to transport pupils, on approaching any highway intersection, shall bring the vehicle to a complete stop and shall not proceed until the driver has determined that it is safe to proceed.
- (3) Any driver who fails to bring his vehicle to a complete stop and follow the procedures as herein required is guilty of a misdemeanor and, upon conviction thereof, shall be fined not less than One Hundred Dollars (\$ 100.00) nor more than Two Hundred Fifty Dollars (\$ 250.00) for each offense

## Operation Rules – Railroad Crossing

- § 37-41-55. Duties of driver of school transportation vehicle used to transport pupils upon approaching railroad crossing or highway intersection (Special Vehicles)
- (1) The driver of every school transportation vehicle used to transport pupils, on approaching any railroad crossing, shall bring the vehicle to a complete stop within fifty (50) feet but not less than fifteen (15) feet from the nearest rail of the railroad. While stopped, the driver shall open the service door and driver's window, and look and listen for:
  - (a) Approaching trains or any other vehicle operated upon the rails for the purpose of maintenance of railroads, including, but not limited to, all hi-rail vehicles and on-track maintenance machines; and
  - (b) Signals indicating the approach of a train or other vehicle, or machine operated upon the rails.
- The driver shall not proceed until the driver has determined that it is safe to proceed.

# Railroad Crossings

If the crossing has **ANY** of the following, the school bus **MUST** stop.

1. Gates
2. Cross buck signs
3. Railroad Signage
4. Red flashing railroad lights



Q: What does it mean for a railroad crossing to be exempt?  
Does it mean a school bus does not have to stop?

A: Yes, the bus is not required to stop, however, this is a big misunderstanding. Per the law, a train always has the right of way and vehicles must yield to the train. The exempt sign is placed on the cross bucks or light post only when the train is not running or very little train traffic is taking place at the crossing and the train no longer has the right of way, and must yield to vehicles on the roadway.

- Freight trains don't travel at fixed times, and schedules for passenger trains often change. Always expect a train at each highway-rail intersection at any time.
- All train tracks are private property. Never walk on tracks; it's illegal trespass and highly dangerous. It takes the average freight train traveling at 55 mph more than a mile—the length of 18 football fields—to stop. Trains cannot stop quickly enough to avoid a collision.
- The average locomotive weighs about 400,000 pounds or 200 tons; it can weigh up to 6,000 tons. This makes the weight ratio of a car to a train proportional to that of a soda can to a car. We all know what happens to a soda can hit by a car.
- Trains have the right of way 100% of the time over emergency vehicles, cars, the police and pedestrians

## Track Safety Basics – Clearance Around the Tracks

- A train can extend three feet or more beyond the steel rail, putting the safety zone for pedestrians well beyond the three-foot mark. If there are rails on the railroad ties, always assume the track is in use, even if there are weeds or the track looks unused.
- Trains can move in either direction at any time. Sometimes its cars are pushed by locomotives instead of being pulled, which is especially true in commuter and light rail passenger service.
- Today's trains are quieter than ever, producing no telltale "clackety-clack." Any approaching train is always closer, moving faster, than you think
- Remember to cross train tracks **ONLY** at designated pedestrian or roadway crossings and obey all warning signs and signals posted there.
- Stay alert around railroad tracks. Refrain from texting, headphones or other distractions that would prevent you from hearing an approaching train; never mix rails and recreation.

## **Signs Before the Crossing**

<https://oli.org/safety-near-trains/track-safety-basics/rail-signs-and-signals/signs-crossing>

## **Markings on the Road**

<https://oli.org/safety-near-trains/track-safety-basics/rail-signs-and-signals/markings-road>

## **Signs at the Crossing**

<https://oli.org/safety-near-trains/track-safety-basics/rail-signs-and-signals/signs-crossing-0>

## **Devices at the Crossing**

<https://oli.org/safety-near-trains/track-safety-basics/rail-signs-and-signals/devices-crossing>

## **Signs along Railroad Property**

<https://oli.org/safety-near-trains/track-safety-basics/rail-signs-and-signals/signs-along-railroad-property>

- [https://youtu.be/e\\_aoLar4GIA](https://youtu.be/e_aoLar4GIA)

# Weigh Stations

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C1.15

## Roadside Inspections

Conducted roadside, fixed and mobile sites

Selection both random and risk-based, including traffic enforcement component

Approximately 3.5 to 4 million roadside inspections conducted per year

Inspection follows standard process

Average time to conduct: 15-60 minutes depending on level and violations discovered

Enforcement actions: Violations, warning, citations, fines, OOS orders, arrests and others

Data upload of inspection report information

## Weigh Stations



- **Not Required for School Buses**

- When driving along an interstate highway, you'll occasionally find signs that look something like this one. Once you get within a half- to quarter-mile from the station, there will be signs that indicate whether it's open or closed. When you come to an open weigh station, get in the right lane and get in line for the scale. Some weigh stations will also note whether they have PrePass service, which, if equipped in your truck, will let you speed the process up significantly.

## Weigh Stations



- **Not Required for School Buses**
- Adhere to the speed limit as you drive toward and onto the scale. If you pass over the scale at the correct speed and with a proper load, you'll be sent on your way in the bypass lane. The scale will give directions as to slowing and stopping. You may be asked to move right over the scale, or you may be asked to stop so they can weigh each axle.

## Weigh Stations



- **Not Required for School Buses**

- After you've been weighed, your DOT number will be entered in a computer system to ensure that your log is accurate in case you get inspected later down the road. They'll also pull your safety rating (no worries here if it's your first trip) and check your equipment and logbook. **As long as everything checks out,** you'll be on your way shortly. If there are any hiccups, prepare for a bit of a delay. Faulty or missing equipment will lead to a more detailed inspection, while a problem with your logbook can get you pulled off the road for hours until it's sorted out. (Another reason to make sure that your log and equipment are in good order all the time!)

## Roadside Inspections – Top 10 Driver violations

	Violation Code	Violation Description	OOS %
1	395.8	Log book violation	0.10%
2	395.8F1	Record of duty not current	0.15%
3	391.41A	Not in possession of Medical certificate	2.28%
4	391.11B2	Non-English speaking driver	5.18%
5	395.3A2	Permitting driving over 14 hours on duty	44.03%
6	392.2SLLS2	State/Local Laws – speeding 6-10 over	0.03%
7	392.16	Failing to use seatbelt	0.00%
8	392.2SLLS1	State/Local Laws – speeding 1-5 over	0.00%
9	395.3A1	Permitting driving over 11 hours	47.41%
10	392.8E	False report of drivers record of duty status	72.99%

## Roadside Inspections – Top 10 Vehicle Violations

	Violation Code	Violation Description	% of Total OOS
1	393.9A	Inoperative required lamps	9.35%
2	393.11	No/defective lighting devices/reflective devices	1.94%
3	396.3A1	Inspection/repair and maintenance parts and accessories	15.76%
4	393.75C	Tire—other tread depth less than 2/32 of inch	8.73%
5	396.5B	Oil and/or grease leak	1.95%
6	393.47E	Clamp/Roto-Chamber type brake(s) out of adjustment	0.11%
7	396.17C	Operating a CMV without periodic inspection	0.11%
8	393.45B2	Failing to secure brake hose/tubing against mechanical damage	6.88%
9	393.95A	No/discharged/unsecured fire extinguisher	0.01%
10	393.25F	Stop lamp violations	29.57%

## Vehicle Measurements

- Maximum single unit length = 45 feet
- Maximum width = 120 inches (excluding mirrors or safety devices)
- Maximum height = 13 feet (exception – 14'6" may be operated on designated highways)

## **Length:**

- 53' trailer
- 99' overall

## **Width:**

- 8'6"

## **Height:**

- 13'6"

# Hazard Awareness of Vehicle Size and Weight

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➤ **Overhang:**

- 3', front
- 14' 11", rear (28' forest products)



**Weight:**

- 80,000 (GVW)
- 20,000 Single axle
- 34,000 tandem axle
- 42,000 tridem axle

<https://mdot.ms.gov/portal/maps>

[https://mdot.ms.gov/documents/Planning/Maps/Truck%20Weights/2020\\_LEGAL\\_TRUCK\\_WT.pdf](https://mdot.ms.gov/documents/Planning/Maps/Truck%20Weights/2020_LEGAL_TRUCK_WT.pdf)

The Federal Bridge Gross Weight Formula, also known as Bridge Formula B or the Federal Bridge Formula, is a mathematical formula in use in the United States by truck drivers and Department of Transportation (DOT) officials to determine the appropriate maximum gross weight for a commercial motor vehicle (CMV) based on axle number and spacing. The formula is part of federal weight and size regulations regarding interstate commercial traffic (intrastate traffic is subject to state limits). The formula is necessary to prevent heavy vehicles from damaging roads and bridges. CMVs are most often tractor-trailers or buses, but the formula is of most interest to truck drivers due to the heavy loads their vehicles often carry.

- Gross weight =  $500 (LN/N-1 + 12N + 36)$
- L = Distance in feet between the extremes of any group of two or more consecutive axles
- N = Number of axles being considered. In computations of this formula no gross vehicle weight shall exceed 80,000 pounds except as may be authorized under Mississippi Code 63-5-34.

Objective is to spread load weights out to minimize damage to roads and bridges.

Two measures are included in the Federal law and enforced in Mississippi:

1. **Outer Bridge Formula** which determines the total weight allowed on a truck as a function of the distance between the centerline of the steering axle and the center-line of the rear trailer tandem.
2. **Inner Bridge Formula** which determines total weight allowed on any two sets of axles as a function of the distance between the two extreme axles. For example, between the centerline of the steering axle and the rear drive tandem on a tractor or between the front drive tandem and the rear trailer tandem.

## Federal Bridge Formula

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Mississippi enforces the Outer Bridge, which requires a minimum distance between the center-line of the steering axle of 5 axle combination and the center line of the rearmost trailer axle of 51 feet. The maximum allowable gross vehicle weight decreases for shorter trailers as shown in Table 1 on the next slide. (The allowable weights are rounded to the nearest 500 pounds, the bold figures indicate spacings where rounding causes the allowable weight to drop by 1,000# per foot.)

# Bridge Formula – Table 1

Outer Bridge Distance	Maximum Allowable GVW	
	5 Axles	6 Axles
51	<b>80,000</b>	80,000
50	<b>79,000</b>	80,000
49	78,500	80,000
48	78,000	<b>80,000</b>
47	77,500	<b>80,000</b>
46	76,500	80,000
45	76,000	80,000
44	75,500	<b>80,000</b>
43	<b>75,000</b>	<b>80,000</b>
42	<b>74,000</b>	<b>79,000</b>
41	73,500	78,500
40	73,000	78,000
39	72,500	77,500
38	<b>72,000</b>	<b>77,000</b>
37	<b>71,000</b>	<b>76,000</b>
36	70,500	75,500

Minimum Measurements to Gross 80,000 pounds on  
Interstate Highways

Axle 1 to Axle 3 --13 feet

Axle 2 to Axle 5 – 36 feet

Axle 1 to Axle 5 – 51 feet

# Security and Crime

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C1.16

## **Bomb Threats – DO NOT TRANSMIT – LISTEN!!!**

Follow instructions, district policies – know what they are.

Transportation Security Administration's biggest fear is school buses will be stolen, because districts are permitting drivers to leave keys in the vehicles and/or the parking lots are not secured. School buses are built so sturdy that they could become ramming devices.

Officers would be less likely to fire upon a school bus, if they weren't confident that there aren't students on board.

First Observer Plus- provides transportation professionals with the knowledge needed to recognize suspicious activity possibly related to terrorism, guidance in assessing what they see, and a method for reporting those observations.

**First Observer Plus-** provides transportation professionals with the knowledge needed to recognize suspicious activity possibly related to terrorism, guidance in assessing what they see, and a method for reporting those observations.

Trained first observers can report suspicious transportation-related activities to 9-1-1 and to TSA at (844) TSA-FRST, (844) 872-3778.

First Observer Plus™ does not replace 9-1-1. In any emergency or a life-threatening situation, call 9-1-1 immediately, or follow your company/agency reporting procedures. Do not attempt to intervene.

<https://www.tsa.gov/for-industry/firstobserver>

# Roadside Inspections

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C1.17

- Do I or Don't I
- What to Expect
- Out of Service Violations
  - Appendix G
- Ramifications and Penalties
  - Company
  - Individual/Operator



**School Buses are not required to participate in roadside inspections or weigh stations.**

## What to expect at a roadside inspection

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- You will be greeted by the inspector/officer
- They will ask you to shut the truck off. You may even be asked to remove your keys from the ignition
- Your wheels will be chocked.
- They will ask you to release your brakes.
- You will be asked for your logbook/log device and credentials, and they will ask basic questions.
- The inspection (a level 1) will start, and you will be given more instructions.
- It's important that you follow instructions. If you can't hear the inspector/officer just ask for them to repeat what they want. Failure to follow instructions can get someone injured and will cause the inspection to go poorly for you.
- Be organized to speed things up

## What to expect at a roadside inspection

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- Inspections have procedures that must be followed and there's no way to make that process shorter. But you can make it go smoother (and therefore faster) if you get yourself organized.
- Here's a basic list:
- Do you know your dashboard? Know how to work the many systems of your vehicle. It's amazing how many don't know where all of the controls are.
- Make sure you know where your logbook is or have a plan for the inspector to look at your electronic log. Know how to access your elogs and how to email them to the inspector.
- Organize your permits. Recommend to drivers to go through their permit book at least once a quarter and know what's in there. Rifling through permits alone adds 5 to 10 minutes (or more) alone onto the inspection time

# Penalties and Fines

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C1.18

# Common Violations

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- **Drivers:**
  - Log is not current to your last change of duty status
  - 14-hour rule violation
  - Falsifying logbook
  - Form and manner violations. This has to do with any of the required information or formatting of the log, whether its hand done or an e-log.

- **Vehicles:**
  - Brakes out of adjustment and other brake problems
  - Tires
  - Load securement
  - Lighting; from brake lights to turn signals
  - Leaking oil
  - Damaged/obstructed windshield
  - No proof of annual inspection

Violation	Existing Penalty Value	New Penalty
Subpoena	\$1,125	\$1,195
Subpoena	\$11,256	\$11,956
OOS Order – Operating of CMV by driver	\$1,951	\$2,072
OOS Order – Requiring or permitting operation of CMV by driver	\$19,505	\$20,719
OOS – Operation by driver of CMV or intermodal equipment	\$1,951	\$2,072
OOS – Requiring or permitting operation of CMV or intermodal equipment	\$19,505	\$20,719
OOS Order – failure to return written certification of correction	\$975	\$1,036

Violation	Existing Penalty Value	New Penalty
OOS Order – failure to cease operations as ordered	\$975	\$1,036
OOS Order – Operating in violation of order	\$24,730	\$26,269
OOS Order – conduction operations during suspensions or revocation for failure to pay penalties	\$15,876	\$16,864
Recordkeeping – maximum penalty per day	\$1,307	\$1,388
Knowing falsification of records	\$13,072	\$13,885
Recordkeeping – max total penalty	\$13,072	\$13,885
Non-recordkeeping violations	\$15,876	\$16,864

- If you have received an out of service violation, be prepared to receive a ticket for that violation regardless of whether you own the truck or are a company driver.
- If you receive a violation that you don't agree with, ask the inspector to explain it. If you still don't agree, get with a supervisor or company official and then contact the agency and speak with a supervisor.
- No matter what, you should have a plan in place to deal with being parked. Make sure you understand your company's policy and have a list of phone numbers that you can call for a service truck.

- Do your pre trip inspection.
- Be organized.
- Listen and follow instructions.
- Be Polite!

# Passenger Endorsement Theory Test

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1. It isn't required for students on school related events to receive emergency evacuation instruction prior to departure.
2. Slowing down more in curves may help individuals that suffer from motion or car sickness.
3. Discipline on school buses is probably the least of the problems confronting school bus drivers today.
4. Student morale can be a great help in controlling the worst offenders.
5. One of the tips for maintaining discipline on your bus is - Do not give a directive you cannot enforce.
6. The driver should report behavior only after attempting to solve the problem within his/her own capabilities.

7. Good behavior should be rewarded.
8. Using a negative approach with students is far more successful than a positive approach.
9. The purpose of the ADA law is to make sure that people with disabilities have the same rights and opportunities as everyone else.
10. It is ok to kick a student off the bus and tell them to walk home if they are not obeying the rules.



# Presenter Name

Presenter Title

Presenter email

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