



SCHOOL BUS SAFETY TRAINING

Transportation Services
998 Hawthorne Ave NE Salem,
OR 97301-2837 Phone:
503-399-3100
Fax: 503-399-3082

In accordance with the Oregon Department of Education's Oregon Administrative Rule [OAR 581-053-0210(2)(b)], all pupils who are not regularly transported shall receive the following instruction at least once in the first half of each school year. This training is necessary to familiarize students with school bus safety procedures in case they need to ride a school bus for a field trip or other school activity. The following has been prepared to assist school administrators (or designee) in facilitating this annual training. The specific method of presenting the information is at the discretion of the school administrator.

SCHOOL BUS SAFETY TRAINING

The school bus has been proven to be the safest form of land transportation available. Part of this success can be related to the emphasis on student safety and on certain rules important to maintaining order on the bus. School bus safety starts with the student. Distractions and disruptions on the school bus can cause a driver to take their eyes off the road.

The following **five primary rules** are a critical part in maintaining a safe and comfortable environment on the bus. Attention to these rules can go a long way toward preventing collisions and other emergency situations.

1. **Obey the Driver:** The driver is the authority on the school bus and will take charge in the event of an emergency.
2. **Respect Others:** Refrain from pushing, shoving, and name calling. These actions create distractions for the driver and may lead to dangerous situations.
3. **Sit Properly:** Riding the school bus is very safe if an accident should occur, but only if passengers are seated correctly. Sit with your seat on the seat, back to the back, and feet on the floor.
4. **Speak Softly:** Loud noises such as screaming, singing, or chanting can be very distracting to the driver and may cause them to take their attention away from driving.
5. **Keep the Bus Clean:** Eating and drinking are not allowed on the school bus. In an accident or sudden stop, choking can easily occur. The driver may have difficulty getting to the choking student quickly.

In addition, students who must **cross a street to get on/off the bus** should follow this procedure:

- Cross ten (10) feet in front of the bus.
- Make eye contact with the driver and wait for their signal to tell you that it is safe to cross.
- Check traffic both ways before stepping beyond the front of the bus.
- Never cross the street until the bus arrives and the driver can safely cross you using the bus safety lights and stop sign.

SCHOOL BUS SAFETY TRAINING (Continued)

In the event of a **collision or any other type of emergency**, take the following steps:

- Listen for directions from the bus driver.
- Stay calm.
- If instructed to do so by the bus driver, notify 911.
- Know where to find emergency equipment.
 - The fire extinguisher is in the front of the bus near the exit door.
 - The first aid kit is located in or on the compartment above the windshield (referred to as the bulkhead).
 - Emergency triangles are located next to the fire extinguisher near the exit door or in the bulkhead. Place the triangles outside the bus – both behind and in front – if the bus is still in the roadway. These alert other traffic to a hazard. Place at direction of bus driver if required.
- Know how to evacuate the bus if necessary.
 - Leave all personal items on the bus.
 - Locate all emergency exits.
 - The front and rear emergency exit doors should be the first choice for evacuating the bus.
 - Window exits and roof hatches are used for evacuating the bus only if the bus is on its side.
 - Move to the exits one seat at a time, beginning with the seats nearest the exits.
 - The first students off the bus should assist the others.
 - Move (in a group) at least 100 feet away from the bus to a safe location.

Thank you for your attention during this required training. With the cooperation of each student riding the bus, Salem-Keizer school buses can continue to be the safest form of transportation available.



Upon completion of the training at your school, please complete this form and return it to the Transportation Department no later than . Return via inter-department mail or fax to 503-399-3082.

SCHOOL BUS SAFETY TRAINING VERIFICATION	
School Name:	Date Training Completed:
The training was presented in the following manner: Please check all that apply <input type="checkbox"/> Public Address System Reading <input type="checkbox"/> Individual Classroom Presentations <input type="checkbox"/> Assembly Presentation <input type="checkbox"/> Other (Please specify.) _____	
I certify that all students present at this school received annual school bus safety training as required by the Oregon Department of Education’s OAR 581-053-0210(2)(b) using the information provided herein.	
Principal Name:	Phone Number:
Principal Signature:	