

We Are All About Child Safety

School Bus Driver Continuing Education Curriculum

School Bus Driver Manual

Certification

for

2011-2013



ACKNOWLEDGEMENT

Section 51 of Act No. 187 of 1990 (Pupil Transportation Act), Section 257.1851 of the Michigan Compiled Laws, requires that a driver of a school bus transporting pupils to or from school or school-related events, complete an entry level school bus safety education course and a six-hour continuing education course within two years after the entry level certification as well as each succeeding two years thereafter. *Each course must be completed at an educational agency approved by the Michigan Department of Education.*

The new continuing education curriculum, approved by the Michigan Department of Education for the training period July 1, 2010 to September 30, 2013, was compiled with the cooperation of many individuals concerned with the safety of Michigan's children.

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Curriculum Resource Materials

Program introduction and student comments:

- Special thanks to Kim Hooper and TV Services, Wayne RESA; Rhonda Manning and students, Van Buren School District.

School Bus Stop Program:

- Special thanks to Captain Robert Powers, Michigan State Police, power point slides

Laws Pertaining to You:

- Special thanks to Captain Robert Powers, Michigan State Police. A message for the school bus drivers

Positive Behavior Support Program:

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- Frances Paris, Ph.D., NCSP, Compliance Consultant, Oakland Schools
- Louise J. Bronaugh, CEO, BEST Workshops for Educators, Inc.; Author, Driving Under the Influence of Positive Behavior Support
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Introduction

Welcome to all! The program that follows is written with the professional school bus driver in mind.

Students trust you to drive a safe school bus. It is apparent driving skills are very important. Each school bus driver exhibits many other skills. The many skills required have been discussed often.

As we progress through today's program, we will review school bus stops, explore laws and a positive behavior support system. Group discussion time is incorporated into the program.

Year in Review

School Bus Driver Manual Updates

Every driver should maintain their Beginning School Bus Drivers Manual. Current updates for your manual are available on the Michigan Department of Education website. The website is: www.michigan.gov/mde/0,1607,7-140-6530_6569_38338---,00.html

Law Resources

Locate law resources used in today's program by entering: www.michigan.gov

Click on → Education and Children

Click on → Department of Education

Click on → Pupil Transportation (Busing)

Law Choices: Pupil Transportation Act 187
 Michigan Vehicle Code Act 300
 Revised School Code Act 451

Enter: [www.dot.gov/ost/dapc/NEW DOCS/part 40.html](http://www.dot.gov/ost/dapc/NEW_DOCS/part_40.html)

Procedures for Transportation Workplace Drug and Alcohol Testing Programs

SCHOOL BUS STOPS

Bus Stop Law

MCL 257.1855. The correct and lawful way to perform school bus stops is outlined in this law. The law includes a description of the Alternately Flashing Overhead Lights; procedures for receiving and discharging pupils; prohibited stops; when pupils may or may not cross the roadway; visibility; hazard light stops; and bus driver etiquette.

Alternately Flashing Overhead Lights

The Alternately Flashing Overhead Lights are used by the school bus driver only when the school bus is stopped or stopping on a highway or private road for the purpose of loading or unloading pupils.

Definitions

Roadway means that portion of a highway that is used for vehicular travel.
MVC 257.55

Highway/Street means the entire width between the boundary lines maintained (shoulder to shoulder) used for purposes of vehicular travel.
MVC 257.20

Private Road is a privately owned and maintained road.
MVC 257.44

Private Driveway is any piece of privately owned and maintained property used for vehicular traffic but not open or normally used by the public.
MVC 257.44

Alternately Flashing Overhead Bus Stops

MCL 257.1855 (a)(b)

- A school bus may be equipped with either a red only or red/amber overhead light system depending on the age of the school bus. The stop procedure is the same regardless of the system used.

Correct Uses:

- Required if school pupils must cross the roadway
- Used only when stopped or stopping on a highway, street, or private road
- Used only for the purpose of receiving or discharging school pupils
- Lights shall be activated not less than 200 feet prior to the stop

- Lights must be deactivated before resuming motion of the school bus
 - Before resuming motion, the driver shall deactivate lights and allow congested traffic to disperse where practicable

Inappropriate Use of Overhead Lights:

When is it inappropriate to use alternately flashing overhead school bus lights?

Pupils crossing the roadway

- When pupils must cross a roadway
 - The school bus shall stop on the roadway and
 - The bus will be positioned to the right-hand side of the traveled lane.

Pupils cannot cross the roadway

- When pupils cannot cross the roadway legally or are not permitted for other safety reasons
 - The school bus shall stop as far off the roadway or private road as practicable.

Clear and Continuous Visibility [All Overhead Light Bus Stops]

- If the speed limit is more than 35 mph, the school bus must be continuously visible to approaching vehicles for at least 400 feet.
- If the speed limit is 35 mph or less, the school bus must be continuously visible to approaching vehicles for at least 200 feet.
- Clearly and Continuously Visible is defined as a position where traffic approaching from ahead or behind is able to see the school bus from the roof to and including the headlights or tail lights and brake lights.

Bus Stop Locations

A list of questions is shared with the course participants. Each question asked should promote class discussion. A list of the questions follows:

- Who evaluates and establishes bus stops?
 - Does the person(s) establishing such a bus stop evaluate the stop by going out to the bus stop site?
 - Do all transportation departments follow the same protocols?

Notes:

- When might liability issues arise?

Notes:

- Who is liable for illegal or unsafe bus stops? Are you liable?

Notes:

- What are your responsibilities regarding bus stop safety?

Notes:

Safe Bus Stops

- Follow bus stop procedures for loading and unloading students. Refer to the 17 step page (attached).
- The 17 steps include:
 - Approaching the stop
 - At the bus stop
 - Leaving the stop location

The Seventeen Steps

Bus Stop Procedure for Loading/Unloading on a Highway, Street or Private Road

The following is the loading and unloading procedure when making a red light stop.

LOADING AND UNLOADING PUPILS

Approaching the Stop:

1. Check mirrors and traffic.
2. Apply brakes lightly and slow down.
3. Activate alternately flashing amber lights at least 200 feet in advance of the stop (4 light system buses use red lights).
4. Do not pull closer than 10 to 20 feet from waiting pupils.
5. If pupils do not cross the road, activate right turn signal. Stop the bus as far to the right all or part way off the roadway or private road as practicable.
6. If pupils cross the road, stop the bus **on** the roadway or private road.

At the Bus Stop:

7. Shift the bus to neutral and apply the parking brake.
8. Cancel turn signal, if activated, check mirrors and traffic.
9. Open the door (8 light system will change amber lights to red) as a signal for students to enter the bus. Pupils crossing the road may require an additional signal. **NOTE:** Signal must be uniform for the district.
10. Have students enter or leave the bus in an orderly manner. Be sure all students are accounted for. **Count them and track them!**
11. Check to see that students are seated and close the door (this will deactivate the red lights on the 8 light system buses).
12. Deactivate the alternately flashing red lights (4 light buses).

Leaving the Stop Location:

13. Allow traffic to clear, where practicable.
14. Activate left turn signal.
15. Check mirrors and traffic.
16. Enter the traffic lane.
17. Cancel left turn signal.

- Discuss situations that might occur if a driver were to skip any of the 17-steps listed? Include dangers and examples.

- School bus drivers should document school bus stops that may not be safe.
 - Is it felt the bus stop may not be legal?
 - Is it possible the bus stop is legal, but presents dangerous predicaments around the stop? Examples?

- Discuss why drivers should be committed to report circumstances that are questionable.
- How should an important bus stop issue be reported and to whom?

Legal Clearance must be met even when a bus stop is set on a roadway with limited distance from the bus stop to the end of the road.

Hazard Warning Light Bus Stops

MCL 257.1855 (2)(e)(f)

- A school bus driver shall only use this procedure where a school administrator or person or entity under contract with a school to provide pupil transportation services has **approved** its use.
- When the hazard warning light stop procedure is not permitted, the alternately flashing overhead light bus stop must be used.
- No speed consideration
- Driver will
 - Stop the school bus off the roadway
 - Or, may pull the bus over to the far right of the roadway or private road and
 - Leave traffic flow unobstructed

Considerations:

- Are there times when a hazard light stop may be safer or more efficient than the alternately flashing overhead light stop?
- What types of reactions do drivers notice from passenger car traffic when performing hazard light stops?
- Are there any other times when it is appropriate to use hazard lights?

Driver Courtesy

- School bus drivers must exhibit courtesy to passenger cars whenever possible.

- MCL 257.1855 (c) states that drivers must allow congested traffic to clear where practicable.
 - How might a police officer react to a school bus driver who does not allow traffic to clear?
 - Discuss district policy concerning this. Consider the differences between districts.

Training Challenges are presented in the power point section of the School Bus Stop materials.

Penalties

- Persons who violate MCL 257.1855 are responsible for a state civil infraction and a fine of not more than \$500 and/or a 90-day misdemeanor.

LAWS PERTAINING TO YOU

(As A Professional Driver)

Credentials

- Commercial Drivers License (CDL) is a federal mandate for professional drivers in all 50 states

- Michigan School Bus Drivers must also hold:
 - “S” (School Bus) Endorsement
 - “P” (Passenger) Endorsement
 - Proper Weight Endorsement for the GVWR (Gross Vehicle Weight Rating) for the school bus
 - “B” endorsement for buses weighing over 26,001 pounds
 - “C” endorsement for buses weighing under 26,001 pounds

- Educational Mandate
 - Beginning School Bus Driver course
 - A driver of a school bus transporting passengers shall have in his or her possession a certificate stating that he or she has enrolled in the entry level school bus safety education course.
 - The entry level course shall be available to the school bus driver within 90 days of enrollment.
 - Enrollment certificates shall expire 10 days after the end of the entry level course in which the driver is enrolled.
 - A second enrollment certificate shall not be issued.
 - A person who fails to successfully complete the entry level course within 90 days after enrollment shall not be permitted to drive a school bus transporting passengers.
 - Continuing Education Certification course
 - A driver must complete the 6-hour continuing education course (CEC) within two years after certification of a successful completion of the beginning school bus driver course.
 - A driver who fails to successfully complete the continuing education course shall not be permitted to drive a school bus transporting passengers.
 - A driver who allows a continuing education course certification card to expire must repeat the beginning school bus driver (BSBD) education course and cannot drive a school bus with passengers until this course is completed. A second enrollment certificate cannot be issued. This driver must follow the BSBD course with CEC as described above.

- Physicals
 - A school bus driver shall have an annual physical performed by a licensed physician, physician's assistant or certified nurse practitioner. MCL 257.1853 (1b)
 - A copy of the medical certificate (blue card) for a driver shall be carried by that driver while he or she is operating a school bus. MCL 257.1853 (1d)
- It is the **driver's** responsibility to keep all of his/her credentials current
- **Violation.** A person who violates Public Act 187 is responsible for a state civil infraction and shall be assessed a fine of not more than \$500, unless that violation is by this act or other law of this state declared to be a felony or a civil infraction. MCL 257.1873

Other Driver Mandates

Drug and Alcohol Testing *Federal regulation: 49CFR 382.301*

School bus drivers shall be enrolled in a drug and alcohol testing program which includes:

- Pre-employment
- Reasonable cause
- Random
- Return to duty
- Follow-up testing

Post Accident Drug and Alcohol Testing *Federal regulation: 49 CFR 382.303*

A school bus driver must be tested if any of the following occurs:

- The crash involves a fatality.
- The school bus driver received a citation and there is some type of body injury that needs to be treated away from the scene.
- Any vehicle in the crash has disabling damage requiring it be towed from the scene.

Re-Testing

- A commercial driver license skills test shall be administered by a state authorized commercial driver license examiner to a school bus driver who has had one or more of the following:
 - Had his or her driver's license or commercial driver's license suspended, canceled, or denied due to a felony or a conviction of a crime under the law of this state, a local ordinance, or law of another state substantially corresponding to a law of this state. MCL 257.303 and 319.

- Has been disqualified from operating a commercial motor vehicle.
- Has been convicted of any of the disqualifying offenses while operating a commercial motor vehicle or any offense in a noncommercial motor vehicle that would be a disqualifying condition committed in a commercial motor vehicle. 49 CFR 383.51(b)
- Has more than one conviction of any of the serious traffic violations while operating a commercial motor vehicle within the last three years. 49 CFR 383.5
- Has been convicted of **any** motor vehicle traffic violation that resulted in an accident while operating a commercial motor vehicle.
- Has been disqualified from operating a school bus having an alcohol concentration of 0.04 or greater while operating a commercial motor vehicle. 49 CFR 383.51(b)(3)
- A driver who is required to take a test under this law shall not operate a school bus until that driver has passed the test.
- The commercial driver license skills test shall be conducted by an examiner not employed or under contract with the same agency or school of the driver being tested.

Mandate As a Michigan School Bus Driver

MCL 257.1853 (5) and (6)

- **Smoking and Alcohol**
 - A person shall not smoke on a school bus.
 - A person shall not possess or consume alcoholic liquor or a controlled substance on a school bus.

Duties of Michigan School Districts/Contractors

MCL 257.1853 (d)(2))

- A record of each employed school bus driver, including a copy of his or her medical certificate, Michigan Department of Education certification, driver license, certificate of road test application for employment, and any other information that relates to driver qualification or ability to safely drive a school bus, shall be maintained in the employer's administrative office.

Background Checks

MCL 257.1853 (4)

- Upon receipt of application as a school bus driver, a school shall have the Michigan State Police perform a criminal background check to check for offenses as specified by law.

POSITIVE BEHAVIOR SUPPORT

Positive Behavior Support program begins with a 20-question self-assessment task. This is contained within your student manual. Your program instructor will provide necessary instructions. After completion, calculate the summary solution determining "Your Style" of management as a school bus driver. Each style has positive and negative tributes that will be discussed today.

The State Board of Education adopted a Positive Behavior Support policy in September 2006. The policy states that each school district in Michigan is encouraged to implement a system of school-wide positive behavior support strategies. Like classrooms, school buses are an integral part of positive behavior support.

The Michigan Department of Education describes a Positive Behavior Support (PBS) system as a proactive, team-based framework for creating and sustaining safe and effective schools.

PBS works by: establishing a positive climate; emphasizing the importance of preventing behavior problems; being proactive and positive, rather than negative and punitive; and spreading positive support beyond your students to staff, family and others.

The key elements of PBS include: communication, expectations, reinforcement, reward, consequences and de-escalation.

Fill in each of the following sections from class discussion.

How do you respond to conflict on the bus?

(Adapted by F. Mueller and J Randall of Oakland Schools [2001]
From *Creative Conflict Resolution* by William Kreidler

The following exercise helps you take a closer look at how you respond to conflicts.

The purpose of this exercise is to make you aware of your response style. There are no trick questions and no right or wrong answers.

Read the statements below. If a statement describes a response like one you would:

- Usually make, write "3" next the corresponding question number.
- Occasionally make, write "2" next the corresponding question number.
- Or rarely or never make, write "1" next the corresponding question number.

When there is a conflict on the bus, I:

1. Tell the students to knock it off.
2. Try to make everyone feel comfortable.
3. Help the students understand each other's point of view.
4. Separate the students and keep them away from each other.
5. Let the school staff handle it.
6. Decide who started it.
7. Try to find out what the real problem is.
8. Try to work out a compromise.
9. Turn it into a joke.
10. Tell them to stop making such a fuss over nothing.
11. Make one student give in and apologize.
12. Encourage the students to find alternative solutions.
13. Help them decide what is important and don't sweat the small stuff.
14. Try to divert attention from the conflict.
15. Let the students fight it out as long as no one is hurt.
16. Threaten to send the students to the principal.
17. Present the students some alternatives from which to choose.
18. Help everyone feel comfortable with my decision.
19. Get students busy doing something like a game or a song.
20. Tell the student to settle it on their own time at school.

I	II	III	IV	V
1. _____	2. _____	3. _____	4. _____	5. _____
6. _____	7. _____	8. _____	9. _____	10. _____
11. _____	12. _____	13. _____	14. _____	15. _____
16. _____	17. _____	18. _____	19. _____	20. _____
Totals				
_____	_____	_____	_____	_____

Communication establishes a positive climate. Communication provides a way to get to know your students and establishes you as a positive role model. When communicating, be aware of your body language and strive to always remain calm.

Behaviors occur to get something, possibly attention or tangible results. Behavior occurs to get out of something, to escape or avoid ensuing problems.

Expectations are established based on respect, responsibility and safety. Expectations must be clearly defined as well as clearly communicated. District school bus rules must be documented, understood and followed.

3 B's:

1. Be _____
2. Be _____
3. Be _____

Teach your student bus riders regularly and reinforce expectations often. Re-teach following district breaks and holidays.

Reinforcing expectations occurs by establishing ways to insure all students receive positive acknowledgement when demonstrating positive behavior. It is necessary to acknowledge positive student behavior. Establish routines and systems for positive acknowledgement and reinforcement. A positive reinforcement system should be shared at least four (4) times for every one (1) correction for problem behavior. Keep it simple with quick and easy communication to your students. Finally keep the reinforcement system honest and natural; not forced or contrived.

Positive attention may be conveyed with simple verbal acknowledgement; a thumbs up, a high five, a pat on the back, use of student name, eye contact, or a smile.

Changing daily behaviors requires a bus driver assessment for change as well. It is likely that many of us have used negative behavior controls. Positive Behavior Support should be achieved by using positive language and actions to promote best results in our student population.

Consequences. A district wide approach created for use by all staff using an effective, consistent approach for behavior infractions by all students creating predictability of outcome among students, staff and parents.

Setting Consequences. Expect the student to think about a consequence appropriate for his/her action(s). Let the student take time to formulate the consequence, and then share his/her idea with you. If reasonable, implement. The student must understand if no solution is suggested, the consequence will be set by you.

When the student does not have a solution:

Applying consequences:

Delayed Consequences. Consequences given during an episode with a student may cause behavior to escalate. Delayed consequences often force the student to take more responsibility for his/her action(s). When a student is given time to calm down, his/her ability to think and respond appropriately is more likely.

A positive tone will increase likelihood of student cooperation. Always work toward the positive reinforcement style to accomplish Student Behavior Support (PBS).

Rider expectations include: Be Safe, Be Responsible, and Be Respectful. Your student population will appreciate limit setting. The students look for correct behavior parameters and an understanding why certain behavior is inappropriate. Give students examples of appropriate choices and consequences when choices made are inappropriate. Allow the student time to think about a decision made that requires action. Always enforce consequences.

The group will view the Gilbert Arizona Bus Confrontation. After viewing, the instructor and class will work with the program presented exploring and answering questions while applying the PBS learned throughout this training.

Enforceable Statements provide direction that allows the student to set control over his/her action that is within an appropriate result allowable.

Five steps – Setting Limits with Students:

1. Behavior that is inappropriate
2. Why the behavior is inappropriate
3. Reasonable choices with reasonable consequences
4. Time for thinking
5. Enforce consequences

Handling difficult behavior may be handled by not engaging the student's behavior, using enforceable statements, and use of one-liners.

Positive Behavior Support (PBS) is all about:

1. Prevention – changing the things that trigger the behavior
2. Teaching – acceptable ways to get needs met
3. Responding – quick response and intervention

Establish and reinforce PBS by making it your routine, being consistent and fair with your expectations, and communicating your expectations.

Positive Behavior Support (PBS) is offered as an updated behavior training tool. By practicing a consistent, positive approach, staff, parents and students will support PBS as a fair and reasonable system to enhance our day-to-day experiences.