

**Michigan Pupil Transportation -
IT'S ALL ABOUT STUDENT
SAFETY AND SECURITY**



**School Bus Driver
Continuing Education
Curriculum Manual**

Certification for
2015-2017



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.

This continuing education curriculum, approved by the Michigan Department of Education for the training period July 1, 2014 to September 30, 2015, for certification through September 30, 2017, was compiled with the cooperation of many individuals concerned with the safe transportation of Michigan's children.

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Curriculum Resource Materials

- A thank you to the Crisis Prevention Institute (CPI) 10850 W. Park Place, Suite 600, Milwaukee, WI 53224, for their cooperation in providing information on conflict de-escalation procedures.
- The *School Bus Stop Decision Tree* and the *School Bus Stop Site Situation Review* pages were created by Howard "Mac" Dashney, Pupil Transportation Operation & Management Institute, as part of the curriculum for the Michigan Transportation Supervisor Continuing Education biannual training.
- Curriculum Compilers and Writers - Gary W. Davis, Eastern Upper Peninsula Intermediate School District (EUPISD) and Lori Richardson, Oakland Schools; with review assistance from William Peltier, Superintendent, Moran Township Schools and School Bus Driver Instructor, EUPISD

Training Topics

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Introduction

Welcome to the Michigan school bus driver biannual continuing education class. Michigan school bus drivers are professional drivers who are concerned about student safety. You are part of a statewide pupil transportation system that strives to safely deliver over one quarter of a million pupils each school day. This continuing education program was written with the goal of reviewing and sharing information that will help you to continue to provide safe travel for the pupils you transport.

The Michigan Pupil Transportation - *It's All About Student Safety and Security* curriculum that will guide you through your six hours of required continuing education training will provide each participant with the opportunity to review and improve their bus driving knowledge and skills. As you proceed through the training, please consider future continuing education topics you would like to see provided and share these ideas with your instructor. A goal of this training is to be relevant to the current needs of you as a professional school bus driver, and that is best done with your input on topics that will assist you to be the best driver possible.

Year in Review and Current Issues

Texting and Cell Phone Use on a School Bus

Taking effect October 28, 2013, PA 36 of 2013 has specifically included a school bus in the definition of a commercial vehicle with regards to prohibitions of texting and hand-held mobile telephone use and provides penalties for improper use. Michigan Compiled Law (MCL) 257.602b (2 & 3). A complete copy of this law can be found on pages 29 and 30 of this manual.

Section 602b (2) states that "a person shall not read, manually type, or send a text message on a wireless 2-way communication device that is located in the person's hand or in the person's lap,..... while operating a commercial motor vehicle or a school bus on a highway or street in this state.

In Section 602b (3) the law prohibits a person using a hand-held mobile telephone to conduct a voice communication while operating a commercial motor vehicle or a school bus on a highway, including while temporarily stationary due to traffic, a traffic control device, or other monetary delays. It does allow the use of a hand-held mobile telephone if the operator of the commercial vehicle or school bus has moved the vehicle to the side of, or off, a highway and has stopped in a location where the vehicle can safely remain stationary.

As defined in Section (3) "use of a hand-held mobile telephone means one or more of the following: (a) Using at least 1 hand to hold a mobile telephone to conduct a voice communication. (b) Dialing or answering a mobile telephone by pressing more than a single button. (c) Reaching for a mobile telephone in a manner that requires a driver to maneuver so that he or she is no longer in a seated driving position, restrained by a seat belt that is installed as required by law and adjusted in accordance with the vehicle manufacturer's instructions. The definition of a hand-held mobile telephone does not include 2-way radio service or a citizens band radio service.

Section (4) does allow for the use of a described device to do any of the following: (a) Report a traffic accident, medical emergency, or serious road hazard. (b) Report a situation in which the person believes his or her personal safety is in jeopardy. (c) Report or avert the perpetration or potential perpetration of a criminal act against the individual or another person.

Finally, Section (5) describes civil infraction fines for violation of this law of \$100.00 for the first violation and \$200.00 for the second and subsequent violations.

New School Bus Inspection Procedures

During the inspection year of 2013, the Michigan State Police worked with school bus transportation providers to develop a new school bus inspection format. One of the changes is that all of the records for each bus inspected will now be recorded electronically. Moreover, the inspection format is to be uniform through-out the State. Modifications also include moving specific items to, or from, the "yellow tag" or "red tag" columns.

It is important to remember the role of the professional school bus driver in the bus inspection process. While the maintenance personnel work to keep each school bus roadworthy, you as the driver must assist them on a daily basis by doing complete pre-trip inspections and reporting any deficiencies. The following is a list of the most common deficiencies that are found by Michigan State Police School Bus Inspectors. As the list is read, think about who should be finding these problems on a daily basis.

Unsafe Vehicle Conditions Found During Inspections

- Mirrors - Cross view and side view out of adjustment
- Brakes - Low air warning inoperative
- Suspension - Cracked springs
- Tires - Inside duals flat; worn out
- Body Condition – Door moldings and/or major seals worn
- Seats – Padding broken down, torn and loose
- Steering – Excessive play
- Washers/Wipers – Washers empty, wipers inoperative
- First Aid Kit – Kit missing and/or missing items
- Electrical Systems/Lights – Headlights, tail lights, dash lights, gauges inoperative or with broken lenses
- Fire Extinguisher – Empty

The 2013 revised *Michigan School Bus Inspection Manual* is available for review at: <http://www.michigan.gov/documents/mde/SBIM - Version 1 6 1 420423 7.pdf>

Michigan Secretary of State CDL Driver Self-Certification Reminders

While the requirement to self-certify the type of driving that you do as a commercial motor vehicle (CMV) driver with the Michigan Secretary of State is now in effect, there is still some confusion about making the best choice as an individual. Excepted or non-excepted, interstate or intrastate are CMV options for self-certification. All school bus drivers are "non-excepted" drivers as Michigan law requires you to have proof of a current physical exam in your possession while driving. (MCL 257.1853 (1e))

The choice that one must make is whether you are going to be an "intrastate" (drive only in Michigan) or "interstate" (across state lines) when driving a commercial motor vehicle. If you certify as "intrastate" you do not need to have a medical certification on file with the Michigan Department of State (MDOS) and are not required to do anything else to stay current with your self certification status. You do need to have a current Department of Transportation (DOT) physical exam certification with you when driving a school bus.

Self-certification as "interstate" adds the extra task of providing a copy of your medical certification to the Michigan Department of State, and as long as you self-certify as "interstate," you will need to provide a copy of your new DOT physical exam to the MDOS *BEFORE* your current medical certification expires. Failure to do this will lead to you losing your commercial driving privileges. It is YOUR responsibility to keep the medical certification current with the MDOS. The MDOS will not notify you that your medical certification is about to expire. Beginning January 30, 2014 for **interstate** drivers:

- Commercial driving privileges are tied to the expiration date of your DOT medical card.
- If your DOT medical card expires and you lose your interstate driving privileges, you will have to complete whatever steps are necessary to restore your license. These will include: If the medical examiner's certificate has expired, you must obtain a new one and provide the documents to the Secretary of State's Office, which may require retesting and additional fees to reissue you a CDL. If applicable, you also may change your self-certification to an operating category that does not require

a medical certificate to be submitted to the Secretary of State's Office (self-certify as intrastate).

Furthermore, beginning May 21, 2014, all medical examiners (ME) who wish to perform physical examinations for commercial vehicle drivers must be listed on the Federal Motor Carrier Safety Administration (FMCSA) National Registry of Certified Medical Examiners (National Registry). MEs that have completed the training and successfully passed the test are included in an online directory on the National Registry website at www.nrcme.fmcsa.dot.gov.

CMV drivers must use medical examiners that are listed on the National Registry for their DOT physical exam as of the May 21, 2014 date.

Michigan Beginning School Bus Driver Manual

Every driver should maintain their *Beginning School Bus Driver Manual* in a fully updated status. The beginning school bus driver manual is updated and revised at the Michigan Department of Education (MDE) as procedures or laws are changed. The most current version is always available on the Michigan Department of Education Pupil Transportation website at: www.michigan.gov/mde/0,1607,7-140-6530_6569_38338---,00.html.

Pupil Transportation Advisory Practices and Guidelines

The Michigan Department of Education provides information related to the transportation of pupils in Michigan, which may not be covered under specific laws through items termed as advisory practices and guidelines. These MDE advisory practices and guidelines are good ideas and, in some cases, address issues identified nationally as significant. They are not supported by law in Michigan, but are included to provide direction and guidance to school transportation operations in moving forward for the purpose of continuous improvement, as district resources allow.

Items covered include Pre-school Child Restraint Systems (New 2014), Backing a School Bus (New 2014), Pre-Trip Inspections, School Bus Evacuation Drills, Advertising Inside School Buses, End of Route Student Checks, Global Positioning Systems, School Bus Emissions/Idling, School Bus Technician and Mechanic Qualifications and School Bus Maintenance. Each of these advisory practices and guidelines can be reviewed at the MDE website:
http://www.michigan.gov/mde/0,1607,7-140-6530_6569_38338---,00.html.

Laws and Driving Review

Braking systems are one of the most important pieces of safety equipment on a school bus. Knowing how the braking system works and maintaining these systems in proper condition are essential to safe operation.

Brakes

Air brakes are actually three different braking systems: service brake for normal stopping, parking brake to control the parking brake system and emergency brake that uses parts of the service and parking brake systems to stop the vehicle in a brake system failure.

Antilock Braking Systems (ABS)

The U.S. Department of Transportation requires that antilock braking systems be on: vehicles with air brakes, (trucks, buses, trailers and converter dollies) built on or after March 1, 1998 and hydraulically braked trucks and buses with a gross vehicle weight rating of 10,000 lbs or more built on or after March 1, 1999. Many buses built before these dates have been voluntarily equipped with ABS. Your school bus will have a yellow ABS malfunction lamp on the instrument panel if it is equipped with ABS.

How ABS Helps You

When you brake hard on slippery surfaces in a vehicle without ABS, your wheels may lock up. When your steering wheels lock up, you lose steering control. When your other wheels lock up, you may skid or even spin the vehicle. ABS helps you avoid wheel lock up and maintain control. You may or may not be able to stop faster with ABS, but you should be able to steer around an obstacle while braking and avoid skids caused by over-braking.

Braking with ABS

When you drive a vehicle with ABS, you should brake as you always have. In other words:

- Use only the braking force necessary to stop safely and stay in control.
- Brake the same way, regardless of whether you have ABS on the bus. However, in emergency braking, do not pump the brakes on a bus with ABS.
- As you slow down, monitor your bus and back off the brakes (if it is safe to do so) to stay in control.

Braking if ABS is not working

Without ABS, you still have normal brake functions. Drive and brake as you always have. Vehicles with ABS have yellow malfunction lamps to tell you if something is not working. The yellow ABS malfunction lamp is on the bus's instrument panel. As a system check on newer vehicles, the malfunction lamp comes on at start-up for a bulb check and then goes out quickly. On older systems, the lamp could stay on until you are driving over five (5) mph. If the lamp stays on after the bulb check, or goes on once you are under way, you may have lost ABS control at one or more wheels. Remember, if your ABS malfunctions, you still have regular brakes. Drive normally, but get the system serviced soon.

Safety Reminders

- ABS won't allow you to drive faster, follow more closely or drive less carefully.
- ABS won't prevent power or turning skids, but it should prevent brake-induced skids. ABS won't prevent skids caused by spinning drive wheels or taking a turn too fast.
- ABS won't necessarily shorten stopping distances but will help you maintain control of the vehicle.

- ABS won't increase or decrease ultimate stopping power. ABS is an "add-on" to your normal brakes, not a replacement for them.
- ABS won't change the way you normally brake. Under normal brake conditions, your vehicle will stop as it always stopped. ABS only comes into play when a wheel would normally have locked up because of over braking.
- ABS won't compensate for bad brakes or poor brake maintenance.

Remember

- The best vehicle safety feature is still a safe driver.
- Drive so you never need to use your ABS.
- If you need it, ABS could help to prevent a serious crash.

Test for Hydraulic Leaks

If the vehicle has hydraulic brakes, pump the brake pedal three times. Then apply firm pressure to the pedal and hold for five (5) seconds. The pedal should not move. If it does, there may be a leak or other problem. Get it fixed before driving. If the vehicle has air brakes, do the checks described in sections 5 and 6 of the Michigan CDL manual.

Brake System Tests

Parking Brake

- Fasten seat belt.
- Allow vehicle to move forward slowly.
- Apply parking brake.
- If the parking brake fails and does not stop the vehicle, get it fixed.

Test Service Brake Stopping Action

- Get vehicle up to about five (5) mph.
- Push brake pedal firmly.
- "Pulling" to one side or the other can mean brake trouble.
- Any unusual brake pedal "feel" or delayed stopping action can mean trouble.
- If you find anything unsafe during the pre-trip inspection, get it fixed.
Federal and state laws forbid operating an unsafe vehicle.

Loss of Brakes

- Loss of brakes will be identified by a signal from a buzzer and/or light.
- When this occurs, the driver should:
 - Use engine as a brake by downshifting.
 - Depress brake pedal to activate the emergency brake system.
 - Do not apply the parking brake.
 - Get off the road and stop immediately.

Railroad Track Crossing

Many school bus routes, because of the process of picking up and dropping off children at their homes must travel on streets and roads that include crossing railroad tracks. Railroad tracks are an especially critical time for the school bus driver to follow established crossing procedures. Failure to diligently follow procedures *every time* one crosses a railroad track can result in a collision with a

train, weighing many tons, smashing into a relative small object, the school bus. The school bus is always going to lose.

Both Michigan state law and established safety procedures are designed to eliminate catastrophic accidents at railroad crossings.

MCL 257.1857 Railroad track grade crossings; requirements; "abandoned railroad track" defined; violation as civil infraction; fine; processing.

(1) Except as provided in subsections (2), (3), and (4), the driver of a school bus, before crossing a railroad track at grade, shall stop the vehicle within 50 feet but not less than 15 feet from the nearest rail, activate hazard warning lights, turn off all interior switches including fans, heaters, and radios, open the passenger door and driver-side window, and while stopped shall listen and look in both directions along the track for an approaching train and for signals indicating the approach of a train, and shall not proceed until the driver can do so safely. After stopping as required in this subsection, and upon proceeding when it is safe to do so, the driver of the vehicle shall cross only in a gear of the vehicle that does not require changing gears while traversing the crossing. The driver shall not shift gears while crossing the track or tracks.

(2) A stop need not be made at a railroad track grade crossing where a uniformed police officer or a traffic-control signal directs traffic to proceed.

(3) A stop need not be made at an abandoned railroad track grade crossing. As used in this subsection, "abandoned railroad track" means a railroad track which meets both of the following requirements:

(a) The track has been completely paved over or removed.

(b) All signs, signals, and other warning devices are removed.

(4) A stop shall not be made at a railroad track grade crossing on a freeway or limited access highway where the crossing is protected by a clearly visible signal, crossing gate, or barrier at a time when the signal, crossing gate, or barrier is not activated.

(5) A person who violates this section is responsible for a civil infraction and may be ordered to pay a civil fine of not more than \$100.00. A civil infraction under this subsection shall be processed in the same manner as a civil infraction under the Michigan vehicle code, 1949 PA 300, MCL 257.1 to 257.923.

Containment or Storage Areas

If it won't fit, don't commit! Know the length of your bus and the size of the containment area at highway rail crossings on the school bus route, as well as any crossings you encounter in the course of a school activity trip. When approaching a crossing with a signal or stop sign on the opposite side, pay attention to the amount of room there. Be certain the bus has enough containment or storage area to completely clear the railroad tracks on the other side if there is a need to stop.

As a general rule, add 15 feet to the length of the school bus to determine an acceptable amount of containment or storage area.

Mirror Usage and Settings

Do you adjust your mirrors to be able to see all of the required areas each time you do a pre-trip inspection? Proper mirror adjustment and usage helps to prevent danger zones around the bus by reducing the blind spots where pupils may be hidden from view. The last school bus driver curriculum detailed proper mirror usage. Have you reviewed that information recently? Your pre-trip inspection must include proper mirror adjustment.

Remember that Federal Motor Vehicle Safety Standards (FMVSS) 49 CFR 571.111:

- Apply to all school buses.
- Require that drivers be capable of viewing, either by directly or indirectly, critical areas around the bus through rearview and crossover view mirrors.
- Require viewing distances: twelve (12) feet to the front, six (6) feet on the left side, and twelve (12) feet on the right side of the bus.

Each school district should have a school bus mirror adjustment grid painted on a parking lot area that is out of the way. By parking your bus in the designated area, you can make sure all of your bus mirrors are adjusted to meet the safety standards required. If you cannot adjust the mirrors to meet the minimum standards, you need to contact the bus mechanic or supervisor for assistance.

School Bus Stops in Michigan – It's the Law!

September 2012, Seven-year-old Hannah Martin was struck and killed by her school bus in Garland County Arkansas.

March 2013, Fourteen-year-old Maria Fernandez Jimenez was killed as she was struck by a car as she crossed the roadway as her school bus approached its stop.

Jury awards \$90 million in Prince George's County wrongful-death case.

By Ovetta Wiggins, Washington Post April 14, 2013

A Prince George's County Circuit Court jury has awarded \$90 million to the family of a 13-year-old girl who died four years ago after she was struck by a car while trying to catch a school bus.

The family of Ashley Davis, who was a freshman at Crossland High School, sued the Prince George's County Board of Education after she succumbed to her injuries two weeks after the Sept. 1, 2009, crash. A six-member jury handed down the wrongful death verdict — one of the largest in the court's history — this month.

Davis was walking across Brinkley Road near Fisher Road in Temple Hills when a Lincoln Continental traveling east struck her, then hit a minivan and then a 17-year-old boy walking on the opposite side of the street, police said in initial reports about the two-car crash.

According to court documents, the system did not provide a safe bus stop for students who lived on the north side of Brinkley Road. After Davis's **bus driver**

“persistently negligently failed to stop at the appropriate stop,” the freshman began catching a different school bus, on the south side of Brinkley Road, which required her to cross the street, said John Costello, an attorney for Davis’s parents, Nycole Davis and Jerome Bradley.

School Buses Are the Safest Mode of Transportation...

..... to and from school in the United States. According to the National Highway Traffic Safety Administration, approximately 450,000 public school buses travel approximately 4.3 million miles to transport 23.5 million children to and from school...

School buses, the safest mode of transportation for children to get to and from school, are designed to be safer than passenger vehicles in avoiding crashes and preventing injury. According to the National Highway Traffic Safety Association (NHTSA), approximately 24 children are killed in school bus accidents in an average year. One third of these fatalities occur when a child is struck by a school bus in the loading/unloading zone and one third are pedestrians who are killed as they approach or leave the bus stop.

The Bus Driver’s Role in Ensuring Bus Stop Safety

As an important member of the safety team, one of the driver’s tasks is to be the eyes of the district and continuously assist in evaluating the safety of all bus stop locations. Even “legacy” stops that have been in the same location for many years can prove to be unsafe and illegal. Environmental changes such as trees, weather, or road repair conditions require route or stop location changes. It is critical that all drivers discuss all concerns about the legality and safety of school bus stops with their supervisor immediately.

Legal Bus Stops

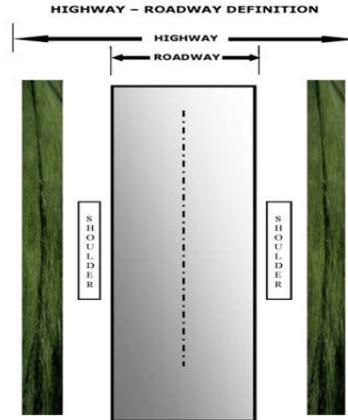
School bus stop locations and stop procedures in Michigan must meet the legal requirements defined in section 257.1855 of Public Act 187 “The Pupil Transportation Act,” as well as recommendations from state agencies.

Public Act 187 "The Pupil Transportation Act" Definitions

Highway, Street, Roadway, Private Road or Driveway

"Highway or Street"

means the entire width between the boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel. MVC 257.20



"Roadway" means that portion of a highway improved, designed, or ordinarily used for vehicular travel. In the event a highway includes 2 or more separate roadways, the term "roadway" shall refer to any such roadway separately, but not to all such roadways collectively. MVC 257.55

"Private Road" means a privately owned and maintained road, allowing access to more than one residence or place of business, which is normally open to the public and upon which persons other than the owners located thereon, may also travel. MVC 257.44

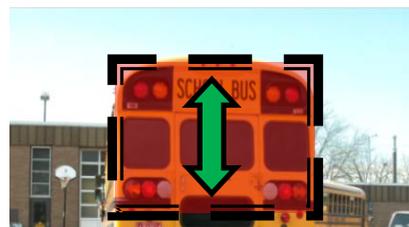
"Private Driveway" means any piece of privately owned and maintained property which is used for vehicular traffic, but is not open or normally used by the public. MVC 257.44

"Clear and Continuous Visibility" A school bus is clearly and continuously visible if both of the following standards are satisfied:

Approaching traffic is able to see the front of a school bus extending from the roofline to and including the headlamps at the distances specified.



Approaching traffic is able to see the back



of a school bus extending from the roofline to and including the tail lamps and stop lamps at the distances specified. 257.1855(8)

Visibility to Approaching Motorists

257.1855 (5)

The driver of a school bus, when using the alternately flashing overhead red lights **shall not stop the bus** on any highway or roadway for the purpose of receiving or discharging pupils under the following conditions:

Speed limit is more than 35 miles per hour

Bus shall not stop if the stopped bus is not clearly and continuously visible to approaching vehicles on that highway or roadway for at least 400 feet.

When the distance from the stopped bus to the end of the highway or roadway is less than 400 feet, clear and continuous visibility must be available from the bus to the end of the highway or roadway. 257.1855 (5)(a)

Speed limit is 35 miles per hour or less

Bus shall not stop if the stopped bus is not clearly and continuously visible to approaching vehicles on that highway or roadway for at least 200 feet.

When the distance from the stopped bus to the end of the highway or roadway is less than 200 feet, clear and continuous visibility must be available from the bus to the end of the highway or roadway. 257.1855 (5)(b)

School Buses Shall Not Stop 257.1855 (4)

The driver of a school bus shall not stop the bus for the purpose of receiving or discharging pupils in the following instances:

Within 200 feet of a public or private highway or roadway intersection

unless the stop is approved by the school administrator or person or entity under contract with a school to provide pupil transportation services.

Within 50 feet of a traffic signal: The bus shall not stop within 50 feet of an intersection controlled by a traffic control signal to receive or discharge pupils.

School Buses Shall Not Stop (continued)

If Pupils are Required to Cross

Divided roadway: Upon a limited access highway or freeway, or upon any other highway or roadway that has been divided into 2 roadways by leaving an intervening space, a physical barrier, or clearly divided sections so constructed as to impede vehicular traffic if the pupils are required to cross the highway or roadway.

Three or more separate lanes: Upon a highway or roadway constructed or designed to permit 3 or more separate lanes of vehicular traffic in either direction if the pupils are required to cross the highway or roadway.

A School Bus is a Moving Traffic Signal

It is extremely important that drivers know the legal and proper use of the alternately flashing lights and the hazard warning lights. It is the school bus drivers' responsibility to provide adequate warning to other traffic that they are going to stop for loading or unloading. Knowing when not to use these lights will also contribute to the safety of students and motorists.

Two Hundred Feet of Notice is Required

Regardless of the type of stop, all buses are required to provide notice by activating their lights **at least 200 feet** before the bus stop to warn oncoming traffic. 200 feet is equal to nearly **six lengths** of a 65 passenger school bus. The distance of not less than 200 feet required for light activation by this subsection shall be measured on the roadway or private road on which the stop is made for receiving or discharging pupils.

Deactivation of the Bus Lights:

Before resuming motion at the bus stop, the driver shall deactivate the lights and allow congested traffic to disperse. The deactivation of the lights is the signal for stopped traffic to proceed.

Alternately Flashing Red Light Stops

Requirements for Alternately Flashing Red Light Stops

257.1855 (2)

A school bus driver shall actuate alternately flashing lights only when the school bus is stopped or stopping on a highway or private road for the purpose of receiving or discharging pupils.

Red Light Stops are Only for Pupils. A school bus driver **shall not** actuate the alternately flashing lights when operating on a public highway or private road and transporting passengers primarily other than school pupils.

Student Stop Procedures Vary:

Student bus stop procedures for receiving and discharging pupils on public highways or private roadways will vary dependent on whether students are required to cross or are right side pickups and discharges.

Procedures When Students are Required to Cross

Buses Equipped with Eight Light Systems (Red and Amber Lights)

If the pupils are required to cross the roadway, the driver of a school bus equipped with red and amber alternately flashing overhead lights shall activate the alternately flashing overhead amber lights not less than 200 feet before the stop, stop the bus on the roadway or private road to provide for the safety of the pupils being boarded or discharged, deactivate the alternately flashing overhead amber lights, and activate the alternately flashing overhead red lights while receiving or discharging pupils. The bus shall stop in the extreme right-hand lane for the purpose of boarding or discharging pupils.

Before resuming motion, the driver shall deactivate these lights and allow congested traffic to disperse where practicable. The deactivation of these lights is the signal for stopped traffic to proceed.

Buses Equipped with Four Light Systems (Only Red lights)

Shall follow the same procedures as the eight light system above, except activating the alternately flashing overhead **red** lights no less than 200 feet before the stop.

Procedures When Students are Not Required to Cross

If the pupils are not required to cross the roadway, the driver of a school bus equipped with red and amber alternately flashing overhead lights shall activate the alternately flashing overhead amber lights not less than 200 feet before the stop, stop the bus **as far off the roadway or private road as practicable** to provide for the safety of the pupils being boarded or discharged, deactivate the alternately flashing overhead amber lights, and activate the alternately flashing overhead red lights while receiving or discharging pupils.

The school bus shall stop in the **extreme right-hand lane** for the purpose of boarding or discharging pupils. Before resuming motion, the driver shall deactivate these lights and allow congested traffic to disperse where practicable. The deactivation of these lights is the signal for stopped traffic to proceed.

Traffic Light or Crossing Guard: For the purpose of this section, "required to cross the highway or roadway" does not include crossing the highway or roadway with the assistance of a traffic control signal or with the assistance of a crossing guard as defined in section 257.57 of the Michigan Vehicle Code, Act. No. 300 of the Public Acts of 1949, being Section 257.57 of the Michigan Compiled Laws, and applies only to the highway or roadway on which the stop is being made.

Other Important School Bus Stop Details

The roadside can have an effect on bus stop location.

The roadside should be sufficiently clear so that pupils have room to wait off the roadway. The age of pupils can make a difference. Bus stops may have to have a clear roadside on the opposite side of the road to take care of students that must cross the road to get to the bus.

Supervisor's permission is necessary.

Local school boards have the responsibility of establishing routes, bus stop locations, and passengers assigned to stops. This responsibility is that of the superintendent of schools or his or her designee. You should establish or change stops **only** with your supervisor's permission.

"Yellow Light" (Hazard Light) Stops

Michigan law permits school bus stops to be made under certain prescribed conditions which do not require other drivers to stop. This can be especially hazardous unless the requirements and procedures are strictly adhered to.

Requirements for a Hazard Light Stop

Sec. 257.1855 (2)(e)

Review of Requirements for a "Yellow Light" (Hazard Light) Stop

The following three conditions must be met to use a "hazard light" stop:

1. Pupils are not required to cross the roadway to get to the bus stop.
2. The School Administrator or Board approved contractor must approve the bus stop.
3. (a) Where the posted speed limit is 45 MPH or less, the bus must be pulled to the far right side of the roadway allowing traffic to flow,
OR
(b) Where the posted speed limit is over 45 MPH the bus must be pulled off the roadway or far enough to the right to leave normal traffic flow unobstructed.

No traffic control. When performing a "hazard light" stop, the bus is not controlling traffic.

Procedures for Loading and Unloading Passengers at a "Yellow Light" (Hazard Light) Stop

Follow the same stopping procedure as the loading or unloading on a highway, street, or private road to bring the bus to a safe stop, except:

Activate hazard warning lights before the stop

- Where the posted speed limit is 45 MPH or less pull to the far right side of the roadway or private road.
- Where the posted speed limit is greater than 45 MPH pull off the roadway or private road or to the far right of the roadway.
- Continue activation of hazard warning lights. (Do not activate alternately flashing red lights).

- No pupils will be permitted to cross the road.
- Deactivate hazard warning lights. (Alternately flashing red lights are not to be activated.)

REMEMBER: When using a “hazard light” stop, the bus is not controlling traffic

PENALTIES: Violations of MCL 257.1855 are punishable as a 90 day misdemeanor

Proper and Improper Uses of Alternately Flashing Lights

Proper uses of the alternately flashing lights include:

- Activated only by the driver
- 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
- Must be activated not less than 200 feet before the stop
- Alternately flashing red lights must be deactivated before resuming motion

Improper uses of the alternately flashing lights include:

- Not used for reasons other than loading or unloading school pupils
- Not used on private property, including driveways
- Not used while backing, or used in making turns or turnarounds
- Not used when stopping at railroad crossings
- Not used for inclement weather driving
- Not used to assist another bus driver who is loading or unloading school pupils

Bus Driver Activities When Approaching Bus Stops

400 Feet from the Bus Stop

The driver should be able to:

- clearly see the bus stop,
- continuously see the bus stop,
- monitor activity at the stop,
- evaluate traffic and begin determining risks associated with the bus stop.

200 Feet from the Bus Stop

The driver will:

- activate alternately flashing lights,
- monitor student activity at the bus stop,
- evaluate traffic for risk factors,
- activate right turn signal (100 feet) if pupils do not cross the road,
- begin the correct positioning of the bus on or off the roadway.

At the Bus Stop

The driver will:

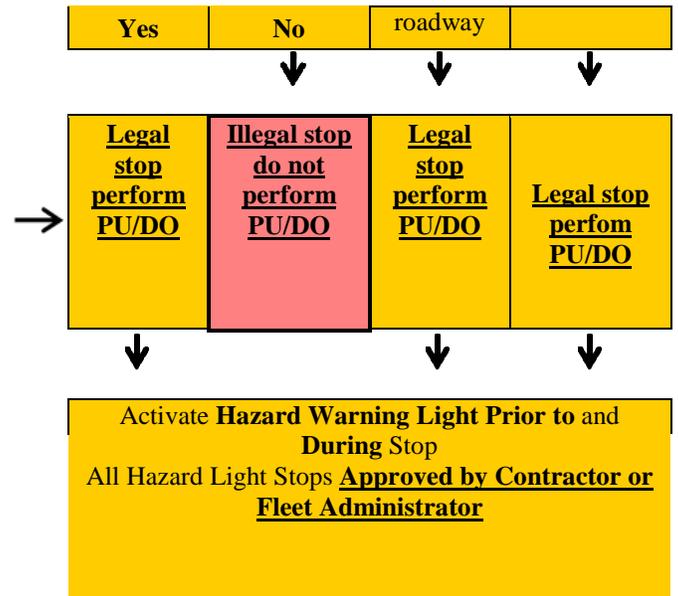
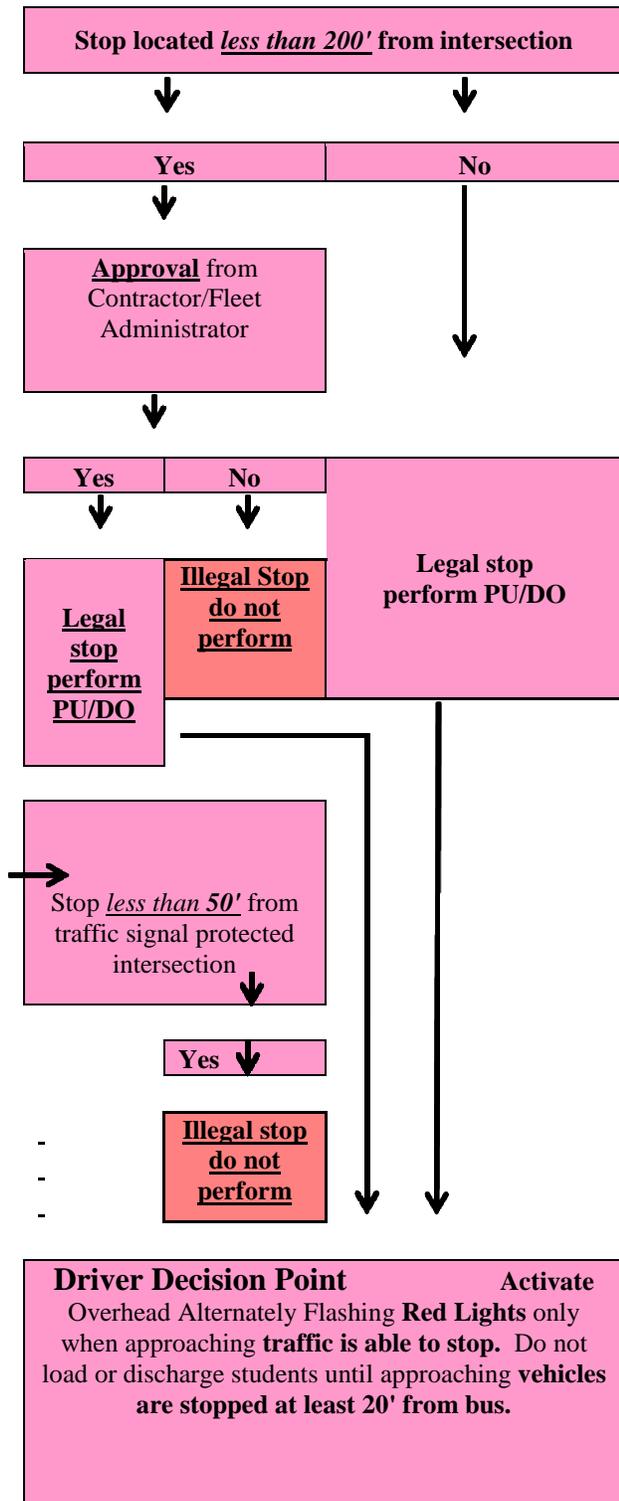
- stop short of the students,
- place the vehicle in neutral,
- apply the parking brake,
- monitor student behavior,
- monitor traffic and evaluate risks,
- signal students (if appropriate),
- monitor traffic as students enter,
- prepare to deactivate lights,
- prepare to leave bus stop,
- allow traffic to clear, signal to re-enter traffic lane.

Loading and Unloading Procedures Decision Tree

School bus drivers must make critical decisions each time they approach, signal for and carry out a school bus stop. However, the information processing and decision-making that drivers must make, sometimes in a split-second, are the keys to keeping school children and motorists as safe as possible.

The School Bus Stop Decision Tree, found on pages 18 and 19, illustrates and sequences the information process and decision-making components that drivers must apply at every school bus stop. This tree will help you visualize the components of these crucial skills.

Drivers should also remember that there are safe techniques in making school bus stops that protect all involved. These steps should be practiced in the same sequence so they become a habit.



- Decision Tree Objectives**
1. **Illustrate** the complexity of the current school bus stop law.
 2. **Evaluate** the performance of the current school bus stop law.
 3. **Simulate** changes to stop law that have potential to improve bus driver performance and reduce risk to students and highway users.
 4. **Create** a systematic methodology for training new school bus drivers and retraining current drivers to successfully carry out a school bus stop.

* PA-187 of 1990 Amended 2010, The Pupil Transportation Act, MCL 257.1855 (1-8)
 **Developed by Howard "Mac" Dashney for the Michigan Department of Education

School Bus Stop Site Situation Review *

Perform this review for all proposed as well as existing school bus stops.

Stop Site Situation	Yes	No	Comments	Notes
A) Bus Signal Mode				
Overhead Red Lights				
Hazard Lights			Approval needed for all stops.	
B) Speed Limit				
More than 45 mph			Hazard light stop off roadway	
Less than or equal 45 mph			Hazard light stop on roadway	
C) Sight Distance				
At least 400			} More than 35mph speed limit ("T" Intersections)	
Less than 400 feet				
At least 200			} Less than or equal 35 mph speed limit (T Intersections)	
Less than 200 feet				
D) Student Movement				
Crossers			Only red light stops	
No Crossers			Possible hazard light stop	
E) Number of Traffic Lanes				
Less than 3				
Equal to or greater than 3			No crosses with red light stops	
F) Distance from Intersection				
200 feet or more				
Less than 200 feet			<u>Approval for all stops-red light and hazard</u>	
No Intersection				
G) Signalized Intersection				
Yes. Bus stop 50 feet or more				
Yes. Bus stop less than 50			No red light stops.	
No Signal				
H) Traffic Lanes				
No Separation				
Physical or land separation			No crossers allowed	
I) School Bus Position				
On Roadway			Crossers at bus stop	
Off Roadway			Only red light for right pick up Hazard light stops more than 45 mph	

* Created by Howard "Mac" Dashney for the Michigan Department of Education

Considerations for Students with Special Needs

Drivers should know the transportation recommendations that are included in the Individualized Education Program or IEP.

Loading and Unloading Special Needs Students

Just like a seating plan, drivers need to have a plan for exactly where to stop the bus to load each student. In addition to state laws, other things to consider when developing a loading/unloading plan include:

- Where to stop the school bus so the wheelchair lift operates properly
- Red Light or Hazard Stop?
 - In addition to considerations for the safety of the students, drivers must also have to consider the traffic that might be halted while they load and unload.
 - Remember that all hazard light stops must be approved by an administrator.
 - Alternate stop locations must meet all the legal requirements of the regular red light or hazard stop

Teach Your Children Well

Students should receive regular instruction throughout every school year on their responsibilities at the bus stop. These instructions should include:

Danger Zones

Tell the students that all areas close to the bus are danger zones and they are NEVER to go into these zones, except when loading and unloading. Instruct the students to wait away from the curb. They may not approach the bus until it comes to a complete stop and you open the door.

Waiting for the Bus

When waiting for the bus, the students should:

- Stay at least ten (10) feet away from where they board the bus.
- Not engage in horseplay, pushing, shoving or running when the bus is arriving, waiting or leaving.
- NEVER run after the bus, this is very dangerous. NEVER bang on the side of the bus.

Boarding or Leaving the Bus

- Students must walk ten feet straight away from the bus when exiting, and then they can turn in the direction they wish to go.

Students Who Cross

- Instruct children who cross the street to walk ten steps ahead of the bus, before turning to cross.
- Students should pay attention to the driver, not parents or others while crossing.
- If your district policy allows, provide students the uniform signal when it is safe to cross. Students should still look for themselves.

Late Students

Many fatalities have been caused by students running after the bus and falling under the wheels or being hit by a car as they run across the street.

- Know your district policies on late students.
- Teach your students expectations for timely arrival at the bus stop.
- Enforce timely arrival at the bus stop.

Bus Driver's Role in Preventing Danger Zone Accidents

- Be aware of what is happening around your bus, and pay attention to the danger zones.
- When unloading, count the students and watch to see which direction they head. Then, before you move the bus, count them again to make sure they're safely out of the danger zones.
- Never move the bus until you are sure the danger zones are clear – even if that means getting out of the bus to check.
- Park bumper-to-bumper with the other buses, to stop students from walking between buses.
- If in any doubt as to where a child may be, get out and check.

Backing Up

The Michigan Department of Education recommends that each local school board and intermediate school district develop a policy which recommends avoiding the backing of a school bus whenever possible. At school bus route turnarounds, pupils shall be required to board the school bus before backing through the turnaround.

Turnaround Bus Stops

Placing a stop at a turnaround point is not recommended. However, drivers may have some of these stops assigned on their routes. It is important that they operate in the safest manner possible.

Administrative approval is needed: Pupils can be loaded at a turnaround stop if the stop involves backing into a highway, street or private road only if the school administrator has approved a stop at that intersection. If a stop is not approved for that intersection, drivers must load at least 200 feet before or 200 feet after the turnaround intersection. When loading before or after the turnaround, the procedure for loading on a highway, street, or private road must be followed.

Pupils loaded at a turnaround stop when the turnaround involves backing into a private driveway or private property, pupils should be loaded before backing. It is important to load pupils before backing because the driver cannot see well to the back, and it is possible that a pupil could be hit or run over.

Procedures for Loading Passengers at a Turnaround Stop at an Approved Intersection or Driveway

- The stop should be located just before the intersection/driveway.

- Follow procedures for loading passengers on a highway, street or private road to:
 - Stop
 - Load passengers
 - Leave stop
- Drive just beyond the intersection
- Check mirrors, and secure responsible visual assistant, if possible, before backing.
- Back into intersection. Signal and complete turn.

Placing a stop at a turnaround is not recommended, but is often required by the school district. To perform turnaround stops, drivers must operate as safely as possible. The concept for unloading remains the same. If possible, keep the passengers on the bus during backing maneuvers.

Remember, the alternately flashing red lights cannot be used when backing. Pupils cannot be unloaded at a turnaround stop if the stop involves backing into a highway, street or private road because of the requirement to provide a 200 feet notice with your alternately flashing lights.

Pupils should not be unloaded 200 feet before the turnaround if the stop involves backing into a highway, street or private road because of the possibility that the pupils might walk to the turnaround before the driver has an opportunity to complete the backing maneuver.

Pupils should be unloaded 200 feet after the turnaround intersection. When unloaded after the turnaround, the procedure for unloading on a highway, street or private road must be followed.

Procedure for Unloading Passengers at a Turnaround Stop at a Private Driveway

Procedure for unloading passengers at a turnaround stop on a private driveway or private property:

- Do not use the alternately flashing lights. The hazard warning lights may be used when stopped and when backing.
- Stop just beyond the private driveway or private property.
- Complete backing maneuver.
- Unload passengers.
- Signal and complete turnaround.

Loading at a Turnaround Stop

1. Pick up students
2. Pull past the intersection or driveway
3. Back into the intersection or driveway

Unloading at a Driveway Turnaround Stop

1. Pull past the driveway
2. Back into the driveway and unload students

3. Complete turnaround

Unloading at an Intersection Turnaround Stop

1. Pull past the intersection
2. Back into the intersection
3. Check Traffic. Pull back onto roadway. Activate alternately flashing lights for 200 feet
4. Unload students

Intersection Stops are Illegal and Unacceptable High Risk

A school bus stopping either partially or completely in an intersection to receive or discharge pupils is not legal in Michigan. 257.1855(2) (g) indicates the bus driver must signal at least 200 feet prior to the stop on the roadway on which the stop takes place. Parts 8a and 8b of the same section describes the minimum sight distance requirement for a school bus stop. See "Clear and Continuous Visibility" on pages 11 and 12 of this manual.

When a school bus completely blocks the intersection, it is on two roadways. A school bus can only signal traffic on one of the roadways. A school bus that turns and stops in the intersection to drop off or pick up schoolchildren, will not be positioned so approaching motorists on both roadways can easily see the overhead amber and red lights or hazard lights. It may also not meet the hazard light requirement to allow traffic to safely flow around the bus. It would also not meet the red light stop requirement for signaling traffic for 200 feet on the roadway where the stop will take place.

The Risks of Intersection Stops:

- School buses obstruct traffic on two roadways.
- While stopped in an intersection, a school bus simultaneously occupies and/or obstructs traffic on two roadways. The school bus driver cannot carry out the required traffic control on both roadways.
- When turning into an intersection, a school bus driver shall signal for 200 feet prior to stopping to drop off or pick-up schoolchildren.
- Traffic cannot safely flow around a school bus.
- Approaching motorists may not have a completely clear and continuous view of a school bus.

Vehicle Violations in a School Bus Zone

PA 59 and 60 of 2011 increased the penalties for violations of traffic laws around a school bus for persons responsible for a moving violation in the school bus zone.

- Defines a "school bus zone" as the area lying within 20 feet of a school bus that has stopped and is displaying two alternately flashing red lights
- Moving violation causing injury is a misdemeanor, punishable by a maximum \$1,000 fine, up to 1 year imprisonment, or both
- Moving violation that causes death is a felony, punishable by a maximum \$7,500 fine, up to 15 years imprisonment, or both
-

Michigan Attorney General Opinion - Bus Stops and Age of Student Passengers

Age of student passengers (Attorney General's Opinion No. 58258, December 9, 1980, Title: Liability for negligent act of school bus driver discharging children at bus stop): "Selection of bus stops for receiving and discharging students must be exercised with reasonable care so that the bus stop is in a place of safety. What constitutes a place of safety depends upon the **age**, **experience** and **ability** of the student passengers. Thus, ... the Court said that a place of safety for an 18-year-old high school senior of ordinary intelligence and experience might be a place of peril for an inexperienced 6-year-old first grader.

Conflict De-escalation Techniques

School bus drivers are some of the best managers of student behavior in a school system. On a daily basis, each driver uses positive behavior intervention supports to reinforce the expectations for proper behavior that they have established. This means one has established rules that state the behavior you want to see, explaining and re-explaining these expectations as needed and reinforcing the correct behavior you see on a consistent basis.

Preventing Problem Behavior on your Bus - (From CPI, crisisprevention.com)

- Get to Know Your Students
- Be a Positive Role Model
- Respect Student's Personal Space
- Be Aware of Body Language
- Establish Rules
- Set Limits When Rules Are Broken
- Remain Calm

Occasionally, one may have a situation that is dramatically different than the day-to-day reminders and corrections of behavior. These "crisis situations" may call for different tactics to manage and to de-escalate them.

Remember, the earlier you intervene, the better your chances are of solving the situation. Giving a response to students' behavior that is a directive, offers the student simple directions and a choice with simple limits, and is usually the best form of initial intervention.

When a student becomes physically aggressive to other students, personal safety techniques and an intervention plan may become necessary. Two basic principles can be used to avoid being struck by the student; 1) using an object to obstruct the strike and 2) blocking or moving to avoid a strike.

If you are grabbed by a student, remember that there are weak points in every grab. Using that weak point can assist you in being released from the grab. When you have a situation where you are grabbed, your goals are to get free and to protect your students.

If you have a situation where students are fighting, you should have a response plan. First pull over to the side of the road as soon as it is safe. Once stopped, use distraction techniques such as a loud noise, to try and interrupt the fighting. If this

does not get the desired results, attempt to use verbal interventions; shout "stop fighting" loudly and if your verbal intervention is not effective, evacuate other students from the bus if possible. In either event, make contact with outside help such as your dispatcher, or if needed, contact law enforcement directly.

Schools and school buses are no place for weapons. If you determine a weapon is on your bus, advance planning with your school district is important. Your district's plan may call for you to contact your dispatcher or law enforcement, if possible. Try to stay calm. Do not try to disarm or restrain the student as it may escalate the individual's unwanted behaviors. Talk quietly in an even voice and try to keep the student with the weapon talking. Negotiate with the student and try and get as many little yes's as possible and remember that time is your ally. As more time passes, the chance for a positive outcome is greater. Incidents involving weapons are dangerous emergency situations that are best left to professionally trained law enforcement personnel, so always contact outside assistance when possible.

Finally, if you have a serious incident, remember that having someone to talk to about the crisis is available and important for you to use.

Further training is available through organizations such as the Crisis Prevention Institute (CPI). CPI's *Nonviolent Crisis Intervention* training program and resources are offered by some school districts around the state. Check with your supervisor if additional training is desired. *Conflict De-escalation section ©CPI 2013. All content herein used with the permission of Crisis Prevention Institute Inc. All rights reserved. Learn more about CPI at <http://crisisprevention.com>.*

Bus Security

Evacuation and Emergency Procedures

School bus security begins with the school bus driver and the established procedures of the school district. School bus drivers control the entrance door that allows access to the bus. Keeping the door closed when there is a potential threat outside the bus may be the first line of defense.

Sample School District Policy for Dangerous and Illegal Weapons*

The safety of students and staff is of paramount importance, and control of dangerous and/or illegal weapons is a particularly sensitive and critical responsibility. No weapon or other device that poses a danger to anyone in the vehicle shall be permitted. If a staff member discovers such a weapon or device, he/she should take the following actions:

- A. Radio for help immediately.
- B. Avoid attempts to disarm the student unless the situation appears to be life threatening.

Sample School District Policy of the Evacuation of Bus*

The following procedures are to be followed when evacuating the school bus.

- A. Stop bus, if not already stopped, off the road and out of the mainstream of traffic, if possible.
- B. Put on emergency flasher lights and immediately issue orders as to which exit(s) are to be used.
- C. Maintain calm and direct students to "walk - not run", "not to take books, lunch boxes", etc., and "to be careful when disembarking".
- D. Send someone or call for help after making sure that all students are evacuated.
- E. Form students into a group at least 100 feet from the bus and as far away from traffic as feasible.
- F. Check bus list to ensure all students are accounted for and are in good condition.
- G. Emergency evacuation of disabled students may require modification of the above procedures.

Sample School District Policy for Evacuation Drills*

The Director of Transportation shall organize and conduct three (3) emergency exit drills for all students who ride school buses to and from school.

- A. Each of the following three (3) emergency procedures shall be conducted at least once annually:
 - 1. Everyone exits through the front entrance door
 - 2. Everyone exits through the rear emergency door
 - 3. Front half exits through the front door and rear half exits through the rear door
- B. All drills shall be arranged and scheduled by the Director of Transportation in cooperation with principals. School bus drivers will conduct the drill sessions.
- C. Drills shall be held on school property, when possible, and not on the bus route.
- D. The driver shall stay in the bus during evacuation drills. The parking brake must be set, ignition turned off, and transmission in gear or park.
- E. Children shall not take lunch boxes, books, etc., when they leave the bus.
- F. Students shall assemble at a distance of at least 100 feet from the bus in an "emergency drill" and remain there until given further directions.

* From NEOLA Corporation, Stow, Ohio

What Would You Do?

School Bus Driver Situational Scenarios

Categories: Emergency Situations, Distracted Driving, Loading and Unloading, Special Needs Students, Pre-trip Inspections, Bully on the Bus, Field Trips and Winter Driving.

Your instructor will be dividing the class into several small groups. After the groups have been established, each group will receive a list of school bus driving scenarios, including things that may happen from day to day with a school bus, as well as a copy of PA 187 school bus laws.

Each group will be assigned one or two of the scenarios to review, discuss and then write down the action steps they would take to solve or deal with the scenario and finally, list the law, rule or school policy that will support their action steps.

After a few minutes, the instructor will ask each group to report the scenario, action steps and the supporting law, rule or school policy.

**MICHIGAN VEHICLE CODE (EXCERPT)
Act 300 of 1949**

257.602b Reading, typing, or sending text message on wireless 2-way communication device prohibited; use of hand-held mobile telephone prohibited; exceptions; "use a hand-held mobile telephone" defined; violation as civil infraction; fine; local ordinances superseded.

Sec. 602b.

(1) Except as otherwise provided in this section, a person shall not read, manually type, or send a text message on a wireless 2-way communication device that is located in the person's hand or in the person's lap, including a wireless telephone used in cellular telephone service or personal communication service, while operating a motor vehicle that is moving on a highway or street in this state. As used in this subsection, a wireless 2-way communication device does not include a global positioning or navigation system that is affixed to the motor vehicle. Beginning October 28, 2013, this subsection does not apply to a person operating a commercial vehicle.

(2) Except as otherwise provided in this section, a person shall not read, manually type, or send a text message on a wireless 2-way communication device that is located in the person's hand or in the person's lap, including a wireless telephone used in cellular telephone service or personal communication service, while operating a commercial motor vehicle or a school bus on a highway or street in this state. As used in this subsection, a wireless 2-way communication device does not include a global positioning or navigation system that is affixed to the commercial motor vehicle or school bus. This subsection applies beginning October 28, 2013.

(3) Except as otherwise provided in this section, a person shall not use a hand-held mobile telephone to conduct a voice communication while operating a commercial motor vehicle or a school bus on a highway, including while temporarily stationary due to traffic, a traffic control device, or other momentary delays. This subsection does not apply if the operator of the commercial vehicle or school bus has moved the vehicle to the side of, or off, a highway and has stopped in a location where the vehicle can safely remain stationary. As used in this subsection, "mobile telephone" does not include a 2-way radio service or citizens band radio service. This subsection applies beginning October 28, 2013.

As used in this subsection, "use a hand-held mobile telephone" means 1 or more of the following:

- (a) Using at least 1 hand to hold a mobile telephone to conduct a voice communication.
- (b) Dialing or answering a mobile telephone by pressing more than a single button.

(c) Reaching for a mobile telephone in a manner that requires a driver to maneuver so that he or she is no longer in a seated driving position, restrained by a seat belt that is installed as required by 49 CFR 393.93 and adjusted in accordance with the vehicle manufacturer's instructions.

(4) Subsections (1), (2), and (3) do not apply to an individual who is using a device described in subsection (1) or (3) to do any of the following:

(a) Report a traffic accident, medical emergency or serious road hazard.

(b) Report a situation in which the person believes his or her personal safety is in jeopardy.

(c) Report or avert the perpetration or potential perpetration of a criminal act against the individual or another person.

(d) Carry out official duties as a police officer, law enforcement official, member of a paid or volunteer fire department, or operator of an emergency vehicle.

(5) An individual who violates this section is responsible for a civil infraction and shall be ordered to pay a civil fine as follows:

(a) For a first violation, \$100.00.

(b) For a second or subsequent violation, \$200.00.

(6) This section supersedes all local ordinances regulating the use of a communications device while operating a motor vehicle in motion on a highway or street, except that a unit of local government may adopt an ordinance or enforce an existing ordinance substantially corresponding to this section.

History: Add. 2010, Act 60, Eff. July 1, 2010 ;-- Am. 2011, Act 159, Imd. Eff. Sept. 30, 2011 ;-- Am. 2012, Act 498, Eff. Mar. 28, 2013 ;-- Am. 2013, Act 36, Imd. Eff. May 21, 2013

NOTES

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NOTES
ON
PAGE 31

Answer Sheet (CE 2015-2017)

Name: _____ District: _____ Date: _____

True or False

- | | |
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| 1. _____ | 16. _____ |
| 2. _____ | 17. _____ |
| 3. _____ | 18. _____ |
| 4. _____ | 19. _____ |
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Multiple Choice

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| 26. _____ |
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