

BUS DRIVER RESPONSIBILITIES

The School Bus Driver

The school bus driver shall meet the requirements for school bus drivers set forth by the Wisconsin DOT.

The safety and health of the bus riders shall be the first consideration of the bus driver at all times. The bus driver shall be an example of dignified personal behavior and cleanliness, and be interested in understanding children.

The bus driver shall be responsible for maintaining order among the students when they are being transported between their homes and the schools.

1. The driver shall:

- a. Stop the bus to discipline riders.
 - b. Report any disciplinary cases to the student's principal, who shall inform the respective parent/guardian of such misconduct.
 - c. Pick up and discharge pupils only at designated stops.
 - d. Remain on the bus until all students have been discharged. The driver will check the bus at the end of every trip to ensure that no one is left on the bus.
 - e. Always comply with the instructions regarding route, schedule, and loading and unloading procedures.
 - f. Follow the Wisconsin DOT Order M.V.D. 516 which specifies that when children are obliged to cross the road, the driver shall make sure the road is clear before giving the hand signal to allow children to cross and the bus shall not proceed until children are safely across the street or highway. Instruct your riders to be on the lookout themselves, but you are required to remind them frequently relative to the above regulation and procedure.
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- g. Drive with due consideration for the efficient and economical operation of the transportation system.
 - h. Keep riders out of the back seats on foggy or slippery days as much as possible to avoid injury in case of rear end collisions.
 - i. Always drive defensively. Be ALERT.
 - j. Keep the bus clean inside and out.
2. The driver shall not:
- a. Administer corporal punishment to riders on the bus.
 - b. Put a rider off the bus to walk home or walk to school.
 - c. Refuse an authorized student rider to board the bus.
 - d. Be required to notify a student that he/she is not authorized to ride the bus. This will be the responsibility of the administration to notify the student and the parents or guardian.
 - e. Leave the bus while motor is running and there are passengers on the bus.
 - f. Fill the gas tank while students are on the bus.
 - g. Exceed the posted speed limit.
 - h. Use cell phones while bus is in motion.

Adopted: _____

Last Revision: January 8, 2014

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