

Inspection/Cargo/Compliance



Indiana Department of Education

1

Fueling

It is the driver's responsibility to keep the bus at proper fuel levels.

What fuel type does the bus take?

Know district policy on what fuel level a bus must maintain

Be careful to avoid any fuel spillage. Report any spillage immediately to garage personnel so they may apply absorption material.

Turn the engine off before fueling. Never leave the pump unattended while fueling.

Never fuel a bus with passengers onboard.

If a fire occurs know emergency procedures to stop fuel flow.



Indiana Department of Education

2

Idling

STAI School Bus idling policy resolution

Section 1: Bus Warm-up

At 32 degrees or above, buses will be allowed to idle for up to five (5) minutes;

From 20 degrees to 32 degrees buses will be allowed to idle for up to fifteen (15) minutes;

From 20 degrees and below, buses will be allowed to idle for up to thirty (30) minutes; or until front windows are defrosted and all safety equipment is operable.

Section 2: Loading/Unloading at Schools

All buses arriving at schools to load or unload students who are going to remain at the school longer than three (3) minutes will turn off their engines after the appropriate cool-down time and leave them off until the buses are ready to depart. This section also applies to field trips and arrival and departure from those locations.

Section 3: Auxiliary Equipment/Extreme Temperatures

When extreme temperatures require the idling of the bus to maintain a reasonable level of comfort inside the bus, the above sections may not apply. This section also applies to auxiliary equipment (i.e. lift equipment for loading and unloading students with disabilities.) However, the limiting of extended idling times is still encouraged.

Indiana Department of Education

3

Baggage and Cargo Management

Loading and Trip Start

Do not allow riders to leave carry-on baggage in a doorway or aisle. There should be nothing in the aisle that might trip other riders. Secure baggage and freight in ways that avoid damage and: Allow the driver to move freely and easily.

Baggage Compartments

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

Hazardous Materials

Watch for cargo or baggage containing hazardous materials. Most hazardous materials cannot be carried on a bus



Indiana Department of Education

4

Passenger Safety Awareness Briefing

Emergency exits - Point out the location of all emergency exits (push-out windows, roof vent, and side door) and explain how to operate them. Emphasize that, whenever feasible, the motorcoach door should be the primary exit choice. Encourage able-bodied passengers to assist any injured or mobility-impaired passengers during an emergency evacuation. Provide passengers with sufficient guidance to ensure compliance with 49 CFR 392.62, "Safe operation, buses."

Seat Belt Use - If equipped, recommend the use of shoulder/lap seat belts whenever passengers occupy any seating position.

Emergency Contact - Advise passengers to call 911 by cellular telephone in the event of an emergency.

Driver Direction - Advise passengers to look to the driver for direction and follow his/her instructions.

Fire Extinguisher - Point out the location of the fire extinguisher.

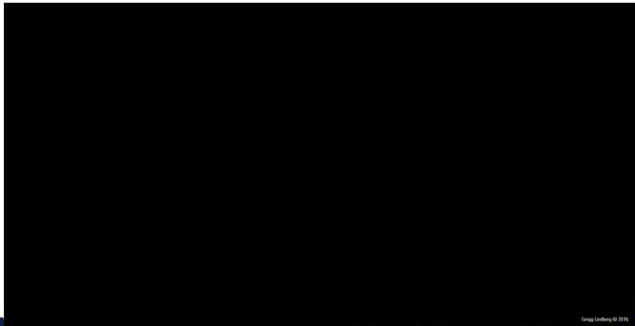
Restroom Emergency Push Button or Switch - Inform motorcoach passengers of the emergency signal device in the restroom.

Avoiding Slips and Falls - Warn passengers to exercise care when boarding and exiting the motorcoach and to use the handrail when ascending or descending steps. Encourage passengers to remain seated as much as possible while the motorcoach is in motion. If it is necessary to walk while the motorcoach is moving, passengers should always use handrails and supports.

Indiana Department of Education

5

Americans with Disabilities Act



Indiana Department of Education

6

Whistleblower/Coercion

Coercion occurs when a motor carrier, shipper, receiver, or transportation intermediary threatens to withhold work from, take employment action against, or punish a driver for refusing to operate in violation of certain provisions of the Federal Motor Carrier Safety Regulations (FMCSRs), Hazardous Materials Regulations (HMRs) and the Federal Motor Carrier Commercial Regulations (FMCCRs). Coercion may be found to have taken place even if a violation has not occurred. An example of coercion is when a motor carrier terminates a driver for refusing to accept a load that would require the driver to violate the hours of service requirements. The following must have occurred in order for coercion to have existed:

- A motor carrier, shipper, receiver, or transportation intermediary request a driver to perform a task that would result in the driver violating certain provisions of the FMCSRs, HMRs, or the FMCCRs;
- The driver informs the motor carrier, shipper, receiver, or transportation intermediary of the violation that would occur if the task is performed, such as driving over the hours of service limits or creating unsafe driving conditions; and
- The motor carrier shipper, receiver, or transportation intermediary make a threat or take action against the driver's employment or work opportunities to get the driver to take the load despite the regulatory violation that would occur.

To address the problem of coercion, the Federal Motor Carrier Safety Administration (FMCSA) adopted the Prohibiting Coercion of Commercial Motor Vehicle Drivers (Coercion Rule). The Coercion Rule explicitly prohibits motor carriers, shippers, receivers and transportation intermediaries from coercing drivers to operate in violation of certain FMCSA regulations, including the drivers' hours-of-service limits, the commercial driver's license (CDL) regulations, the associated drug and alcohol testing rules, HMRs, and some of the FMCCRs. The Coercion Rule allows drivers to report incidents of coercion to FMCSA and authorizes FMCSA to issue penalties against motor carriers, shippers, receivers, or transportation intermediaries that have coerced drivers.

Indiana Department of Education



7

Penalties and Fines

8

FMCSA Penalties and Fines

The Federal Motor Carrier Safety Administration is responsible for ensuring full compliance with all Federal Motor Carrier Safety Regulations (FMCSR) required of truck, bus and motorcoach companies regulated by the U.S. Department of Transportation.



Knowing falsification of records	\$12,695	\$12,383
Non-recordkeeping violations	\$15,418	\$15,040
Non-recordkeeping violations by drivers	\$3,855	\$3,780
Alcohol prohibition violations (first offense)	\$3,174	\$3,096
Alcohol prohibition violations (second or subsequent conviction)	\$6,348	\$6,192
Commercial driver's license violations	\$5,732	\$5,591
Special penalties pertaining to violation of OOS orders (first conviction)	\$3,174	\$3,096
Special penalties pertaining to violation of OOS orders (second or subsequent conviction)	\$6,348	\$6,192
Knowingly allowing, authorizing employee violations of OOS order (presumed)	\$5,732	\$5,591
Knowingly allowing, authorizing employee violations of OOS order (measured)	\$31,737	\$30,956
Special penalties pertaining to railroad-highway grade crossing violations	\$16,453	\$16,048
Financial responsibility violations	\$16,915	\$16,499
Violations of Hazardous Materials Regulations and Safety Permitting Regulations (transportation or shipment of hazard)	\$81,993	\$79,976
Violations of Hazardous Materials Regulations and Safety Permitting Regulations (training) (minimum penalty)	\$493	\$481
Violations of Hazardous Materials Regulations and Safety Permitting Regulations (training) (maximum penalty)	\$81,993	\$79,976

Indiana Department of Education



9

Roadside Inspections

Purpose:

The FMCSA defines roadside inspections as "examinations of commercial motor vehicles and/or drivers by Motor Carrier Safety Assistance Program Inspectors." It's the FMCSA that is tasked with improving the safety of our roadways, and they do that in part by reducing the number of crashes, injuries, and fatalities involving large trucks.



Indiana Department of Education

10

Level I: North American Standard Inspection

- Brake, electrical, exhaust, and fuel systems
- Cargo securement
- Coupling devices
- Driveline/driveshaft mechanisms
- Frames
- Hazardous materials compliance
- Lighting devices (headlamps, taillamps, turn signals, etc.)
- Steering mechanisms
- Suspensions
- Tires (including hubs, rims, wheels)
- Van and open-top trailer bodies
- Windshield wipers

Level II: Walk-Around Driver/Vehicle Inspection

Level III: Driver/Credential/Administration Inspection

Level IV: Special Inspections

Level V: Vehicle-Only Inspection



Indiana Department of Education

11

Level VI: North American Standard Inspection for Transuranic Waste and Highway Route Controlled Quantities (HRCQ) of Radioactive Material

A Level VI inspection is the review of select radiological shipments and if the CMV is compliant with regulations surrounding the transport of radioactive materials. The inspection includes enhancements to the North American Standard Level I Inspection, radiological requirements, and the North American Standard Out-of-Service Criteria for Transuranic Waste and Highway Route Controlled Quantities of Radioactive material.

Level VII: Jurisdictional Mandated Commercial Vehicle Inspection

A Level VII inspection doesn't fit into the requirements of any of the other inspection levels. **It includes things like school buses,** taxis, courtesy shuttles, limos, etc.

Level VIII: North American Standard Electronic Inspection

A Level VIII inspection is conducted electronically without direct interaction of an inspector while the vehicle is still in motion.

Indiana Department of Education

12

Handling and Documenting Cargo

Inspecting Cargo

As part of your Vehicle inspection, make sure the truck is not overloaded and the cargo is balanced and secured properly

Cargo Weight and Balance

You are responsible for not being overloaded. Definitions You Should Know Gross Vehicle Weight Rating (GVWR). The value specified by the manufacturer as the loaded weight of a single vehicle.

Securing Cargo

Blocking is used in the front, back, and/or sides of a piece of cargo to keep it from sliding. On flatbed trailers or trailers without sides, cargo must be secured to keep it from shifting or falling off. Other thing to consider are header boards to protect you from your cargo.

Cargo Needing Special Attention

Securing for hanging meat, livestock and over size loads.

Documenting cargo

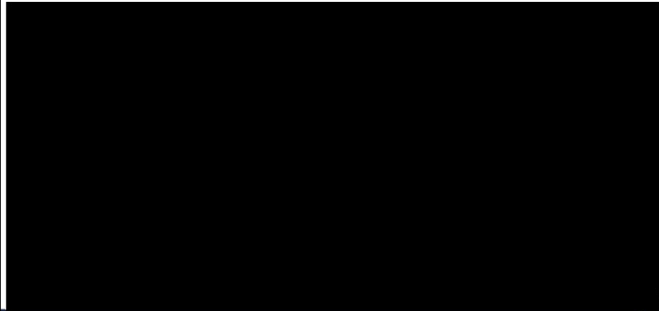
Transport Documents: **CMR, Bill of Lading, Air Waybill.** Transport documents lie at the heart of international trade transactions. These documents are issued by the shipping line, airline, international trucking company, railroad, freight forwarder or logistics company.

Indiana Department of Education



13

Environmental Compliance



Indiana Department of Education



14

Hours of Service

Who Must Comply?

In general, a CMV is a vehicle that is used as part of a business and is involved in interstate commerce and fits *any* of these descriptions:

- Weighs 10,001 pounds or more
- Has a gross vehicle weight rating or gross combination weight rating of 10,001 pounds or more
- Is designed or used to transport 16 or more passengers (including the driver) not for compensation
- Is designed or used to transport 9 or more passengers (including the driver) for compensation
- Is transporting hazardous materials in a quantity requiring placards

Indiana Department of Education



15

11-Hour Driving Limit (Trucks)
May drive a maximum of 11 hours after 10 consecutive hours off duty.

10-Hour Driving Limit (Passenger vehicles)
May drive a maximum of 10 hours after 8 consecutive hours off duty.

30-Minute Driving Break
Drivers must take a 30-minute break when they have driven for a period of 8 cumulative hours without at least a 30-minute interruption. The break may be satisfied by any non-driving period of 30 consecutive minutes (i.e., on-duty not driving, off-duty, sleeper berth, or any combination of these taken consecutively).

60/70-Hour Limit
May not drive after 60/70 hours on duty in 7/8 consecutive days. A driver may restart a 7/8 consecutive day period after taking 34 or more consecutive hours off duty.

Short-Haul Exception
A driver is exempt from the requirements if: the driver operates within a 150 air-mile radius of the normal work reporting location, and the driver does not exceed a maximum duty period of 14 hours. Drivers using the short-haul exception, (1) must report and return to the normal work reporting location within 14 consecutive hours and stay within a 150 air-mile radius of the work reporting location.



Indiana Department of Education

16

Fatigue and Wellness

Unlike truck drivers, who are bound by a schedule, a charter/school bus driver is also bound by a schedule but also demands from passengers. This can cause a delay, but also have a driver on the road longer than expected. Many wrecks and fatalities according to the FMCSA, the root cause was driver fatigue. A driver must make sure they are rested and in good health when getting behind the wheel of a CMV



Indiana Department of Education

17

Fatigue and Wellness

Driver Issues
Motorcoach driver-related issues that affect fatigue and stress include wellness, lifestyle, personal accountability, and exceeding one's limits. Drivers' physical fitness, diet, and personal living habits influence their levels of fatigue and stress on the job. A driver's level of personal accountability for his or her actions (i.e., holding oneself to personal and professional standards) as another influence. In addition, many motorcoach drivers exceed their physical limits in accepting additional work because of economic benefit or company need, thus delaying or ignoring their need for rest.

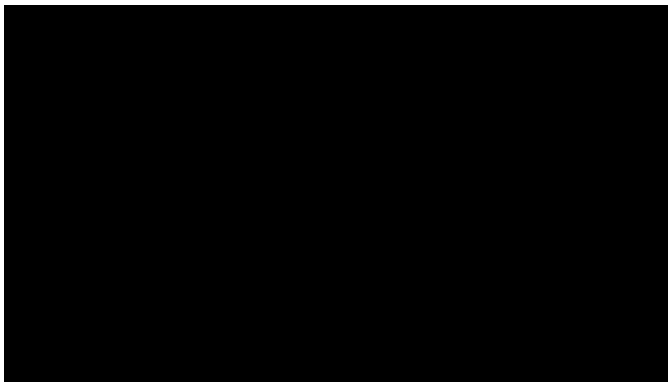


Indiana Department of Education

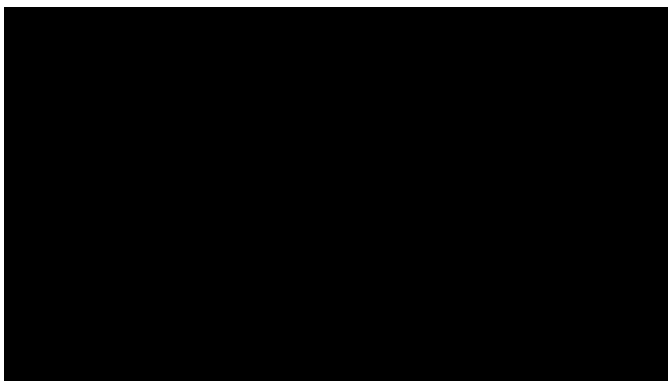
18



19



20



21

Busing on the Lookout (BOTL)

22

Be Security Aware!

- Is there a policy in place? If so do you know it?
- Have you trained your students on what to do in the event of an active shooter or weapon onboard?
- Have you trained your students on noticing suspicious people at or around the bus stop?
- Is there policies at your district about what is allowed on the bus and what isn't, if so have you reviewed these with your students?
- Does your school district use communication codes to alert transportation of a weapon onboard, or an intruder is on the bus?
- In most cases the school bus driver is the only adult on the bus, have you went over what you would do if faced with an active shooter or student with a weapon, if you have an aide onboard have you discussed a "plan of action"?

Indiana Department of Education



23

Training is Key

- Train your students on what to do in the event of an active shooter
- Have a written copy of emergency numbers for the students and instructions in the event of an active shooter or any emergency. Ensure the kids know where to find them on the school bus
- Talk to your school security personnel and school resource officers (SRO) on a plan of action to better assist them and emergency personnel in the event of an active shooter
- Talk to your students about reporting suspicious vehicles near the bus stop, and don't be afraid to report when a student may have a weapon onboard or a student has talked about doing harm to others or themselves.
- You can never be fully prepared for an active shooter or terrorist act, but as a school bus driver you want to ensure you have prepared yourself and your students in the event a situation ever arise.

Indiana Department of Education



24

Route and Stop Reviews D1.11



Indiana Department of Education

25

Annual Review of Routes

IC 20-27-10-0.5 Annual review of school bus routes and school bus safety policies; information on Internet web site

Sec. 0.5. (a) On or before September 1, 2019, and each September 1 thereafter, each school corporation, charter school, and accredited nonpublic school that provides transportation for students must review the school's school bus routes and school bus safety policies to improve the safety of students and adults.

(b) The state school bus committee, in consultation with the department, shall develop and post on the department's Internet web site school bus safety guidelines or best practices. The guidelines or best practices must include procedures to be taken to ensure that students do not enter a roadway until approaching traffic has come to a complete stop.

(c) In addition to the requirements under subsection (b), the department, in consultation with the department of transportation, shall include on the department's Internet web site information on how an individual or school may petition to reduce maximum speed limits in areas necessary to ensure that students are safely loaded onto or unloaded from a school bus.

Page 27

Indiana Department of Education

26

Driver Responsibility

- ✓ Review your route sheet
- ✓ Practice running your route before school starts
- ✓ Report any hazards or construction
- ✓ Report a high number of parked vehicles near your stop
- ✓ Report if roadway is too narrow for your bus
- ✓ Concerns about crime or danger near the stop
- ✓ Report if you can't make it to stops on time under normal conditions.
- ✓ Immediately report bus overloading and under loaded

Indiana Department of Education

27

Post Crash Procedures D1. Emergency Exit and Evacuation D1.5



Indiana Department of Education

28

My choice... their ride.

FACT: School buses are designed to be safer than passenger vehicles in avoiding crashes and preventing injury.

SOURCE: AMERICAN SCHOOL BUS COUNCIL

CRUSH STANDARDS, SIZE AND HEIGHT	Trained in accident management
FLASHING RED LIGHTS	Participate in pre-trip inspections and safety checks
WELL-TRAINED AND SCREENED DRIVERS	Employed during school hours
CHRYSLER DESIGN	Trained in emergency evacuation
REINFORCED SIDES	Trained in accident management
BRUSH COIL	Trained in emergency evacuation
STOP SIGN ARMS	

NHTSA National Highway Traffic Safety Administration

LEARN THE FACTS
PLAY IT SAFE
www.schoolbussafety.org

Today's school buses are built with safety in mind. They are tougher, smarter and more thoroughly maintained than ever before. School bus drivers are required to receive special security and medical training, and undergo regular drug and alcohol testing to provide a safe ride for your child. And school bus traffic laws are strictly enforced. Find out what you don't know about school bus safety. Learn the facts and play it safe. Visit www.schoolbussafety.org for more information.

29

Evacuation



Indiana Department of Education

30

Bus Evacuation Drill - Law

IC 20-27-3-6.5 Committee to adopt and enforce rules concerning proper fastening of safety belt on school bus passenger's body and conducting a school bus passenger evacuation drill

Sec. 6.5. The committee shall adopt and enforce rules under IC 4-22-2 to require that a school bus driver operating a school bus do the following at least one (1) time each semester:

(1) If the school bus is equipped with safety belts meeting the standards set forth in IC 9-19-10-2, provide instruction to the passengers on the school bus on the proper fastening of the safety belt about the passenger's body.

(2) Conduct a school bus passenger evacuation drill.

Page 6

Indiana Department of Education

31

Three Categories for Evacuation

- Fire
- Danger of Fire
- Unsafe Location

Indiana Department of Education

32

Evacuation Situations



Indiana Department of Education

33

Carrollton, KY Bus Crash



Indiana Department of Education

34



35



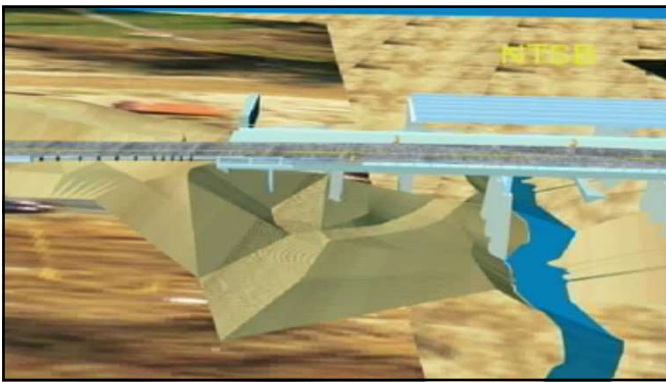
36

Omaha, NE, 2001



Indiana Department of Education

37



38

Safety Belt Instruction - Regulation

Rule 10. Safety Belt Instruction and Bus Evacuation Drills

575 IAC 1-10-1 Safety belt instruction

Sec. 1. (a) A school bus driver operating a school bus that is equipped with safety belts meeting the standards set forth in IC 9-19-10-2, not including the driver's safety belt, shall at least once a semester provide instruction to the passengers on the school bus on the proper fastening of the safety belt.

(b) The instruction shall include the following:

- (1) Proper position of the safety belt when fastened.
- (2) How tight the safety belt should be when fastened.
- (3) Improper safety belt placement.
- (4) Requirements for use of safety belts.
- (5) Consequences of failure to use or improperly using safety belts.

(c) Documentation of the completed training for each bus shall be reported to the designated school corporation or private school representative.

(d) Documentation of the completed training for each district or private school shall be reported to the department of education by June 30 of each year.

Indiana Department of Education

39

Evacuation Drill - Regulation

575 IAC 1-10-2 Bus evacuation drills

Sec. 2. (a) A school bus driver operating a school bus shall at least once a semester conduct a school bus passenger evacuation drill.

(b) All school bus passenger evacuation drills shall meet the following minimum standards:

- (1) Be completed in two (2) minutes or less.
- (2) Be conducted within forty-five (45) school days of the beginning date of each semester.
- (3) Use only emergency exit doors or service door for the passenger evacuation drill.
- (4) Driver must be present at all passenger evacuation drills.

Indiana Department of Education 

40

575 IAC 1-10-2 Bus evacuation drills (continued)

(c) At the completion of each school year, the bus passenger evacuation drills for each school corporation or private school shall have included the following:

- (1) The use of all emergency exit doors and service door.
- (2) One (1) drill with the school bus driver not directing the passenger evacuation drill.
- (3) Each student receiving appropriate instruction for the passenger evacuation drill.
- (d) Documentation of the bus passenger evacuation drill shall be reported to the designated school corporation or private school representative.
- (e) Documentation of the bus passenger evacuation drill for each school corporation or private school shall be reported to the department of education by June 30 of each year.
- (f) Any student exempted from physical participation in a passenger evacuation drill shall have documentation on file at the school.

Indiana Department of Education 

41

Practice...

- on school property
- at least 2 times per year
- exchanging roles among kids
- allowing the kids to open emergency exits
- utilizing different exits each time
- documenting date, exits used, and the time it took to completely evacuate the bus during the drill

Indiana Department of Education 

42

Evacuation



Indiana Department of Education

43

Exits

IC 9-21-12-18 School bus and special purpose bus; obstruction of emergency exits and doors; driver penalties; employer penalties

Sec. 18. (a) Whenever a school bus or special purpose bus is transporting passengers, the school bus or special purpose bus emergency escape exits, doors, emergency exit windows, roof exits, and service doors must be free of any obstruction that:

- (1) inhibits or obstructs an exit; or
- (2) renders the means of exit hazardous.

(b) A driver who knowingly operates a school bus or special purpose bus in violation of subsection (a) commits a Class C misdemeanor.

(c) A person who knowingly directs a driver to operate a school bus or special purpose bus in violation of subsection (a) commits a Class C misdemeanor.

Page 26

Indiana Department of Education

44

Obstructing Emergency Exits



Indiana Department of Education

45



46



47

Classes of Fires

Class	Characteristic	Items on a school bus, in that class (not an exhaustive list)
A	Ordinary combustible materials (leaves an ash)	Seats (largest combustible fuel source), paper, plywood floors and seat bottom, rubber (tires), flooring, clothing, backpacks, student possessions, etc
B	Flammable liquids	Fuel, hydraulic fluid, transmission fluid, antifreeze, grease, windshield washer fluid, lysol (in driver compartment), wheel bearing grease, power steering fluid, etc
C	Electrical	Miles of wire, heater/defroster, lights, battery, electronics, fans, etc
D	Flammable metals	Aluminum (window frames, trim panels, access covers), Magnesium, Phosphorus

Indiana Department of Education

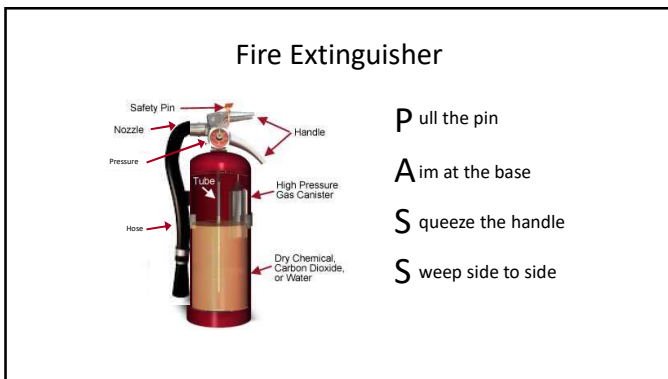
48



49



50



51

Closing!

- Q & A
- Homework
- Final Video

Indiana Department of Education

52



53
