

Employee Safety Handbook

Bus Drivers



SAFETY RULES, POLICY AND PROCEDURES

Sumter County Schools

Safety is everyone's job

Introduction

The goal of this Safety and Health Loss Training Manual is to provide employees with guidelines and standards to improve the safety, health, and welfare of employees and students.

Safety is of the utmost importance to the Sumter County School Board; only when safety is achieved can all other goals be meaningfully obtained. The responsibility for safety is shared throughout the organization and our collective best efforts are necessary to promote safety for ourselves and those with whom we work.

It is necessary that you carefully study this manual, participate in district safety in-service and receive site based on-site job training. All these efforts are directed at insuring that you possess adequate information to enable you to be a SAFE employee.

In Safe Schools, Everyone Wins!

General Safety Rules

1. Wear personal protective equipment, such as foot protection, back supports, bloodborne pathogen protection, and safety glasses or face shields as directed by your supervisor.
2. Damaged or unguarded equipment is not to be used.
3. Do not work or drive while under the influence of alcohol or drugs. Report medications to your supervisor that may impair your ability to operate equipment or vehicles.
4. Use every safeguard provided. After removing guards for maintenance, cleaning or repairs, replace at once.
5. Walk (do not run); watch your step; keep firm footing and balance at all times.
6. When working around equipment, do not wear loose clothing, torn sleeves, key chains, rings, watches or any item that could become entangled in the equipment.
7. Horseplay or practical jokes are prohibited. Avoid distracting others.
8. Long hair must be tied back, wrapped or confined in a manner to prevent being caught in any equipment.
9. Frayed, cut or cracked electrical cords are not to be used. Turn them in to your supervisors for repair or replacement.
10. Use only ladders and step stools to get additional height. (Do not attempt to get additional height from a climbing device by placing it on a box, crate, or other improvised stand.)

General Safety Rules
Continued

11. Equipment is not to be altered, i.e., removing protection guards.
12. Work only in properly lit areas.
13. Never leave materials, tools, or equipment in a position to slide or fall.
14. Keep your work area clean and free of loose objects, stumbling or slipping hazards.
15. Review the safety educational material posted on bulletin boards or distributed in work areas.
16. Report all accidents/injuries, no matter how minor, to your supervisor.
17. Report all unsafe work conditions or procedures observed during the course of work activities to your supervisor.
18. Always keep hands and feet clear of pinch points.
19. Be sure all electrical devices are properly grounded at all times.
20. Never leave an unsafe condition unguarded or unmarked, even temporarily.
21. Inspect each ladder or step stool before using. Be sure ladder is properly positioned and secure at top and bottom.
22. Know the location of fire extinguishers and the policy for their use.
23. Do not walk or run in front of or behind moving equipment.

Lifting

Injuries can be caused by improper lifting techniques and excessive weight.

1. Size up the load; if there is any doubt in your mind of your ability to lift it, get help!
2. Make sure your footing is secure.
3. Place feet close to the base of the object to be lifted.
4. Get a firm grip on the load.
5. Position your feet 6" to 12" apart.
6. Bend at knees, not at back.
7. Keep your back straight.
8. Lift slowly and evenly with your leg muscles and not with your weaker back muscles.
9. Keep objects as close to your body as possible.
10. Set objects down in the same manner as you picked them up, but in reverse.
11. Avoid twisting your back to turn when lifting. If you must change direction while lifting, pivot with your feet and turn your entire body to change direction.
12. Perform movements smoothly and gradually.
13. Hands should be dry and free of grease when lifting.

General Safety Rules Continued

HANDLING MATERIALS

1. Prior to use, inspect materials for slivers, jagged edges, burrs, rough or slippery surfaces.
2. Wipe off greasy, wet slippery or dirty objects before trying to handle them. Keep hands clean and free of grease and oil.



3. When adjusting or changing a grip, set the object down.
4. Never carry glass under an arm. (A fall could sever an artery.)

5. When moving materials on hand trucks or dollies, push rather than pull whenever possible.

6. Get help if the weight, size, bulk, or shape of the article prevents you from maintaining balance and/or puts excessive strain on back or abdominal muscles.



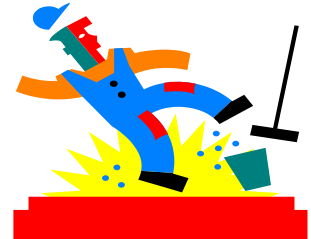
7. When two or more persons are carrying materials, all should face forward whenever possible. If a person must walk backwards, others should be especially alert to slipping, tripping or bumping hazards and issue appropriate verbal directions to the individual.
8. Avoid getting hands or other body parts pinched between the load and other objects around or near it.

General Safety Rules

Continued

SLIPS, TRIPS, AND FALLS

1. Immediately clean up spills, water, oil, and other liquids from the floor by using mop, bucket, oil dry materials, sand, paper towels, and cloth materials. Use caution signs/cones to warn of slippery areas.
2. Pick up all foreign objects from floor surfaces, tiles or stairs to prevent slipping.
3. Be sure that mats and carpets lie flat on the floor.
4. Take short steps, walk slowly, and use hand rails when you have to walk on slippery surfaces or in congested conditions.
5. Keep drawers and doors closed.
6. Avoid blocking your view by carrying/pushing objects so large that you cannot see where you are going.
7. Do not tilt chairs back on two legs.
8. Avoid wet, slick or oily areas by walking around them.
9. Use protective covers when running electrical and other cords across doorways, aisles, or landings.



SAFETY FIRST!

Safety Rules-Bus Drivers

BUS OPERATION

1. At all times, maintain a clear and unobstructed path to emergency equipment and exits from bus.



2. No books, chairs, seats, instruments, equipment or articles shall be transported in the school bus driver's compartment or placed in the school bus aisles.

3. Ensure that the vehicle is free of physical or mechanical defects which present clear or apparent danger to passengers.

4. Report bus defects to your supervisor, or person designated by your supervisor, immediately.
5. Bus conditions which require mechanical adjustments or repairs should be reported, in writing, and signed by the bus driver.
6. All accidents involving personal injury or property damage, *no matter how small*, shall be reported to the driver's supervisor or person designated.
7. Keep all mirrors adjusted.
8. Never coast with the clutch engaged or with an automatic transmission in neutral.
9. Remember that signals from other vehicles do not always indicate the exact intentions of the driver.
10. Never permit a student to stand at the front of the bus or operate the service door handle

Bus Operation

Continued

11. Use sunglasses to reduce glare.

12. Never permit students to occupy the driver's seat on your bus.



13. Always operate pupil warning light systems appropriately when stopping to load or unload passengers as prescribed by law.



14. Make sure all persons are off the bus before refueling.

15. Always shut off the motor and set the parking brake before leaving the bus. Never leave your bus key in the ignition when your bus is parked or unattended.

16. Place gear selector in neutral and set the parking brake after bus has been brought to stop to load or unload pupils at every stop.

17. Drive at a safe speed. Safe speed is a speed in which you have sufficient reaction time in hazardous weather conditions or poor lighting. It is illegal to exceed the posted speed limit.

18. Stop at all railroad crossings.

19. If you must back a bus, do so with proper signals from a responsible person outside and behind the bus, when possible.



20. Drive defensively. Be constantly alert for motorists who are angry, drunk, half asleep, daydreaming, or ill.

Bus Operation

Continued

21. Drive ahead. You can see traffic far in front of the bus. This gives you the chance to spot dangerous situations and react to them. The farther you watch, or drive ahead, the more time you have to react. Your eyes should be constantly screening the traffic ahead. If an accident occurs, you will have time to take evasive action to bring your bus to a safe stop.

22. Start stopping early. The less you use the brakes, the longer they will last, and the better they operate. When you apply the brakes, make it a habit to apply them gently and reduce pressure as you complete your stop. When you develop the habit of stopping early, you will avoid many panic stops.



23. Don't forget to change your driving habits when driving on wet pavement. Traction is poor on wet roads, and it can easily require twice the distance to stop on wet roads than on dry roads. Apply your brakes, intermittently, to avoid a skid. Double your normal following distance. Move to the right to avoid potential head-on collisions. Roads are most slippery just after the rain starts to fall. The water combines with accumulated oil, and the road surface can become as slippery as ice. Avoid high speeds when the road is covered with water because the vehicle can hydroplane, losing contact with the road's surface.

Good tires with deep treads help to maintain traction and maneuverability.



24. Stop the bus only when it can be seen at least 200 ft. by traffic approaching from both directions when making student stops. Stop 12 ft. from students and set parking brake.

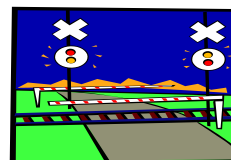
Bus Operation

Continued

25. ALL students must be seated when bus is in motion.
26. Avoid tailgating at all times.
27. Observe the Florida Motor Vehicle Laws.
28. Perform required daily pre-trip inspections on the bus before each run and report any defect affecting safety or economy of operation immediately to garage personnel or supervisor.
29. Keep the bus clean and neat.
30. Post "EMPTY" placard on the rear emergency door when the bus is to be parked or the driver not to be in attendance.

PROCEDURES AT RAILROAD CROSSINGS

General



1. Before crossing any railroad tracks, the bus driver must bring the bus to a complete stop no less than 15 feet and no more than 50 feet from the nearest rail of tracks to the front of the bus.
2. When stopping, drivers shall observe traffic and reduce speed far enough in advance so as to minimize the likelihood that other motorists will rear end the bus.

Bus Operations

Continued-Procedures at Railroad Crossings

3. Before crossing operators must ensure there is sufficient space beyond the farthest rail for the bus to completely clear the crossing. Check for intersections, traffic lights, stopped traffic or any other potential obstructions. Know the length of the bus you are driving and space needed to contain it!
4. When stopped, the driver shall set parking brake and shift into neutral, fully open the service door, driver's window, and listen and look both directions along the tracks for approaching trains. For improved vision and hearing, the driver's window shall be opened and all noisy equipment and radios should be shut off until the bus has cleared the crossing. Always double check track is clear before crossing. The service door shall be closed before proceeding across the tracks.
5. Drivers shall not shift gears or hesitate when the bus is crossing tracks.
6. No driver shall drive a bus through, around or under any crossing gate or barrier at a railroad crossing while such gate or barrier is closed or being opened or closed or flashing.

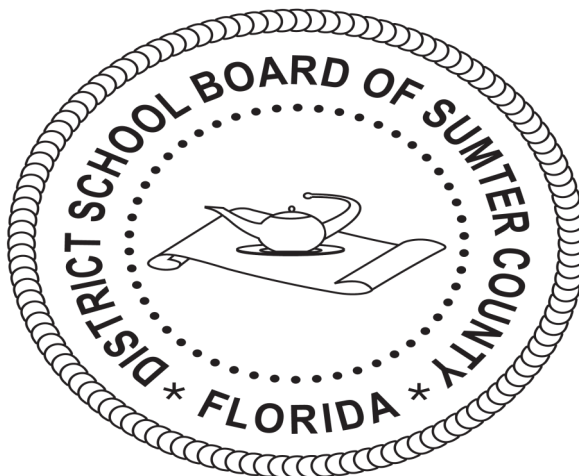
Receipt For Handbook

Acknowledgement of receipt of the Handbook will be recorded on the *Safety Checklist For New Employee Orientation* Form which must be signed, dated and submitted to Human Resources to be retained in personnel files.

Your signature verifies that you will read all sections and refer any questions to your supervisor.

Please note that the safety of all staff and students is paramount.

Welcome to Sumter County Schools.



SAFETY RULES BUS DRIVERS



Don't forget

You are carrying VPC*

Every day on the job.

*(VPC—Very Precious Cargo)

SUMTER COUNTY SCHOOL BOARD

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Webster Elementary School

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