ALABAMA SPECIAL NEEDS SCHOOL BUS DRIVER RECORD & REPORT BOOK

SCHOOL YEAR 20_____ - 20____

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BUS NUMBER	DRIVER NAME	
SCHOOL SYSTEM		

SCHOOLS/AGENCIES SERVED BY TRIPS

(LIST SCHOOLS/AGENCIES IN THE ORDER THEY ARE SERVED IN THE MORNING)

Place an asterisk (*) next to facilities that house programs for students with disabilities that do not operate during the required school hours for the grade levels served.

	SCHOOL/FACILITY	HOURS OF OPERATION
A		to
В		to
C		to
D.		to

ALABAMA STATE DEPARTMENT OF EDUCATION PUPIL TRANSPORTATION SECTION P.O. BOX 302101 MONTGOMERY, ALABAMA 36130-2101 334-694-4545

DR. ERIC G. MACKEY, STATE SUPERINTENDENT OF EDUCATION

PRE-TRIP MEMORY AID

ANY LEAKS

ENGINE
COMPARTMENT
(under hood)
brake fluid level (Type A Bus)
coolant level
oil level
power steering level
transmission level
windshield washer level
water pump belt - 1/2 inch
alternator belt - 1/2 inch
power steering belt - 1/2 inch
hoses

FRONT OF VEHICLE

steering box steering linkage

wires

FRONT SUSPENSION

springs spring mounts shock absorber

FRONT BRAKES

brake drum brake hoses/lines brake chamber slack adjuster - 1 inch

FRONT WHEELS

tires 4/32" no recaps rims hub oil seal

lug nuts valve stem caps

FRONT/SIDE

battery lens covers crossing arm

DRIVER/FUEL AREA

mirrors secure door secure windows secure fuel tank cap secure fuel tank leaks fuel tank cage reflectors

REAR WHEELS

tires - 2/32" may be recaps rims axle seals lug nuts spacers/bud wheels valve stem caps

REAR BRAKES

brake drum brake hoses/lines brake chamber slack adjuster - 1 inch

REAR SUSPENSION

springs spring mounts shock absorber drive shaft

REAR OF BUS

exhaust system

frame

emergency door and holder

lens cover

cleanliness (outside)

ENTRANCES, EXITS, SEATS

step well step well light handrail

emergency door and buzzers emergency windows and buzzers emergency hatches and buzzers seats cleanliness (inside)

EMERGENCY EQUIPMENT fire extinguisher

spare fuses

3 triangular reflectors

first aid kit

emergency cleaning kit

ENGINE START

voltage fuel - 1/2 tank oil pressure gearshift horn steering play - 2 inches windshield mirrors (adjust) windshield washer wiper speeds wiper blades heater defroster

LIGHTS

head bright/dim, turn signals lighting indicators hazard, clearance yellow warning, strobe red flashing, brake stop sign, dome/interior stop sign lights, back-up step well, back-up alarm

Before leaving bus, always bleed the air down until the emergency spring brake applies, the parking brake pops out, and the bus is locked down.

PROCEDURE FOR AIR BRAKE CHECK

- 1. Chock wheels.
- 2. Start the engine and build air pressure to 120 psi.
- 3. Turn the engine off, turn the ignition on and release Parking Brake (off-on-in).
- 4. To <u>CHECK FOR AIR LEAKS</u>, watch air pressure to see that it does not lose more than 2 psi in one minute.
- 5. Place and hold foot on service brake. Watch air pressure gauge to see that it does not lose more than 3 psi in one minute.
- 6. To CHECK THE LOW AIR WARNING

 SYSTEM, pump the brakes down (deplete air from system) until the low air warning light and buzzer come on at approximately 60 psi.
- Continue pumping down until the parking brake knob pops out at approximately 20 to 45 psi.
 This will indicate that the spring brakes have been applied. Remove chocks.
- 8. Start the engine. With the air pressure below 10 psi, place the transmission in gear and slightly press the accelerator to check the EMERGENCY BRAKE SYSTEM. Return transmission back into neutral. Once the air pressure is above 100 psi, place the transmission in gear again and slightly press the accelerator to check the PARK BRAKE SYSTEM. Then, check the SERVICE BRAKE by releasing the Parking Brake and accelerate to approximately 5 mph. Apply pressure to service brake to ensure the bus does not pull side-to-side and stops smoothly.

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ALABAMA STATE DEPARTMENT OF EDUCATION DR. ERIC G. MACKEY, STATE SUPERINTENDENT OF EDUCATION

2022 Edition

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Distracted Driving Tips for Alabama School Bus Drivers

School bus drivers must learn to protect themselves and their passengers and to take fewer risks.

Every second a school bus driver is distracted has the potential for disaster since road conditions can change in a split second.

Avoid These Distracting Activities While Driving:

- Operating electronic devices
- Personal grooming/hair/makeup
 - Adjusting climate controls
 - Eating or drinking
 - Talking with passengers
 - Reading and writing

Do Not Use Cell Phones, Two-Way Radios, or Any Other Electronic Device While Driving Your Bus.

ALABAMA STATE DEPARTMENT OF EDUCATION
PUPIL TRANSPORTATION SECTION

ALABAMA SPECIAL NEEDS SCHOOL BUS DRIVER RECORD & REPORT BOOK CERTIFICATION OF RECEIPT & COMPLIANCE

	SCHOOL YEAR 20	- 20
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This is to certify that I have received a copy of the Alabama School Bus Driver Record and Report Book for the school bus shown below. I further certify that I have read, understand, and will follow the procedures, rules, regulations, and recommendations contained in this document and in the Alabama School Bus Driver Handbook.

School Bus No	_ Date
Driver Name (Print)	
Driver Signature	

This certification is to be completed, signed by the driver, and returned to the school system or agency transportation supervisor to be maintained in the driver's personnel record.

SPECIAL NEEDS STUDENT TRANSPORTATION REGULATIONS

The Alabama Administrative Code, Special Education Services, Chapter 290-8-9-.05 (2) (c), states that "Special education programs must be in operation for at least the length of the regular school term and school day unless the IEP Team specifies a different length of time based on the individual needs of the child."

The start and end time of the school day must be the same for students with disabilities and their nondisabled peers. No student with a disability may receive a shortened school day (a day shorter than a school day for general education students) due to transportation or administrative convenience.

ALABAMA STATE DEPARTMENT OF EDUCATION
PUPIL TRANSPORTATION SECTION
AND
SPECIAL EDUCATION SERVICES SECTION



Tornado Preparedness

Every driver of a school bus should have some basic knowledge of tornado information and the precautionary measures to take when a warning or a sighting is made.

What precautions should a school bus driver take when tornado conditions exist?

- * Abide by local district policy where applicable.
- * Be aware that the spring and fall months are most conducive to tornado activity.
- * Severe weather conditions should be discussed with authorized school officials before leaving the school, particularly if the area is under a "Tornado Watch."
- * If a "Tornado Warning" is in effect, buses should not be loaded and students should remain in the assigned shelter areas inside the school building.

What should a school bus driver do if a tornado is sighted when on the route?

- * The driver should be aware of any or all areas along the route, such as school buildings, churches, public buildings and/or storm shelters, concrete bridges, and other substantial structures that could be used as a tornado shelter.
- * If a tornado funnel is sighted, it is best to evacuate the students from the bus immediately into an appropriate shelter. Trying to outrun a tornado would not be a wise decision.
- * If an adequate shelter area cannot be reached without further endangering the students, a ditch or depression in the immediate vicinity may have to be used. However, this should be done as a last resort. Evacuate the students into the shelter area, being sure that the bus has been positioned far enough and in a direction away from the students so that the wind will not overturn the bus onto them.
- * Radios (AM, FM, or two-way) or other communication equipment should be in operation at all times during threatening weather conditions. Even a portable transistor radio is better than nothing during these threatening periods.

RULES, REGULATIONS, & RECOMMENDATIONS

Additional driver requirements and information on school bus operation can be found in the Alabama School Bus Driver Handbook provided to all Alabama school bus drivers.



- 1. This book serves as a logbook and should be kept on the assigned school bus.
- 2. Drivers must conduct a thorough pre-trip inspection to ensure that their school bus is safe to transport students. Additionally, the Federal Motor Carrier Safety Act requires periodic checks of all commercial motor vehicles.
- 3. School bus drivers are subject to random alcohol and other drug testing and must pass a physical examination once each two years.
- 4. Drivers should report needed repairs to the supervisor as soon as possible. Most systems have forms on which needed repairs can be noted. Don't be hesitant to report suspected problems.
- 5. The driver is responsible for keeping the school bus clean. A clean bus aids greatly in maintaining discipline and promotes a good image of school transportation in the community.
- 6. Daily and monthly records must be kept by school bus drivers and submitted to their supervisor. The supervisor will advise the driver on methods of keeping and submitting records and reports. Some of these reports include pre-trip inspection, fuel consumption and mileage, student counts, route maps, etc.
- 7. School bus drivers must do a post-trip inspection at the end of the trip, day, or work shift. It may include filling out a vehicle condition report listing any problems you find. It includes checking the bus for students and locking the bus down. (Locking the bus down involves bleeding the air out of the air tank(s) until the spring brake applies and the air valve pops out.)
- 8. Adjust all mirrors including traffic mirrors, inside rear view mirror, and student crossover mirrors to ensure full views of all areas around the bus.
- 9. Alabama School Bus Driver Certificates must be renewed annually by successfully completing a four-hour recertification class. School bus drivers are notified and scheduled for these classes by the local school system transportation supervisor. Drivers who fail to complete their annual required class must return to new driver school to be certified.
- 10. School bus drivers must notify their employer for any traffic violation (except parking violations). This is true no matter what type of vehicle they were driving. Notify your employer if your license is suspended, revoked, or cancelled, or if you have been disqualified from driving.

Instructions For Making Reports

This record book contains the following forms:

SN-I, (a), (b) Special Needs School Bus Route Reports

SN-II Special Needs School Bus Pre-trip Inspection Record

SN-II(a) Special Needs School Bus Extracurricular Pretrip Inspection Record

TR-III School Bus Collision Report

SN-IV Special Needs School Bus Student Roster TR-V School Bus Illegal Passing Survey

Please note that you are to fill out the SN-IV at the beginning of the year according to directions from the school system transportation supervisor. You should also be given instructions as to the completion of the other forms. Consult your transportation supervisor if you have questions or need assistance.

Sufficient copies of all forms for the entire school year are provided in this book. However, additional copies may be made as needed. Drivers are not required to keep a copy. General directions for completing each form are found below.

FORM SN-I, SN-1(a), AND SN-I(b) — SPECIAL NEEDS SCHOOL BUS ROUTE REPORT

Forms SN-I, SN-I(a), and SN-I(b) are used to collect information on the number of students transported, loaded and unloaded miles, total miles traveled, and route time for students. They are to be turned in to the supervisor at the end of each reporting period.

Form SN-I is used for all reporting periods except the first and second. It collects the # of students transported, what schools are served, and the loading and unloading times.

Forms SN-I(a) and SN-I(b) are used ONLY for the first and second reporting periods. In addition to the information collected on Form SN-I, Form SN-I(b) collects # loaded miles, # unloaded miles, and time on bus for one day only. This information is needed for the Annual Route Report provided to the Alabama State Department of Education. There is only one copy of this form provided. It is extremely important that it be accurately completed according to directions from the school system transportation supervisor. The information requested on this report helps to determine the amount of transportation funding received by the school system.

At the beginning of each month, complete the top of the form and enter all dates, etc.

Definitions: (for second reporting period only)

Students Transported - Accurately count your students for each morning and afternoon trip and record it in the appropriate space. Do not estimate. Be sure that students are counted only once on the way to school and once on the way home.

Loaded Miles - Record the number of miles from your first student pick up to the last student drop off. A school bus route ends when the bus is completely empty.

Unloaded Miles - Record the total number of miles traveled with no students on the bus.

Student Time on Bus (Minutes) - Record the amount of time from the <u>first student pick up</u> until the <u>last student drop off</u>. Note: # Loaded Mile, # Unloaded Miles, and Time on Bus will be collected on a Wednesday during the second reporting period, as designated by the transportation supervisor.

FORM SN-II — SPECIAL NEEDS SCHOOL BUS PRE-TRIP INSPECTION RECORD

Form SN-II is used to document the driver's pre-trip inspection of the school bus. The Federal Motor Carrier Safety Act requires periodic checks of all commercial motor vehicles, including school buses. The driver must ensure that all items are working properly before the bus is operated. Additionally, it is a legal document subject to review in case of an accident. It should only be completed after a thorough bus inspection is performed. Turn this form in to the supervisor along with the SN-I.

Form SN-II(a) Follow the same directions for Form SN-II, but use this form for all extracurricular trips. This form stays with the Record & Report Book. Copies may be made, if needed.

Note that a separate space is provided for extracurricular trips. Generally, for items working properly enter a check (\checkmark in the appropriate block. If they are not working properly enter an "X". Check and document each item separately.

Specific information regarding school bus inspection can be found in the Alabama School Bus Driver Handbook.

FORM TR-III — SCHOOL BUS COLLISION REPORT

Collision defined: A mishap resulting in injury to a person or damage to property.

Form TR-III is used to report accidents. It helps the school system comply with the Alabama State Board of Education rule that requires all school bus accidents to be reported to the Alabama State Department of Education. It must be completed and submitted to the ALSDE immediately after each collision. Full information must be given on all items. The form is also used in developing future safety training for school bus drivers. Additionally, it is your responsibility to make an official report in your words of what happened. If an accident is investigated by local or state law enforcement, a copy of their official record should be submitted with the TR-III or forwarded as soon as possible thereafter. Transportation supervisors should complete and sign the Transportation Supervisor Narrative before the TR-III is submitted.

In case of a collision involving serious injury to persons or property contact law enforcement agencies, the transportation supervisor, and emergency assistance, if needed. Extra sheets may be used as necessary. Collision reports are submitted to the State Department of Education by your superintendent of education. The responsibility of the school bus driver in any accident is to ensure student safety as well as adequately represent his/her local school system. This responsibility may include making a log of all students on the bus at the time of the accident.

Specific information regarding accident procedures can be found in the Alabama School Bus Driver Handbook.

FORM SN-IV — SPECIAL NEEDS SCHOOL BUS STUDENT ROSTER

Form SN-IV provides a list of students who ride each system school bus. The form also provides other useful and necessary information such as schools served, stop numbers, loading and unloading times, etc. Drivers must complete this form in cooperation with the transportation supervisor, principals of schools served by the bus, and other administrative personnel, as necessary. The roster should be completed within ten days of the opening of school or as directed by your superintendent of education.

Enter all information on the form for each of your students. You may be given special instructions by your local transportation supervisor.

Stop Number - Number each stop in the order students are loaded in the morning. All students loading at the same stop show the same number. For students riding only in the afternoon and unloading at a morning stop, use the morning stop number. If they unload at a different stop, assign a new stop number.

Student Name – List each student by bus stop.

School Attended – Check correct box for the school each student attends. See list of schools served on the front of this book.

Wheelchair – If the student is in a wheelchair, place a check in the box.

Restraint System – If the student is required to be restrained, place a check in the box.

Grade Level/Age - Enter each student's grade level (K-12). For preschool, enter "P".

Load Time A.M. – Give the time in hours and minutes that each student loads in the morning.

Unload Time P.M. – Give the time in hours and minutes that each student unloads in the afternoon.

Shortened School Day – If a student's school day is shortened as a result of his/her IEP, circle yes. Otherwise, circle no. Emergency Phone – In this space, enter a phone number for each student that can be used in case of an emergency.

TR-V — SCHOOL BUS ILLEGAL PASSING SURVEY

Form TR-V is used to collect information about motorists who violate Alabama's law requiring all vehicles to stop while school buses load or unload students. It is completed annually on a date designated by the Alabama State Department of Education, Pupil Transportation Section. Do not write on the TR-V until instructed to do so by your transportation supervisor. The information you provide in the survey assists in the development of safety training programs, proposed legislation, school bus specifications, and many other areas. Most importantly, it helps PROTECT OUR CHILDREN. Please be as accurate as possible in collecting the information. HOWEVER, REMEMBER THAT YOUR MAIN RESPONSIBILITY IS THE SAFETY OF YOUR STUDENTS. SO, COLLECT THE INFORMATION IN SUCH A WAY THAT YOU ARE NOT DISTRACTED. The survey is generally scheduled for the second Wednesday in April each year. You will be given more specific collection instructions by your transportation supervisor.

Specific information regarding student loading and unloading can be found in the Alabama School Bus Driver Handbook.

Form SN-I(a)

$\underbrace{\textit{FIRST}}_{\text{AUGUST}} \text{SPECIAL NEEDS SCHOOL BUS MONTHLY ROUTE REPORT } \\ \text{AUGUST}$

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SPECIAL NEEDS SCHOOL BUS PRE-TRIP INSPECTION RECORD

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DATE ->										-	
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Brakes & Brake Leaks											
Park or Emergency Brake											
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Mirrors & Adjustment.											
Emergency Equipment											
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SN Storage Clean and Dry											
Web Belt Cutter Accessible											
Operations Manual Accessible			-								

Driver Signature

Form SN-I(b)

$\underline{\mathit{SECOND}}$ SPECIAL NEEDS SCHOOL BUS MONTHLY ROUTE REPORT SEPTEMBER

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SPECIAL NEEDS SCHOOL BUS PRE-TRIP INSPECTION RECORD

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Engine Oil & Coolant				-	-	_		+				-				+				-	+	E	-			-	-			-	+	L
Belts, Wires, & Hoses					-			-				-	Ĭ,	1	-	-	-			-	-				-		-			-	H	
Windshield & Windows								-								-					-				-	-				-		
Tires & Lugs				- 1												-				100						-				-	-	
Exhaust System										Ш		-				-				-						-	L			-		
Brakes & Brake Leaks								-	-					-		-														-	-	
Park or Emergency Brake						Į.								ī		-				-					57	1				-		
Emergency Exits & Buzzer								-												-	-					100					-	
Headlights/Hazard			7							1		-									-										-	
Pupil Loading Lights		Ī,			-	Z			1	I			I				I.	A		-						11						
Stop Arm/Crossing Arm					-					ď		-					1									11				-	_	
Steering Wheel & Horn																											Щ			-	_	
Mirrors & Adjustment																	-									-						
Emergency Equipment																										-						
Seats & Interior				-				-								-				-							_			-	-	
Driver's Seat & Belt				-				-				-				-															-	
Service Door/Entrance			4														Ξ,														_	
Wipers/Washers		ij						7		L	-		I	L		-	T.									11			Ī	-	-	
Defroster/Heaters														ì							. 1										-	
Gauges/Controls								1 A	-							-	2		Ī				1				Д					
Fuel Tank/Leaks			1							11.0				П								1										
Springs/Shocks								-								-														-	-	
Lift Operating Properly						Į.										-				-					7					-	-	
Securement Station Equipped						17										5	1	0				1				1				-		
Straps/Belts in Good Condition			7						-													H.									_	
Anchorages Working Properly						Z			1				Ξ	1			1	A								11				-		
SN Storage Clean and Dry																					-										-	
Web Belt Cutter Accessible					-								1	П			Ш				_							Ц	77		_	
Operations Manual Accessible														-		-															-	
	-							-				1										-										

Driver Signature

Form SN-I

SPECIAL NEEDS SCHOOL BUS MONTHLY ROUTE REPORT OCTOBER

		Nun	nber	Tir	nes			Nun	ıber	Tiı	nes			Nun	nber	Т
	School Served	Trans	ported	Unload	Load		School Served	Trans	ported	Unload	Load	Day/ Date	School Served	Trans	ported	Unload
		AM	PM	AM	PM			AM	PM	AM	PM			AM	PM	AM
1	A			:	:	8	A			:	:	15	A			:
	В			:	:		В			:	:		В			:
	C			:	:		C			:	:		C			:
	D			:	:		D			:	:		D			:
	Total						Total						Total			
2	A			:	:	9	A			:	:	16	A			:
	В			:	:		В			:	:		В			:
	C			:	:		C			:	:		C			:
	D			:	:		D			:	:		D			:
	Total						Total						Total			
3	A			:	:	10	A			:	:	17	A			:
	В			:	:	1	В			:	:	-	В			:
	C			:	:	1	C			:	:		C			:
	D			:	:		D			:	:		D			:
_	Total						Total					10	Total			
4	A			:	:	11	A			:	:	18	A			:
	В			:	:	4	В			:	:		В			:
	C			:	:	1	C			:	:	-	C			:
	D			:	:		D			:	:		D			:
5	Total					12	Total					19	Total			
3	A			:	:	- 12	A			:	:	. 19	A			:
	B C			:	:	1	B C			:	:	-	B C			:
	D			:	:	1	D			:	:	-	D			:
	Total			:	:		Total			:	:		Total			:
6	A			:	:	13	A			:	:	20	A			:
	В			:	:	1	B			:	:		В			:
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7	A			:	:	14	A			:	:	21	A			:
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SPECIAL NEEDS SCHOOL BUS PRE-TRIP INSPECTION RECORD

Bus Number: If Items are operating properly, place a check (✓) in			Ì		Date:	Degill			1	n	. Beg	innin	B. Beginning Month	ıth	Ţ		
If Items are operating properly, place a c		1	-			Fud			1	<u>ر</u>	. Wil	es Ira	C. Miles Iraveled				ı
	check (*) in tl	the box. If items are not operating proper	tems are	not oper	ating pr	.ober									2	A minus B	is B =
mark X in the box and report it to the Transportation Department.	ansportation I	Department.							l	ļ	ļ	1	ł	ł	Ì		ı
DATE		1	1	+	1						_	4	+	1	7	1	┙
Gallons of Fuel Added				+	-						_	4	+	1	1		
Items to be Checked A P A P A P A P A P A P A P A P A P A	A P A P M M M M	A P A P M M M M	A P A I	P M	P A P M M	A P I M M	A P M M	A M M	A M M	A M	< 2	P W W	P W	P A M M	σΣ	A M	A M M
Engine Oil & Coolant	_											-	-		I	H	
Belts, Wires, & Hoses			1				Y.								Ι	-	
Windshield & Windows																-	
Tires & Lugs	1		1	1			127										
Exhaust System													; + ; = [-	
Brakes & Brake Leaks			7														
Park or Emergency Brake												5	ji Ji				
Emergency Exits & Buzzer																	
Headlights/Hazard																	
Pupil Loading Lights		7			100		1						H				
Stop Arm/Crossing Arm																-	
Steering Wheel & Horn																	
Mirrors & Adjustment																	
Emergency Equipment			2										-				
Seats & Interior																-	
Driver's Seat & Belt																	
Service Door/Entrance																	
Wipers/Washers			7		E		I.		b.,				H.			10	
Defroster/Heaters																-	
Gauges/Controls	-																
Fuel Tank/Leaks																	
Springs/Shocks							I									-	
Lift Operating Properly		I														-	
Securement Station Equipped									=								
Straps/Belts in Good Condition																9	
Anchorages Working Properly	H F	N Z	i i				1									-	
SN Storage Clean and Dry																	
Web Belt Cutter Accessible																-	
Operations Manual Accessible	-											_					
Driver Initials —																3	

Driver Signature

Form SN-I

SPECIAL NEEDS SCHOOL BUS MONTHLY ROUTE REPORT NOVEMBER

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_			Nun	nber	Tin	nes			Nun	nber	Tir	nes	,	a	Nur	nber	Tiı	ne
		School Served			Unload	Load	Day/ Date	School Served			Unload	Load	Day/ Date				Unload	I
			AM	PM	AM	PM			AM	PM	AM	PM			AM	PM	AM	
	1	A			:	:	8	A			:	:	15	A			:	
	L	В			:	:		В			:	:		В			:	
	L	C			:	:		C			:	:		C			:	
	L	D			:	:		D			:	:		D			:	
		Total						Total						Total				
1	2	A			:	:	9	A			:	:	16	A			:	
	L	В			:	:		В			:	:		В			:	
	L	С			:	:		С			:	:		С			:	
	L	D			:	:		D			:	:		D			:	
L		Total						Total						Total				
1	3	A			:	:	10	A			:	:	17	A			:	
	L	В			:	:		В			:	:		В			:	
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L		Total						Total						Total				
4	4	A			:	:	11	A			:	:	18	A			:	
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SPECIAL NEEDS SCHOOL BUS PRE-TRIP INSPECTION RECORD

							Н	Date:	Begin	Ц.					н О	C. B.	B. Beginning MorC. Miles Traveled	Frav	Beginning Month Miles Traveled	th	1			
If Items are operating properly, place a check (*) in	ce a check (V) in the	the box. If items are not operating proper	If iter	ns ar	e not	opera	ting p	rope	٦		l	1									(A minus B	inn	B =
mark X in the box and report it to the Transportation	the Transporta	tion De	Department.	lent.											1									
DATE >		-					L	L	H	Т			-	П		H	Т		Ц	П		_	Г	
Gallons of Fuel Added		H					Ц	Ц	Н				Н				П		Ц			Ц	П	
Items to be Checked A P M M	A P A P A M M M M	A P A M M	P M	A P M M	A P M M	A P M M	4 2	P A M	P A M M	P M	A P M	VΣ	P A M	P M	A P M	A N	P M	A P M	A M	P M	A P M	V N	P N	A P M
	_				-		-		-	T	-		-		H	-	-	-	1		-	-		+
Belts, Wires, & Hoses	1							Ĭ,	-		-		-	b				÷						
Windshield & Windows																								
Tires & Lugs					-				-					1					-					Н
Exhaust System									-								Ī						1	
Brakes & Brake Leaks									-				-	F										-
Park or Emergency Brake					3 (5)									=				5/	H			1		
Emergency Exits & Buzzer														ı					+		H		11	
Headlights/Hazard									-								Ī						2	-
Pupil Loading Lights	7		7	5							-	A		V				-			-	Į,		
Stop Arm/Crossing Arm		1									1					_	ī	-						Н
Steering Wheel & Horn									-				-		Н					ij				
Mirrors & Adjustment.									Н				-				Π	Н						
Emergency Equipment																			-					
Seats & Interior													-					-						
Driver's Seat & Belt													-						4					
Service Door/Entrance									-		Ξ,		-											-
Wipers/Washers				V				E						b.	Ė		ľ	÷			H	Ĺ	I.	
Defroster/Heaters.													-	1			ī	Н	-		Ė		1.	
Gauges/Controls													=				Ξ	H		1				-
Fuel Tank/Leaks																							1	
Springs/Shocks													-											
Lift Operating Properly			Į										-		E			-						
Securement Station Equipped														0				-	+		H		11	
Straps/Belts in Good Condition																								
Anchorages Working Properly	1		7		1						1			V)				÷						
SN Storage Clean and Dry									-		-		-											
Web Belt Cutter Accessible			Ti Ti						+				-						-				1.1	-
Operations Manual Accessible									-													-		
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Driver Signature

Form SN-I

SPECIAL NEEDS SCHOOL BUS MONTHLY ROUTE REPORT DECEMBER

		Nun	nher	Tir	nes			Nun	nber	Tir	nes			Num	her	Tiı	nes
Day/ Date	School Served			Unload	Load		School Served	Trans	ported	Unload	Load	Day/ Date	School Served			Unload	I
		AM	PM	AM	PM			AM	PM	AM	PM			AM	PM	AM	
1	A			:	:	8	A			:	:	15	A			:	
	В			:	:		В			:	:		В			:	
	С			:	:		С			:	:		C			:	
	D			:	:		D			:	:		D			:	
	Total						Total						Total				
2	A			:	:	9	A			:	:	16	A			:	L
	В			:	:		В			:	:		В			:	
	С			:	:		С			:	:		С			:	L
	D			:	:		D			:	:		D			:	
	Total						Total						Total				
3	A			:	:	10	A			:	:	17	A			:	L
	В			:	:		В			:	:		В			:	L
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	D			:	:		D			:	:		D			:	
	Total						Total						Total				
4	A			:	:	. 11	A			:	:	18	A			:	
	В			:	:		В			:	:		В			:	
	С			:	:		С			:	:		С			:	L
	D			:	:		D			:	:		D			:	
	Total						Total						Total				
5	A			:	:	12	A			:	:	19	A			:	L
	В			:	:		В			:	:		В			:	L
	С			:	:		С			:	:		С			:	L
	D			:	:		D			:	:		D			:	
	Total						Total						Total				
6	A			:	:	13	A			:	:	20	A			:	
	В			:	:		В			:	:		В			:	L
	С			:	:		С			:	:		С			:	
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	Total						Total						Total				
7	A			:	:	14	A			:	:	21	A			:	
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SPECIAL NEEDS SCHOOL BUS PRE-TRIP INSPECTION RECORD

																							0	1	1						
Driver Name: Bus Number:											Da	Date:	Begin	اا	Ш		Ш				9 0	Segn Aile	TT	B. Beginning MonthC. Miles Traveled	lont	-	Ţ				
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If Items are operating properly, place a check (*) in	e a che	ck	5		the box. If items are not operating proper	Ξ.	item	Sar	e no	t op	eratı	ng p	rope	11						_					1		_	(A minus B	inu		Ĭ
mark A in the box and report it to the Transportation	e Trans	port	tatio		Department	men	Į.	٢	L	ŀ	Г	L	ŀ		L	h	-	- -	٦	1	ŀ	П	-	ı		ŀ		L	Г	1	Г
Gallons of Fuel Added	t	T		+	T	L	+	Τ		+	Т		+		L	+	П	+	Т		+	Т	+	Т		+	П	+	Т		1
A P M M	A P A M M	P N	A M	P W W	P M	₹ N	P W	P M	< ₹	P M	P M	V N	P A M	P N	4 2	A N	A M	< ∑	P M	4 2	4 M	A M	4 N	P N	4 N	P M	A M	< 2	9 N	4 N	A N
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Belts, Wires, & Hoses							-			-			-				-		10			-		E			H				
Windshield & Windows				H													H														
Tires & Lugs							- 4			Н			Н						13			Н									
Exhaust System				-			-			-			-									_	_				-				
Brakes & Brake Leaks				-				-		-			-									Н						-			
Park or Emergency Brake		1					2			÷			-				+		i.				9	JI,	3						
Emergency Exits & Buzzer				-			_						-									Н					-				
Headlights/Hazard				-			-			-			-				-					-							1		
Pupil Loading Lights	1			-	Z		-	ľ					-			I	-		V			-		Τ,	н		-	Ĭ,			
Stop Arm/Crossing Arm				-					d	-						1						Н					H				
Steering Wheel & Horn				Н			-			-			_									_									
Mirrors & Adjustment				Н	100		-			-			-				-					_									
Emergency Equipment																						Н			-						
Seats & Interior							_			-			-									Н									
Driver's Seat & Belt							-	Ē			-						-					-									
Service Door/Entrance				-			-			-			-				-					-		0							
Wipers/Washers				-		Í	7	Ľ	Ī	H			-			Ľ	-		b)	Ŧ,		-		Ι,		10	-	Ţ			
Defroster/Heaters.				-						-			-				Н								-		-				
Gauges/Controls				H		i	i A	-					-			2	-					_									
Fuel Tank/Leaks				Н						-			-									_									
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Straps/Belts in Good Condition		1		-			-			-			-		\mathbb{Z}^{\prime}		-				-	Н							2		
Anchorages Working Properly	7/							ľ					-			1			10			-		Ī	-		-				
SN Storage Clean and Dry				-			-			-			-				\dashv					Н					-				
Web Belt Cutter Accessible				H									+				-					-	_				-		1.1		
Operations Manual Accessible				Н			-			-			-				Н					Н	_				-	_			

Driver Signature

Form SN-I

SPECIAL NEEDS SCHOOL BUS MONTHLY ROUTE REPORT JANUARY

		Num	her	Tin	nes			Nur	nber	Tiı	mes			Nur	nber	Ti
Day/ Date	1	Transp	orted	Unload	Load	Day/ Date				Unload	Load	Day/ Date	School Served		ported	Unload
		AM	PM	AM	PM			AM	PM	AM	PM			AM	PM	AM
1	A			:	:	8	A			:	:	15	A			:
	В			:	:		В			:	:		В			:
	C			:	:		C			:	:		C			:
	D			:	:		D			:	:		D			:
	Total						Total						Total			
2	A			:	:	9	A			:	:	16	A			:
	В			:	:		В			:	:		В			:
	C			:	:		C			:	:		C			:
	D			:	:		D			:	:		D			:
	Total					1.0	Total						Total			
3	A			:	:	10	A			:	:	17	A			:
	В			:	:		В			:	:		В			:
	C			:	:		C			:	:		C			:
	D			:	:		D			:	:		D			:
_	Total					11	Total					10	Total			
4	A			:	:	11	A			:	:	18	A			:
	В			:	:	-	В			:	:	-	В			:
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SPECIAL NEEDS SCHOOL BUS PRE-TRIP INSPECTION RECORD

Bus Number: [Figure 3 are one rating property place a check (1) in the box of frience are not operating property.												1			D	Date:	3	Degill									1		0				ı	l	l	ı
f Items are operating prone												1						End								C	MEI	C. Miles Traveled	rav	elec	-					
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Engine Oil & Coolant					_	-	_	_	_	_		-	-	_	-	-	_	-	_	-	-	-	_	-	-	_	-	-	_	-	-	_	-	_	-	_
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Form SN-I

SPECIAL NEEDS SCHOOL BUS MONTHLY ROUTE REPORT FEBRUARY

		Num	her	Tin	nes			Nur	nber	Tiı	mes			Nur	nber	Ti
Day/ Date	1	Transp	orted	Unload	Load	Day/ Date				Unload	Load	Day/ Date	School Served		ported	Unload
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1	A			:	:	8	A			:	:	15	A			:
	В			:	:		В			:	:		В			:
	C			:	:		C			:	:		C			:
	D			:	:		D			:	:		D			:
	Total						Total						Total			
2	A			:	:	9	A			:	:	16	A			:
	В			:	:		В			:	:		В			:
	C			:	:		C			:	:		C			:
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	Total					1.0	Total						Total			
3	A			:	:	10	A			:	:	17	A			:
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4	A			:	:	11	A			:	:	18	A			:
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SPECIAL NEEDS SCHOOL BUS PRE-TRIP INSPECTION RECORD

Bus Number:																Dalc.																						
ora pristano ara aratina propi																7		End	9								Ö	Σ	C. Miles Traveled	Tra	ivel	eq			1			П
It items are operating property, place a circle (*) in	rly, pla	ce a	ch	eck	3) in	the	e po	the box. If items are not operating proper	If it	ems	Sar	u a.	ote	oper	atin	d St	rop	er																Z	(A minus B	us	= 8
mark X in the box and report it to the Transportation	rt it to	he	- Lan	usbo	orta	tion		eba	Department.	ent.		Γ						-		-		-		_						L	- [г		H		Н	11
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Engine Oil & Coolant		+	_		_		-		_	_	_	-	-	_		-	-	_	_	_		_	-	-	-	-		_	_					-	-	-	-	
Belts, Wires, & Hoses	ji ji	-	-	-	+	+	-	-								ri.			-	-	-	-	-						L		=				H	H	H	L
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Form SN-I

SPECIAL NEEDS SCHOOL BUS MONTHLY ROUTE REPORT MARCH

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Day Date	School Served	Nun Trans		Unload			School Served		nber ported	Unload		Day/ Date	School Served		nber ported	Unload
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2	A			:	:	9	A			:	:	16	A			:
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3	Α			:	:	10	A			:	:	17	A			:
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7	A			:	:	14	A			:	:	21	A			:
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SPECIAL NEEDS SCHOOL BUS PRE-TRIP INSPECTION RECORD

Bus Number:													6		Deg.	2									0		Deginning Month	OHIO					
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If Items are operating properly, place a check (V) in	v. nlace	2 8	hock	1	J.in		the box If items are not operating proper	It	item	20.0		of o	Pror	ino	bro	JAC					1		-							-	A minne B	1000	B-
mark X in the box and report it to the Transportation	it to the	Tra	dsut	orta	ution	De	Department.	men		2				0																2		C C C C C C C C C C C C C C C C C C C	
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Gallons of Fuel Added	H	П		H	П	H			Н		L	Н		Н	П		Н		L	П		Н		H		Ц	П	П	Н		L	П	П
Items to be Checked	A P A M M M	P M	W	P M	A P M M	V W	P M	A M	P A M	P I	ΑM	P M	A M	A M	P M	A M	P A	A P M	A M	P M	AM	P A	A P M	V N	P I M	AM	P N	A M	P A M M	P I M	V	P N	A P M M
Engine Oil & Coolant				-	-				+				-	-			+	-				+	+	-				t	٠				+
Belts, Wires, & Hoses				-	-			-	-				-	Ĭ.			-	-				-	-	-					-				
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Brakes & Brake Leaks														-			-	-				-	-						-				Н
Park or Emergency Brake						7	Ţ		4						ì		-					-	4			5	31						
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Headlights/Hazard					-						1		-					-				-	-	-					-			-	
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Seats & Interior					-			-	-				-				-	-					-						-				
Driver's Seat & Belt					-				-								-	-					-						H				
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Deline Leither					l															١		1						1					

Driver Signature

Form SN-I

SPECIAL NEEDS SCHOOL BUS MONTHLY ROUTE REPORT APRIL

		Num	her	Tin	nes			Nur	nber	Tiı	mes			Nur	nber	Ti
Day/ Date	1	Transp	orted	Unload	Load	Day/ Date				Unload	Load	Day/ Date	School Served		ported	Unload
		AM	PM	AM	PM			AM	PM	AM	PM			AM	PM	AM
1	A			:	:	8	A			:	:	15	A			:
	В			:	:		В			:	:		В			:
	C			:	:		C			:	:		C			:
	D			:	:		D			:	:		D			:
	Total						Total						Total			
2	A			:	:	9	A			:	:	16	A			:
	В			:	:		В			:	:		В			:
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	D			:	:		D			:	:		D			:
	Total					1.0	Total						Total			
3	A			:	:	10	A			:	:	17	A			:
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SPECIAL NEEDS SCHOOL BUS PRE-TRIP INSPECTION RECORD

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mark X in the box and report it to the Transportation Department.	rt it to	the	Fran	odsu	ortat	ion	De	part	men	t.		1								1																
DATE >			H		Н					-		Н					-		_							H		Ц					Н		Н	
Gallons of Fuel Added			Н		Н		Ц			H				Ц	П		H		Н			П				Н		Ц		Ц	П		Н	Н	Н	
Items to be Checked	A M M	4 M	P M	A M	V N	P N	< Z	P N	4 2	P M	A M	A M	9 N	< 2	P N	4 N	PM	A M M	4 M	P M	4 2	P N	4 M	P M	AM	PAM	A M	₹ Σ	PΣ	۷×	P M	4 N	P M	A M	< N	P N
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Form SN-I

SPECIAL NEEDS SCHOOL BUS MONTHLY ROUTE REPORT MAY

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SPECIAL NEEDS SCHOOL BUS PRE-TRIP INSPECTION RECORD

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SPECIAL NEEDS SCHOOL BUS MONTHLY ROUTE REPORT

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- 29 -ROUTE REPORT

SPECIAL NEEDS SCHOOL BUS PRE-TRIP INSPECTION RECORD

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SPECIAL NEEDS SCHOOL BUS MONTHLY ROUTE REPORT

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SPECIAL NEEDS SCHOOL BUS PRE-TRIP INSPECTION RECORD

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Driver Signature

Form SN-II(a)

SPECIAL NEEDS SCHOOL BUS EXTRACURRICULAR PRE-TRIP INSPECTION RECORD

(Make Copies as Needed)

2	Trip Number/	ımber/	N. S. T. S.	Trip Number 🔷	1	2	3	4	5	9	7	8	6	10	11	12	13	14	15
Date	e Trip Destination	tination	Driver's Name)															
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	3			Engine Oil/Coolant															
	4			Belts, Wires, & Hoses															
	5			Windshield & Windows															
	9			Tires & Lugs															
	7			Exhaust System															
	8			Brakes & Brake Leaks															
	6			Park or Emer. Brake															
	10			Emer. Exits & Buzzer															
	11			Headlights/Hazzard															
	12			Pupil Loading Lights															
	13			Stop/Crossing Arms															
33	14			Steering Wheel & Horn															
	15			Mirrors & Adjustment															
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				Seats & Interior															
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				Service Door/Entrance															
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				Gauges/Controls															
				Fuel Tank/Leaks															
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Distracted Driving Tips for Alabama School Bus Drivers

School bus drivers must learn to protect themselves and their passengers and to take fewer risks.

Every second a school bus driver is distracted has the potential for disaster since road conditions can change in a split second.

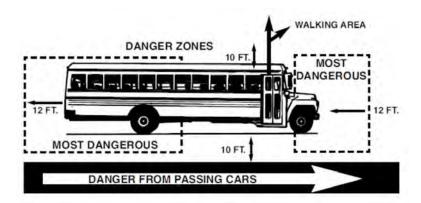
Avoid These Distracting Activities While Driving:

- Operating electronic devices
- Personal grooming/hair/makeup
 - Adjusting climate controls
 - Eating or drinking
 - Talking with passengers
 - Reading and writing

Do Not Use Cell Phones, Two-Way Radios, or Any Other Electronic Device While Driving Your Bus.

ALABAMA STATE DEPARTMENT OF EDUCATION PUPIL TRANSPORTATION SECTION

DANGER ZONES

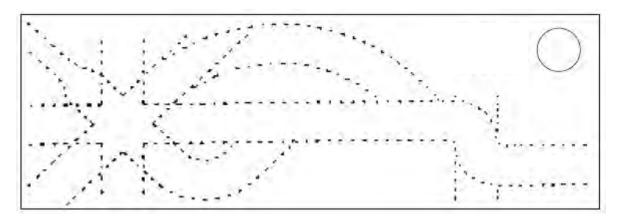


DON'T TAKE CHANCES! FOLLOW PROPER SAFETY PROCEDURES!

Form TR-III			Check box if law enforcement accident is included.
SCHOOL VEHICLE	${f E}$		Check box if collision involved confirmed injury.
COLLISION REPO	RT		Check box if collision involved confirmed fatality.
Keep original and submit one copy to: When available, submit copy of law enforcement accident report. REPORT DATE:	ALABAMA OF EDUCA PUPIL TRA P.O. BOX 30	NSPORTATION SEC	CTION
SCHOOL/SYSTEM/AGENCY			System Code:
SCHOOL VEHICLE Driver's Name:			
Driver License Number:			Male () Female ()
Collision Date:	Hour: A	A.M P.M	
Highway (Give No. or Name): U.S.	State Cou	enty City	
Weather Conditions: Roa	ad Conditions:	Estimate	ed Speed:
Type of Vehicle: Bus N	lo.:	Capacity	:
Owned by System or Institution: Yes	No	Regular Trip:	Activity Trip:
Number on School Vehicle: Pupils	Other	_	
School Vehicle Driver's Injury:			
Estimated Damage to School Vehicle: \$			
OTHER VEHICLE Driver's Name:			
Address:			
Type of Vehicle: Vehicle		License N	o.:
Estimated Speed: Other I	Driver's Injury:		
Estimated Damage to Other Vehicle: \$			
Damage to Property Other Than Vehicles:			
Name of Injured Pupils	Age	Address	Nature of Injury
Others Injured	Age	Address	Nature of Injury
Names of Witnesses (Including School Pupils)	Age	Address	Nature of Injury

Use reverse side for making sketch and listing injured pupils. Attach extra sheets whenever necessary to complete information requested.

IMPORTANT: Sketch below an illustration of the road or street where the collision occurred. Indicate with lines or arrows the path and direction of vehicles or persons. Show side roads, hills, bridges, curves, and any other helpful information as to cause of accident.



Vehicle No. 1 – School Vehicle Vehicle No. 2 – Other Vehicle Vehicle No. 3 – Any Other Vehicle

INSTRUCTIONS:

- 1. Use dash lines as guides to draw heavy lines which will show outlines of roadway at place of collision.
- 2. Show where vehicles were in roadway when collision occurred and where they finally came to rest.
- 3. Use solid line to show path of vehicle before collision.
 Use dotted line to show path of vehicle after collision.
 4. Number each vehicle and show direction of travel by arrow.
 5. Show pedestrians by:
 6. Show railroad by:
 ///////
 7. Show distance and direction to landmarks. Identify by name or number.

POINT OF IMPACT: (Check one or more for each vehicle) 1. Front () () () ()5. Left side 2. Right front 6. Rear) () () 3. Left front 7. Right rear () ()) () () 4. Right side 8. Left rear **DESCRIBE WHAT HAPPENED:** I hereby certify this report to be correct: TRANSPORTATION SUPERVISOR NARRATIVE:

Transportation Supervisor Signature

School System

SPECIAL NEEDS SCHOOL BUS STUDENT ROSTER

School System _____

School Year	-	

		Pl	ace	a	√	in appro	priate box.					
STOP NO.	List Students by Morning Stops	S		100] C		Wheel- chair	Restraint System	Grade/ Age	AM Load Time	PM Unload Time	Shortened School Day as per IEP? (Circle One)	E
									:	:	Yes No	
									:	:	Yes No	
									:	•	Yes No	
		П							:	:	Yes No	
									:	:	Yes No	
									:	:	Yes No	
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		П							:	:	Yes No	
		П							:	:	Yes No	

SPECIAL NEEDS SCHOOL BUS STUDENT ROSTER

School Year	-

School System _		
Bus Number	Driver Name	

		Pl	ace	a	✓	in appro	priate box.					
STOP NO.	List Students by Morning Stops		Scho B		D	Wheel- chair	Restraint System	Grade/ Age	AM Load Time	PM Unload Time	Shortened School Day as per IEP? (Circle One)	Emergency Phone
									:	:	Yes No	
									:	:	Yes No	
									:	:	Yes No	
									:	:	Yes No	
									:	:	Yes No	
									:	:	Yes No	
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			1						:	:	Yes No	
		П							:	:	Yes No	

Form TR-V

SCHOOL BUS ILLEGAL PASSING SURVEY FORM

Please observe the vehicles that illegally pass your school bus while it is stopped with STOP ARM extended on this date and put an X in vehicles that illegally pass your stopped school bus while you are loading and unloading students. The survey is generally scheduled for the appropriate blank on the form that best fits the illegal passing. Each row on the form represents one (1) vehicle that illegally passes DEAR SCHOOL BUS DRIVER: The Alabama State Department of Education conducts an annual study to obtain information about the second Wednesday in April each year. You will be given more specific collection instructions by your transportation supervisor. your stopped school bus. There are six spaces provided for your convenience. Additional sheets may be used, as necessary.

County/City/Agency School District:	Driver Name:	Bus Number:	Date:

REMEMBER: Please take extreme caution when completing the form - YOUR MAIN RESPONSIBILITY IS THE SAFETY OF

VOUR STUDENTS Time re	AUTHER CAUTION WHEN COMPLETED	NEMEMBER: Flease take cau cine caution when completing the form = 1 OON MAIN NEST ONSIBILITIES THE SAFETT OF VOH STILLEN ON For your consensation	ONSIBILITIES THE SAFE.		
TIME OF PASS	# STUDENTS AT BUS STOP	VEHICLE PASSED FROM THE:	PASSED ON WHICH SIDE OF THE BUS?	TYPE OF VEHICLE	TYPE OF ROADWAY
					2 Lanes
I. A.M.	1 to 5	Front	Left	Car	3 Lanes
	6 to 10	(opposite way)	(Driver Side)	Light Truck or Van	4 Lanes, no Median
P.M.	11 or more		Right	Heavy Truck	4 Lanes with Median
		(going same way)	(Door Side)		Over 4 Lanes
C					2 Lanes
2. A.M.	1 to 5	Front	Left	Car	3 Lanes
	6 to 10	(opposite way)	(Driver Side)	Light Truck or Van	4 Lanes, no Median
P.M.	11 or more	Rear	Right	Heavy Truck	4 Lanes with Median
		(going same way)	(Door Side)		Over 4 Lanes
,					2 Lanes
3. A.M.	1 to 5	Front	Left	Car	3 Lanes
	6 to 10	(opposite way)	(Driver Side)	Light Truck or Van	4 Lanes, no Median
P.M.	11 or more		Right	Heavy Truck	4 Lanes with Median
		(going same way)	(Door Side)		Over 4 Lanes
					2 Lanes
4. A.M.	1 to 5	Front	Left	Car	3 Lanes
	6 to 10	(opposite way)	(Driver Side)	Light Truck or Van	4 Lanes, no Median
P.M.	11 or more	Rear	Right	Heavy Truck	4 Lanes with Median
		(going same way)	(Door Side)		Over 4 Lanes
4					2 Lanes
3. A.M.	1 to 5	Front	Left	Car	3 Lanes
	6 to 10	(opposite way)	(Driver Side)	Light Truck or Van	4 Lanes, no Median
P.M.	11 or more	Rear	Right	Heavy Truck	4 Lanes with Median
		(going same way)	(Door Side)		Over 4 Lanes
9					2 Lanes
6. A.M.	1 to 5	Front	Left	Car	3 Lanes
	6 to 10	osite way)	(Driver Side)	Light Truck or Van	4 Lanes, no Median
P.M.	11 or more	Rear	Right	Heavy Truck	4 Lanes with Median
		(going same way)	(Door Side)		Over 4 Lanes
Diego noment only violetions	Diago warned only violations that mont the following on thous				

Please report only violations that meet the following criteria:

(1) BUS IS COMPLETELY STOPPED

(2) RED LIGHTS ARE FLASHING AND STOP SIGN IS EXTENDED

(3) VEHICLE PASSES BY THE RIGHT OR LEFT SIDE OF THE BUS WHILE THE STOP IS BEING MADE (4) THE VEHICLE IS NOT ON A DIVIDED FOUR LANE HIGHWAY TRAVELING IN THE OPPOSITE DIRECTION

This data collection form should be completed by each bus driver on the day of the illegal passing count and should be turned in EVEN IF THERE ARE NO VIOLATIONS TO REPORT.

Idling Tips for Alabama School Bus Drivers



- Idle your school bus NO longer than five (5) minutes to build up air pressure.
- Idling longer than five (5) minutes does NOT help the school bus get warmer.
- Do NOT idle your bus while loading or unloading on school grounds.
- Drivers should be on the bus while it is running. NO Exceptions!
- Buses should NOT park on school grounds near building air-intake systems.

ALABAMA STATE DEPARTMENT OF EDUCATION PUPIL TRANSPORTATION SECTION

CREATING AN EMERGENCY EVACUATION PLAN FOR THE SPECIAL NEEDS SCHOOL BUS

It is important that the school bus driver and, if provided, attendant or nurse work together to ensure the students are quickly and safely evacuated from a bus that has experienced an emergency. There are two basic types of emergency evacuations:

- (1) front door (when the rear exit is blocked or unsafe)
- (2) back door (when the front exit is blocked or unsafe). There may be times when both front and rear door evacuations are used simultaneously to expedite the procedure. The suggestions below are intended for documenting a plan for the front door and rear door evacuation of your special needs students. A form is provided on the next page.
 - 1. Make a seating chart of your bus.
 - 2. Indicate locations of all exits on your bus (doors, roof hatches, and windows).
 - 3. Indicate where each student is assigned.
 - Mark "A" for ambulatory student.
 - Mark "W/C" for a non-ambulatory student.
 - Mark "C/S" for students in car seats, booster seats, or other approved restraint systems.
 - 4. The plan should include a determination of whether a non-ambulatory student should be removed from his/her wheelchair. Considerations include the site of the damaged bus or the medical condition of the student. Other factors may also need to be taken into consideration. If the determination is made that the child should be removed, consult with a physical or occupational therapist for proper procedure.
 - 5. Indicate which exits would be best used given each emergency scenario.
 - 6. Determine which students should be evacuated first to lessen the chance of a "bottleneck" in the aisle.
 - 7. The plan should assign the duties of the adults on the bus, including an emergency call, cutting straps, and releasing students from restraint systems.
 - 8. This plan should be practiced by all involved (driver, aide, nurse, and students) on a consistent basis.
 - 9. Make it a habit to remind the students about the plan, even in between practices. Doing so may help relieve stress and/or anxiety during a real emergency.
- 10. Revise the plan whenever the route is changed and/or a new student is added or removed from the route.

SPECIAL NEEDS EMERGENCY EVACUATION DIAGRAM

Attendant/Nur	School Syste
Front Door Evacuation Description	Back Door Evacuation Description
Front Door Evacuation Description	Back Door Evacuation Description 1.
	Back Door Evacuation Description 1. 2.
)	1.
 	1. 2.
·	1. 2. 3. 4. 5.
·	1. 2. 3. 4.
2. 3. 4. 5.	1. 2. 3. 4. 5.
. 2. 3. 4. 5. 6. 7.	1. 2. 3. 4. 5. 6.
Front Door Evacuation Description 2. 3. 4. 5. 6. 7.	1. 2. 3. 4. 5. 6. 7.

Emergency Evacuation Drill (First Semester)

Federal Guideline 17 calls for school bus emergency evacuation drills to be conducted at least twice annually. Ideally, one drill should be done early in the fall and the other drill early in the spring. All students who are transported in a school vehicle should participate in the drills including those who may only ride buses for extracurricular activities.

This form should be completed after an evacuation drill and submitted to the transportation supervisor. However, individual school system reporting procedures may vary.

School System:	Date:
School:	Bus #:
Driver: Sponsor:	
TYPE OF EVACUATION CONDUCTED: Time Required For Evac	uation In Seconds
Front Door Evacuation Rear Door Evacuation	Front and Rear Door Evacuation
PROCEDURES:	
Driver activated hazard lights and set parking brake.	Driver turned engine off.
Driver placed radio microphone outside the driver window.	Passengers were instructed in proper safety procedures and where to go.
Passengers left bus in an orderly and safe fashion with assistance of driver.	Passengers were located at least 100 feet from the bu
Driver checked bus to ensure all passengers were off the bus. the bus.	Student Roster (Driver should take student roster.)
Driver Signature: Sponsor Sign	ature:
(If extracurrict Comments:	ılar trip)
system reporting procedures may vary. School System:	Date:
School:	Bus #:
Driver: Sponsor:	
TYPE OF EVACUATION CONDUCTED: Time Required For Evac	uation In Seconds
Front Door Evacuation Rear Door Evacuation	Front and Rear Door Evacuation
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Driver placed radio microphone outside the driver window.	Passengers were instructed in proper safety procedures and where to go.
Passengers left bus in an orderly and safe fashion with assistance of driver.	
Driver checked bus to ensure all passengers were off the bus. the bus.	Passengers were located at least 100 feet from the bu
	Passengers were located at least 100 feet from the bu Student Roster (Driver should take student roster.)
Driver Signature: Sponsor Sig	Student Roster (Driver should take student roster.) nature:

LOADING/UNLOADING/RAILROAD CROSSINGS/BACKING

Rules To Load And Unload Students

- 1. The driver should NEVER change stops. Unsafe situations should be reported to the supervisor.
- 2. Students should load or unload ONLY at their school or designated stop.
- 3. Stops should be visible at least 500 feet in both directions.
- 4. Stops should be at least 100 feet from railroad tracks and intersections.
- 5. Stops on interstate highways are prohibited.
- 6. Students should NOT cross a median or divided highway.
- 7. Students should wait on the side of the road on which they live.
- 8. Students should cross the street 10 feet in FRONT of the bus NEVER behind the bus.
- STOPS should always be in the RIGHT, OUTSIDE LANE, NEVER in the left lane (NEVER in a TURN LANE and NEVER WITH A TURN LANE TO THE RIGHT OF BUS).
- 10. Normally, students are safer ON the bus when the bus is backing.
- 11. During the loading and unloading process, the driver should COUNT the students and move the bus ONLY after ALL students are safely on the side of the road on which they live or in their seats. Be alert for students' apparel or carry-on items being caught on the bus handrail, door, door handle, etc.
- 12. All students who live on the left side of the road should exit first and cross in single file.

Student Loading/Unloading Procedures

- 1. Check traffic, weather and road conditions to determine a safe distance needed to warn traffic of an upcoming stop.
- Activate yellow warning lights a safe distance (at least 300 feet in rural areas and 100 feet in urban areas).
- 3. Stop 10 feet before loading or unloading area:
 - a. Activate red flashing lights and stop sign.
 - b. Apply parking brake and check traffic.
 - c. Open door immediately.
- 4. Students should load in an orderly fashion after the bus stops, all traffic stops and the bus driver signals them to load.
- 5. Students should be seated before the bus moves.
- 6. Before moving the bus, the driver must:
 - a. Release parking brake.
 - b. Check all mirrors, especially front crossover and side mirrors.
 - c. Deactivate red flashing lights and stop sign.

IMITATION RULE

- * Except for specific situations defined in AL CODE 32 (ACT #2006-311), when your bus is approaching or following another bus that is loading or unloading, you should mirror the other bus' procedures. If there is any traffic between you and the other bus use hazard lights only.
- * Be alert for student apparel and book bags being caught on the bus handrail, door, door handle, etc.
- * Never move the bus with the door open or cracked.

Safety Procedures at Railroad Crossings

- 1. Check traffic and activate hazard lights approximately 500 feet from the crossing.
- 2. Open the window.
- Shut down all noise heater/defroster, radios, students, etc. (not the engine).
- 4. Stop no closer than 15 feet nor farther away than 50 feet from the nearest rail.
- 5. Engage the parking brake.
- 6. Open the door.
- 7. Look and listen for the train.
- 8. If a train is seen or heard approaching, close the door and wait for the train to pass. After the train passes, open the door and check for another train then proceed with caution when clear.
- 9. If no train is present, close the door, release the parking brake, and proceed with caution only after you have determined that no train is approaching. Continue to check both directions while crossing the tracks.
- Deactivate the hazard lights and resume normal operations after crossing the tracks.

Backing Procedure

NEVER BACK UNLESS ABSOLUTELY NECESSARY!

NEVER BACK WITH STUDENTS ON THE GROUND!

If you must back, follow these procedures:

- 1. Helper seated in back seat of bus.
- 2. Hazard lights.
- 3. Horn.
- 4. Check all mirrors constantly and over both shoulders.
- 5. Back slowly and no farther than necessary.

SPECIAL NEEDS SEATING CHART

BUS #	
Designate Lift Location () and Wheelchair S	tations (🗷)
(Front of Bus)	

	_	
	Row 1	
	KOW 1	
	L	
	Г	1
	Row 2	
	_	
	Row 3	
	Row 3	
	L	
	[
	Row 4	
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	Row 5	
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	Day- (
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