

 Policy #: T-2	Effective Date: 5/9/94	Page #: 1 of 1
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COMPONENT: TRANSPORTATION

SUBJECT: EMERGENCY BACK UP PROCEDURES

PERFORMANCE OBJECTIVES: To establish a procedure for safely backing up the school bus.

1. Vehicles must not be required to back up or make, “U” turns, except when necessary for reasons of safety or because of physical barriers.
2. Bus routes should be planned so as to eliminate the requirement to back the bus onto public roadways. When it is necessary to turn the bus around, parking lots and other wide areas of the roadway should be used. This may necessitate driving past the last child’s house until a safe turn around can be executed.
3. When it is necessary to back the bus, safe backing can be accomplished by: The volunteer, when available, going to the back of the bus, looking out the rear door window and the side windows, and giving verbal instructions to the driver about space and location of other vehicles, objects, and/or people in the area behind the bus.
4. If there is no monitor/**volunteer** available, the driver must back extremely slowly, making maximum use of all mirrors.
5. Even with the assistance of a monitor/**volunteer**, the driver should always check rear and side view mirrors. The driver should maintain clear verbal communication with the monitor/un-paid substitute whether on or off the bus, before and during backing the vehicle.
6. The monitor/**volunteer** will go to back of the bus looking out the rear door window, and the side windows and giving verbal instructions to the driver about space and location of other vehicles, objects, and/or people in the area behind the bus.
7. Even with the assistance of a monitor/**volunteer**, the driver should always check rear and side view mirrors and have clear verbal communication with the monitor/**volunteer** whether on or off the bus, before and during backing the vehicle.