

SCHOOL BUS DRIVER AND AIDE CODE OF CONDUCT

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1. Every school bus driver shall be thoroughly familiar with all State, local and School Board rules and regulations pertaining to the operation of the school bus in his/her charge. Any driver found guilty of a moving violation of four points or less will be placed on probation for three years (same length of time the points stay active). During this three year probation, if the employee has any new violation of four points or less, they will be issued a two week suspension, effective immediately from the time of pleading or being found guilty. Any violation of five points or more will require an immediate letter of notification being sent to the Lakewood Transportation Department for review by the Lakewood Board of Education's Transportation Committee. That committee will determine the appropriate response which could include immediate suspension or termination. Any driver who has five or more active points on their license (cumulatively) will also require immediate notification to the Lakewood Board of Education's Transportation Department for a similar review as previously mentioned. If the contractor fails to apply due diligence in their mandated review of their bus drivers' driving records and thereby not provide the Lakewood Board of Education with the aforementioned notifications, this will be considered in breach of contract and subject to penalties determined by the Lakewood Board of Education as appropriate that could include fines, cancellation of the contract and/or disqualification as a qualified bidder as described in New Jersey Administrative Code 6A:27 et seq.
2. No "House Stops" that are not specifically noted on routing instructions received from the Board of Education will be made without the written direction of the Lakewood Board of Education Transportation Department.
3. No school bus driver shall allow a passenger or other unauthorized person to operate the school bus at any time, nor shall any person except the driver be allowed to sit in the driver's seat. No school bus driver shall leave the driver's seat without first setting the brakes, shutting off the motor, placing the bus in gear, and removing the ignition key from the lock. The keys shall be kept in the driver's possession at all times.
4. School bus drivers shall have the primary responsibility for the safety of passengers while they are boarding the bus, while they are on the bus, and while they are disembarking the bus and crossing the roadway. If passengers must cross the road, the driver shall take reasonable action to assure that they cross safely. The driver shall take reasonable action to assure that passengers boarding or disembarking from the bus are within his/her view at all times and that they



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pass in front of the bus and never behind the bus. Please refer to the "Great 8" Bus Rules for guidance,

5. No school bus driver shall leave the immediate vicinity of his/her bus while there are passengers aboard in the event of a bus breakdown, assistance shall be sought in accordance with Lakewood Board of Education district policy.
6. School bus drivers shall pick up only the students and persons designated by an authorized school district administrator.
7. No student is permitted to leave the bus at any stop other than his or her regular stop, unless specific written permission is first obtained from the school administrator or the Lakewood Board of Education Transportation Department.
8. School bus drivers, prior to commencement of any trip or route, shall assure that the windshield and rear window of the bus are clean as well as all aisles and emergency exits being clear at all times of any obstructions, additionally, the driver must review all emergency procedures with the children and teachers (when present) to insure everyone will know what to do during an emergency.
9. The driver's personal items shall be stored in appropriate compartments away from student access or contact.
10. School bus drivers shall be certain that all brakes, lights, stop signs, warning signal lamps, and other safety devices are working properly before starting on any trip and shall assure that the bus is equipped with a first aid kit and a fire extinguisher. The NJMVC approved pre-trip check list should always be used whenever a driver uses any bus for the first time each day.
11. School bus drivers shall check the latch, safety lock and warning system for emergency doors daily. No bus may be operated with passengers aboard if the emergency exit is not functioning properly.
12. No bus shall be in motion with any of the exit doors open or partly open.
13. School bus drivers shall immediately report to their supervisor, as well as the supervising teacher when out of the local area, any suspected malfunction or needed repair of the school bus in their charge,
14. School bus drivers shall observe all driving regulations set forth in the laws of the State of New Jersey relating to the operation of motor vehicles and school buses



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at all times. It is the obligation of the bus driver to be familiar with all laws and regulations pertaining to the operation of a school bus. Bus companies must perform on-going training and safety reviews at least once a month at a mandated safety meeting for all drivers and bus aides. A copy of the minutes of those meetings must be submitted to the Lakewood Transportation Office within forty-eight hours of the actual meeting date.

15. The speed of a school bus shall not be allowed to exceed the legal truck speed limit or any other applicable posted speed limit.
16. School buses should try to avoid passing other vehicles on single lane roadways. When it is absolutely necessary to overtake and pass a slow moving vehicle, school bus drivers shall take reasonable action to assure that no third vehicle is drawing near. There shall be a clearance of at least eight hundred feet before attempting such a maneuver.
17. All buses shall slow down to ten miles an hour or less and give the proper signal before making a ninety degree right or left turn.
18. The speed of a school bus shall not exceed ten miles per hour when passing another school bus which has stopped to load or unload students when loading or unloading may be done without the use of the stop sign and warning signal lamps (as in a school yard). Extreme alertness and caution should be exercised in these situations.
19. School bus drivers must do a "walk back" check after every route has been completed before leaving the school or last drop-off stop, if there is a bus aide on board, the driver must turn around and observe the bus aide performing the walk-back. If any child is left on board after leaving the drop-off school or the last bus stop of the route, both the driver and the aide will be equally culpable.
20. No school bus driver shall ever use "cruise control" if the vehicle is so equipped. They must always have full control of their vehicle at all times.
21. Backing a school bus is to be avoided whenever possible. When backing-up is absolutely necessary, the driver shall have the students onboard while the back-up is completed.
22. School bus drivers shall yield the right of way to emergency vehicles.
23. All school buses shall stop at all railroad crossings except:



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- a. Where traffic is controlled by a police officer or duly authorized flagman;
  - b. Where there is an "exempt" sign over the Railroad Crossing sign.
24. Drivers should give warning to motorists of their intent to stop at a railroad tracks crossing by engaging their four-way flashers.
  25. No bus shall stop on a curve or a hill where visibility is not adequate and may jeopardize the safety of their student passengers.
  26. All changes in the direction of a school bus shall be indicated by the use of electrical directional signals on the bus. A right directional signal shall be used to indicate anytime that the bus is going to pull off the roadway.
  27. The school bus driver must use their overhead warning lights as prescribed by NJMVC law for every bus stop when children will be loading or unloading except when specifically waived by NJMVC law. Refer to the NJMVC School Bus Manual for specific rules and regulations. Drivers must exercise extraordinary vigilance at all times and especially when children are attempting to cross the roadway. Refer to the "Great 8" Rules of Bus Safety.
  28. No school bus shall pull over to the left-hand side of the road to load or unload.
  29. The stop sign on the left side of a school bus shall not be used to indicate that the bus is going to stop without actively picking up or discharging students.
  30. School bus drivers shall proceed with caution whenever entering or leaving school property.
  31. Bus aides shall attend to the special needs of students, maintain order on the vehicle to ensure the safety of all students, assist students getting on and off the vehicle as needed, and other duties which may be specified by the Board of Education. The bus aide must meet the child outside the bus service door and walk behind the child as they enter the bus. The aide will assist the child with their seat belt and ensure that the child is comfortable and secure prior to the bus moving. At the end of the route, the aide will walk ahead of the child and assist him/her as they exit the service door. They will always ensure the child is safely "handed-off" to a responsible party.
  32. School bus drivers should always have complete control of their buses at all times. Children must be seated and behaving reasonably at all times. Failure of the student to comply with the Lakewood School Bus Passenger Code of Conduct



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shall be reported immediately to the building administrator via a written disciplinary write-up that contains all factual information as indicated.

33. Any reference in the "Code of Conduct" document to a bus driver will also apply to a bus aide, mechanic or supervisory personnel who may drive, when practical or in the best interest of the student passengers. Anything not contained in this Code of Conduct that would be considered necessary for the safe transport of students is considered a part of this document by using good practices and common sense at all times.

Adopted: 17 October 2013

