

SCHOOL BUS

# BUS PATROL HANDBOOK



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 River East  
Transcona  
SCHOOL DIVISION

## **Congratulations! You have been chosen to be a bus patrol!**

Your job is important because you are the school bus driver's helper. Your job is to keep students safe while they are riding the bus and while they are getting on and off the bus. You must also make sure the students behave, so the driver can concentrate on driving.

Always wear your patrol vest while you are on duty so students will know you are there to help them.



Every bus has two patrols. You will be told whether you are to be the front patrol or the back patrol. If you are the front patrol, you will sit at the front of the bus. If you are the back patrol, you will sit at the back of the bus, by the emergency exit. Front and back patrols have different jobs. You will learn about them in this booklet.

Don't worry that your job will be too hard. If you have any problems, remember the bus driver is in charge and will help you.

Read on to find out what your job will be!

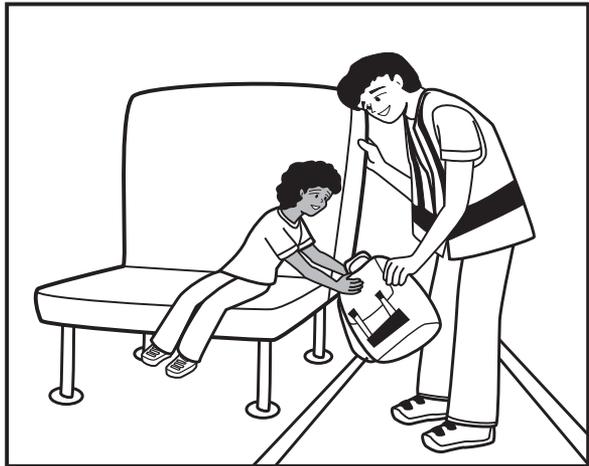
## On the way to and from school

Whether you are the front or the back patrol, it is your job to help the bus driver teach the students the safety rules and then make sure they obey them while they are riding the school bus.

### ***The rules are:***

- they must stay in their seats.
- they must not be noisy.
- they must not fight or push one another.
- they must not open the window unless they have permission from the bus driver.
- they must not throw things around in the bus or throw things out the window.
- they must not put their arms or head out the window.
- they must not eat or drink on the bus.
- they must not set their backpacks, lunch bags or other items in the aisle of the bus.

**Make sure  
there is  
nothing in  
the aisle.**



As a patrol, remember to quietly tell the bus driver if a student on your bus is misbehaving and won't stop, or if a student on the bus is crying, sleeping or acting strangely. The driver will deal with the problem.

## Boarding the bus on the way to school

### ***If you are the front patrol:***

- Remain seated and wait for the bus to come to a full stop, then step out and be ready to help the students board the bus.
- Help the smaller children board the bus first.

**Help smaller children board the bus first.**

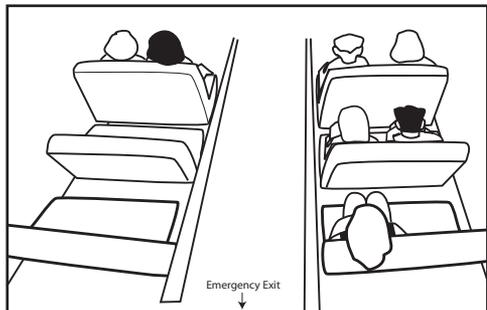


- Make sure they don't push one another as they get on the bus.
- Watch for dropped items and help students to pick them up safely.
- Return to your seat at the front of the bus and remain seated while the bus is moving.

### ***If you are the back patrol:***

- Help the students find a seat and get settled as quickly as possible.
- Return to your seat at the back of the bus, by the emergency exit.
- Make sure no one plays with the emergency door and that it is closed securely.

**Take a seat at the back by the emergency exit.**



## Getting off the bus at school

When the bus arrives at the school, you must jump into action.

### ***If you are the front patrol:***

- Be the first one to get off the bus. Stand beside the door, facing the back of the bus as the students get off the bus.
- Help the younger children off the bus.



**Help smaller children get off the bus.**

- Make sure the students don't push or crowd each other or run as they are getting off the bus.
- Tell the students to go directly to the school. Don't let them play near the bus after they get off.

### ***If you are the back patrol:***

- Make sure the students stay in their seats until the bus has come to a full stop.
- Make sure the students leave the bus without pushing or crowding and that the students at the front of the bus get off first.
- Help to keep the bus clean by picking up any garbage and checking to see if students have left anything behind.
- Tell the bus driver if you find anything left behind by a student or find damage to the bus or seat, and make note of the seat number.

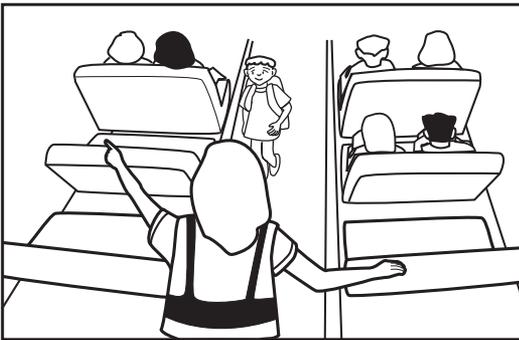
## Boarding the bus at school

### ***If you are the front patrol:***

- Have the students who are waiting for the bus line up in a single line at least two metres back from where the bus will stop.
- Put the smaller children at the front of the line.
- Wait for the bus to come to a full stop. Then stand beside the door, facing the back of the bus, as students board.
- Help the smaller children board the bus.
- Make sure the students don't push or crowd each other as they wait for the bus or as they enter the bus.
- Watch for dropped items and help students to pick them up safely.

### ***If you are the back patrol:***

- Enter the bus first.
- Help the students find a seat and get settled as quickly as possible.



**Help students  
find a seat.**

- Once everyone is in, take a seat at the back of the bus by the emergency exit, and remain seated while the bus is moving.
- Make sure no one plays with the emergency door and that it is closed securely.

## Homeward bound

### ***If you are the front patrol:***

- Before getting off the bus, be sure the younger students are wearing their hats and mittens, and their coats are fastened.
- Be the first to get off the bus at each stop so you can make sure the students leave without pushing or shoving.
- Be ready to help the smaller children off the bus.
- Watch for dropped items and help students to pick them up safely.
- Before getting back on the bus, make sure there are no students near the bus.

### ***If you are the back patrol:***

- Make sure the students don't leave their seats before the bus has come to a full stop.
- Make sure the students leave the bus without pushing or crowding.
- At the end of the bus route, check for books or anything else students may have left behind. Give them to the bus driver and identify which seat number.



**Give the bus driver any lost items you may find.**

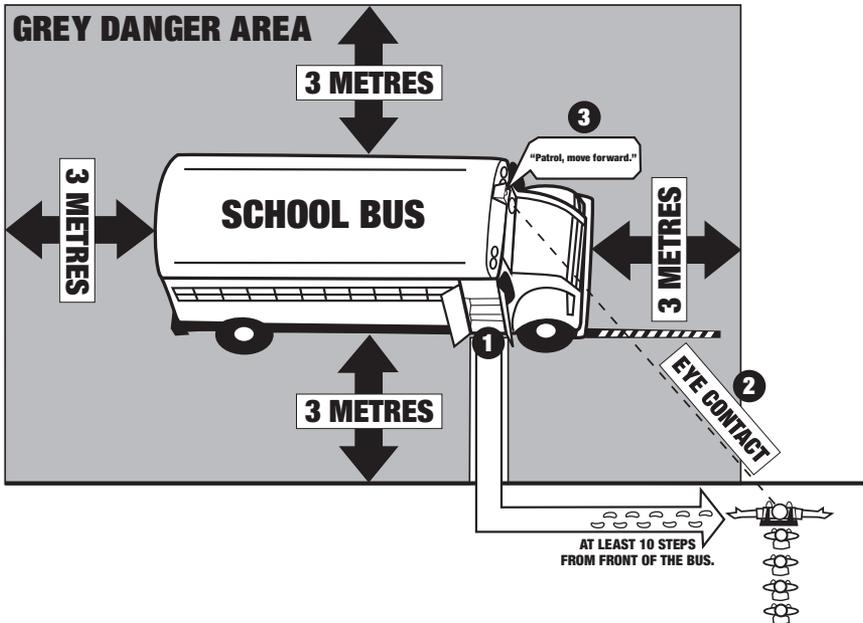
## When students must cross the road

Some students will have to cross a road when they get off the bus. This is when the job of the front patrol is especially important because it's when accidents can happen. You must be very careful and alert. Never stand with your back to the bus driver, or to the traffic.

### ***To keep students safe, you must do the following:***

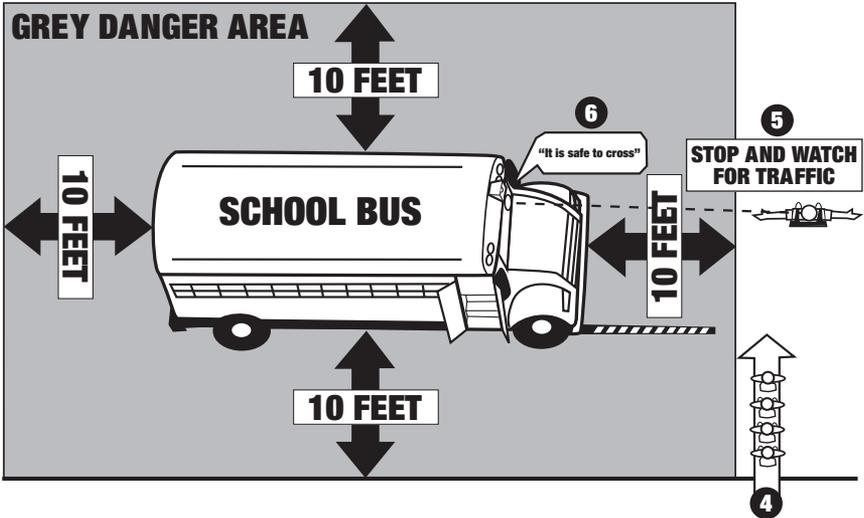
1. Help the students off the bus and on to the sidewalk or side of the road, so they are standing at least 10 steps, or about three metres, in front of the bus. Line them up.
2. Make eye contact with the bus driver. The driver will tell you:

**“Patrol, move forward!”**



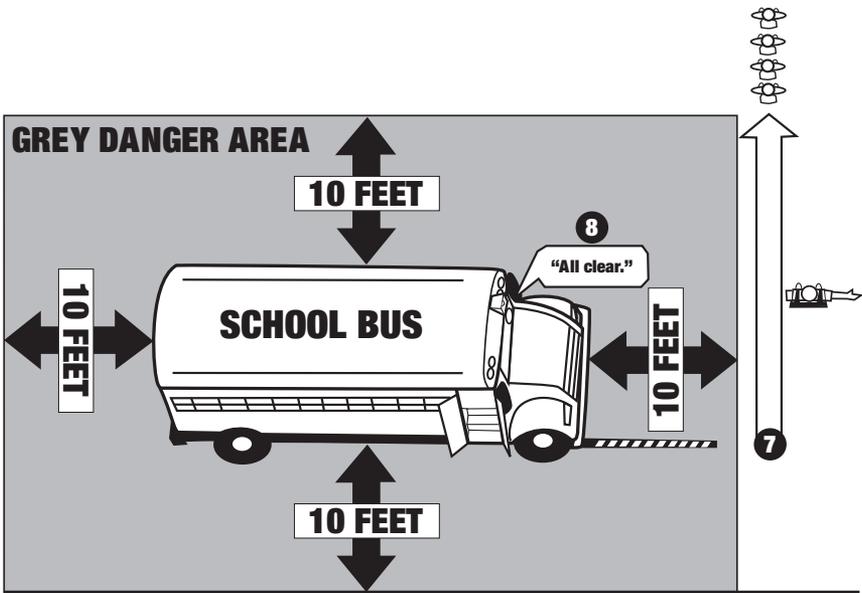
3. Move across, in front of the bus, and stand in line with the front fender on the driver's side of the bus. You should still be standing three metres in front of the bus, with the students lined up and waiting safely behind the gate.
4. Hold both of your arms out straight to keep the children back and look in all directions for traffic. Watch that young students don't suddenly run out.
5. Make eye contact with the bus driver again. When it's safe, the driver will say:

**“It is safe to cross!”**



6. Stay in front of the bus. Don't move in front of the traffic.
7. When you are sure the traffic in all directions has stopped, drop your left arm and signal to the students to cross between you and the bus.
8. The students should cross close to you so that you can stop them if the need arises.
9. Once the students have crossed safely, make eye contact with the bus driver again. The driver will tell you to return to the bus by saying:

**“All clear!”**



### Problems on the bus

Remember, if students are fighting or shoving or disobeying other safety rules, quietly tell the bus driver. The driver will tell the school principal.

## **If the bus driver becomes ill or injured**

If there is an emergency where the bus driver becomes ill or injured, it will be your responsibility to take care of things until help arrives. If there are older students on the bus, have them help you.

If you are the front patrol, you will be sitting nearest the driver, so it will be you who will have to respond to the emergency. The back patrol should make sure the students on the bus stay quiet and calm.

### ***It is very important that you know what to do in case of an emergency. Here are the steps to follow:***

- Go to the CB radio, located to the left or right of the driver's seat. The CB radio will let you speak to adults at the bus garage.
- To use the CB radio, push the button on the side and hold it down while you speak. Tell the adults at the bus garage:
  1. what has happened
  2. where you are
  3. your bus number. You will see the bus number on the first aid kit located over the front of the stairs.
- When you are done speaking, stop pushing the button so you can hear the answer.
- Turn off the bus by switching the key to off.
- You must also set the emergency brake. To get instructions on how to do this, use the CB radio to talk to the adults at the bus garage. They will give you step-by-step instructions.
- The adults at the bus garage will tell you what other things you must do to help students stay safe until help arrives or the emergency is over.



