

NON-ROUTINE BUS TRIP INSTRUCTIONS FOR PASSENGERS

This page contains an overview of the items to be review with passengers prior to each non-routine bus trip and the following page contains a sample script to assist bus drivers with the delivery of this information.

Please refer to [OAC 3301-83-08](#), [OAC 3301-83-16](#) and [ORC 4577.76 \(C\)](#).

Aisles and exits:

Drivers should point out the location of emergency exits in the bus including basic instructions on how to open the exits. Emergency exits and service doors may not be blocked. Equipment may not be stored in the aisle or in any location that blocks an exit.

Emergency equipment:

Show the location of the first aid kit, body fluid cleanup kit, fire extinguisher, flares (if stocked) and reflective triangles. The driver should demonstrate the use of the emergency override switch for all air or electric service doors.

General Rules:

Emphasize the requirement to remain seated, no eating and no drinking; except as necessary for medical reasons or as permitted by the school district; silence at railroad crossings and the need to follow directions from the bus driver. This applies to coaches, chaperones and students equally.

Chaperones:

The bus driver is ultimately responsible for the vehicle and passengers but the chaperone plays an important role in avoiding unnecessary distractions and safety violations. Chaperones should space themselves throughout the bus in order to effectively monitor student behavior. Chaperones should make it a priority to remind students to (a) remain properly seated at all times, (b) keep noise to a minimum, (c) maintain complete silence at railroad crossings, (d) keep the aisles and exits clear at all times, and (e) keep the bus clean. Chaperones should assist the bus driver in checking the bus for articles left behind by students.

DRIVER'S SAMPLE SCRIPT:

Aisles and exits:

Ohio school bus safety rules require that we take a moment to explain some of the safety features of this bus before departing. First, please note the emergency exit nearest to your seat. There are [number] exits on this school bus. [Demonstrate the use of the emergency exits.] No equipment may be stored in the aisle of a school bus. Equipment may not block emergency exits or the service door. If applicable: *This bus is equipped with an air/electric door. The emergency switch is located [here] and allows the door to be opened manually by moving the switch in this manner [demonstrate switch].*

Emergency equipment:

The first aid kit and body fluid cleanup kit are located [show location]. The fire extinguisher, [flares – if stocked] and reflective triangles are located [show location].

General rules:

All passengers are required to remain seated properly on Ohio school buses. Eating and drinking is not permitted except as necessary for medical reasons or if permitted by the school district. All passengers are required to remain silent at railroad crossings and at any other time silence is requested.

Chaperones:

It is prudent to explain the chaperones' responsibilities in a manner that does not minimize their authority in front of the students. This might involve speaking to them separately prior to boarding the bus.

The chaperones are responsible for assisting the bus driver in preventing distractions and safety violations by the passengers. This is best accomplished by spreading out throughout the bus. Chaperones must remind students to remain properly seated at all times, to keep the noise inside the bus to a minimum, maintain complete silence at railroad crossings, to keep the aisle and exits clear at all times. Lastly, chaperones must assist the bus driver in keeping the bus clean, in checking for articles left behind by the passengers.

Chaperones are subject to all bus rules – just as the student passengers.