ACKNOWLEDGEMENTS

The revision of this manual benefited from the help of many individuals. PennDOT’s Bureau of Driver Licensing staff Scott Shenk, Chris Miller, and Laura Krol directed the project’s technical aspects and served as lead reviewers. Additional support at PennDOT was provided by Troy Roadcap in the Bureau of Driver Licensing and Jacquie Turk in the Bureau of Highway Safety and Traffic Engineering. Rebecca Lorah and Matthew Hedge of PennDOT’s Bureau of Planning and Research managed the contractual aspects of the project, and kept the project on schedule and on budget.

The project was completed by Pennoni Associates in conjunction with Rod Sams Consulting and Vance and Renz, LLC. Mark Hood P.E., Steve Thompson, and Rod Sams served as primary authors and were supported by Larry Bankert P.E. and Rosalind Murray. Robert Vance Ph.D. and Michael Renz led the crash data analysis efforts.

The Task Force, listed below, was responsible for the many changes in content and the reorganization of the material in this latest revision of the Pennsylvania School Bus Driver's Manual.

Burt Blackburn
Director of Transportation
Radnor Township School District
Radnor, Pa.

Maggie Broerman
Director of Safety and Training, Central Region
Student Transportation of America, Inc.
Carnegie, Pa.

George “Rick” Comer
Safety and Training Manager
Customer Service Center Manager
Durham School Services
York, Pa.

Scott Downey
Transportation Coordinator
Lower Dauphin School District
Hummelstown, Pa.

Jane Gerhold
Operations Manager
Rohrer Bus Service
Duncannon, Pa.

Wayne Johnston
Director of Transportation
School District of Springfield Township
Oreland, Pa.

David Lutz
Director of Transportation
Coalico School District
Denver, Pa.

Selina Pittenger
Executive Director
Pennsylvania School Bus Association (PSBA)
Camp Hill, Pa.

Craig Poles
Coordinator of Driver Training and Certification
School District of Philadelphia

Dave Schlotter
Director of Safety and Operations
Brightbill Transportation, Inc.
Lebanon, Pa.

Gail Wolfel
Supervisor of Transportation Services
Unionville-Chadds Ford School District
Kennett Square, Pa.

David Yarian
Director of Transportation
Derry Township School District
Hershey, Pa.
Special thanks go to the following individuals for their outside review and comment on specific units or input into various legal or enforcement issues:

Barbara Schaefer, Ph.D., College of Education, Pennsylvania State University (Units B and D)

Shirley Woika, Ph.D., College of Education, Pennsylvania State University (Unit D)

Kristie Kaufman, M.D., Center Medical and Surgical Associates – Pediatrics (Unit I)

Brian Newcomb, M.D., Mt. Nittany Medical Center – Emergency Medicine (Unit I)

Edward Miller, Lower Moreland Police Department, Montgomery County

John Collins, Upper Merion Police Department, Montgomery County

Kathy Strotmeyer, Pennsylvania Chapter, American Academy of Pediatrics
# TABLE OF CONTENTS

## UNIT A
THE SCHOOL BUS DRIVER: ROLE, RESPONSIBILITIES, AND REQUIREMENTS
- INTRODUCTION .......................................................... A-2
- YOUR ROLE AND RESPONSIBILITIES .......................... A-3
- WHAT DO I NEED TO DO TO BECOME A SCHOOL BUS DRIVER IN PENNSYLVANIA? ................................................. A-7

## UNIT B
STUDENT MANAGEMENT AND DISCIPLINE
- INTRODUCTION .......................................................... B-2
- SCHOOL BUS DRIVER RESPONSIBILITIES ....................... B-2
- STUDENT RESPONSIBILITIES ........................................ B-4
- DRIVER-STUDENT INTERACTIONS ................................. B-5
- CHARACTERISTICS OF STUDENT BEHAVIOR .................. B-9
- GUIDELINES FOR CONTROLLING STUDENT BEHAVIOR .......... B-11
- ASSERTIVE DISCIPLINE .............................................. B-13
- GANG AWARENESS .................................................... B-15
- BULLYING AND HARASSMENT ON THE SCHOOL BUS .......... B-16

## UNIT C
STUDENT LOADING AND UNLOADING
- INTRODUCTION .......................................................... C-2
- THE LOADING/UNLOADING AREA .................................. C-3
- LOADING PROCEDURES .............................................. C-4
- UNLOADING PROCEDURES ........................................... C-6
- UNIQUE DANGERS OF LOADING AND UNLOADING ZONES .... C-8
- ENFORCING THE SCHOOL BUS STOPPING LAW ................. C-8

## UNIT D
TRANSPORTATION OF STUDENTS WITH DISABILITIES
- INTRODUCTION .......................................................... D-2
- DRIVER RESPONSIBILITY ............................................. D-3
- CONFIDENTIAL INFORMATION ...................................... D-3
- GUIDELINES FOR MANAGING STUDENTS WITH DISABILITIES .......................................................... D-4
- TYPES OF DISABILITIES .............................................. D-6
- TRANSPORTING STUDENTS WITH DISABILITIES ............... D-13

## UNIT E
PREVENTIVE MAINTENANCE
- INTRODUCTION .......................................................... E-2
- PRE-TRIP INSPECTION .................................................. E-2
- PREVENTIVE MAINTENANCE WHILE ON THE ROAD ............. E-17
- POST-TRIP PREVENTIVE MAINTENANCE PROCEDURES ...... E-22