



THE
NEWTOWN
SCHOOL | KOLKATA
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*SAFETY GUIDELINES FOR BUS
DRIVERS, BUS ATTENDANTS AND
BUS ESCORTS*



I. School Bus Driver - Responsibilities:

1. The basic responsibility of the school bus drivers is to meet the requirements of the regular daily bus route for the purpose of transporting students and staff members to and from school in a safe and timely manner.
2. The School bus drivers shall report directly to the Transport Managers appointed by NTS or it's designee(s). The Transport Managers either individually or acting in concert will assign day-to-day work to the School Bus drivers and shall have authority to make immediate changes in regularly scheduled work assignments in response to the changing needs and conditions.
3. The School bus drivers must have a **Valid License** to drive PSV- bus as required under the Indian Motor Vehicles Act, 1988 or any other law as for the time being in force in India and as amended from time-to-time.
4. The School bus drivers must have at-least 5 years (five) years experience in driving a school bus.
5. The School bus drivers must follow traffic rules.
6. The School bus drivers must be in uniform while on duty and their name ID should be displayed on their uniform.
7. In addition to the above, the school bus drivers:
 - i. Must complete a safety and operational check of the school bus and any special equipment before all trips. There shall be a log book for such purpose which has to be duly filled in by them.
 - ii. Must promptly report any malfunctions concerning the bus and/or special equipment(s) to the Transport Managers, specifically mentioning the problem.
 - iii. Must report to the Transport Managers, any hazardous conditions observed along the scheduled bus route and route deviations, if necessary. If the condition may last longer than two days, submit a request to change the route and schedule.
 - iv. Must rigidly adhere to the bus route schedule for both pick up and drop off destinations and ensure that the Bus does not leave a Bus stop before its scheduled time unless all assigned students are on the bus.
 - v. Must ensure that they do not intentionally run the route behind schedule.
 - vi. Must ensure that they **do not add, change or move stops without express permission of the Transport Department.**
 - vii. Must promptly report to the Transport Managers any unusual incidents and follow the directions provided by the Transport Managers. This includes any deviation from the designated route or schedule (more than five minutes late), injury to or illness of a student (whether or not it occurred on the bus), failure of a responsible person to meet a student at a stop (when required).
 - viii. Must accurately complete and submit paperwork necessary for transportation operation including but not limited to, fuel reports, emergency evacuation details, accident reports, incident reports, any other information.
 - ix. Must not at any time exceed the speed limit as fixed by the Appropriate Authority from time-to-time.
 - x. Must not use mobile phones while driving, save and except for reporting any incident after having safely parked the school bus.



- xi. Must inform any condition (health or otherwise) that would hinder the driver's ability to drive the School Bus
- xii. Must care for Government property while the bus is in operation.
- xiii. Must perform all duties assigned and as required for the operation of the School Bus.
- xiv. Must follow safe driving procedures. When approaching a stopping location (railroad crossing, traffic signal, etc.), must be aware of unusual vehicles or people nearby. If they pose a serious threat, drive away as soon as the driver legally and safely can.
- xv. Must under all circumstances prevent unauthorized people from entering the School bus.
- xvi. Must be aware of anyone following the bus. Notify the Transport Managers and, if possible, provide a vehicle description, license plate number and driver description.
- xvii. Must maintain a safe distance (reference point: whether the other vehicle rear tires touching the road can be seen or not) between the bus and the vehicle in front.
- xviii. Must try not to stop next to or between large delivery trucks or tractor-trailer trucks. If the bus is struck by gunfire or other projectile (rocks, thrown objects, etc.), leave the area immediately, stop in a safe location and check for injuries and damage, and notify the Transport Managers.
- xix. Must not ask for tips and/or any form of gratifications from students or parents.
- xx. In addition to the above, to ensure the safety of students in an actual emergency, every school bus driver assigned to transport students, shall assign specific roles to the Attendant and Escort. Generally the assignment of duties shall be as follows;
 - a. Driver or Attendant (when driver is incapacitated) to set the parking brake, turn off the engine, turn on warning flashers and to call in and report the incident to the Transportation Department.
 - b. Escort to stand outside the bus, next to the front door, to help students exit the bus.
 - c. Escort to remove first aid kit from the bus.
 - d. Escort to lead students to a safe location at least 100 feet from the bus or to a place of safety.

II. School Bus Attendant - Responsibilities:

1. The attendant must ensure that the school bus shall not at any time run/operate without the following;
 - i. Name and telephone number of School written on a conspicuous part of the bus.
 - ii. "SCHOOL BUS" is written on the back and rear of the bus.
 - iii. First Aid box, sufficiently refilled from time to time with medications under expiration date.
 - iv. Duly filled fire extinguisher as prescribed under the relevant laws for fire safety from time-to-time.



2. Basic Duties of the school bus attendant shall include:
 - i. Must maintain an updated list of students being transported in the bus, indicating the name, class, residential address, blood group, emergency contact number, points of stoppage, route plan etc.
 - ii. Must maintain a healthy and safe bus environment by assisting the students with their personal cleanliness as necessary and by assisting the driver in cleaning bus interior and exterior on a regular basis by thoroughly washing, scrubbing, wiping and dusting.
 - iii. Must make sure that students are handed over ONLY to authorized person carrying an escort card provided by the school. If the authorized person does not come to receive the student from the drop off point, the student shall be taken back to the school and their parents should be informed. However where the concerned parents inform the school bus escort that they would receive their child at the next drop off point or any other subsequent drop off point, upon their failure to collect their child at the assigned drop off point and at the assigned time, the bus attendant must ensure that the bus waits for a maximum of 3 (three) minutes at the requested drop off point. However such privilege shall not be accorded as a matter of course or a matter of right but only in rare circumstances apart from which the basic protocol as stated above must be followed.
 - iv. Must conduct pre-trip safety and operational check of the school bus (tyre pressure, coolant, engine, battery, CCTV, GPS, air conditioner and fans) and any special equipment check, with the driver.
 - v. During pre-trip inspection if any Bags, Bottles, Boxes, Backpacks are found which cannot be associated with any student or staff member, they should be considered as suspicious and a possible threat and the Bus Attendant must immediately inform the Transportation Department.
 - vi. Must be in uniform while on duty.
 - vii. Must ensure that the bus is free from mosquitoes and insects before the students board the bus.
 - viii. Must ensure that the overhead luggage bins are securely locked every time before the bus starts moving.
 - ix. Must ensure that the doors are securely locked every time before the bus starts moving and immediately report to the Driver if any of the locks require repair or maintenance work.
 - x. Must ensure that the Driver follows traffic rules and report any deviance to the Transport Department.
 - xi. Must assist the driver by acting as a lookout at times when the bus must be backed up or during unusual traffic conditions.
 - xii. Must take necessary steps to ensure that the student's bus ride to and from school is as safe and comfortable as possible.
 - xiii. Must communicate with the Transport Managers in the event of additional concerns.



- xiv. Must ensure that the school bags, band kits, sports kits are either securely locked in the overhead luggage bins or tucked under the seats.
 - xv. Must assist students with limited mobility or restricted capacity during loading and unloading. The attendant should be behind the student as they load and in front as they unload.
 - xvi. Must conduct post-run inspections with the driver and escort to ensure that no students are left alone on the bus and no luggage are left behind in the bus. Any luggage found during a post run inspection shall be promptly returned to the transportation department. The driver and the attendant will be subjected to disciplinary action including termination if a child remains on the bus when it leaves school or is left alone on a parked or empty bus.
 - xvii. Must be courteous towards parents.
 - xviii. Must not get into brawls on the road.
 - xix. Must monitoring the safety of students when they are approaching, entering, riding and leaving the bus.
 - xx. Must never open the bus door to speak with unknown persons.
 - xxi. Must never allow an unauthorized person to enter the bus.
 - xxii. Must never accept boxes, packages or bags for transporting.
 - xxiii. Must never let a suspicious situation go without taking note and acting when necessary.
 - xxiv. Must never discuss in public details of routes, stops and passengers. Must never operate a bus without performing a pre-trip safety and security inspection.
 - xxv. Must never park a bus without conducting a safety and security sweep of the bus's interior for suspicious items. Never assume that a bag or backpack left on the bus is safe. If suspicious, the transportation department must be contacted.
 - xxvi. Must not ask for tips and/or any form of gratifications from students or parents.
 - xxvii. Must ensure that the CCTV system is installed in the bus is turned on and in working condition.
3. The Bus attendants should make sure that he/she is aware of the location of the following vehicle/emergency equipment for the bus to which they are assigned on any given day;
- i. Vehicle ignition switch- location and operation
 - ii. Entrance door- location and operation. Operation may be manual, electric or air pressure controlled.
 - iii. First Aid Kit- location
 - iv. Fire Extinguisher – location and operation- usually mounted near entrance door or driver. Should know how to remove extinguisher from its mounting bracket.
 - v. Reflectors- location
 - vi. Emergency exits- location and operation- lift up handle, buzzer warning
 - vii. Instrument panel and controls- Service brake, parking brake, gear shift, emergency flashers and door opener.



4. The Bus Attendants must follow the under-mentioned emergency procedure, in the event the driver is incapacitated;
 - i. Activate emergency flashers.
 - ii. Turn off the ignition.
 - iii. Inform the transportation department.
 - iv. If the bus is exposed to danger (on railroad tracks, dangerous traffic, fire, flood, weather, etc) immediate emergency evacuation may be necessary.
 - v. Dial 100 for assistance.

III. School Bus Escort - Responsibilities:

1. Bus Escorts are responsible for the safety and behavioral management of all students on the school bus to which they are assigned. The Escort shall be seated near the Emergency Exit in order to act promptly during an evacuation procedure.
2. Basic Duties of the school bus escort shall include:
 - i. Must be fair and firm with discipline of all students on board.
 - ii. Must monitor the safety of students when they are approaching, entering, riding and leaving the bus.
 - iii. Must ensure that the bus driver does not wait for over 2 minutes beyond the schedule departure for a pick up point.
 - iv. Must help the students understand that they should follow rules to ensure their own safety.
 - v. Must have the trouble maker students seated next to her under close supervision.
 - vi. Must maintain a list of trouble makers and hand them over to the transportation department for appropriate steps by the concerned class teacher if necessary.
 - vii. Must report all vandalism and discipline problems on the bus, including fights at the bus stop, irrespective of the fact whether such problem was brought under control.
 - viii. Must report instances of rash and negligent driving immediately to the transportation department.
 - ix. Must ensure that all students are seated and have fastened their seat belts before the bus starts moving, save and except where it is not advisable under the safety norms as may be prescribed by an Appropriate Authority under any law from time-to-time.
 - x. Must conduct post-run inspections with the driver and attendant to ensure that no student is left alone on the bus and no luggage are left behind in the bus. Any luggage found during a post run inspection shall be promptly returned to the transportation department. The driver, attendant and escort will be subjected to disciplinary action including termination if a child remains on the bus when it leaves school or is left alone on a parked or empty bus.
 - xi. Must attend a student who is hurt with the First Aid kit and also inform the transportation department and the concerned parent about the incident immediately.
 - xii. Must have the students seated quietly till alternative arrangements are made in the event of a break down.



- xiii. Must maintain the student attendance register.
- xiv. Must assist the School Teachers in arranging the students into a queue for boarding.
- xv. Must instruct the students, during the rides from school, for an emergency evacuation.
- xvi. Must focus on safe loading and unloading procedures. Instruct students to always follow safe loading and unloading procedures.
- xvii. Must remind students to never accept packages or items from people they do not know.
- xviii. When approaching the stop, must be aware of unusual vehicles or people nearby. If they pose an immediate and serious threat, not to stop and immediately notify the Transport Managers.
- xix. Must never allow unauthorized people to enter the bus.
- xx. Must not ask for tips and/or any form of gratifications from students or parents.
- xxi. Must be aware of suspicious boxes, bags, bottles or containers at the stop.
- xxii. If followed by a vehicle, notify the transport managers immediately. If possible, provide a vehicle description, license plate number and driver description.
- xxiii. Should ensure that all students are wearing the RFID Cards at the time of entering the bus during pick up journey and departure journey.

