

# DELAWARE CITY SCHOOLS

248 North Washington Street

Delaware, OH 43015

(740) 833-1117 FAX: (740) 833-1149

Achieving Excellence, Honoring Tradition

---

Douglas A. Behnke  
Assistant Superintendent/Human and Material Resources

## **DELAWARE CITY SCHOOLS' "BEST PRACTICE" INITIATIVE**

Delaware City Schools has implemented an operational procedure for bus drivers to ensure no child is left unattended on a school bus. This procedure was implemented to reduce the liability risk to Delaware City Schools.

Each bus driver is given a laminated "Bus Empty" sign. The "Bus Empty" sign is specific to their bus and instructions on how and when to use this sign are printed on the reverse side of the sign.

Before exiting their bus after each A.M., Noon, or P.M. run, the driver must travel to the back of their bus to ensure that there are no students still on board. Once at the back of the bus they display the "Bus Empty" sign in the rear window.

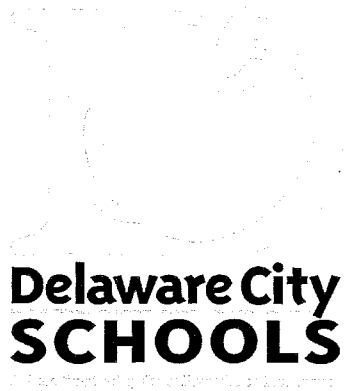
Once the sign is in the rear window, the bus driver is then required to radio the Dispatcher and report "*Bus # \_\_\_ inspected*". The Dispatcher then radios back "*Bus # \_\_\_ you're clear*" and logs the time the driver calls in. The bus driver is to continue to radio the Dispatcher until the Dispatcher acknowledges their radio call. Once this has been completed, the bus driver can then leave their bus.

NOTE: The Dispatcher at the end of the A.M., Noon, and P.M. runs, reviews the reporting records. Any bus that has not reported by radio that they are inspected, the driver is to be contacted by radio or telephone to verify the bus was inspected. If the bus is parked back at the Transportation Center, the bus is to be boarded and inspected to verify the bus is empty. The Supervisor is to be notified after the bus is inspected on any situation where the Dispatcher must contact a driver for not reporting in.

All bus drivers, mechanics and dispatchers are re-instructed on this procedure at the start of each school year in their yearly inservice meeting.

*“I checked my bus”*

# ***BUS EMPTY***



<p>Bus No.</p>
----------------

## **Driver Instructions** **Bus Empty Sign Guidelines**

Revised 1-9-09

**REQUIRED:** Any time your bus is empty, place Bus Empty Sign in rear window after you have checked your bus:

### **GUIDELINES ON WHEN TO INSPECT YOUR BUS:**

- |                                    |  |
|------------------------------------|--|
| <b>AM Runs -</b><br>(See Note 2)   | After your last unload normally at Dempsey MS.<br>After your last unload at each Elementary<br>After your last unload at St Mary's, Del. Area Career Center North<br>After your last unload on a Field Trip or Shuttle run |
| <b>NOON Runs -</b><br>(See Note 2) | After your last unload of students home<br>After your last unload of the students to any school<br>After your last unload on a Field Trip or Shuttle run   |
| <b>PM Runs -</b><br>(See Note 2)   | After your last unloads from the Schools to the homes or any Day care location.  |
| <b>Field Trip</b>                  | - After you unload on a Field Trip or Shuttle run  |

**NOTE 1:** Inspection of your bus must be in a place of safety after your last stop on any run.

**NOTE 2:** When you exit the bus after any AM, Noon, or PM runs, you are to radio Dispatcher & wait for Dispatcher's response:

- |             |  |
|-------------|--|
| Driver:     | "Bus # ___ inspected" (Driver has Inspected bus & placed Bus Empty Sign in window) |
| Dispatcher: | "Bus # ___ you're clear" (Driver can now exit the bus)                             |