

TENNESSEE HIGHWAY PATROL

PUPIL TRANSPORTATION



STATE IN-SERVICE

2015 - 2016



PUPIL TRANSPORTATION
1228 FOSTER AVENUE
NASHVILLE, TN 37243

BILL GIBBONS
COMMISSIONER

TRACY TROTT
COLONEL

Dear Transportation Professionals:

Welcome to the annual state sponsored in-service training. What a tragic and heartbreaking experience the 2014/2015 school year has been!

Webster's Dictionary defines Team as: "to yoke or join in a team; to put together in a coordinated ensemble." Our Transportation "Team" has had the overwhelming task of coping with what could be remembered as the worst school bus crash in our great state's history.

Our hearts and thoughts go out to the families of Zykia Burns, Seraya Glasper and Ms. Kimberly Riddle. The investigation of the crash seems to be coming to a close. Due to the nature of this situation, we will not discuss details until the 2016/2017 training session.

Our training this year will focus on the following topics:

- Emergency Evacuations
- Tennessee Motor Vehicle Laws Annotated
- Rail Road Crossings

YOU are part of the transportation "Team" in Tennessee. Without your dedication to "going above and beyond," our children cannot have the safest possible ride in the yellow bus.

As always, this is your class; leave no question unasked. Let our goal for the 2015/2016 school year be to strive to be the best mentor to our children that we can!

Finally, hold close to your heart the names Zykia, Seraya and Kimberly. May their memory drive YOUR desire for effective training, continued preparation and a safe school year!

Sincerely,

A handwritten signature in black ink that reads "Lt. Ray D. Robinson". The signature is written in a cursive, flowing style.

Lieutenant Ray D. Robinson
Tennessee Highway Patrol



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EMERGENCY EVACUATION PROCEDURES



White County Schools Bus

Burned in 2014

The following is the recommendation for emergency evacuation training as listed in the Uniform Guidelines for State Highway Safety Programs published by the National Highway Traffic Safety Administration:

At least once during each school semester, each pupil transported from home to school in a school bus should be instructed in safe riding practices, proper loading and unloading techniques, proper street crossing to and from school bus stops and should participate in supervised and timed emergency evacuation drills. Prior to each departure, each pupil transported on an activity or field trip in a school bus or school-chartered bus should be instructed in safe riding practices and the location and operation of emergency exits.

HOW TO SAFELY EVACUATE A SCHOOL BUS

INTRODUCTION

It is the goal of this program to show you the skills that are needed to successfully evacuate a school bus, to know what to do and how to do it without hesitation, to control frightened kids, to employ emergency procedures, and to focus on the task at hand.

SECTION 1. Safety Issues

A. Rules mandated by your district:

Student conduct

1. No horseplay at the school bus stop.
2. Students must keep noise levels low so they can hear messages from their driver.
3. Students should stay seated at all times and face forward.
4. Do not chew gum.
5. Do not stand up and walk into the aisle when bus is moving.
6. Do not eat food or drink on bus.

The bus driver should make it clear that it is the job of the students to sit safely on the bus.

B. Check list for safety equipment on the bus:

- ✓ Fire Extinguisher
- ✓ First Aid Kit
- ✓ Any Warning Devices
- ✓ Two Way Radio

C. When it is necessary to evacuate a school bus:

Any time a bus is in danger by being struck by a train. When a bus driver is confronted by a fire, this, too, calls for an immediate evacuation.

These are two examples of when it is necessary to evacuate a school bus.

Please keep in mind that anytime a bus driver recognizes that their students' lives are in danger by staying on the bus, he or she must not hesitate to evacuate the bus.

D. When not to evacuate the bus:

1. When a mechanical failure poses no threat to the students, the best course of action for the bus driver is to keep the students on the bus and await the arrival of the backup bus.

***REMEMBER – Each situation is different and bus drivers have to determine which action to pursue. Base it on which action will best protect the students decisively.**

E. Panic undercuts your ability to think and act rationally. The bus driver cannot let this happen.

1. Techniques of mental conditioning – By always thinking how you would react should a serious event occur, you are mentally conditioning yourself to deal with an emergency.

F. ADDITIONAL ISSUES:

1. Students leaving the bus must walk a safe distance from the bus. A landmark should be designated so that the students will know where to stop.
2. When students are evacuated from a bus, do not let them return to the bus even though the problem appears to be corrected. You never know if the same problem will re-occur.
3. Students must leave all personal items on the bus.
4. Total focus must be on getting students off the bus safely and quickly. Do not become distracted by tasks that can easily be accomplished once the evacuation of students is complete.

SECTION 2. TRAINING DRILLS

A. Before demonstrating the emergency drills, the driver should show the students the location of all emergency equipment:

- Two way radio
- First aid kit
- Fire extinguisher
- Location of all emergency exits
- Operation of door latches
- Manual operation of front door release
- Shut down of engine compartment in case of driver incapacitation

B. THE DRILLS:

1. THE FRONT DOOR EVACUATION DRILL

- Assign a monitor
 - Students leave in assigned order
 - Tell students not to panic
 - Leave personal items on the bus
 - Open the front door and evacuate
- a. Students follow the monitor to the pre-designated landmark.
 - b. The bus driver carefully inspects the bus to be certain all students have left the bus.
 - c. Call dispatch with the location and condition of the bus.
 - d. When the driver rejoins the students, a head count is taken to be sure all students are accounted for.
 - e. The driver will critique the drill with the students.

2. THE REAR DOOR EVACUATION DRILL

- a. The drill begins with the driver positioned at the rear of the bus.
- b. The students and monitors nearest to the door leave first.
- c. During the drill the bus driver will point out proper techniques for safely jumping out the rear of the bus. Injuries can be avoided when jumping out of the bus by following these simple rules:
 1. Begin by making sure to bend your knees.
 2. Jump straight out, not straight up or you will hit your head.
 3. When using palm to palm, do not grab fingers. This could result in broken fingers.
- d. Palm to fist technique: Monitor makes a fist and the student leverages their jump off of the fist. This technique lessens the chance of broken fingers.
- e. Scooting out the rear of the bus: Students sit at the rear of the bus and using the same palm to palm technique, they scoot forward by using the monitor's palm to leverage themselves out of the bus.

Once the students have been evacuated, the monitors will lead the students to a safe area away from the bus. The bus driver will repeat the same procedure of checking the bus for any students who may have been left behind.

The bus driver will critique the rear door evacuation with the students.

3. SPLIT DOOR EVACUATION DRILLS

- Front and side doors are used to evacuate at the same time.
- The two monitors seated at the front and side doors will lead the students off the bus.
- The bus driver declares an emergency.

*This drill is likely to be used in severe emergencies.

MAKE SURE TO FOLLOW YOUR SCHOOL DISTRICT'S POLICY

4. WHAT TO DO WHEN A DRIVER BECOMES INCAPACITATED:

- a. Students should be trained how to respond to secure the drivers compartment. (FOLLOW YOUR DISTRICT'S POLICY.)
- b. Once the driver's compartment has been secured, a student should immediately call dispatch and let them know that the driver is incapacitated. Give the location and let dispatch know that the students are okay.

*This drill is a valuable exercise and makes students aware that they must learn what steps they must take when a driver becomes incapacitated.

SECTION 3. REENACTMENT OF A BUS EVACUATION

FIRST STEPS:

- Act decisively
- Don't panic
- Find a safe place to stop
- Communicate with your students.
- Driver announces a side door evacuation
- Tell students to evacuate
- Tell students not to push or shove
- Stay calm
- Monitors position themselves
- Bend knees
- Jump straight out
- Avoid hitting your head
- Walk a safe distance from the bus
- Driver inspects inside of bus
- Place warning signs
- Await the arrival of the backup bus.

SUMMARY:

Bus evacuations occur rarely, if at all. However, if they do, you must be prepared. We believe the information in this program will help deal with the skills and mental approach that are needed to successfully complete an evacuation.

***REMEMBER – Practicing both the skills and the mental approach to evacuating a school bus may one day save the lives of your students.**

TENNESSEE CODE ANNOTATED

Listed below are the TCAs that all school bus drivers should be familiar with. All training participants are encouraged to visit <http://www.lexisnexis.com/hottopics/tncode> to view all relevant Tennessee codes.

- Tenn. Code Ann. § 55-8-112 (2015)
55-8-112. Flashing signals.
- Tenn. Code Ann. § 55-8-124 (2015)
55-8-124. Following too closely.
- Tenn. Code Ann. § 55-8-131 (2015)
55-8-131. Vehicle entering highway from private road or driveway.
- Tenn. Code Ann. § 55-8-136 (2015)
55-8-136. Drivers to exercise due care.
- Tenn. Code Ann. § 55-8-147 (2015)
55-8-147. Certain vehicles must stop at all railroad grade crossings.
- Tenn. Code Ann. § 55-8-151(2015)
55-8-151. Overtaking and passing school, youth or church bus -- Markings -- Discharging passengers -- Penalties.
- Tenn. Code Ann. § 55-8-192 (2015)
55-8-192. Use of mobile telephone by school bus drivers.
- Tenn. Code Ann. § 55-8-199 (2015)
55-8-199. Use of hand-held mobile telephone or personal digital assistant to transmit or read a written message prohibited while driving.
- Tenn. Code Ann. § 49-6-2118 (2015)
49-6-2118. Policies and procedures for students exiting school bus at stop other than regular bus stop -- Bus drivers' responsibilities -- Unruly students.
- Tenn. Code Ann. § 49-6-2107 (2015)
49-6-2107. Certification of drivers and equipment.
- Tenn. Code Ann. § 49-6-2117 (2015)
49-6-2117. Prohibition against non-public schools employing or permitting driver convicted of violations.
- Tenn. Code Ann. § 49-5-413 (2015)
49-5-413. Investigation of applicants for teaching or child care positions.
- Tenn. Code Ann. § 39-14-132 (2015)
39-14-132. Misrepresentation of mileage on used motor vehicle odometer.

The Tennessee Code can be viewed at the following link to LexisNexis:
[Tennessee Code – http://www.lexisnexis.com/hottopics/tncode](http://www.lexisnexis.com/hottopics/tncode)

RAILROAD CROSSING

The Operation Lifesaver website is an excellent resource for educational materials regarding railroad crossing rules and procedures. All participants are strongly encouraged to visit Operation Lifesaver at www.oli.org and to participate in the provided e-learning for school bus drivers.

KNOW YOUR SIGNS AND SIGNALS

Passive signs and active traffic control devices are installed along roads that cross railroad tracks both on the approach and at the highway-rail grade crossing to regulate, warn or guide traffic.

They alert drivers to the presence of railroad tracks and to the possibility of an approaching train. These signs and devices also provide a safety message and remind the driver of the laws regarding highway-rail grade crossings. What follows is a list of some of the various signs and devices that you will see in connection with highway-rail grade crossings.

Passive Signs: Signs that alert motorists that they are approaching a highway-rail grade crossing.

Active Signs: Electronic devices that warn the motorist of the approach, or presence, of rail traffic at grade crossings

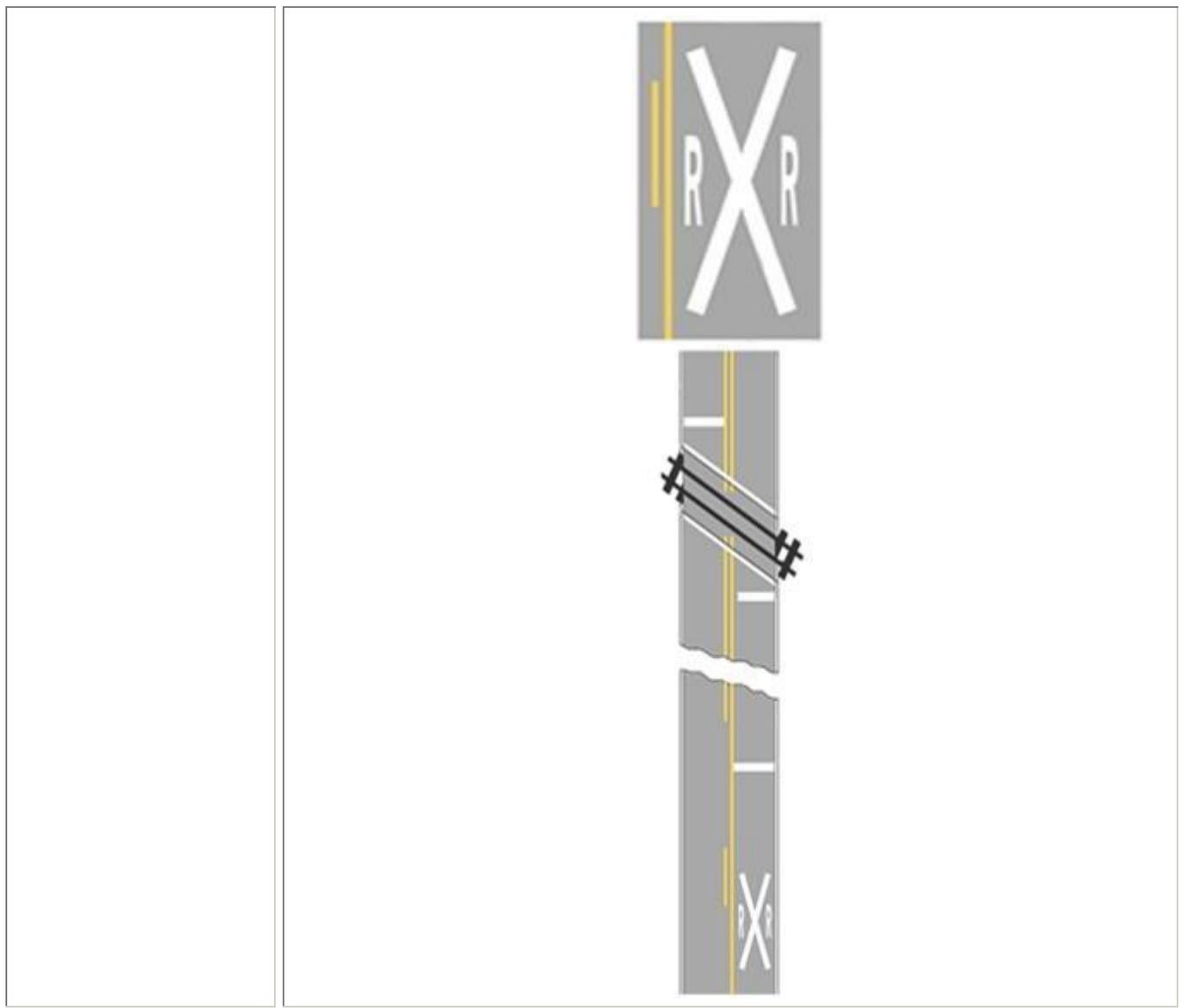
Source: Operation Lifesaver www.oli.org

SIGNS BEFORE THE CROSSING

				
<p>What it's Called</p>	<p>ADVANCE WARNING Sign</p>	<p>NO TRAIN HORN Sign</p>	<p>LOW GROUND CLEARANCE Grade Crossing Sign</p>	<p>ADVANCE WARNING Signs for side streets</p>
<p>What it Means</p>	<p>Warns drivers that the road crosses railroad tracks ahead</p>	<p>A Quiet Zone has been established and normally the train will not sound the horn</p>	<p>Alerts drivers of long wheelbase vehicles or trailers of a potential hang-up situation at the crossing</p>	<p>Warns that a highway-rail intersections will appear immediately after making either a right or a left turn</p>
<p>Cool Fact</p>	<p>Reminds the driver to slow down, look and listen for a train</p>	<p>The locomotive engineer can still sound the horn in emergency situations or if workers are near the tracks</p>	<p>All drivers need to make sure that their vehicle has cleared the tracks once they cross over</p>	<p>Reminds the driver to be prepared to stop if a train is approaching</p>

Source: Operation Lifesaver www.oli.org

SIGNS ON THE ROAD



What it's Called

PAVEMENT MARKINGS and STOP BARS

What it Means

On paved roads, alert drivers that the road crosses railroad tracks ahead and identifies the safe place to stop and look for an approaching train

Cool Fact

On gravel roads there are no Pavement Markings or Stop Lines, and the driver must stop no closer than 15 feet

Source: Operation Lifesaver www.oli.org

SIGNS AT THE CROSSING

					
What it's Called	CROSSBUCK sign	EMERGENCY NOTIFICATION sign	MULTIPLE TRACK sign	STOP sign	YIELD sign
What it Means	Marks the crossing and should be considered the same as a YIELD	Shows the railroad's emergency phone number and USDOT Crossing Number	Indicates the number of tracks present	A driver must always stop at the STOP sign in advance of the railroad tracks	Every driver must YIELD the right of way to a train
Cool Fact	Most common sign at public highway-rail intersections	This is the first phone number to call if your car is stuck on the tracks; if it is missing call 911. Each crossing in the USA has a unique USDOT Crossing Number	After one train has passed, look and listen for another train coming from either direction	The STOP and YIELD signs mean the same as they do at highway intersections	

Source: Operation Lifesaver www.oli.org

SIGNS ALONG RAILROAD PROPERTY



What it's Called	NO TRESPASSING signs
What it Means	If you attempt to ride an ATV or a snowmobile, or hike on the tracks, a bridge, or a trestle or even walk near the tracks, you can be arrested and fined
Cool Fact	Most of all it is dangerous because you never know when a train may be approaching

Source: Operation Lifesaver www.oli.org

**TENNESSEE DEPARTMENT OF SAFETY
SCHOOL BUS DRIVER TRAINING**

TEST ANSWER SHEET

NAME _____
(Please print)

DRIVER LICENSE NUMBER _____

ADDRESS _____

DATE OF BIRTH _____

SCHOOL SYSTEM _____

BUS OWNER _____

COUNTY IN WHICH YOU LIVE _____

DATE OF TODAY'S CLASS _____

I certify that the above information is correct/true.

Signature _____

Choose the one best answer for each question and black out that letter on the answer sheet.

EXAMPLE

1. (A) ● (C) (D)

1. (A) (B) (C) (D)

2. (A) (B) (C) (D)

3. (A) (B) (C) (D)

4. (A) (B) (C) (D)

5. (A) (B) (C) (D)

6. (A) (B) (C) (D)

7. (A) (B) (C) (D)

8. (A) (B) (C) (D)

9. (A) (B) (C) (D)

10. (A) (B) (C) (D)

11. (A) (B) (C) (D)

12. (A) (B) (C) (D)

13. (A) (B) (C) (D)

14. (A) (B) (C) (D)

15. (A) (B) (C) (D)

16. (A) (B) (C) (D)

17. (A) (B) (C) (D)

18. (A) (B) (C) (D)

19. (A) (B) (C) (D)

20. (A) (B) (C) (D)

WE'D LIKE YOUR OPINION ...

Please take a moment and answer the following questions. You may turn this in to the instructor, or fax to Pupil Transportation (615-253-2280).

Is there a subject that you'd like to have covered in the class that was not discussed?

Do you have any suggestions on how to improve the class?

Comments:



TENNESSEE DEPARTMENT OF SAFETY
Tennessee Highway Patrol

SAFETY FIRST!

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WWW.TAPT.ORG