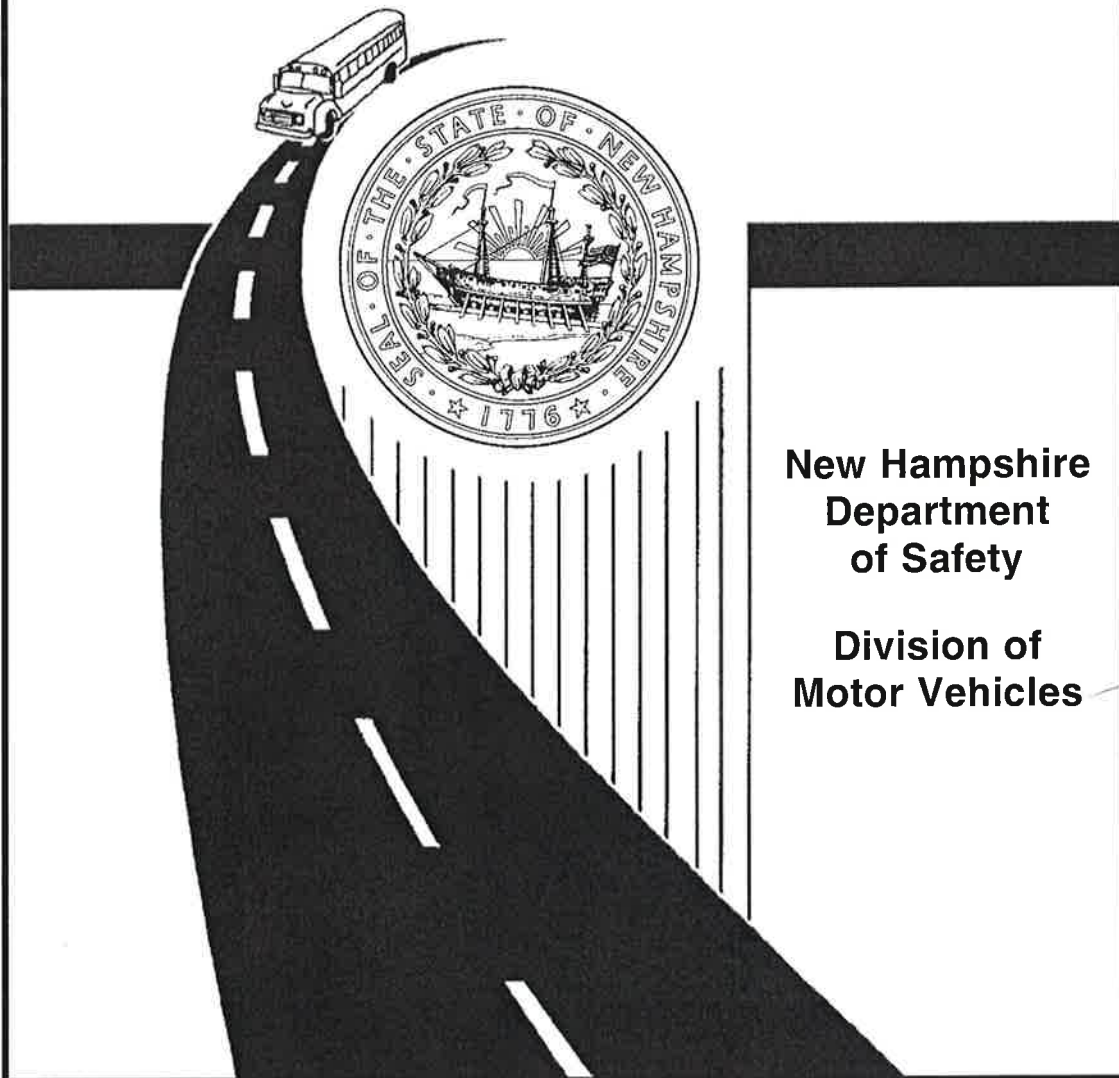


Handbook for the New Hampshire School Bus Driver



HANDBOOK FOR THE NEW HAMPSHIRE SCHOOL BUS DRIVER

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**NEW HAMPSHIRE DEPARTMENT OF SAFETY
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SEATING AND AISLE SPACE

Each student shall have a seat and remain properly seated while the bus is in motion. There shall be **NO** standees nor shall anyone sit on the lap of another. A driver has the authority to assign seats. No school bus driver shall allow transportation of more passengers than the manufacturer's rated capacity, unless an unplanned, temporary, non-recurring, emergency situation arises. An emergency situation shall include, but not be limited to:

1. An accident or mechanical failure; and
2. Every passenger can be seated (no standees).

The aisle of any school bus shall be unobstructed at all times, including in front of all emergency door exits. Objects, such as, but not limited to, musical instruments, books, athletic equipment and tools shall not be placed in the aisle. If skis or similar equipment are carried on a school bus, they shall be secured.

PUPIL RULES

The following is a list of rules that your school district or company may consider using when developing their own set of rules for the bus. Keep the rules short and to the point, as the student will not remember a long list.

1. Pupil shall follow directions of the driver the first time given.
2. Pupil shall arrive at the bus stop at least five (5) minutes before the bus is scheduled to arrive.
3. Pupil shall wait in a safe place, clear of traffic and at least 10 feet away from where the bus stops.
4. Pupil shall wait in an orderly line and avoid horseplay.
5. Pupil shall cross the road or street in front of the bus only after the bus has come to a complete stop and upon direction of the driver (10 foot minimum crossing distance).
6. Pupil shall go directly to an available or assigned seat when entering the bus.
7. Pupil shall remain seated and keep aisles and exits clear.
8. Pupil shall exhibit classroom conduct at all times.
9. Pupil shall refrain from throwing or passing objects on, from or into buses.
10. Pupil is permitted to carry only objects that can be held on his/her lap.
11. Pupil shall refrain from the use of profane language and obscene gestures on the bus.
12. Pupil is prohibited from using tobacco products, alcohol, drugs, or any controlled substance on the bus.
13. Pupil shall refrain from eating and drinking on the bus.
14. Pupil shall not carry hazardous materials, nuisance items and animals onto the bus.
15. Pupil shall respect the rights and safety of others.
16. Pupil shall refrain from leaving or boarding the bus at locations other than the assigned stops at home or school.
17. Pupil is prohibited from extending head, arms or objects out of the bus windows.
18. Pupil is prohibited from hitching rides via the rear bumper or other parts of the bus.

APPENDIX A

DEFINITIONS

APPROVED SCHOOL BUS: A motor vehicle as defined in RSA 259:96 for the transportation of pupils to any school, or school related activity and which has been issued identification indicating that it has been approved as a school bus and meets the inspection requirements of RSA 266:7.

COMMISSIONER: Commissioner of the Department of Safety.

DEPARTMENT: Department of Safety.

DIRECTOR: Director of Motor Vehicles of the Department of Safety.

DIVISION: Division of Motor Vehicles of the Department of Safety.

FMVSS: Federal Motor Vehicle Safety Standards.

PUPIL/STUDENT: Any person enrolled in any school, kindergarten through twelfth grade, or enrolled in any program for children with special needs.

PUPIL INSTRUCTION: Instruction offered to pupils who are transported in a vehicle for educational activities.

SCHOOL BUS TYPE: TYPE "A" school bus is a conversion or body constructed upon a van-type or cutaway front section vehicle with a left side driver's door.

TYPE "B" school bus is a conversion or body constructed and installed upon a van or front-section vehicle chassis, or stripped chassis, and part of the engine is beneath and/or behind the windshield and beside the driver's seat. The entrance door is behind the front wheels.

TYPE "C" school bus is a body installed upon a flat back cowl chassis in which all of the engine is in front of the windshield and the entrance door is behind the front wheels.

TYPE "D" school bus is a body installed upon a chassis, with the engine mounted in the front, midship, or rear and in which the engine may be located behind the windshield and beside the driver's seat; or it may be at the rear of the bus, behind the rear wheels, or midship between the front and rear axles. The entrance door is ahead of the front wheels.

MULTIPURPOSE PASSENGER VEHICLE: A vehicle such as a van, station wagon, and passenger vehicle of a type that is not designed as a school bus and has a rated passenger capacity of a maximum of 10 passengers including the driver.

RSA: Laws passed by the State legislature.

SAF-C: Rules developed and enforced by the Department of Safety.

SCHOOL BUS DRIVER: A person who drives any school bus transporting pupils to and from any private or public school or school related activity, and is certified pursuant to RSA 263:29.

SCHOOL RELATED ACTIVITY: Any event or sports activity involving pupils, to include intramural events, sponsored by a school, school district, school board, or school administrative unit.

SPARE DRIVER: Any individual certified as a school bus driver who does not drive on a regular basis, but is available to fill in for a school bus driver who is sick, on vacation, or unable to drive for a temporary period of time.

APPENDIX C

NEW HAMPSHIRE DEPARTMENT OF EDUCATION LAWS ON STUDENT TRANSPORTATION

186-C:11 Transportation. Each school district shall furnish suitable transportation to all educationally disabled children whose individualized education plan requires such transportation. The school district may board a child near the place where instruction is to be furnished and shall provide transportation if required by the child's individualized education plan from the place where the child is boarded to the place of instruction.

189:6 Transportation of Pupils. The local school district shall furnish transportation to all pupils in grades 1 through grade 8 who live more than 2 miles from the school to which they are assigned. The local school board may furnish transportation to kindergarten pupils, pupils in grades above the eighth or any pupils residing less than 2 miles from the school to which they are assigned, when it finds that this is appropriate, and shall furnish it when so directed by the commissioner of education.

189:8 Limitations and Additions. Pupils entitled to transportation in accordance with RSA 189:6 may be required to walk a distance not to exceed one mile to a school bus stop established by the local school board. Pupils residing in areas which are inaccessible by a local school district's established mode of transportation may be required to walk a distance not to exceed 1-1/2 miles to a school bus stop, provided that the vehicle, route and schedule have been approved by the commissioner of education. School districts shall assure that pupils shall not be subject to unsafe conditions while walking the required distance to a school bus stop and that the school bus stop is established in a safe location.

189:9 Pupils in Private Schools. Pupils attending approved private schools, up to and including the twelfth grade, shall be entitled to the same transportation privileges within any town or district as are provided in public schools.

189:9-a Pupils Prohibited for Disciplinary Reasons. Notwithstanding the provisions of RSA 189:6-8, the superintendent, or his representative as designated in writing, is authorized to suspend the right of pupils from riding in a school bus when said pupils fail to conform to the reasonable rules and regulations as may be promulgated by the school board. Any suspension to continue beyond 20 school days must be approved by the school board. Said suspension shall not begin until the next school day following the day notification of suspension is sent to the pupil's parent or legal guardian.