



# Multifunction School Activity Bus

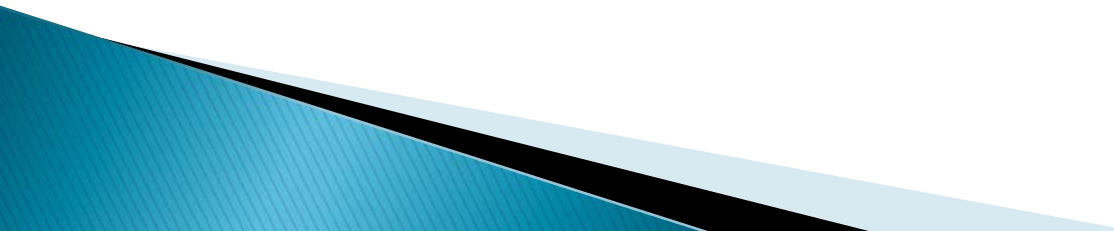
## MFSAB Use

Township High School District 214

# Food for Thought...

- ▶ This vehicle should be thought of as a classroom on wheels. Following the guidelines outlined in this module can assist in safe travel

# Best Practice is to Perform a Walk Around Inspection of the Bus

- ▶ Before entering the bus, conduct a pre-trip visual walk around of the bus
  - ▶ Look at the bus to make sure there is nothing visibly wrong with the bus body or suspension
  - ▶ Look under the bus to make sure there is no obvious fluid leaks
  - ▶ Verify that the I-Pass transponder is located on the front license plate
  - ▶ Verify that the interior of the bus is clean, and there is no visible damage to the seats
- 

# Front of the Bus....



Look at all the lights and lenses to make sure they aren't cracked, broken or missing

Make sure the mirrors are set so you can see.

Are the windows clean?

Is there a license plate?

Is the current safety lane sticker visible on the windshield ?

Look at the bus and report anything that is missing or broken

# Sides of the Bus

Check the tires..

Do you see any cracks, tears, bulges, splits or fabric in the side walls?

Is there anything obvious stuck in the tire tread?

Check the doors and windows

When safe to do so, perform a scan under the bus to assess whether there is any obvious damage or anything hanging from under the bus frame



# Rear of Bus



As with the front of the bus, check to make sure that all the lights and reflector lenses and covers are not cracked, broken or missing

Are the rear windows clean?

Does the door work?

Is there a license plate?

When safe to do so, perform a scan under the bus to assess whether there is any obvious damage or anything hanging from under the bus frame

# Strobe Light

- ▶ The strobe light on a MFSAB shall be illuminated when students are being transported. As the fleet is updated, the new MFSAB buses will have the strobe installed



# Crossing Gate

- ▶ MFSAB crossing gate is wired to open any time the entrance door opens
- ▶ There is a switch on the panel (X-Arm Cancel). When the switch is pushed, the crossing arm will not open. So, in an instance in which the bus is parked close to an object, push the X-Arm Cancel button and the arm will not open, preventing damage





# Interior Information

- ▶ This information in the front of the bus reinforces:
  - No standing allowed while the bus is in motion
  - Passenger capacity is 14
  - Length of the bus is 22 feet
  - Height of the bus is 10 feet (noted on sheet)



# MFSAB Dash

- ▶ The dash contains several controls, including:
  - Noise Suppress
  - Aux Fan Switch
  - Fan Speed
  - Heat
  - Strobe Light
  - Driver Dome Light
  - Vehicle Dome Light
  - Mirror Heat
  - X-Arm Cancel
  - Door open light indicates when the back door is open



# Interior of Bus

- ▶ 5 Pieces of Emergency Equipment that should be located in the bus prior to departing



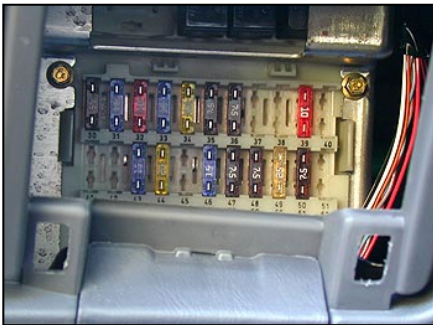
1 ABC Dry Chemical Fire extinguisher—fully charged, secure to bus and with pin inserted



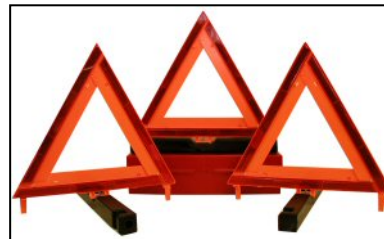
One sealed Body Fluid Kit



First Aid Kit with 7 sealed and sterile packs



Spare fuses, if bus uses them



Three boxed, working, reflective triangles are stored in a box secured to the floor of the bus

# Handling characteristics....

- ▶ Substantially longer and wider than a car
- ▶ Requires more space and additional reliance on the side mirrors for changing lanes
- ▶ Does not respond as quickly to abrupt steering maneuvers
- ▶ Requires additional braking time
  - The more vehicle weight, the longer it takes to stop
  - The higher the speed, the longer it takes to stop

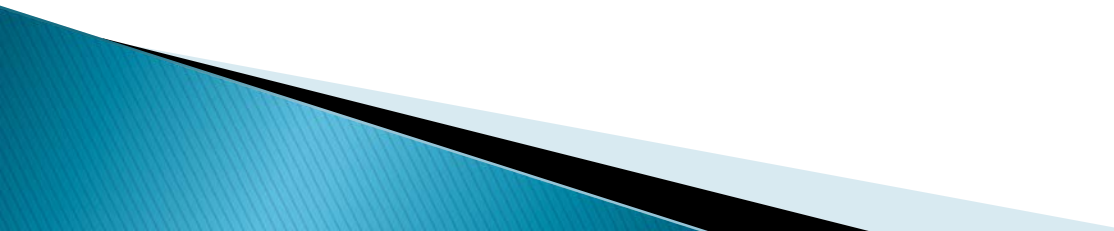
# Stopping Distance

<b>SPEED</b>	<b>THINKING DISTANCE</b>	<b>BRAKING DISTANCE</b>	<b>OVERALL STOPPING DISTANCE</b>
20 mph	20 ft. (6 m)	20 ft. (6 m)	40 ft. (12 m)
30 mph	30 ft. (9 m)	45 ft. (14 m)	75 ft. (23 m)
40 mph	40 ft. (12 m)	80 ft. (24 m)	120 ft. (36 m)
50 mph	50 ft. (15 m)	125ft. (38 m)	175 ft. (53 m)
60 mph	60 ft. (18 m)	180 ft. (55 m)	240 ft. (73 m)
70 mph	70 ft. (21 m)	245 ft. (75 m)	315 ft. (96 m)

# Defensive Driving

- ▶ Maintain a cushion of safety around the vehicle (no traffic on all sides)
- ▶ Drive in the right-hand lane whenever possible
- ▶ Recommended safe following distance is as follows:
  - 4 seconds in good weather, road conditions and visibility
  - At least 6 seconds in bad weather, road conditions and visibility
    - When the vehicle in front of you passes a fixed object (for example, a telephone pole), count one-thousand-one, one-thousand-two, etc. and you should not pass that same fixed object before the designated count
- ▶ Stay well behind larger commercial vehicles to see around them for potential hazards
- ▶ When following in traffic, the rearview mirror of the vehicle in front should be visible to avoid being in their blind spot

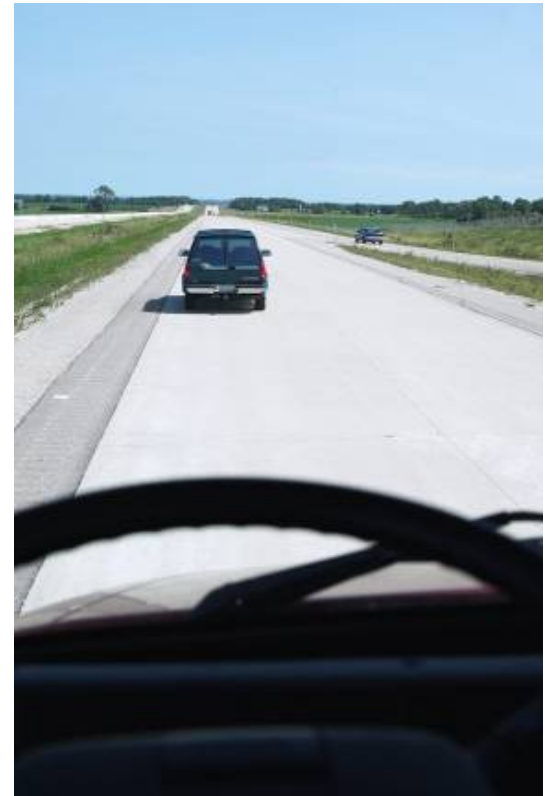
# Mirrors

- ▶ Adjust mirrors so you can barely see the edge of the bus in the mirror
  - ▶ When changing lanes, always check for blind spots by first leaning forward in your seat to change your sight angle and then by turning your head
  - ▶ Scan mirrors every 3–5 second
  - ▶ The biggest blind spot is directly behind the vehicle
  - ▶ Try to avoid backing up whenever possible
- 



# Defensive Driving Overview

- ▶ Stay alert to changes
- ▶ Look well ahead
- ▶ Aim high





# Defensive driving basics

- ▶ Observe the entire situation
- ▶ Recognize potential hazards
- ▶ Decide on an appropriate response
- ▶ Carry out your plan



# Weather Conditions

- ▶ Check weather conditions prior to going on any trip
- ▶ Because of the size and shape of the bus, you need to be especially mindful of crosswinds
  - Crosswinds can be created by open fields, overpasses and bridges, as well as exiting tunnels
  - Crosswinds are also created by larger vehicles such as trucks

# Seeing and being seen

- ▶ Keep the windshield and mirrors clean/clear
- ▶ Use mirrors before changing speed or position in traffic
- ▶ Constantly scanning traffic, to the front and sides
- ▶ Signal all turns and lane changes
- ▶ Keep signal on until move is completed
- ▶ Keep lights on for safety
- ▶ Look 10 to 12 seconds ahead in the city
- ▶ Look further ahead on the highway



# Merging

- ▶ Size up the traffic
- ▶ Signal early
- ▶ Watch for an opening
- ▶ Build up speed
- ▶ Watch the mirrors
- ▶ Watch for oncoming traffic

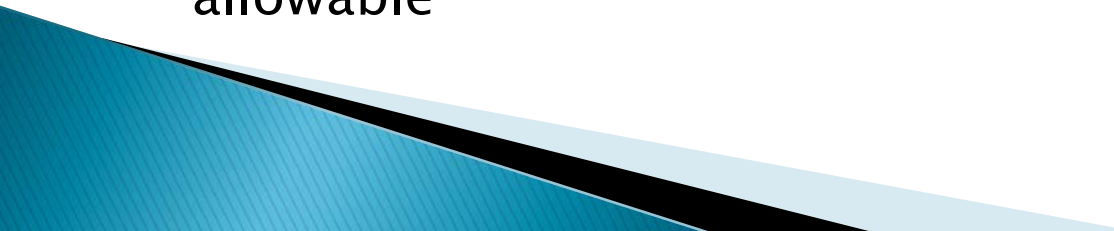


# Exiting

- ▶ Signal
- ▶ Get into the turn lane as soon as possible
- ▶ Check mirrors
- ▶ Make the exit



# Traffic

- ▶ A green light does not necessarily mean there won't be traffic in the other direction
  - ▶ In case you have to maneuver around the vehicle ahead of you or are on a slippery road, stop far enough behind the vehicle ahead so that you can see their rear tires and pavement behind the vehicle
  - ▶ Leave plenty of space
  - ▶ Always communicate intentions by using the turn signal.
  - ▶ A turn signal should be given continuously during at least the last 100 feet traveled before turning
  - ▶ Scan ahead 12–15 seconds or 1–2 city blocks, anticipating hazards by watching for vehicles, pedestrians, crosswalks and changing traffic signals
  - ▶ Maintain a cushion of safety around the vehicle, as much as allowable
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# City driving

- ▶ Keep your eyes moving – continually scan
- ▶ Check all mirrors
- ▶ Watch taillights, bikes, pedestrians, driveways, alleys, parking entrances/exits, and overhead wires
- ▶ Maintain appropriate speed
- ▶ Plan route accordingly



# Intersections

- ▶ It takes longer to cross due to additional length and slower acceleration
- ▶ At busy and unmarked intersections, stop, assume you don't have the right of way
- ▶ Slow down and watch for other vehicles, pedestrians, and people on bikes, inline skates, etc.
- ▶ When approaching a controlled intersection stop two times
  - First, at the stop sign or light
  - Second, ease forward to a point where you can clearly see oncoming traffic



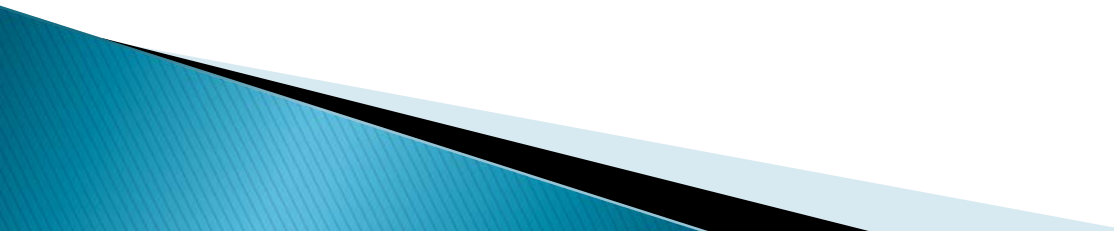


# Clearance Sign Inside The Vehicle

- 1) Familiarize yourself with the clearance of the vehicle. A clearance height sticker has been posted inside the vehicle for you to reference.
- 2) The vehicle you are driving has a clearance of 10 Feet
- 3) Can the vehicle safely pass under these listed clearance heights?



# Overhead Hazards Along Route

- ▶ **Know your Clearance Number-----> 10 Feet**
  - ▶ Avoid unmarked or low clearance areas unless you are visibly certain the clearance is greater than 10 feet
  - ▶ Approach slowly and carefully– never assume the marked height is correct
  - ▶ If you are unsure that you can safely pass under an overhead structure, pull over to further assess the area
  - ▶ Be alert when approaching the following: parking garages, drive-thru, bank, ATMs, bridges, overpasses, low hanging trees
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# Common Clearance Heights

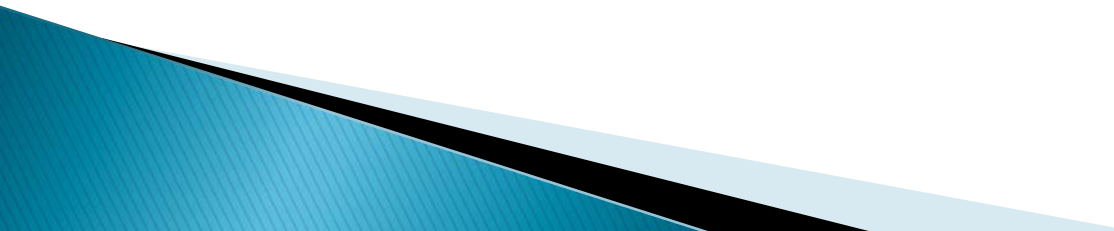


# Common Clearance Heights





# General Vehicle Safety

- ▶ Drive with headlights on to be seen by other traffic
  - ▶ Perform pre-trip inspections and notify appropriate person of any vehicle defects
  - ▶ Clean snow, ice and frost from all windows
  - ▶ Secure any loose items within the vehicle so they do not cause injuries in a crash
  - ▶ Each MFSAB is equipped with an I-Pass transponder, so it is appropriate to use the Toll way I-Pass lanes
  - ▶ Know evacuation procedures
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# Rear Emergency Door


- ▶ The rear emergency door has a slide bolt type lock system to help prevent vandalism
- ▶ Per the Federal Motor Vehicle Safety Standards (FMVSS), the lock system must have an engine starter interlock. This interlock prevents the vehicle from starting when the door is locked
- ▶ If the door is locked, emergency personnel could not access the passengers in an accident or incident
- ▶ **The slide bolt lock must be unlocked to enable the starting of the vehicle**
- ▶ Wheelchair lift access doors are not required to have a starter interlock since the FMVSS does not consider this door an emergency exit

# Railroad Crossing

- ▶ The Illinois Department of Transportation has interpreted Illinois law Section 11-1202 to require drivers of MFSABs to stop at all Railroad Crossings.
- ▶ Turn on flashers and come to a complete stop no less than 15 feet and no more the 50 feet from the railroad tracks. Turn off all noise making devices (newer buses are equipped with a Noise Suppress button), open door, listen, look both ways, close door and proceed when safe to do so. Turn off flashers after crossing the railroad tracks



# Backing Best Practice

- ▶ **Seventy percent of bus crashes involve backing into a stationary object**
  - ▶ Try to avoid backing up whenever possible
  - ▶ Consider alternatives to driving into a place in which you will need to back out
  - ▶ After pulling into a parking spot, place a traffic cone behind the vehicle. When the driver picks up the cone, look for potential hazards prior to backing
  - ▶ Avoid backing into traffic. Get out of the vehicle and check the area behind the bus before backing
  - ▶ Whenever possible, back out to the left (the driver's side) for better visibility
  - ▶ Use outside mirrors to help guide
  - ▶ Turn on four-way flashers and back **SLOWLY**
  - ▶ Have a spotter assist you **ONLY** when they understand what is expected of them
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# Front of bus blind spot

- ▶ There is a blind spot in front of the bus, which may prevent operators from seeing children and others of short stature walking in front of the bus
- ▶ Be aware as people get on and off and cross in front of the vehicle

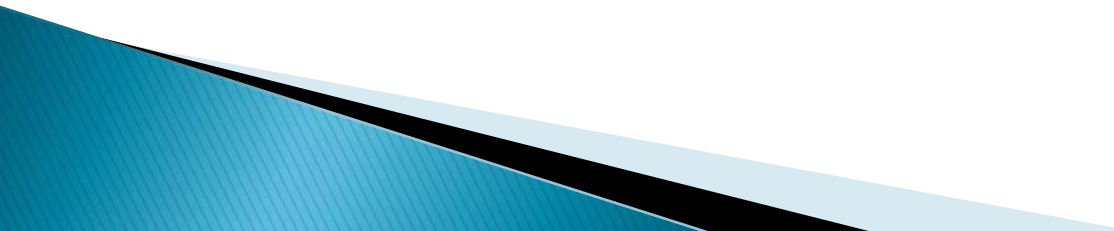
# General Driver Safety

- ▶ Wear seat belt at all times
- ▶ Cell phones are for emergencies only, and are to be used only when the bus is safely parked
- ▶ Reading maps is allowed only when the bus is safely parked
- ▶ Be patient and courteous at all times
- ▶ Your passengers count on you to be cool and keep them safe
- ▶ Do not drive aggressively:
  - Passing on the right when unsafe/illegal
  - Tailgating or excessive lane changes
  - Blocking traffic to prevent passing
  - Speeding and unsafe passes

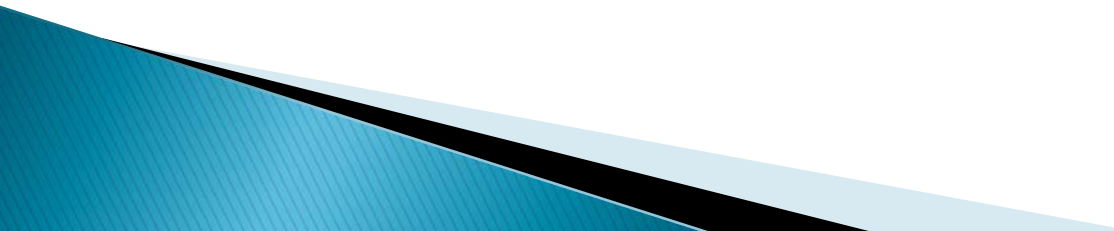
# Driver Procedures

- ▶ While transporting students, buses must be operated by persons who are state licensed District 214 employees, age 21 or older
- ▶ District 214 must be notified of loss or suspension of any driver's license
- ▶ Drivers shall:
  - be trained and instructed in the operation and safety of operating the MFSAB
  - observe the Illinois Rules of the Road
  - utilize the MFSAB exclusively for school business
  - transport only District 214 students on the buses
  - be responsible for appropriate student discipline
  - supervise the loading and unloading of their buses
  - log out and log in when driving the MFSAB
  - be prohibited from using or being under the influence of drugs or alcohol
  - be prohibited from using cell phones unless the bus is in park
  - not allow standing or sitting on the floor while bus is in motion
  - not use indecent language and shall not smoke
  - not permit students to exit through the back door of the MFSAB, unless in emergency situation
  - walk the bus at the conclusion of trip to ensure that MFSAB is clean and no students remain


# Conclusion of Trip Procedures

- ▶ Gas tank filled
  - ▶ Windows closed and locked
  - ▶ Rear door checked, closed, and locked with both locks
  - ▶ Front door checked, closed, and locked
  - ▶ Lights shut off
  - ▶ Seats checked and cleaned
  - ▶ Entire floor cleaned
  - ▶ Garbage removed
  - ▶ Post-trip walk-around, noting any damage or visible problems
  - ▶ Report any mechanical issues or damage so that repairs are made
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# Drivers of MFSAB Lift Buses

- ▶ The driver and/or school aide are solely responsible for properly securing wheelchairs and mobility devices. School personnel are responsible for making sure students are properly secured
  - ▶ Training is provided to safely secure wheel chairs and operate the lift mechanism
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# Moving/Parking Violations

- ▶ When driving the MFSAB, the driver is personally responsible for moving violations (such as speeding, running stop lights etc.)
  - ▶ Speed limits are to be strictly adhered to, even when passing other vehicles, no exceptions
  - ▶ When driving the MFSAB, the driver is responsible for the place he/she parks the bus. He/she needs to follow parking regulations. The driver is personally responsible for payment of the ticket
  - ▶ It is the driver's responsibility to inform District 214 of any violations or tickets received while driving the MFSAB. Depending on the violation, the district may or may not be informed by the police. The administrator should review the violation with the driver and additional training may be needed
  - ▶ It is the employee's responsibility to inform District 214 of any violations or tickets received during personal time, and/or any restrictions in driving privilege
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# Liability coverage

- ▶ District 214 employees are named insured's on the district's liability coverage, for operating any vehicle **within the scope of their duties** as employees of District 214
- ▶ When driving the MFSAB, each of us is representing the district

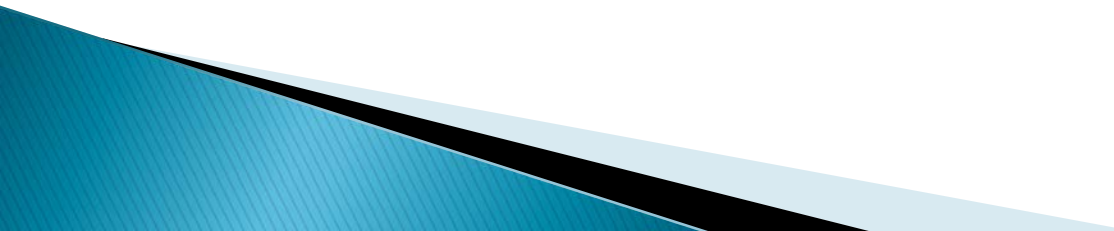
# Citizen Complaint

- ▶ Citizen reported complaints will be noted and recorded in the MFSAB Phone Call Log by the District Transportation Department.
- ▶ The form will then be forwarded to the building administrator. After review, additional training procedures may be needed





# Accident Procedures / Emergency Plan

- ▶ Drivers of the MFSAB shall log their cell phone number with the school prior to departure
  - ▶ Should any accident or vehicle breakdown occur, the driver must immediately notify school administration, and follow the established Vehicle Accident Procedure (located in each vehicle). It is the driver's responsibility to determine the road worthiness of the vehicle
  - ▶ Driver shall evacuate students in case of accident according to training procedures
  - ▶ Driver shall complete District 214 MFSAB Accident/Incident Report Form for any vehicle involved in accident or incident
  - ▶ Driver shall communicate with the school and District Office in matters concerning emergency school evacuation, lock downs, and relocation of students via transportation to alternate locations
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# Summary

- ▶ There are many demands placed on the driver of an MFSAB. Following the guidelines outlined in this module can assist in a safe transportation experience to and from activities

# Questions

- ▶ What is the height of the bus?
- ▶ What is considered a safe following distance in bad weather (select 1)
  - 2 seconds
  - 4 seconds
  - 6 seconds
- ▶ Crosswinds can be created by open fields (T or F)
- ▶ It is ok to use cell phone if it is hands free (T or F)
- ▶ The MFSAB does not have to stop at railroad crossings (T or F)