

# **AGENDA**

**SUBJECT: REQUIRED SAFETY TRAINING – (BI-ANNUAL)**

**September 2023**

- 1) Student Management & Discipline
- 2) School Bus Accident & Emergency Procedures
- 3) School Bus Emergency Drills
- 4) Loading and Unloading Along with Loading Zone Safety
- 5) Inspecting Bus for Students Left on Board at the End of the Route
- 6) Student's Medical Records
- 7) Railroad Crossings
- 8) Defensive Driving
- 9) CBD Products & DOT Regulations
- 10) School Bus Camera System
- 11) Open Discussion

1. Walking the bus regardless of the age of the student on each and every run (that includes runs into school as well as take home runs). The walk through should be done as soon as the last student leaves the bus prior to starting your next run or returning to the compound.

2. Pre-Trip Inspection - Ample time has been allotted to each package to insure a complete pre-trip inspection each and every time you use a bus. Division of Motor Vehicles monitors this closely and at times has been watching drivers from a distance to make sure the inspection is done completely. On the pre-trip report each item needs to be checked and a single check mark in each box needs to be made. (an arrow line through all the items is not acceptable. In addition pre-trip inspection reports should be turned in by the following morning. Remember you are signing this form for accuracy and truthfulness.

3. Drivers are reminded to make sure children remain in their seats while parked at the school waiting for the bell to ring. In addition drivers should be at their bus when students arrive and begin to board. Remember to advise all students to wear their seat belts at all times.

4. Drivers are asked to be aware of medical conditions of your students and if possible without causing any discomfort or embarrassment to the student keep them towards the front of the bus so their conditions can be monitored. (notes on each route provide medical information of the student when it is available to the department).

5. Students that need to be released to their parents or guardian will have "Yes" placed under their name in the comment section for each student.

6. Idling Law allows for three minutes or the time it takes for your pre-trip inspection at the compound. If the weather is below 25 degrees the bus may idle for 15 minutes at any one time.

## NEVER IDLE THE BUS NEAR OR IN FRONT OF THE SCHOOL

7. All drivers will not use the following locations for parking or turning around in.

- 1) The vacant lot near Lacey Road & Holmes Avenue North
- 2) Methodist Church Parking Lot for parking and turning around

in.

3) Drivers are asked to avoid parking your vehicle in a spot that is not safe or may cause damage to your bus or another vehicle.

4) Never park your bus on the side of the street facing oncoming traffic.

8) When a driver needs to make a left turn on Lacey Road with or without students, he or she will use an intersection that is controlled by a traffic signal. Drivers should never attempt to cross over four lanes of traffic without the use of a traffic signal. School buses may not be used to block traffic to let a line of buses exit a school driveway. (example would be Lacey Road in front of Forked River School)

9) Drivers are reminded that when operating on a highway where a truck & buses weight station exists and is **OPEN** you should pull into the inspection station to avoid a possible traffic summons.

10) Buses should be cleaned and swept each day, also no bus should be parked for the night with less than a half tank of gas. (Exception to this is when a driver is using another bus than their own and returns very late from a trip, in this case the driver of that bus should inform the office on the first day back to work.

11) Our compound has very limited parking be courteous to your fellow worker and try to park using only one space and park near an existing parked vehicle when possible. Parking in the upper compound will be only for the drivers that have their bus parked in the upper lot.

12) High School drivers will not release their students before 6:55 am. Please be careful and wait until the bus on your right is fully stopped before releasing students.

13) An extra key box is outside on the wall of the garage for emergency access for additional keys to buses. Driver's having trips over the weekends or when school is closed for the holidays will make sure they have the keys to operate their buses for the field trips on that day. Trip drivers that are returning after dark may use the upper compound to park their private vehicle and buses for safety reasons if they choose.

14) Always follow accident procedures, if someone gets hurt on the bus let the office know immediately so the parent and school is notified. Any type of auto accident or damage to the bus also let the office know immediately and stay at that location and await directions from the office.

15) **Do Not Call 609-971-2038. This phone number does not exist anymore. Text Daphne and call the office and leave a message.**

19) In conclusion, I want to emphasize the importance of checking your bus each time the last student leaves your bus. This is the **GOLDEN RULE** that must be followed each day and not altered in any way.

20) A form has been created for requesting a **personal day**. Please remember according to your contract, requests are to be submitted two days prior to the date you want off.

21) during your route selection, you might have noticed a substantial change in the appearance of your routes. Drivers will no longer have to submit a take home order as in previous years since each route has it own in and take-home order. Any time drivers have a change to be considered, a form has been designed for that request. **Drivers will not change any order unless it is approved by the office first.**

## STUDENT BUS BEHAVIOR AND MANAGEMENT

- 1) Seat belts are in all school buses and vans and must be worn – NJSA 39:3B-11.
- 2) Students must sit in assigned seats, standing or changing seats is not permitted.
- 3) No eating or drinking is permitted on any bus operated by the Lacey Board of Education (Except if needed for medical reasons).
- 4) Follow the safe boarding and department bus procedures. Student must follow the school bus driver's instructions.
- 5) Destruction of bus property is unacceptable behavior, any damage done by students must be reported to the Transportation Office.
- 6) No loud sound producing equipment such as radios maybe played without head phones.
- 7) Students may ride only on their bus route and enter or exit at the bus stop assigned by the Transportation Office.
- 8) Inappropriate and or profane language is unacceptable behavior. Yelling and screaming are unacceptable behavior.
- 9) Students must be seated, facing forward at all times when the bus is in motion. There is to be no sitting or standing in the aisles. No part of the student's body may stick out from a window opening, particularly hands or head.
- 10) Physical conflict, aggressive and or physical conduct hitting, punching, fighting is unacceptable behavior.
- 11) Throwing any objects on the bus or out of the bus is unacceptable.
- 12) Students will respect the privacy of others and refrain from taking photographs or recordings from other students.

The bus driver should firmly instruct students to follow all rules. If needed pull over to the side of the road until students comply. Submit written incident reports concerning any infraction to the Transportation Office as soon as possible. Maintain constant communication with the Transportation Office.

## SCHOOL BUS ACCIDENT AND EMERGENCY PROCEDURES

- 1) In the event of an accident or vehicle failure the following procedures will be implemented.

The school bus driver will notify the Transportation Office of the accident or vehicle failure via the two-way radio or cell phone. The driver shall describe the incident (accident or vehicle breakdown). Include exact location, if students are on board and any injuries. If necessary for student safety all students may leave the bus and form an orderly line at a safe distance from the incident. No student may be released from the location of the incident without express permission from the Transportation Office or School Principal.

Upon notification, the Transportation Office will be responsible to notify the following agencies:

- 1) Police and Fire Departments
- 2) Business Administrator or Designee
- 3) School Principal & School Nurse

In the event of an accident or vehicle failure when the Transportation Office is closed, the driver will notify the Police Department to report the event and make notification to one of the following:

- 1) Transportation Coordinator
- 2) Assistant Transportation Coordinator
- 3) Dispatcher
- 4) Head Mechanic

Incidents involving accidents, vehicle failures, property damage etc, must be reported at the time of the incident.

## SCHOOL BUS EMERGENCY DRILLS

All students shall receive school bus evacuation instruction at least once within the school year.

Exit drills will be conducted at least twice within the school year for all students who are transported to and from school.

Drills shall be conducted on school property and supervised by the principal or person assigned to act in a supervisory capacity:

During the drill, students will leave the bus either using the front door or emergency door. Students will line up in an orderly line a safe distance from the bus. The driver will make certain all students are out of the bus then stay with students during the drill. Driver will remove the fire extinguisher and if possible place the microphone of the two-way radio out the side window.

Drills will be documented in the minutes of this district board of education. Minutes will include date, time and location of drill and who supervised the drill.

## 13 STEPS FOR LOADING AND UNLOADING

HAND OUT ATTACHED



# Keeping the Loading, Unloading Process Safe in 13 Steps

A California driver trainer details safe practices for loading and unloading. Those include executing steps consistently, practicing precise timing with lights and the door, and escorting students as they cross roadways.

By Nicole Schlosser, Executive Editor

Given the rash of incidents that occurred over the course of three days in late 2018, in which five students were killed by motorists who ran a school bus's stop arm or struck a student at their bus stop, the loading and unloading process is one of many factors involved in student transportation that has received a second look lately.

The California Department of Education has established a procedure that includes the driver escorting students across the street. The state hasn't had a documented death since the crossing requirement was established in the 1950s, Anna Borges, California's state director of pupil transportation, confirmed to *School Bus Fleet*. This is the only state with such a requirement.

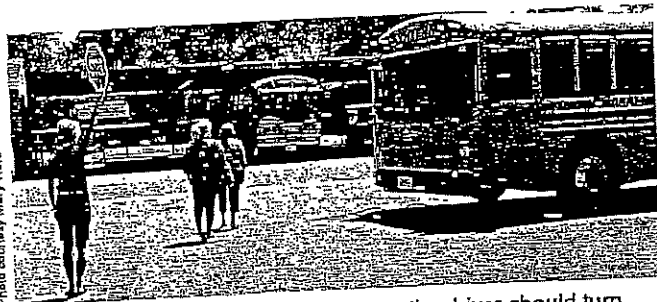
*SBF* spoke with Sabine Konrad, a driver instructor for Visalia (Calif.) Unified School District, about crucial steps in the loading and unloading process, which she covered recently in a presentation at the California Association for School Transportation Officials conference in April.

"Passenger loading and unloading is the nucleus of what school bus drivers do," Konrad says. "Our precious cargo is exposed to the highest risk of getting injured — or worse — during this procedure. We cannot allow that to happen."

Here are some of the most critical steps a driver should take in this process and when, such as turning on the amber and red lights, exiting the bus to help students cross, checking mirrors, and counting students as they load and unload.

1. **Stay focused.** Most importantly, Konrad emphasizes that bus drivers cannot be even slightly distracted during any point in the loading and unloading process, which can be the most dangerous step in transporting students, if not carried out safely. That includes dealing with behavior or other issues. If necessary, pull the bus over to deal with problems before or after the next stop instead of while loading or unloading.

## LOADING/UNLOADING SAFETY



As soon as the last child passes them, the driver should turn their body 180 degrees to watch them walk toward the bus while the stop sign is facing traffic.

"Letting your guard down for even one split second can and will have a devastating outcome," Konrad says.

2. **Enforce safe student behavior.** Drivers should watch students and ensure they are not pushing each other or playing around while getting on or off the bus, and are using the hand-rail to avoid falling. When unloading, students should look to the front and rear of the bus before stepping onto the sidewalk, and then immediately move 12 feet away from the bus.

3. **Be consistent.** Each step has an important purpose, and it is critical that the procedure is executed the same way every time so as not to confuse students or the motoring public, Konrad adds.

4. **Open the door at the right time.** During loading and un-

loading, one critical step is opening the entrance door only when all traffic has come to a complete stop. When loading, the opening of the door signals to students that it's safe to approach the bus. When unloading, it lets them know that it's safe to leave their seat and move to exit the bus. Students should stay 12 feet away from the bus until the door opens during loading and stay seated until the door opens during unloading, she says.

"Just imagine kids walking down the aisle or approaching the bus as it is getting rear-ended by a vehicle," Konrad adds. "Horrific images go through my head thinking about that."

Additionally, when unloading, the driver should wait until they are certain that the stop arm is extended and flashing, and that all traffic is at a complete stop before opening the service door.

5. **Time the flashing light system properly.** When approaching a bus stop, activate the amber warning lights and tap the brake lights at 200 feet, Konrad says. Activate the right turn signal at 100 feet, stop no closer than 12 feet from the students and within 18 inches of and parallel to the curb, and set the parking brake. Shift into neutral and cancel the signal at the same time. Then, turn on the red light warning system. Check to ensure the stop arm is extended and flashing, and that all traffic has come to a complete stop.

Additionally, when exiting the bus with the stop sign, look up from 10 feet away at the front of the bus and verify that the red lights are flashing.

6. **Keep an eye out for accessory hazards.** Konrad reminds drivers to be aware of drawstrings, jackets, backpacks

# It's time for SafeGuard

## Summer Exchange

Now through September 30, turn in your old restraints and get

# \$15 off a new

## SafeGuard STAR® or SuperSTAR®

Time's running out! Don't miss this great deal!

SafeGuard STAR and SuperSTAR are made to a standard that meets or exceeds all FMVSS school bus seat requirements. SafeGuard STAR and SuperSTAR are the only seats that are tested to meet or exceed all FMVSS school bus seat requirements.

For details on how to save, visit [safeguardseat.com/rebate/](http://safeguardseat.com/rebate/)

## LOADING/UNLOADING SAFETY

and backpack straps, scarves, belts, or any other loose items that could get caught in the door.

7. **Take command when escorting students.** Drivers must act with authority during the escort process. Right after leaving the stepwell, they have to "hold up that stop sign like the Statue of Liberty," Konrad says. They should also not step off the bus before sticking out the hand-held stop sign, and check both directions alongside the bus for hazards.

8. **Position is critical.** The driver must have a clear view of the crossing students and traffic at all times; that can only be done when standing sideways. The driver's body should face the crossing students while the stop sign is facing traffic. The bus should be used as protection to check for vehicles that pass the flashing red lights before stepping into the middle of the road.

"Never turn your back to traffic," Konrad warns.

As soon as the last student passes the driver, the driver should turn 180 de-

grees to watch students walk toward the bus. The stop sign should still face traffic. Drivers must also direct students to cross in front of them — never behind or toward the rear of the bus. When loading, drivers should tell students as they cross to enter the bus and find a seat. Hand motions should be avoided.

When the last student crosses the middle of the road, the driver should turn to face the bus. When students reach the sidewalk, the driver must immediately walk toward them and continue to hold the stop sign so that it is visible to traffic in both directions.

9. **Look for hazards.** Peek under the bus before entering to make sure there are no potential hazards or children underneath.

10. **Check mirrors.** Drivers should be aware of blind spots, using all mirrors to the fullest extent possible, and lean forward in the driver's seat, moving side to side to eliminate blind spots and ensure the street is clear of traffic, students, and hazards, Konrad says.

## Technology's Role in Loading, Unloading Safety

Risk around the bus can almost always be attributed to a lack of attention. Human attention is inherently limited, which has caused motorists to, for instance, drive past a bright yellow school bus with flashing lights, or caused a bus operator battling heavy rain and reflected light to struggle to keep their eyes on students as they cross the street while also maintaining focus on traffic and student behavior onboard.

Artificial intelligence technology can enable intelligence on the vehicle itself and extend beyond the driver's and student's roles in ensuring safety on and around the bus. Safe Fleet is introducing solutions that employ the technology to further enhance safety by serving as an extra set of eyes that won't be prone to distraction.

To that end, Safe Fleet's solutions take a different approach to addressing student



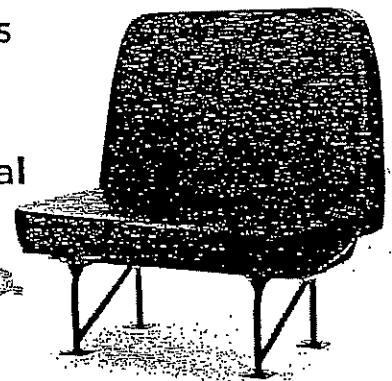
# THEY THINK THEY'RE TOUGH

WE'VE GOT YOUR BUS COVERED.

- Strong Seams
- Snug Fit
- Microban® Antimicrobial Protection

**GUARANTEED.**

EST. 1975  
FAMILY OWNED  
MADE IN THE  
**USA**



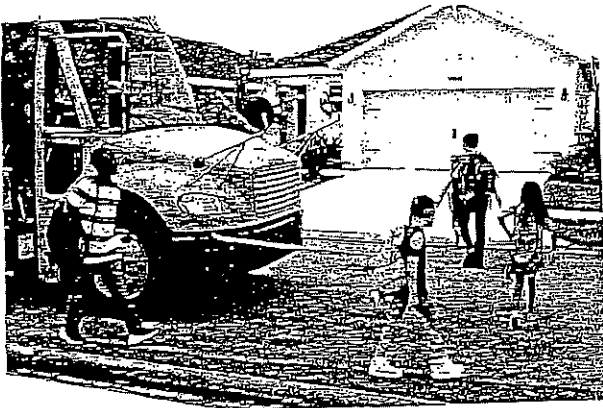
**BESI PRIDE**  
SHOWS ON OUR LABELS!

**THE BESI**  
**QUALITY**  
**GUARANTEE**

Look for our Quality Guarantee label that indicates the part number, description, month, year & by whom the cover was sewn.

visit: [www.besi-inc.com](http://www.besi-inc.com)  
or call 800-543-8222





Shown here is a demonstration of Safe Fleet's Predictive Stop Arm.

risk and injury in the danger zone, or from stop-arm violations.

The Predictive Stop Arm is designed to notify bus drivers and students directly when risk is detected, and mitigate driver distraction with reduced false alerts. Meanwhile, the Right-Hand Danger Zone protection system detects students and their movements outside the bus and displays visual warnings to alert the operator when a safety risk is present.

Each solution relies on the combined strengths that mirrors, video, sensors, and intelligence bring. They proactively engage with the driver and students, with the goal of alerting them before an accident occurs. Additionally, they focus on directing the people at risk rather than taking the longstanding approach of focusing on external factors that contribute to the issue, according to Safe Fleet.

For more information, go to [try.safefleet.net/predictive-stop-arm](http://try.safefleet.net/predictive-stop-arm).

**11. Be mindful of the danger zone.** While loading and unloading, do not move the bus if students are within 12 feet of it on any side. Additionally, back up only with assistance from a spotter when absolutely necessary. Instead, go around the block, if possible.

**12. Count students multiple times.** Drivers should get a student count as they see them approaching the stop, get on or off the bus, and leave the danger zone.

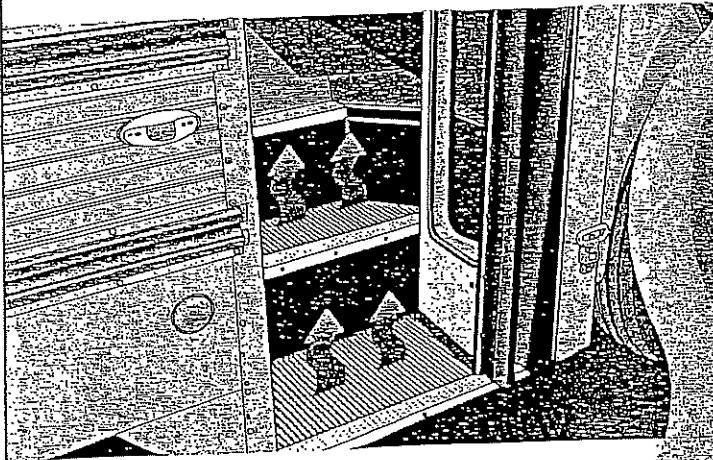
**13. Check, check again.** After boarding the bus, the driver must check the right mirror zone before closing the entrance door. Next, they should perform a five-count mirror check to ensure there are no approaching students, all students are seated, no students or hazards are in front of the bus, traffic is still stopped, and check the right mirror zone again for approaching students.

Then, the driver can put the transmission into gear, release the parking brake, and perform a second five-count mirror check. If clear, they can deactivate the red flashing lights and stop arm, check the left mirror zone, and activate the left turn signal when safe. Then, the driver can pull into traffic at idle speed while scanning all mirrors and deactivate the turn signal, their mission safely accomplished.

To view photos of Konrad demonstrating a few of the steps in the loading and unloading process, go to [schoolbusfleet.com/Sep19c](http://schoolbusfleet.com/Sep19c).

*Nicole.Schlosser@bobit.com*

## ICE-FREE STEPS!



**Lighthouse International, Ltd.**  
423 E. Cleveland Avenue, Suite B  
Spokane, WA 99207  
(509) 466-2502 • FAX (509) 467-1547  
[warm-welcome.com](http://warm-welcome.com)

**WARM WELCOME® Step Tread Heaters** are superior to other deicing methods in a number of ways:

- No moving parts results in virtually maintenance-free operation.
- No more need for drivers to chip ice from steps.
- Replaces salt or other chemicals that corrode step wells.
- Extends the life of your treads and eliminates the need for sand.
- Keeps step treads warm and slip-resistant in winter weather.
- Environmentally friendly.
- Far more efficient than indirect heat from air blowers.
- Reduces your liability risks and helps ensure passenger safety.
- Very thin heater profile easily installs under treads of any size steps or lifts.
- Available through all U.S. and Canadian bus manufacturers.

## INSPECTING THE SCHOOL VEHICLE FOR STUDENTS LEFT ON BOARD AT THE END OF THE ROUTE

Walking the bus each and every time you have students on the bus regardless of the age of the student. This includes runs into school as well as take home runs. The walk through should be done as soon as the last student leaves the bus prior to starting your next run or returning to the compound.

According to state statute 6A:27-12.3, a student is considered to have been left unattended on the bus at the end of the route when the driver has left the vicinity of the bus.

After checking the interior of the bus for any student it is suggested that at the end of your routes you open the emergency door from the outside this will enable you to look under the seats for anyone or anything left behind.

## STUDENT MEDICAL RECORDS

All drivers are reminded that any medical information on student profiles or routes is for your use only. You are strictly prohibited to share this information with anyone. The privacy of all students must be respected.



# HEAD START | ECLKC

Early Childhood Learning & Knowledge Center

## Recommended Procedures for School Bus Drivers at Railroad Crossings

[eclkc.ohs.acf.hhs.gov/transportation/article/recommended-procedures-school-bus-drivers-railroad-crossings](https://eclkc.ohs.acf.hhs.gov/transportation/article/recommended-procedures-school-bus-drivers-railroad-crossings)

Each year, approximately 4,000 train/vehicle collisions occur at railroad crossings. In an effort to avert these types of crashes, the National Safety Council has recommended specific procedures for school bus drivers. Head Start grantees and delegates need to note that these recommendations must be considered within the context of individual state laws and regulations.

Each year, approximately 4,000 train/vehicle collisions occur at railroad crossings. These 4,000 collisions result in about 400 fatalities and 1,100 injuries. Unfortunately, some of the crashes involve school buses that result in injuries and fatalities to students. In an effort to avert these crashes, the following procedures are recommended to school bus drivers. It is important to note that these recommendations must be considered within the context of individual state laws and regulations.

1. When making stops for railroad crossings, carefully observe all traffic. Use school bus hazard warning lamps, and tap the brakes to communicate to traffic that the bus is about to stop. Take these actions far enough in advance to avoid startling motorists behind the bus, which could cause panic stops or rear-end collisions.
2. Bring the bus to a full and complete stop before crossing any track, whether or not the bus is carrying passengers. Stop the bus within not less than 15 feet or more than 50 feet from the rails nearest the front of the bus.
3. On multiple-lane roads, stop only in the right lane unless it is necessary to make a left turn immediately after crossing the railroad tracks.
4. After stopping the bus, fully open the service door and the driver's side window, turn off all noisy equipment (radios, fans, etc.), instruct students to be quiet, and look and listen in both directions along the track or tracks for approaching trains. In instances where school bus loading/unloading red warning lamps are activated by opening the service door, deactivate such lamps by using the master control switch.
5. If the view of the railroad track or tracks is not adequate, do not attempt to cross the tracks until you can see that no train is approaching.
6. If a train passes from one direction, make sure that another train, possibly hidden by the first train, is not approaching on an adjacent track.
7. For railroad crossings equipped with warning devices such as lights, bells, and/or gates, always obey the signals. Never ignore railroad crossing signals. If a police officer or flagman is present at the crossing, obey their directions, but be sure to make your own visual check.

1/6/2020

8. Before crossing the tracks, ensure there is adequate room on the other side of the tracks and train right-of-way for the entire bus. It is always possible that the bus may have to stop immediately after crossing the railroad tracks.
9. When the tracks are clear, completely close the bus service entry door and place the transmission in a gear that will not require changing gears while crossing the tracks. In instances where school bus loading/unloading red warning lamps are activated by opening the service door, and such lamps were deactivated by using the master control switch, reactivate the school bus loading/unloading lamps. Leave all noisy equipment turned off, and continue looking in all directions as the bus crosses the tracks. After safely crossing the tracks, turn off the hazard warning lamp.
10. If the bus stalls while crossing the tracks, evacuate the students and move them a safe distance away from the bus as quickly as possible. If a radio or telephone is available, notify the school bus dispatcher of the situation. If a train is approaching, have everyone walk in the direction of the train at a 45 degree angle away from the train tracks.
11. Weather conditions, such as fog, snow, rain, and wind, can affect the driver's ability to see and hear an approaching train and to determine the safety of crossing railroad tracks. Additional caution must be exercised during such conditions.
12. Report malfunctioning railroad signals or hazardous railroad crossing conditions to the appropriate school transportation personnel.

School Transportation Section, October, 1998

Topic: Transportation

Keywords: Bus drivers, Transportation safety

*Last Updated: June 12, 2018*

**P**revention  
**S**pecialists  
**I**ncorporated

- DOT Drug & Alcohol Testing
- NON DOT Drug & Alcohol Testing
- Steroid Testing
- DOT & NON DOT Program Specialists
- Background Verification
- Driver Qualification Files
- Employee Assistance Programs (EAP)
- Substance Abuse Professional (SAP)

February 21, 2020

Attn: DOT Regulated Clients

Just a friendly reminder!

Please review the enclosed DOT notice regarding CBD products. The use of THC is prohibited for a DOT regulated safety sensitive employee under 49 CFR Part 40, no matter the source. A Medical Review Officer (MRO) must not and will not take the medicinal use of a CBD oil into consideration as he or she determines a DOT drug test result. It is a "use at your own risk" situation since, as per the Federal DOT notice, there is no current Federal oversight to ensure that the product labels are accurate.

As you know, 49 CFR Part 40 <https://www.transportation.gov/odapc/part40> Subpart O regulations state that a DOT positive drug test result requires an employer to remove the safety sensitive employee from DOT safety-sensitive functions until specific steps in the DOT return-to-duty process are successfully completed and a negative DOT Return to Duty result is on file.

Please educate your DOT Safety Sensitive employees about the enclosed information and how it pertains to them.

If you have any questions or need any additional information, please feel free to contact our office 732-869-2900 or call the MRO (University Services) directly at 215-637-6800.

Thank you,

**PSI-Prevention Specialists, Inc.**

208 Monmouth Road, Suite 2 Oakhurst, NJ 07755  
Phone: (732) 869-2900 Fax: (732) 869-2992  
E-Mail – [psitest@optonline.net](mailto:psitest@optonline.net)

## DOT OFFICE OF DRUG AND ALCOHOL POLICY AND COMPLIANCE NOTICE



The Agricultural Improvement Act of 2018, Pub. L. 115-334, (Farm Bill) removed hemp from the definition of marijuana under the Controlled Substances Act. Under the Farm Bill, hemp-derived products containing a concentration of up to 0.3% tetrahydrocannabinol (THC) are not controlled substances. THC is the primary psychoactive component of marijuana. Any product, including "Cannabidiol" (CBD) products, with a concentration of more than 0.3% THC remains classified as marijuana, a Schedule I drug under the Controlled Substances Act.

We have had inquiries about whether the Department of Transportation-regulated safety-sensitive employees can use CBD products. Safety-sensitive employees who are subject to drug testing specified under 49 CFR part 40 (Part 40) include: pilots, school bus drivers, truck drivers, train engineers, transit vehicle operators, aircraft maintenance personnel, fire-armed transit security personnel, ship captains, and pipeline emergency response personnel, among others.

It is important for all employers and safety-sensitive employees to know:

1. The Department of Transportation requires testing for marijuana and not CBD.
2. The labeling of many CBD products may be misleading because the products could contain higher levels of THC than what the product label states. The Food and Drug Administration (FDA) does not currently certify the levels of THC in CBD products, so there is no Federal oversight to ensure that the labels are accurate. The FDA has cautioned the public that: "Consumers should beware purchasing and using any [CBD] products." The FDA has stated: "It is currently illegal to market CBD by adding it to a food or labeling it as a dietary supplement."\* Also, the FDA has issued several warning letters to companies because their products contained more CBD than indicated on the product label.\*\*
3. The Department of Transportation's Drug and Alcohol Testing Regulation, Part 40, does not authorize the use of Schedule I drugs, including marijuana, for any reason. Furthermore, CBD use is not a legitimate medical explanation for a laboratory-confirmed marijuana positive result. Therefore, Medical Review Officers will verify a drug test confirmed at the appropriate cutoffs as positive, even if an employee claims they only used a CBD product.

It remains unacceptable for any safety-sensitive employee subject to the Department of Transportation's drug testing regulations to use marijuana. Since the use of CBD products could lead to a positive drug test result, Department of Transportation-regulated safety-sensitive employees should exercise caution when considering whether to use CBD products.

The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies. This policy and compliance

notice is not legally binding in its own right and will not be relied upon by the Department as a separate basis for affirmative enforcement action or other administrative penalty. Conformity with this policy and compliance notice is voluntary only and nonconformity will not affect rights and obligations under existing statutes and regulations. Safety-sensitive employees must continue to comply with the underlying regulatory requirements for drug testing, specified at 49 CFR part 40.

February 18, 2020

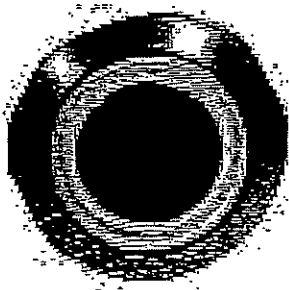
---

\* What You Need to Know (And What We're Working to Find Out) About Products Containing Cannabis or Cannabis-derived Compounds, Including CBD: *The FDA is working to answer questions about the science, safety, and quality of products containing cannabis and cannabis-derived compounds, particularly CBD.* <https://www.fda.gov/consumers/consumer-updates/what-you-need-know-and-what-were-working-find-out-about-products-containing-cannabis-or-cannabis>

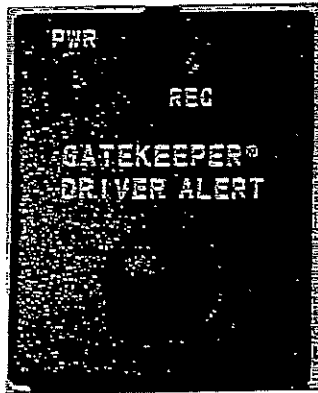
\*\* <https://www.fda.gov/news-events/public-health-focus/warning-letters-and-test-results-cannabidiol-related-products>

# School Bus Camera System

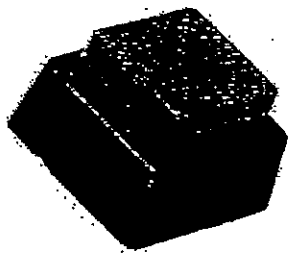
Every school bus equipped with a recording device may have an **EVENT INDICATOR BUTTON**. These buttons when pressed will set a time stamp on the recording which will tell the person reviewing the tape that an incident occurred at this time.



This silver button with a green ring around the center is for the SEON camera systems which are found on the newer buses. The button tells the driver whether the video is recording or not. The green ring around the center will flash for roughly 2 minutes after the ignition is switched on and then go solid indicating that the cameras are recording and functioning properly. If the button does not stop flashing that indicates that there is a problem with the camera system and that it may not be recording. The button should be pressed when there is an incident on the bus.



This square box has two lights on it. The yellow light is the power light indicating the system is getting power and the green light indicates that the cameras are recording. The green record light should light after a couple minutes. If the green light fails to light up that means the cameras are not recording. The box also has a red button near the bottom. This is the event indicator button and should be pressed when there's an incident on the bus.



This red button is equipped on the older buses with GATEKEEPER camera systems. This button is only an alarm and should be pressed when there is an incident on the bus.

[View the 2018 New Jersey Revised Statutes](#) | [View Previous Versions of the New Jersey Revised Statutes](#)

# **2013 New Jersey Revised Statutes**

## **Title 18A - EDUCATION**

### **Section 18A:39-28 - Inspection of school bus for pupils by driver at end of transportation route.**

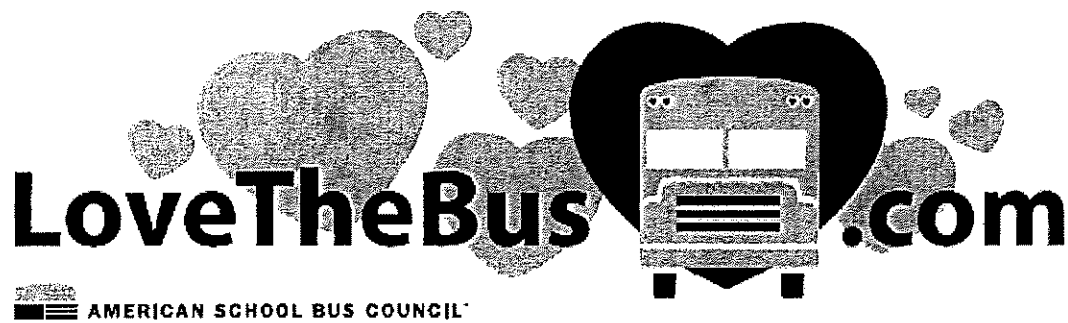
**Universal Citation:** NJ Rev Stat § 18A:39-28 (2013)

#### **18A:39-28 Inspection of school bus for pupils by driver at end of transportation route.**

1.A school bus driver shall visually inspect the school bus to which he is assigned at the end of the transportation route to determine that no pupil has been left on the bus. For the purposes of this act, "school bus" means every motor vehicle operated by, or under contract with, a public or governmental agency, or religious or other charitable organization or corporation, or privately operated for compensation for the transportation of children to or from school for secular or religious education, which complies with the regulations of the Department of Education affecting school buses, including "School Vehicle Type I" and "School Vehicle Type II" as defined pursuant to R.S.39:1-1.

L.2007,c.77,s.1.

**Disclaimer:** These codes may not be the most recent version. New Jersey may have more current or accurate information. We make no warranties or guarantees about the accuracy, completeness, or



## **The Facts About School Bus Safety**

Promoting the importance of school bus safety to parents, educators and children is a top priority of the American School Bus Council (ASBC). As the unified voice of the school bus industry, the ASBC offers the following safety information for parents, school administrators and children.

- The National Academy of Sciences and the U.S. Department of Transportation agree that school buses are the safest form of transportation for getting children to and from school.
- An estimated 480,000 school buses carry 26 million children — more than half of America's schoolchildren — each day, rarely with any serious accident.
- Safety features including the color and size of school buses, height, reinforced sides, flashing red lights, cross view mirrors, and crossing and stop sign arms ensure children are protected and secure on and off the bus.
- School bus drivers are highly trained professionals who have your child's safety in mind. They receive specialized training in student behavior management, loading and unloading, security and emergency medical procedures.
- Drivers participate in pre-employment and random drug/alcohol testing, as well as frequent driving record checks, and submit to background checks and periodic medical exams to keep their Commercial Driver's License (CDL) with a School Bus Endorsement.
- The school bus industry operates by a set of safety, security, health and driver qualification guidelines that meet, and in some cases exceed, federal and state laws, and ensure that school buses are the safest mode of transportation for our nation's schoolchildren.

### **Safety tips for students:**

- ✓ Be alert to traffic. Check both ways for cars before stepping off the bus.
- ✓ Make eye contact with the bus driver, and wait for his/her signal before crossing the street.
- ✓ Walk in front of the bus; never walk behind the bus to cross the street.
- ✓ While waiting for the bus, stay in a safe place away from the street.
- ✓ Before leaving the sidewalk, look for the flashing red lights.
- ✓ Never go near or under the bus to retrieve something you've dropped.

### **Safety tips for parents:**

- ✓ Have your child ride the school bus to and from school instead of driving or riding with teenage passengers.
- ✓ Review the safety tips with your child regularly.
- ✓ Get to know the parents of other riders. You will learn about the other children who are riding along with your child.
- ✓ Team up with other parents to get involved and monitor bus stops and bus routes. Voice concerns immediately to your school district.
- ✓ Attend "back to school" nights and tour your child's school bus.
- ✓ Get to know your school's transportation coordinator and your child's bus driver. He or she is a trained professional who sees your child every day.
- ✓ Keep phone numbers handy in case the bus is delayed or in the event of an emergency.

**39:3A-2. Punishment for violations.**

A person violating the provisions of this act shall, for each violation, be subject to a fine of not more than fifty dollars (\$50.00), or imprisonment for a period not exceeding ten days or both.

## CHAPTER 3B

### SCHOOL BUSES, EQUIPMENT AND REGULATIONS

- 39:3B-1. Electric identification and warning lamps.
- 39:3B-1.1. New school buses, crossing control arms.
- 39:3B-1.2. School buses, retrofitting with crossing control arms.
- 39:3B-1.3. Commissioner of Education to monitor vehicles equipped with crossing control arms.
- 39:3B-1.4. Rules and regulations to effectuate act concerning crossing control arms.
- 39:3B-2. Signs or legends; displayed.
- 39:3B-3. Certificates of approval.
- 39:3B-4. Convex mirrors or other observation devices.
- 39:3B-5. Rules and regulations.
- 39:3B-5.1. School buses; duration of use.
- 39:3B-5.2. School buses; duration of use; gross weight over 25,000 pounds.
- 39:3B-5.3. Inspection of school vehicles.
- 39:3B-5.4. Motor vehicle retired from use as a school bus.
- 39:3B-6. Violations.
- 39:3B-7. Repealer.
- 39:3B-8. Van type II school vehicles.
- 39:3B-9. Lettering on van type II school vehicles.
- 39:3B-10. School bus equipment, seating standards.
- 39:3B-11. School buses, mandatory use of seat belts.
- 39:3B-12. School buses, minimum emergency exit requirements.
- 39:3B-13. School buses fueled by liquefied petroleum gas; definitions.
- 39:3B-14. School buses may use liquefied petroleum gas.
- 39:3B-15. School buses, conditions for use of liquefied petroleum gas.
- 39:3B-16. School buses use of liquefied petroleum gas; actions brought for injury or damages.
- 39:3B-17. School buses use of liquefied petroleum gas; rules and regulations to be adopted.
- 39:3B-18. "School Bus Enhanced Safety Inspection Act."
- 39:3B-19. Legislative findings, School Bus Enhanced Safety Inspection Act.
- 39:3B-20. Definitions, School Bus Enhanced Safety Inspection Act.
- 39:3B-21. Elements of School Bus Enhanced Safety Inspection.
- 39:3B-22. Penalties for violation of School Bus Enhanced Safety Inspection Act.
- 39:3B-23. Removal from service upon failure of inspection.
- 39:3B-24. Rules; regulations.
- 39:3B-25. Use of cell phone prohibited while driving school bus, exception; fines.

**39:3B-1. Electric identification and warning lamps.**

Every bus when being used to transport children to and from school pursuant to sections 18:14-8 to 18:14.12\*, inclusive, of the Revised Statutes shall be equipped with electric identification and warning lamps which, when such bus has stopped for the purpose of receiving or discharging any school child, will exhibit a flashing red light plainly visible at such a distance as will enable the driver of a vehicle approaching or overtaking the bus to see the red light in sufficient time to bring the same to a stop within 10 feet of the bus. Such lamps shall meet the requirements prescribed by the State Board of Education, which requirements shall not be inconsistent with the provisions of this Title or any rule or regulation made pursuant thereto.

Nothing contained herein shall be construed to apply to any motorbus when carrying passengers for hire over any street or road and accepting and discharging indiscriminately such persons as may offer themselves for transportation either at the termini or points along the route on which it is being operated.

\*(Repealed. Now see 18A:39-1 to 18A:39-21)

not less than \$50 and not more than \$500 per violation, in accordance with a schedule of fines to be established by the director. The director shall waive the requirement of notice upon a showing of good cause by an operator. A bus withheld from an examiner pursuant to this section shall be inspected within 30 days of the date of the originally scheduled inspection, unless otherwise agreed by the operator and the director. The operator shall be responsible for all fines.

Nothing in this subsection shall be deemed to preclude any other enforcement actions provided by law.

b. Any fine imposed pursuant to the provisions of this section may be collected, with costs, in a summary proceeding pursuant to "the penalty enforcement law," N.J.S.2A:58-1 et seq. The Superior Court or municipal court of the county or municipality in which the violation occurs or in which the operator resides or has a place of business or principal office in this State, shall have jurisdiction to enforce the provisions of "the penalty enforcement law" in connection with any violation of this act.

The director or any duly authorized representative of the director may issue a summons and complaint returnable in any court of competent jurisdiction for a violation of this act or any rule or regulation adopted pursuant to this act. A municipal, county, or State prosecutor is authorized to assist the director in the enforcement of this act. The director may institute an action in the Superior Court for injunctive relief to prevent or restrain any violation of this act, or any rule or regulation adopted, or any administrative or judicial order issued, pursuant to this act.

c. Any officer charged with the enforcement of State and municipal laws is authorized to assist the director or any duly authorized representative of the director in the enforcement of the provisions of this act, or any rule or regulation adopted, or any administrative or judicial order issued, pursuant to this act.

#### **39:3B-23. Removal from service upon failure of inspection.**

Any school bus that fails an inspection based on out-of-service criteria as established by the director shall be immediately removed from service.

#### **39:3B-24. Rules, regulations.**

The director shall adopt, pursuant to the "Administrative Procedure Act," P.L. 1968, c.410 (C.52:14B-1 et seq.), rules and regulations to implement the provisions of this act, including the schedule of fines required pursuant to section 5 of this act (39:3B-22) and the out of service criteria required pursuant to section 6 of this act (39:3B-23).

#### **39:3B-25. Use of cell phone prohibited while driving school bus, exception; fines.**

a. It shall be unlawful for the driver of a school bus, as defined in R.S.39:1-1, to use a cellular or other wireless telephone while operating the school bus.

b. The prohibition contained in subsection a. of this section shall not apply:

- (1) when the school bus is parked in a safe area off of a highway; or
- (2) in an emergency situation.

c. A person who violates this section shall be fined not less than \$250 or more than \$500.

d. No motor vehicle points or automobile insurance eligibility points pursuant to section 26 of P.L.1990, c.8 (C.17:33B-14) shall be assessed for this offense.

(Eff. 12/12/02), Ch. 120, L. 2002)

after April 1, 1977, and having a pupil capacity of not less than 10 nor more than 16.

**39:3B-9. Lettering on van type II school vehicles.**

In addition to owner identification, lettering shall be permitted on van type II school vehicles to identify the vehicles as school vehicles and all such vehicles shall be painted school bus yellow and equipped with warning lights.

With respect to any such vehicle transporting handicapped pupils, the national symbol for the handicapped may also be imprinted on the lower right side of the rear door.

**39:3B-10. School bus equipment, seating standards.**

In addition to the requirements in Federal Motor Vehicle Safety Standard No. 222 (49 CFR §571.222) concerning school bus passenger seating and crash protection, each school bus as defined in R.S.39:1-1 shall be equipped with seats of a minimum seat back height of 28 inches, or 24 inches as measured from the seating reference point, and seat belts of the lap belt type for each seating position on the bus or other child restraint systems that are in conformity with applicable federal standards. The design and installation of seat belts or other child restraint systems that are in conformity with applicable federal standards shall conform to the regulations promulgated by the State Board of Education, in consultation with the Director of the Division of Motor Vehicles in the Department of Law and Public Safety. The State board shall promulgate regulations, pursuant to the "Administrative Procedure Act," P.L.1968, c. 410 (C. 52:14B-1 et seq.), for the design and installation of seat belts or other child restraint systems that are in conformity with applicable federal standards.

As used in this section, "seating reference point" shall be defined as the term is defined in 49 CFR §571.3.

*(Eff.9/8/92, Ch.92, L.1992, shall apply only to school buses with a chassis manufacture date of October, 1992 or thereafter, Eff.12/23/93, Ch.307, L.1993)*

**39:3B-11. School buses, mandatory use of seat belts.**

Beginning on September 1 of the second year next following the year of enactment of P.L.1992, c. 92 (C. 39:3B-10), each passenger on a school bus which is equipped with seat belts shall wear a properly adjusted and fastened seat belt or other child restraint system that is in conformity with applicable federal standards at all times while the bus is in operation. Nothing in this section shall make the owner or operator of a school bus liable for failure to properly adjust and fasten a seat belt or other child restraint system that is in conformity with applicable federal standards for a passenger who sustains injury as a direct result of the passenger's failure to comply with the requirement established by this section.

**39:3B-12. School buses, minimum emergency exit requirements.**

A type I school bus when used to transport children to and from school, or to and from school-related activities, shall be equipped with emergency exits to conform with emergency evacuation standards to be prescribed by rule or regulation of the State Board of Education. The emergency exits shall at a minimum consist of a rear emergency door and two roof hatches.

## SCHOOL BUS SAFETY QUIZ

Answer Yes or No to each statement.

|   |                                                                                                                                                                                                                                                                                                   |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | You must stop your vehicle no less than 25 feet from a stopped school bus with its red lights flashing except when the bus is loading or unloading at the school on the same side of the street as the school or when there is a safety island or other physical barrier between you and the bus. |
| 2 | You must stop your vehicle not less than 25 feet from a stopped school bus with flashing red lights when traveling on the same side of the roadway.                                                                                                                                               |
| 3 | You may pass a stopped school bus with flashing red lights at a speed not more than 10 mph when you're traveling on the opposite side of a divided highway.                                                                                                                                       |
| 4 | You may pass a school bus with flashing red lights which is parked directly in front of a school, on the same side as the school, to pick up or drop off students, at a speed of not more than 10 mph.                                                                                            |
| 5 | For the first offense, drivers who violate the law related to passing stopped school buses face fines not less than \$100, 15 days in jail, or 15 days of community service or both.                                                                                                              |
| 6 | For a subsequent offense, drivers who violate the law related to passing stopped school buses face fines of not less than \$250 and 15 days in jail.                                                                                                                                              |
| 7 | A violation of the law related to passing stopped school buses is a 5 point penalty for each offense.                                                                                                                                                                                             |

### Score yourself:

Number of "No" Answers

(1-2) Good (3-4) Fair (5-7) Poor

### For additional information, please visit:

[www.state.nj.us/education/finance/transportation](http://www.state.nj.us/education/finance/transportation)  
[www.state.nj.us/transportation](http://www.state.nj.us/transportation)

[www.njrmvc.gov](http://www.njrmvc.gov)  
[www.njsafetyroads.com](http://www.njsafetyroads.com)  
[www.icnj.org](http://www.icnj.org)

### or email:

[student.trans@doe.state.nj.us](mailto:student.trans@doe.state.nj.us)  
[nj.safety@ftwa.dot.gov](mailto:nj.safety@ftwa.dot.gov)

## THE 12 MONTHS OF TRAFFIC SAFETY

The 12 Months of Traffic Safety is a campaign to increase public awareness of traffic safety issues. Different traffic safety issues will be highlighted each month of the year. Campaign issues include:

**Aggressive Driving**

**Bus and Train Safety**

**Child Passenger Safety**

**Drive Safely in Inclement Weather**

**Driver Inattention**

**Drowsy Driving**

**Drunk Driving. Over the Limit. Under Arrest.**

**Helmets & Wheels**

**Intersection Safety**

**Motorcycle Safety**

**Occupant Protection**

**Pedestrian & Bicycle Safety**

**School Bus Safety**

**Senior Safety**

**Truck Safety**

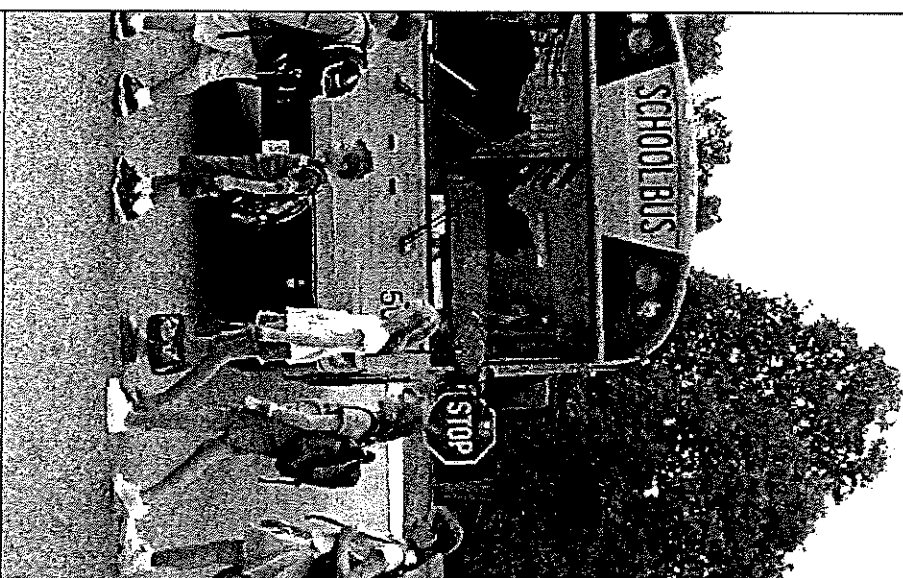
**Work Zone Safety**

**Young Drivers**

### Sponsored by:

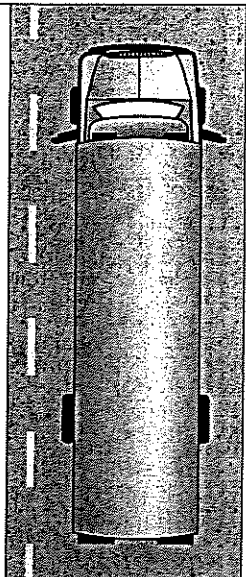
United States Department of Transportation  
 New Jersey Department of Transportation  
 New Jersey Division of Highway Traffic Safety  
 New Jersey Motor Vehicle Commission  
 New Jersey State Police  
 New Jersey State Association of Chiefs of Police  
 Insurance Council for New Jersey  
 AAA Clubs of New Jersey

# AN EQUATION FOR SAFETY



**SCHOOL BUS + FLASHING RED LIGHT**

**= STOP**



You might think that if you do not see school students, driving by a stopped school bus and ignoring its flashing red lights is okay. It is not okay.

In fact, it's illegal. And it could turn deadly.

Nationally, over the past 32 years, **414 students have been killed** while in the process of being picked up or dropped off by a school bus. This translates into almost 13 deaths each year over the last three decades.

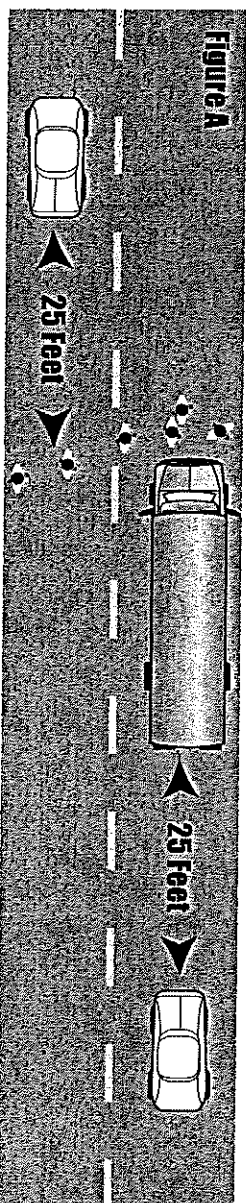
Those motorists either did not know what flashing red lights meant or disregarded them. These drivers caused hundreds of deaths that could have easily been prevented.

To prevent more deaths like these, learn the law and obey it.

# 25 Feet Away from the Bus is Closer to Safety

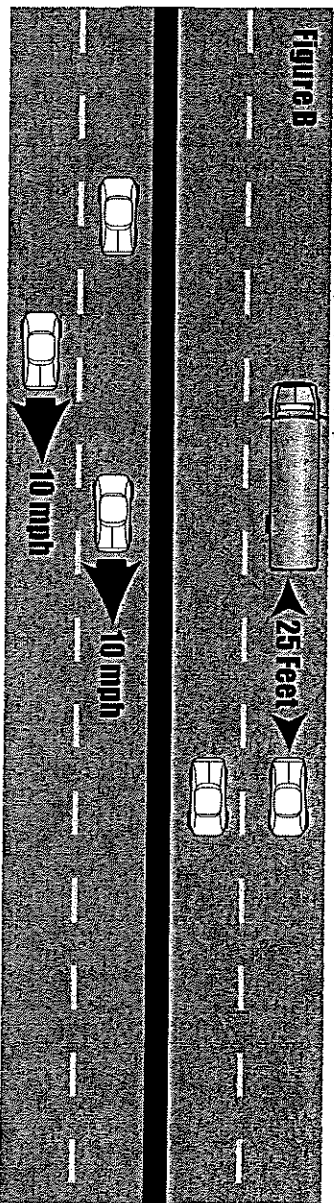
## The Law – Passing Stopped School Buses (39:4-128.1)

- 1) On a two-lane highway, or other road not divided by some type of physical barrier, stop at least 25 feet from a stopped school bus with flashing red lights whether or not you are traveling in the same direction as the bus. (See Figure A)



**Figure A**

- 2) Stop at least 25 feet from a stopped school bus with flashing red lights if you are on a divided highway and on the same side of the highway as the school bus. (See Figure B)
- 3) Vehicles approaching a stopped school bus – but from the opposite side of a divided highway – that is picking up or letting off students may pass at 10 mph or less and must remain at that speed until completely past the stopped school bus. (See Figure B)



**Figure B**

- 4) Travel no faster than 10 mph by a stopped school bus that is picking up or letting off students directly at a school (or day camp or any school-related activity) located on the same side of the highway where the school bus is stopped.

**Note:** School bus drivers are required to use flashing red lights when their bus is stopped to pick up or drop off students, and until every student is safely on the bus or clear of the bus and highway.

## Fines & Points

A violation of these laws results in a \$100 fine, and up to 15 days in jail or up to 15 days community service for a first offense. For subsequent offenses, violators can receive a \$250 fine or more and up to 15 days in jail. Five points are added to a driver's record for each offense.