

**DIVISION OF PUPIL TRANSPORTATION
DRIVER ASSISTANT GUIDELINES**

I. LOADING OF STUDENTS:

1. The driver assistant must exit the bus service entrance door in preparation of loading.
2. If a three or four (3 or 4) year old student requires aid in boarding the bus, the driver assistant must assist or lift that student from the roadway on to the bus to a point Where the student may safely negotiate on their own. (See IV, Section 3)
3. Each student is to be lifted into their seat, when necessary. The student should be placed in the center of the seat when possible. (See IV, Section 3)
4. Three and four (3& 4) year old children who must cross a roadway shall be escorted by the driver assistant.

II. STUDENT MANAGEMENT:

1. The driver assistant will keep all preschool students seated at all times.
2. No discipline procedures will be used by the driver assistant. Discipline concerns are to be reported to the school principal.
3. Drivers are to assign a seat location for each student (702 KAR 5:080, Section 11).
4. The driver assistant shall be responsible to deliver/receive the child to/from a parent or guardian or person authorized by the parent. In regards to a person, other than a parent or guardian accepting a student, the buss driver must have prior written authorization from the principal. This written principal authorization is also required for a temporary change in the location of a loading or unloading area.
5. If no parent, guardian or authorized person is present to accept a student, the student shall be taken to a prearranged location. If an alternate location is not available the student shall be returned to the school site.
6. It is recommended that windows remain closed by any seat that contains a preschool student.

III. FIRST AID:

1. The driver assistant should evaluate the situation and the extent of the injury(s).
2. The driver assistant shall report all injuries to the bus driver who shall be responsible for the administration of first Aid with help from he driver assistant if the situation calls for additional aid.

IV. UNLOADING OF STUDENTS:

1. Each student is to be lifted from their seat, when necessary. (See IV, Section 3)
2. The driver assistant must exit the bus service entrance door in preparation of unloading a student.
3. The driver assistant must assist or lift, when necessary, a preschool student from bus level which the student cannot negotiate safely on their own. Each student is to be lifted by placing both hands under the arm areas only. Three and four (3 & 4) year old children who must cross a roadway shall be escorted by the driver assistant.

V. EMERGENCY EVACUATION PROCEDURES:

1. The bus driver is in charge of the various types of emergency evacuation procedures.
 - A. **FRONT DOOR EVACUATION:** At the command of the driver, the driver assistant will exit the bus through the bus service door. The bus driver will assist students from their seats, when necessary, and direct them to the front door. The driver assistant will then assist each student from the bus.
 - B. **FRONT AND REAR DOOR EVACUATION:** At the command of the driver, the driver assistant will exit the bus through the rear door. The bus driver will assist students from their seats, when necessary, and direct them to the front and rear door. The driver assistant will then assist each student from the rear of the bus.
 - C. **REAR DOOR EVACUATION:** At the command of the driver the driver assistant shall exit the bus through the rear door. The bus driver will assist students from their seats, when necessary, and direct them to the rear door. The driver assistant will then assist each student from the rear of the bus.
 - D. **LEFT SIDE DOOR EVACUATION:** At the command of the driver, the driver assistant will exit the bus through the left side door. The driver will assist students from their seats, when necessary and direct them to the left side door. The driver assistant will assist each student from the left side door.
 - E. **FRONT AND LEFT SIDE DOOR:** At the command of the driver, the driver assistant will exit the bus through the left side door. The bus driver will assist students from their seats, when necessary, and direct them to the front and left side doors. The driver assistant will assist each student from the left side of the bus.
 - F. **REAR AND LEFT SIDE DOOR:** At the command of the driver, the driver assistant will exit the bus through the left side door. The bus driver will assist students from their seats, when necessary, and direct them to the rear and left side doors. The driver assistant will assist each student from the left side of the bus.

All lifting of students during evacuation will be performed as described in the "Loading and Unloading of Students".

PLEASE NOTE: THE BUS DRIVER AND DRIVER ASSISTANT WILL FOLLOW ALL STATE REGULATIONS REGARDING BUS EVACUATIONS.

SIGNATURE _____ DATE _____

A SCHOOL BUS TRANSPORTING **THREE AND FOUR (3 & 4)** YEAR OLD STUDENTS MUST HAVE A DRIVER ASSISTANT.

Driver Assistant Signature _____ Date _____

Driver Training Instructor Signature _____ Date _____