



Administrative Procedure 8045

School Bus Loading and Unloading

Board Governance Policy Cross Reference: [1](#), [13](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

[The Highway Traffic Act \(37\(8\)\)](#)

[The Public Schools Act](#)

Date Adopted: January 2008

Amended: May 2019

The Bus Driver shall put into operation all of the lamps with which the school bus is equipped in accordance with [The Highway Traffic Act \(37\(8\)\)](#); and shall cause to be put into operation such other warning devices authorized in [The Highway Traffic Act \(37\(8\)\)](#), while loading and unloading in all zones at all times.

The bus driver shall provide an established seating plan.

As required by regulation, the School Leader shall provide a loading and unloading plan to the Supervisor of Transportation for his/her approval, prior to the second week of school. The plan should consider the following:

- Loading and unloading shall be done from the bus door closest to the school where possible.
- Except with the permission, and under the supervision, of the School Leader or another person assigned by the School Leader for the purpose, no driver of a school bus shall back the school bus on school grounds.
- Wherever possible, loading zones shall be provided in completely separate locations from other vehicle traffic.
- Adequate and required signage shall be provided at strategic locations.
- Students shall embark and disembark in single file.
- Students shall make use of the hand rail during embarking and disembarking.
- Upon entering the bus, the student shall be seated immediately.