

The daily pre-trip inspection is a fundamental responsibility for every bus driver. It is your duty and responsibility to ensure your bus is in safe operating condition. In Canada, it is the law to do a pre-trip inspection according to the Canadian National Safety Code (NSC) standards. In addition, early detection of problems can prevent collisions, breakdowns and costly repairs. This will also minimize the safety risks to you, your passengers and other road users.

You must perform one **before** you move the bus, this Pre-Trip is valid for 24 hours. Failure to do this and properly document it in your logbook can result in a monetary fine. Ensure your log sheet is filled out prior moving your bus.

It is a good idea to get in the habit of doing your pre-trip inspection the same way, every day. When approaching the bus, you as the operator should be doing a visual assessment of the overall appearance. Look for abnormal leaning, leaks, and body damage.

TIP – When you are doing your license exam, speak aloud about everything you are doing, seeing and touching. The examiner needs to **hear** that you know what you are talking about and looking for.

Understanding the layout of your bus will help you learn how to perform a proper pre-trip inspection. The location of various items in the bus may vary according to different bus styles. Take a few minutes to familiarize yourself with the model of bus you are operating.

In this document you will see examples of what you can say during your test in *“italics”*.

Braking systems will vary depending on the model you are operating. School bus braking systems are hydraulic. Options for applying and releasing an emergency brake are a foot, lever or pull/push control.

Northwest School Division uses a 3-phase daily pre-trip inspection process.

Phase 1 – Secure Vehicle & Check Under Hood

Phase 2 – Inside the Bus

Phase 3 – Lights and Outside the Bus

Phase 1 – Secure Vehicle & Check Under Hood

Secure the bus by applying the emergency park brake. Ensure the bus is in neutral and the vehicle is off, with keys in pocket or hand. *“Bus is secure, it is in neutral with the park brake applied and the keys are in my pocket”*

Always use safe lifting procedures to open the hood. Keep your feet about shoulder width apart, bend your knees and keep your back straight. Tighten your stomach muscles and lift with your legs to prevent back injuries. Do not let the hood free fall to the open position as it could cause damage to the hood.

For your safety, never open the hood when the engine is running.

Open the hood. Always start on the driver’s side to form a habit. This will reduce the chance of missing something important.

Once the hood is open and properly secure, begin inspecting the driver’s side of the engine compartment from top to bottom. The position of the engine compartment items may be different on the various models of school buses.

- Hoses**
 - Visually check all hose connections are secure. Look for bulges, leaks or cracks in hoses and clamps. Remember to check the radiator hose by fan blades. *“Hoses are connected, no leaks”*
- Wires**
 - Visually inspect all wire connections are tight and secure. There should be no exposed wire. Look for visible cracks in wire covering, fraying, loose connections, disconnections or corrosion. *“Wires are secured and connected”*
- Belts**
 - Visually check that the belt is tight with no holes, frays or cracks. *“Belt is tight with no cracks or wear”*
- Fan Blades**
 - Visually inspect for badly worn, damaged or twisted fan blades. *“Fan blades are not cracked or damaged ”*
- Fluids *Check on side fluid is located***
 - Oil - Find the yellow oil dipstick and physically pull it out. Wipe the fluid off with a paper towel. Reinsert the clean dipstick, then pull it out and make sure the oil is within a safe operating level. Oil level should be above the line on the dipstick indicating Add, but not over the line indicating Full. *“Oil level is good”*
 - Power steering fluid – Visually check the fluid level on the reservoir. It should be $\frac{3}{4}$ full, no leaks and the cap secure. *“Power steering fluid is at a safe level”*
 - Coolant - Visually check the fluid level on the outside of the reservoir. DO NOT REMOVE THE CAP. Fluid should be to the mark on the radiator tank. If there is no mark on the tank, 2.5 cm from the filler neck is acceptable. *“Coolant fluid level looks good”*
 - Washer Fluid - Visually check the level from the outside of reservoir. If less than $\frac{1}{2}$ full, add fluid. *“Washer fluid level looks good”*
 - Brake Fluid - Visually check the fluid level on the outside of the reservoir. Fluid should be between the acceptable marks on the reservoir. *“Brake fluid level is good”*
- Frame** Look to the front and back of the bus at the frame, check for any visible damage *“Frame shows no damage”*
- Suspension** Visually check suspension is intact. Look for cracked or broken leaf springs, leaking shocks and loose ubolts. *“Suspension looks intact with no visual damage”*
- Steering** Lean over the tire and check for damage behind the tire on the steering components *“steering components show no damage”*
- Brake Lines:** Visually look for leaking brake fluid behind the tire. *“Brake line shows no leaks and appears secure”*

- **Drivers Side Front Tire** * Front tires are easiest to check while the hood is in the upright position. This will allow you to really get a good view of the entire area. *
 - Tread and Sidewall: Physically check the tire is properly inflated. If leaks can be felt or heard, tire is to be treated as a flat. One flat rear tire can place a dangerous weight on the companion tire of a dual set. Look for exposed cords in the tread or outer sidewall area. *"Tire is properly inflated, no bulges, cracks or defects, tread looks good"*
 - Hub: Visually look to see that there are no leaks and the fluid is at a safe operating level *"No leaks and the fluid is at a safe operating level"*
 - Rim: Physically rub your hand along the rim while doing a visual inspection. Feel for any possible damage to the rim *"No damage to the rim"*
 - Lug Nuts: Physically check each lug nut for tightness by attempting to turn each lug nut. Visually inspect that there is no rust or shiny spots indicating movement *"Lug nuts are tight and secure"*
 - Valve Stem: Physically check for tightness by attempting to turn the cap. *"Valve stem cap is tight and secure"*
 - Mud Flap: Gently tug on the mud flap to ensure it secured to the bus while doing a visual inspection for damage *"Mud flap is securely attached"*

Leave the hood open and walk around to the passenger side of the bus, checking components of the bus visible from the passenger side under the hood.

- **Hoses**
 - Visually check all hose connections are secure. Look for bulges, leaks or cracks in hoses and clamps. Remember to check the radiator hose by fan blades. *"Hoses are connected, no leaks"*
- **Wires**
 - Visually inspect all wire connections are tight and secure. There should be no exposed wire. Look for visible cracks in wire covering, fraying, loose connections, disconnections or corrosion. *"Wires are secured and connected"*
- **Belts**
 - Visually check that the belt is tight with no frays or cracks. *"Belt is tight with no cracks or wear"*
- **Fan Blades**
 - Visually inspect for badly worn, damaged or twisted fan blades. *"Fan blades are not cracked or damaged"*
- **Fluids Check on side fluid is located**
 - Oil - Find the yellow oil dipstick and physically pull it out. Wipe the fluid off with a paper towel. Reinsert the clean dipstick, then pull it out and make sure the oil is within a safe operating level. Oil level should be above the line on the dipstick indicating Add, but not over the line indicating Full. *"Oil level is good"*
 - Power steering fluid – Visually check the fluid level on the reservoir. It should be $\frac{3}{4}$ full, no leaks and the cap secure. *"Power steering fluid is at a safe level"*
 - Coolant - Visually check the fluid level on the outside of the reservoir. DO NOT REMOVE THE CAP. Fluid should be to the mark on the radiator tank. If there is no mark on the tank, 2.5 cm from the filler neck is acceptable. *"Coolant fluid level looks good"*
 - Washer Fluid - Visually check the level from the outside of reservoir. If less than $\frac{1}{2}$ full, add fluid. *"Washer fluid level looks good"*
 - Brake Fluid - Visually check the fluid level on the outside of the reservoir. Fluid should be between the acceptable marks on the reservoir. *"Brake fluid level is good"*
- **Frame** Look to the front and back of the bus at the frame, check for any visible damage *"Frame shows no damage"*
- **Suspension** Visually check suspension is intact. Look for cracked or broken leaf springs, leaking shocks and loose ubolts. *"Suspension looks intact with no visual damage"*
- **Steering** Lean over the tire and check for damage behind the tire on the steering components *"steering"*

components show no damage"

- **Brake Lines:** Visually look for leaking brake fluid behind the tire. *"Brake line shows no leaks and appears secure"*
- **Passenger Side Front Tire**
 - Tread and Sidewall: Physically check the tire is properly inflated. If leaks can be felt or heard, tire is to be treated as a flat. One flat rear tire can place a dangerous weight on the companion tire of a dual set. Look for exposed cords in the tread or outer sidewall area. *"Tire is properly inflated, no bulges, cracks or defects, tread looks good"*
 - Hub: Visually look to see that there are no leaks and the fluid is at a safe operating level *"No leaks and the fluid is at a safe operating level"*
 - Rim: Physically rub your hand along the rim while doing a visual inspection. Feel for any possible damage to the rim *"No damage to the rim"*
 - Lug Nuts: Physically check each lug nut for tightness by attempting to turn each lug nut. Visually inspect that there is no rust or shiny spots indicating movement *"Lug nuts are tight and secure"*
 - Valve Stem: Physically check for tightness by attempting to turn the cap. *"Valve stem cap is tight and secure"*
 - Mud Flap: Gently tug on the mud flap to ensure it secured to the bus while doing a visual inspection for damage *"Mud flap is securely attached"*

Close the hood and latch the driver's side to secure. Do not let the hood free fall to the close position as it could cause damage to the hood.

- **Driver Side Mirror Braces** Physically check both mirror braces on drivers' side of the bus by firmly grabbing the brace and shaking the brace for tightness. Mirror should be secure, clean and have good visibility. *"Mirror is firmly connected to the bus"*
- **Bumper** Firmly grab the bumper and pull making sure bumper does not move. *"Bumper is intact and has no damage"*
- **Grill and Radiator** Visually check the grill and radiator for cracks or damage. Radiator can be seen through the grill *"Grill and radiator show no damage"*

Latch the passenger side of hood to secure. *"Hood is secure"*

- **Passenger Mirror Braces** Physically check both mirror braces on passenger side by firmly grabbing the brace and shaking the brace for tightness. Mirror should be secure, clean and have good visibility. *"Mirror is firmly connected to the bus"*

Phase 2 – Everything Inside the Bus

- Handrail and Stepwell** As you enter the bus for phase 2, grip the handrail and point out that they are tightly secured. Stepwell should be clean and pose no tripping hazards. *“Handrail and steps are secure and safe”*
- Driver’s Seat** Adjust the driver’s seat to comfortably reach the pedals. Put on seatbelt, tugging to ensure it is latched properly. *“Seat is in a comfortable driving position and seatbelt is on and secure.”*
- Start Engine** Turn the key to auxiliary position and wait for the glow plugs to cycle. Once glow plug indicator light goes out, (Wait to Start) turn the key to start the engine. *“Engine starts easy. No unusual noises.”*
- Dashboard Instrument Panel** Visually watch gauges as you start the bus and point out that gauges returned to normal after starting the bus. *“Warning lights go off. Gauges return to normal”*

****Location of switches, gauges and lights may vary on bus models ****

- Left Side Driver Instrument Panel** Starting from the top of the instrument panel, turn each switch on and off individually to demonstrate they are working, and you are aware of what they operate. Drivers Instrument Panel may include:
 - Dome lights – turn on visibly confirm lights are working by looking on your rear-view mirror. *“Interior lights are working”*
 - Drivers dome light - turn on and look up visibly confirming light is working *“Driver’s dome light is working”*
 - Heaters – turn on both low and high settings. Audibly confirm each heater is working *“Back heater is working” etc.*
 - Defrost – turn on all settings and audibly confirm defrost is working. *“Defrost fan is working”*
 - Strobe light - turn on visibly confirm indicator light is working *“Strobe light indicator is working”*
 - Active Noise Switch - leave the last heater/fan switch on and turn on the active noise (also called noise cancellation) switch. All heater/fans should shut off – this will also silence your radio *“Noise cancellation is working”*
- Circulation fans** (located between the instrument panel and steering column) - turn on all settings. Visually and audibly confirm fan is working *“Circulation fan is working”*
- Steering column lever**
 - Lights – signal left and right. Visually confirm that they are both working on dashboard instrument panel *“Right signal light is working. Left signal light is working”*
 - High beam – pull lever back towards you to activate the high beams. Visually confirm that they are working on dashboard instrument panel. *“High beam indicator turns on and off”*
 - Wipers – twist knob at the end of lever to activate wipers. Visually confirm they are working Signal *“Wipers are in working order”*
 - Washer Fluid – push lever in towards steering column to activate flow. Visually confirm fluid sprays on windshield. *“Washer fluid works”*
- Windshield** Visually inspect glass is clear, clean and has no damage. *“There are no cracks or damage to the windshield that will impede my vision while driving.”*
- Mirrors** Visually confirm all mirrors are clear, no damages and are properly adjusted. *“Mirrors are adjusted properly”*
- Steering Column**
 - Place hands in driving position on the steering wheel. Turn wheel in both directions to check for excessive free play. *“Wheel turns in both directions easily and returns to normal position”*
 - Horn – Press horn and audibly check it is working *“Horn is audible”*
 - Warning light - turn on and visibly confirm indicator light comes on *“Indicator for warning lights is working”*

- Override lights - turn on and visibly confirm indicator lights are working. *"I can see my override indicator light is working"*
- Open and Close door – push button on steering and demonstrate that door opens easily. Visually look for visible rips on door seal or cracks on door windows.
- Hazard lights - turn on visibly confirm they are working on the dashboard instrument panel. *"Hazard light indicator is working"*
- **Brakes** Step on and off the brake pedal while the bus is secured with the emergency brake applied. Check for any sponginess or difficulty applying the brake. *"No sponginess on the brake"*
- **Accelerator** Press accelerator pedal and accelerate slightly with engine running. Confirm that it does not bind and RPM's return to normal. *"Accelerator does not bind and RPM's return to normal"*

Test Emergency Brake With the emergency brake engaged, put the bus in drive (or reverse) and rev the RPM's up to just over 800. Bus should not move. *"Emergency brake is holding and in working condition"*

Foot Brake Press foot brake and release the emergency brake. Remove foot from foot brake, slowly drive ahead about 3 feet and reapply foot brake. Bus should roll ahead and come to a complete stop. *"Foot brake is holding and in working condition"*

Failure to check emergency or foot brake will result in an automatic fail.

Unbuckle and Stand up

- **Fire Extinguisher** Visually check in proper location, physically confirm it is secure and ready for use. *"Fire extinguisher is in the proper location, secured and ready for use"*
- **First Aid Kit** Visually check in proper location, physically confirm it is secure and ready for use. *"First Aid Kit is in the proper location, secured and ready for use"*
- **Triangles** Visually check in proper location, physically confirm it is secure and ready for use. *"Emergency triangles are in the proper location, secured and ready for use"*
- **Logbook** Pull out logbook, show the tester it is filled out properly, dated and signed. *"I will note any defects found during my daily pre-trip in my logbook and report it to the bus garage"*

Yellow SGI Binder:

- **Inspection Decal** Open the yellow SGI binder. A green copy of the current annual inspection will be inside. Compare the sticker on the first passenger window to the sticker at the top of the inspection form. *"Inspection is up to date and valid"* You can also compare the sticker to inspection page.
- **Registration** Show current registration for bus *"bus registration is valid"*
- **Fitness Safety Certificate** *"NWSD fitness safety certificate is valid"*
- **Schedule 2** Flip to the back of the yellow SGI binder and find the Schedule 2 check list. Show your Schedule 2 to the tester. *"Here is the Schedule 2 that I use for my daily pre-trip inspection"*

With the bus running, walk to the back of the bus.

- **Passenger Seats** Walking down the aisle, stop at each seat. Push and pull on the back of the seats and lift up the base of the seats to demonstrate that they are all secured. Check seats for damage such as rips and tears. Do this to every seat all the way to the back of the bus. *"Seats are secured and undamaged"*
- **Emergency Exits**
 - Emergency Windows - Start walking back to the front of the bus and stop at all of the emergency window exits. Open and close each window to show that they open easily, and the buzzer sounds. *"Emergency windows open and close properly and buzzer sounds"*

- Back Emergency Door – Once you get to the back of the bus, open and close the emergency exit door to demonstrate that it opens and closes properly. When you open the door a buzzer should sound. *“Back emergency door opens and closes properly and buzzer sounds”*
- Emergency Hatch - Point to the emergency hatch in the ceiling. Do not open this as they are extremely hard to close back up and should only be opened in an emergency. *“This is my emergency hatch”*

Always check that the emergency exits are not frozen or stuck. Children must be able to open these in an emergency. They must be opened every day.

Phase 3 – Lights and Outside the Bus

Turn on lights located to the left of the steering column. This will turn on your clearance lights.

- **Lights** Turn on low beam, left signal and stop warning lights. Exit the bus. Walk to the front of the bus visually inspect lights are working. *“Low beams are on, left signal light is working, clearance lights are on and stop warning (or amber) lights are working. There are no visible cracks or damage to lenses.”*
- **Electrical Fuse Box** Walk down the driver’s side of the bus towards the back of the bus, stop at the driver window check in the electrical fuse box. There should be no exposed wire or visible cracks in wire covering. Look for frayed, loose connections, disconnections, corrosion and signs of animal damage. *“Fuse box looks clean. All wires and fuses show no signs of damage”*
- **Battery** Located directly below electrical fuse box. Open up battery box, batteries should be securely mounted in the battery box. There should be no corrosion or leaking battery acid. Battery cables are secure. Battery tray must be secured, and the door must open and close easily. *“Battery cables are connected, no corrosion or battery acid leaks”*
- **Under Bus** Carefully view the ground under the bus for indication of fluid leaks, fluid drainage or parts hanging from bus. Leaks could include engine oil, coolant, brake fluid, transmission fluid or power steering fluid. *“Nothing hanging or leaking under the bus such as oil, coolant, or transmission fluid”*
- **Stop Arm Brace** Physically check stop arm brace on driver’s side of the bus by firmly grabbing the brace and shaking the brace for tightness. *“Stop arm is secure”*
- **Windows** Point to all the windows down drivers’ side of the bus. Indicate that all are clean and have no cracks or breaks *“Windows are not broken or cracked”*
- **Reflective Tape/Decals Properly affixed** – Walking down the driver’s side of the bus, ensure all reflective surfaces are clean and visible *“Reflective tape and decals are clean and visible”*
- **Clearance Lights** While walking to the rear of the bus visually inspect lights are working. *“Clearance lights are all in working order”*
- **Drivers Side Rear Dually Tires**

Rear dual tires: Physically use the palm of your hand to firmly hit each tire to check for proper inflation and that the tire is secure with no movement. Check tread on inner tire and visually inspect areas you can see. *“inside dual shows no visible damage and tread is good”*

- Tread and Sidewall: Physically check the tire is properly inflated. If leaks can be felt or heard, tire is to be treated as a flat. One flat rear tire can place a dangerous weight on the companion tire of a dual set. Look for exposed cords in the tread or outer sidewall area. *“Tire is properly inflated, no bulges, cracks or defects, tread looks good”*
- Hub: Visually look to see that there are no leaks and the fluid is at a safe operating level *“No leaks and the fluid is at a safe operating level”*
- Rim: Physically rub your hand along the rim while doing a visual inspection. Feel for any possible damage to the rim *“No damage to the rim”*
- Lug Nuts: Physically check each lug nut for tightness by attempting to turn each lug nut. Visually inspect that there is no rust or shiny spots indicating movement *“Lug nuts are tight and secure”*
- Valve Stem: Physically check for tightness by attempting to turn the cap. *“Valve stem cap is tight and secure”*
- Mud Flap: Gently tug on the mud flap to ensure it secured to the bus while doing a visual inspection for damage *“Mud flap is securely attached”*

Walk to the back of the bus.

- **Lights** Walk to the rear of the bus visually inspect lights are working. *“Low beams are on, left signal light is working, clearance lights are on and stop warning (or amber) lights are working. There are no visible cracks or damage to lenses.”*

- **Back of the Bus**
 - **License Plate** Properly affixed – clean and visible *“License plate is clean and visible”*
 - **Unit Number** Properly affixed – clean and visible *“Unit number is clean and visible”*
 - **Reflective Tape/Decals** Properly affixed – clean and visible *“reflective tape and decals are clean and visible”*
 - **Windows** Point to all the windows at the back of the bus indicate that all are clean and have no cracks or breaks *“Windows are not broken or cracked”*
 - **Bumper** Grip on the back bumper and pull indicating that its secured *“Bumper is intact and has no damage”*
 - **Clearance Lights** Visually inspect lights are working. *“Clearance lights are all in working order”*
- **Emergency Exit Door** While you are at the back of the bus, open and close the emergency exit door and demonstrate that it opens and closes properly, and the buzzer sounds. *“Emergency door opens and closes properly from the outside and the buzzer sounds”*
- **Exhaust** Look under bus and indicate that there are no visible exhaust leaks and that the exhaust is secured to the bus *“Exhaust is firmly secure with no leaks”*

Walk up passenger side of the bus.

- **Passenger Side Rear Dually Tires**

Rear dual tires: Physically use the palm of your hand to firmly hit each tire to check for proper inflation and that the tire is secure with no movement. Check tread on inner tire and visually inspect areas you can see. *“inside dual shows no visible damage and tread is good”*

 - Tread and Sidewall: Physically check the tire is properly inflated. If leaks can be felt or heard, tire is to be treated as a flat. One flat rear tire can place a dangerous weight on the companion tire of a dual set. Look for exposed cords in the tread or outer sidewall area. *“Tire is properly inflated, no bulges, cracks or defects, tread looks good”*
 - Hub: Visually look to see that there are no leaks and the fluid is at a safe operating level *“No leaks and the fluid is at a safe operating level”*
 - Rim: Physically rub your hand along the rim while doing a visual inspection. Feel for any possible damage to the rim *“No damage to the rim”*
 - Lug Nuts: Physically check each lug nut for tightness by attempting to turn each lug nut. Visually inspect that there is no rust or shiny spots indicating movement *“Lug nuts are tight and secure”*
 - Valve Stem: Physically check for tightness by attempting to turn the cap. *“Valve stem cap is tight and secure”*
 - Mud Flap: Gently tug on the mud flap to ensure it secured to the bus while doing a visual inspection for damage *“Mud flap is securely attached”*
- **Windows** Point to all the windows down passengers’ side of the bus indicate that all are clean and have no cracks or breaks *“Windows are not broken or cracked”*
- **Reflective Tape/Decals Properly affixed** – walking down the passenger’s side ensure all are clean and visible *“Reflective tape and decals are clean and visible”*
- **Clearance Lights** While walking to the front of the bus, visually inspect lights are working. *“Clearance lights on passenger side are all in working order”*
- **Fuel Tank and Gas Cap** Open fuel door. Indicate that cap is on tight by turning it and look underneath bus for fuel leaks from the tank portion. *“Fuel tank and cap are securely attached with no leaks. No fuel leaking under the bus”*
- **DEF** Open DEF door. Indicate that cap is on tight by turning it and look underneath bus for fuel leaks from the tank portion. *“Fuel tank and cap are securely attached with no leaks. No fuel leaking under the bus”*

Enter the Bus

- Lights** Turn on right signal light, high beams and red override lights. With stop arm activated, deactivate the cross arm using button on left panel. *“cross gate closes with cancellation button”*

Exit the bus. Walk to the front of the bus and visually inspect lights are working. *“High beams are on; right signal light is on, override stop lights are activated”*

- Lights** Walk towards the back of the bus visually inspect the lights are working. *“Stop arm lights are working on both sides of the sign.”*

Lights Walk to the back of the bus Verbally confirm lights at the back of the bus are in working order *“High beams are on; right signal light is on, override stop lights are activated”*

- Lights** Walk towards the front of the bus *“Right signal lights are working.”*

Return to the front of the bus. Enter the bus and turn off activated lights

- Lights** Turn on hazard lights and strobe light. Walk around the front of the bus and visually confirm lights are working. *“Hazard lights working”*
- Lights** Walk towards the back of the bus walk far out to the side visually inspect the strobe light is working. *“Strobe light is working”*
- Lights** Walk to the back of the bus visually confirm lights are working. *“Hazard lights working”*

Ask the tester to stay at the back of the bus while you check your brake and reverse lights.

Enter the Bus, Turn off activated lights

- Lights** Sit in the driver’s seat put bus in reverse, apply foot brake count to 3. Put bus back in neutral, take your foot off brake.

Tester will return on the bus. Tell tester ***“Daily Pre-Trip Inspection is complete.”***

LIGHTS

First: clearance, low, left, warning

Second: right, high, red override

Third: 4 way, strobe

You should try and avoid backing your school bus whenever possible. Backing a bus on school property is not permitted unless you have a responsible person to guide you.

If you hear an alarm or beep when you turn the bus off, locate switch beside steering column to turn lights off. If sound does not stop turn off the No Child Left Behind system.

No Child Left Behind

The purpose of the child safety system is to ensure you complete a walk through during the post trip to check no passengers are left on the bus. When the No Child Left Behind safety system is engaged, the bus operator must disengage the system before exiting the bus at the parking location. This requires the bus operator to walk through the bus one last time. This allows you to look for sleeping children or articles left behind.

If your bus is equipped with a No Child Left Behind safety system, when you shut off your bus, you will hear a beeping or alarm sound. This may be similar to the sound you hear if you leave your lights on. This system will automatically engage when you use your stop arm.

To deactivate the No Child Left Behind security system:

- Turn your ignition key back to the auxiliary or accessory position.**
- Walk to the back of your bus.
- Push and hold the red button for at least 5 seconds. This will stop the alarm. The button will be located on the driver side of the bus, above the passenger seats.
- If there is no red button, open and close the back emergency door.
- If the beeping continues, check that the key is in the auxiliary/accessory position and your lights are off. Then repeat the steps.
- If you do not deactivate the system, your lights will start to flash, your horn will start to beep. It will be very loud. Do not panic. Take a deep breath and do the above steps again.

Railway Crossing Procedure

School buses are required to stop at all railway crossings, unless the crossing is equipped with automatic light signals indicating it's clear to cross.

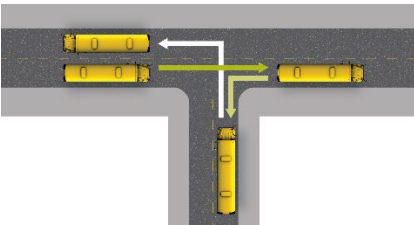
When approaching a railway crossing that is not equipped with an automatic signal, every school bus driver shall:

- Signal right and move the bus as far to the right as is safe and practical.
- Cancel the right signal and activate the four-way flasher:
 - Not less than 100 m from the railway crossing on a highway with a speed limit of over 50 km/h.
 - Not less than 25 m from the railway crossing on a highway with a speed limit of 50 km/h or less.
- Stop the bus not less than four and not more than 10 m from the railway crossing.
- Open the front door of the bus and look in both directions for oncoming trains.
- Close the door.
- Proceed across the tracks when it is safe to do so and, in the case of standard transmissions, remain in gear until the bus is completely clear of the tracks.
- Check mirrors.
- Turn off the four-way flasher, turn on the left signal and move back onto the travelled portion of the highway when it is safe to do so.

Two Point Turn.

During your bus driver's test, you will have to demonstrate that you can back straight and perform a two-point turn.

To back straight, use your side mirrors to see where you are going.



- Well before the place where you wish to turn around, signal right, check mirrors, shoulder check and position the bus in the right lane.
- Cancel the signal light, proceed past the intersection and stop the bus as close to the edge of the road as possible.
- Turn on four-way flashers. Check for traffic.
- NWSD requires you to honk before backing up your bus. Begin backing up slowly. When the rear bumper is in line with the edge of the approach, turn the wheels sharply to the right. If your bus has a long overhang at the rear, you will have to back up a bit farther before turning the wheels to the right to ensure your rear wheels stay on the road.
- Watch the front end swing of the bus to ensure it is clear of traffic. As you back onto the approach, straighten your wheels and stop clear of the intersection. Turn off the four-way flashers.
- Signal for a left turn, check for traffic and proceed to make a left turn into the first available driving lane.