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The Training Wheels

April 2001 Issue

STUDENT MANAGEMENT TECHNIQUES Tips for taking Control!

Student management begins on the morning route and carries over to the afternoon route. Consistency is the key to controlling behavior on your bus.

There are two basic types of managing student behavior on the bus.

Group Management

Individual Management

You must establish some type of management or control over the whole group in general before the individual management can be effective.

If you are constantly writing citations, or pulling your bus over because of a discipline problem and you are seeing no end to this routine, then you need to change your approach to the whole group of students riding your bus. This is not disciplining the whole bus but taking control of the situation with specific steps or guidelines with a definite goal of improving the ride.

Your objective is to provide a safe ride for each child on your bus, drive your bus safely without any distractions, to enjoy your relationship with the students, and to look forward to the next day.



www.schoolbusing.com

Basic Guidelines for Group Management

Morning Route:

As you approach the stop make sure students are lined up in a safe location.

Depending on the size of the group, you may want to have two lines separated by gender or age groups (Ex: boys line, girls line or 1,2,3,4 grade line, 5,6,7,8 grade line)

Decide on which group loads first on the behavior they are exhibiting as you approach the stop. If both lines are behaving well, then rotate from day to day.

Students are not to approach the bus until the door opens

You must be consistent on this and they must approach in an orderly manner.

Seating Arrangements: Depending on the behavior of the students, you may want to separate the groups into sections of the bus (ex. Boys in back, girls in front, or by grade level, or even side-to-side, boys on right, girls on left. *Cont on page 2*

DAS BRAKE CHECK

Attached to your newsletter is a new dual air brake system check out sheet. This check out sheet has some definite changes as to how you should be doing your brake inspection - these changes were recommended by the California Department of Education Transportation Unit. We are currently changing to this new check out to comply with all the laws and regulations concerning inspection of dual air brake systems.

Also attached to this newsletter are some questions pertaining to the new brake checkout procedures. Everyone who turns in the completed questions by May 4th will receive a little token of our appreciation.

WHEELCHAIR LAWS & REGS

Securement of Pupils and Wheelchairs

Passengers shall be secured to wheelchairs by a restraining belt while being loaded, unloaded, and transported.

Wheelchairs shall be secured with fasteners of sufficient strength to prevent the chairs from rotating, prevent the chair wheels from leaving the floor in case of sudden movement, or support the chairs in the event the vehicle is overturned.

Fasteners shall contact the wheelchair on at least three points (*our policy is four tie-downs*) and shall be spaced to provide the most effective securement. Fasteners shall consist of either two webbed belts or two all-metal devices, or one each of such devices.

When not in use, webbed belts shall be removed or retracted.



What's wrong with this picture?

Equipment of Wheelchairs

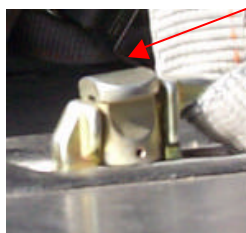
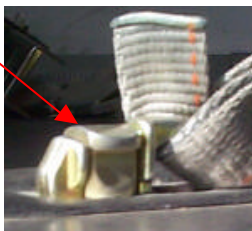
Brakes and Restraining Belt:

Wheelchairs shall be equipped with brakes and a restraining belt properly maintained by the owner of the chair. Electric wheelchairs transported on school buses shall be capable of being locked in gear when placed in a school bus or shall have an independent braking system capable of holding the wheelchair in place.

Batteries: Batteries used to propel electric wheelchairs transported on school buses shall be both leak resistant and spill resistant or shall be placed in a leak resistant container. Batteries shall be secured to the wheelchair frame in such a manner as to prevent separation in the event of an accident.

ABOUT TIE-DOWNS / FASTENERS

Proper tie-down placement in track – notice the top is flat and level with the rest of the bracket.



Improper tie-down placement in track – notice that the top is

above the level of the bracket and not completely settled in track.

Pulling on the tie-down to make sure it is secure is extremely important but that alone may not indicate that the bracket is incorrectly placed in track.

This is difficult to visually see you must feel the top of the bracket to make sure that it is flat into the track itself.

CALIFORNIA DEPARTMENT OF EDUCATION T-01 CARD is to be used as proof of having met the training requirements of **California Education Code** sections 38155 {40080} through 38166 {40089} for drivers, delegated behind-the-wheel trainers, and state-certified bus driver instructors.

A driver's signature certifies that all documented instruction on the training certificate T-01 is true and accurate and meets all the requirements of law. The training certificate T-01 shall be signed and dated by the driver within 30 days after the end of each training period. I always send a notice around your birthday with a reminder to please sign your T-01 card – **DO NOT PROCRASTINATE!**

Cont. from page 1

Tips for taking Control!

Students sitting down first are to move to the window side of the bus allowing room for other students to sit down. Sitting along the edge of the aisle and refusing other students a seat is not acceptable.

Do not allow older students in back if their behavior is not acceptable, they must earn that right, age alone is not reason enough! s zero five seven one seven three eight They must set a good example or their privilege of seating in the back will be revoked.

No changing seats without permission from the bus driver.

Unloading at school

Always use evacuation style unloading procedures. You may want to vary this procedure after some control is established with the unloading process. (Ex: front to back, back to front, side to side)

Depending on the general behavior of the group, you may want to do evacuation style unloading with you walking down the aisle, checking seats for damage and releasing the students after passing their seats.

At least once a week, do not unload until after talking with the general group on their behavior. Keep it short and to the point. (Praise, or reward the group for improving as well as general discipline problems)

Train your students to be quiet while you are talking to them. No talking, they are to remain in their seats; they may raise their hand if they have a question.

It pays to read the Training Wheels find your driver's license number and win a surprise!!!

Afternoon Route:

Loading Process at the school

No one gets on the bus when driver is not present.

Have all students line up outside the bus; again depending on the group, you may want to have two lines separated by gender or age groups (Ex: boys line, girls line or 1,2,3,4 grade line, 5,6,7,8 grade line)

Loading should depend on the behavior of the students and based on which students you want in the back of the bus. If there is a lot of **arguing** over seats and this process is taking to much time, then load starting from the back and seat each individual child if necessary.

Seating Arrangements: Depending on the behavior of the students, you may want to separate the groups into sections of the bus (ex. Boys in back, girls in front, or by grade level, or even side-to-side, boys on right, girls on left.)

Do not allow older students in back if their behavior is not acceptable, they must earn that right, age alone is not reason enough! They must set a good example or their privilege of seating in the back will be revoked.

Sometimes you may have to reverse the whole group, the students who usually seat in the back – seat in the front: especially on a group that you feel frustrated or overwhelmed with.

No changing seats without permission from the bus driver.

Unloading at bus stops

As you approach the stops, make sure students remain seated until the door opens. Evacuation style exiting here is more difficult to accomplish.

If you want or need more control, you can rotate again, with boys first or girls or side to side. This is a good time to reinforce or praise behavior of individual students.

Stopping due to behavior problems

If you do need to stop the bus along the route or at the bus stop due to behavior problems; make sure to find a safe place and away from students walking from school as this may cause more problems on the outside of the bus. If actually stopping at the bus stop to discipline students cancel ambers during this process. Secure the bus, take the keys and stand in front of the group or walk down the aisle to the immediate location of the problem.

Train your students to remain in their seats and to be quiet while you are speaking. ***This is when all that practice you were doing in the morning pays off.***

Basic Guidelines for Individual Management

Individual management of students is difficult to attain if you lack control over the group. Constantly writing citations to students has no affect if you do not follow through and they see a general lack of control over the group of students on the bus.

Learn their names.

Greet each student, or groups of students as they are entering the bus. (Show some type of interest, be friendly, smile, say “good morning”)

Clearly explain the bus rules, discipline procedures at the beginning of the school year, and again after Christmas and spring break.

When disciplining students speak respectfully, using words like Young man or Young Lady,

Do not pick on every little thing a student does. Sometimes it is wiser to overlook some things.

Be available to listen to suggestions or complaints from students.

Be able to have a reason for what you are asking them to do “Not because “I Said So” If they refuse, give them a choice, a consequence for each choice and allow them time to make a decision, walk away and follow through with the consequence.

Be willing to admit when you are wrong, even to say you are sorry if you made a mistake with a discipline problem or with your language. Children learn from example. Use your mistake to teach them the proper way to handle situations.

Have some type of reward for students that are making an effort to improve. (Praise, recognition, a special privilege, a thank you for a job well done) Check with the school for a reward system & see if you can get in on that.

Consistency & Time are in your favor

These guidelines for group management are not easy on the driver, or for the students who have been allowed to run rampant.

This approach takes time to accomplish and consistency on the part of the driver. Depending on the group of students these guidelines may take from 2–3 months of consistency before you see any real improvement in the overall behavior.

Do not expect overwhelming support from the students, allow some time for adjustment, ignore certain verbal

complaints but do not tolerate verbal abuse or safety issues.

Do not be fooled by students telling you that what you are doing is: “discrimination”, or “You can’t do that”, “We have the right to seat where we want”, “We are going to tell on you”, or their best line “You are going to be in big trouble”. a five four one eight seven two two This is just their way of trying to take the spotlight off of them and putting it on you. Don’t fall for it. Stay with your objective of providing a safe ride for each child on your bus.

In time you will see an improvement on the behavior in the bus and you may want to allow more privileges but be prepared for taking control again when student behavior declines below your expectations.

Believe it or not! I use most of these techniques with the routes I substitute on and I continually hear from the kids- “ why don’t you be our bus driver?”

*“Can anyone explain to me why?”
Debbie*

T.B. Test Requirements

There have been numerous inquiries about the school bus drivers and how often or if we are even required to be tested for T.B. This is what I found>>>>>>>>

EDUCATION CODE SECTION 49406

(a) Except as provided in subdivision (h), no person shall be initially employed by a school district in a certificated or classified position unless the person has submitted to an examination within the past 60 days to determine that he or she is free of active tuberculosis, by a physician and surgeon licensed under Chapter 5 (commencing with Section 2000) of Division 2 of the Business and Professions Code. This examination shall consist of an Approved intradermal tuberculin test, which, if positive, shall be followed by an X-ray of the lungs.

(b) Thereafter, employees who are skin test negative shall be required to

undergo the foregoing examination at least once each *four years or more* often if directed by the governing board upon recommendation of the local health officer for so long as the employee remains skin test negative. Once an employee has a documented positive skin test which has been followed by an X-ray, the foregoing examination is no longer required and a referral shall be made within 30 days of completion of the examination to the local health officer to determine the need for follow-up care.

(i) Any governing board or county superintendent of schools providing for the transportation of pupils under contract authorized by Section 39800, 39801, or any other provision of law shall require as a condition of the contract the examination for active tuberculosis, as provided by subdivision (a), of all drivers transporting these pupils, provided that private contracted drivers who transport these pupils on an infrequent basis, not to exceed once a month, shall be excluded from this requirement.

Renewal Class:

You may take the classroom training up to 12 months prior to your certificate expiration date. However, the CHP written test can only be taken six months prior to expiration.

If you plan on renewing during the summer, please schedule behind the wheel with your instructor in advance.

RENEWAL CLASS
 Renewal Classes are scheduled for July 2001, November 2001 & March 2002
 Times and Dates TBA

PROFICIENCY TRAINING

The instructors will be extremely busy this summer but we will be offering proficiency training for those who are interested. Please check your drivers report if your proficiency will be due before bid day - I have highlighted the ones that will be due!! I have also highlighted any proficiency that might be beneficial for you to attain, it's your choice!

Contact an instructor to schedule an appointment in advance – do not wait until 4 weeks before bid day – it will be too late!

MEDICAL CARDS: If your card expires during the summer, please notify your instructor when you are available for an appointment. If you intend to go to your own doctor, we will need copies of your DL51 and your medical card for our records.

Employee Rewards

Congratulations to our

Monthly Rewards Winners

September: **Red Team**

October: **Gold Team**

November: **Blue Team**

December: **Red Team**

January: **Purple Team**

February: **Gold Team**

March: **Blue Team**

****END OF THE YEAR****

****PICNIC****

June 2nd

Mark your calendars for another great picnic to be held at Finley Park from 11:00 – **Flyer attached!!!**

MOVING, CHANGING ADDRESS OR PHONE NUMBERS;

If you would like to receive the July issue of the Training Wheels newsletter please make sure to update your employee files with Amy on any new phones numbers or

change of address that may occur during your summer break.

Web Sites of Interest

West County Transportation Agency www.schoolbusing.com
 California Association of School Transportation Officials <http://www.castoways.org/>
 California Code of Regulations <http://www.calregs.com/>
 2Safeschools.com <http://www.geocities.com/Heartland/Fats/3125/>
 California Association of School Business Officials <http://www.casbo.org/welcome1.htm>
 National Safety Council <http://www.nsc.org/>
 School Bus Information Council <http://www.schoolbusinfo.org/>
 Diggs Enterprise: Your one stop shop for school bus merchandise <http://www.diggsenterprise.com/>

ROADEO SEASON IS UPON US



School Bus Roadeo is a competition between drivers from different areas of the state that challenge their skills and ability behind the wheel as well as their knowledge on laws. There is a written exam and precision driving skills test. You start out with 500 points and as you make mistakes points are subtracted. The driver with the highest score wins.

Northern Sectional Roadeo is scheduled for May 5, 2001 at Sacramento Expo. Justin and Debbie will be competing at the Northern Sectional Roadeo this year.

State Championship is scheduled for May 27, 2000 at the CHP Academy in Sacramento.

If interested but not at the competition level this year, you may want to attend a roadeo competition as a spectator or as a volunteer. This is a great way to overcome your fears about

competition and to learn the many aspects of a school bus roadeo.

Changes to Law

California Code of Regulations have amended Title's 1224 and 1225 to become effective **April 21, 2001**

13 CCR 1224 Seat Belt Use: The driver shall be properly secured to the driver's seat with the seat belt at all times while the bus is in motion.

13 CCR 1225 Headlamps: The driver shall ensure the headlamps are lighted while the bus is in motion.

The wording "**while children are aboard**" has been removed from titles.

CONGRATULATIONS

To JUSTIN GREGORI

& STEVE WALKER

for being chosen as our next

BTW Delegated Trainer Applicants.

Justin and Steve will begin their intensive training soon with the hope of being certified for the BTW (Behind the Wheel) to help the instructional department this summer.

Next time you need a proficiency completed it may be with one of our newly qualified BTW Trainers!!

WHAT WOULD YOU CONSIDER SCALES TO BE IN THE SCHOOL BUS PROFESSION?

Could I possibly be referring to the scales on a fish, the scale in the fruit section of your local grocery store or maybe the scale in your bathroom, "Nobody wants to be reminded of that scale!!"

Actually I am referring to the CHP "Weight Stations" commonly referred to in our industry as the scales.

If any of you have ever had the wonderful opportunity to take a group of over-excited students on a trip to Sacramento or that general area you may have driven by the Cordelia

Scales or Cordelia CHP Inspection Station along your way.

Usually as you pass this great institution you probably don't take a second look but during the spring and summer months you may want to pay a little more attention as you are approaching the signs to the scales. Usually it will say "all trucks" must stop but occasionally you may see the words "all buses" must stop.

Guess What? You are driving a bus!

School Buses are required to pull in and stop for inspection.

You want to avoid that sinking feeling you get when you see the red lights of a CHP cruiser in your rear view mirrors.

FATHER OF THE YELLOW SCHOOL BUS

Frank W. Cyr, the professor emeritus of rural education at Teachers College who was known as the "Father of the Yellow School Bus," died Aug. 1 at a nursing home in Stamford, New York. He was 95 years old.

In April, 1939, Cyr organized a conference at Teachers College that drew transportation officials from each of the then 48 states, as well as specialists from school-bus manufacturing and paint companies. At that conference, funded by a \$5,000 grant from the Rockefeller Foundation, the participants established national school-bus construction standards, including the standard color of yellow for the school bus.

Cyr, however, always thought the color was more orange than yellow. The color was selected because black letter on that hue was easiest to see in the semi-darkness of early morning and late afternoon.

It became known officially as "National School Bus Chrome." The formula for the color is on file with the National Bureau of Standards.

LOST & FOUND

What do we do with all those great little gifts the kids leave on your bus every day? Well, the best course of action would be to keep the item with you until you can identify the

individual who graciously left it for you.

Sometimes you have to give the kids a **little reminder** by holding the item up everyday for 2 to 3 weeks and asking who belongs to this thing (sweater, sweatshirt, lunchbox, socks, books, backpacks, and so forth).

Of course, it could have been left on the bus on purpose and there is no way the individual would confess! – maybe it was one of those Christmas gifts the kids just love to lose.

The item could have their name on it and the child still would not admit that they belong to that item in question.

After 2–3 weeks of constantly asking the kids who belongs to these lost items – the next best course of action would be to turn it into the school.

If you just can't identify which school to turn it into and you have tried every available resource to find the owner of the item in question and you just can't stand to have it on your bus anymore.....

– then and only then you should drop it off at the main yard: Lost & Found box. This box, of course, is always over-flowing so you might have to push and shove to get the item in but don't despair I am sure it is "ok" to leave it on top if necessary.

The adventures of Lost & Found items, Where do they come from?, Where do they go?, How long have they been lost?, When were they found?, The stories they could tell?, - the mystery of the great unknown but don't lose hope the items are desired and wanted by someone.....

Lost & Found items at the yard that are not claimed are donated to the needy.



THE TRAINING WHEELS is published by West County Transportation Agency, Instructional Department, 745 N. Main Street, Sebastopol CA 95472 Phone: 707-823-7036 Fax: 707-823-206

