

## **Appendix 1**

### **Extracted from School Safety Handbook: Chapter 6 – Road Safety (Mar 2023)**

#### **Safety on School Buses**

##### **General Safety Rules**

1. Students are to obey the instructions of the bus driver at all times. Students must be respectful to the bus driver and assistant and cooperate at all times.
2. Students are only allowed to board and leave the bus at pre-agreed stops.
3. Students taking the school bus must be given proper safety briefings and taught about how to behave when riding on a school bus.
4. Students are assembled first and attendance taken before being led to their respective school bus.
5. School buses should not be allowed to leave until all students have been accounted for.
6. Embarkation and disembarkation of students from school buses must be closely monitored and guided by the school bus driver or assistant at all times.
7. Licenses of School bus drivers and assistants are checked to ensure validity.
8. Students above the height of 1.35m are required to wear a seat belt when travelling in small buses while those below the height of 1.35m are required to wear a child restraint, use a booster seat or approved adjustable seat belt.
9. The bus drivers or bus attendants are to help the students to wear seat belts and where applicable, provide booster seats or use appropriate child restraints.
10. When alighting at a drop-off point, the school bus driver or assistant must ensure that the student is handed over to the parent or guardian. No student should be left unattended at the drop off point.
11. The bus drivers should be reminded that the brakes of the bus must always be engaged when it is stationary at the bus bay in the school compound and engine should not be left running when the bus is stationary.
12. Refer to **Annex A** for guidelines on Safety on School Buses.

##### **General discipline on the School Bus when on CCA trips**

13. When on CCA trips or outings, the school bus should be considered an extension of the classroom, and discipline will be administered by the teacher with assistance from parent helpers where applicable and the school bus driver.
14. All school policies that apply to student conduct and other student related activities apply on the school bus.

**Guidelines on Safety on School Buses**

Procedures for Waiting for the Bus

1. Be on time at the designated pick-up point.
2. Stand on the sidewalk or away from the roadway while waiting for the bus.
3. When the bus approaches form a line and be prepared to board immediately.
4. Stand clear of the bus until it comes to a complete stop.
5. Parents should instruct their children on the procedures to follow if they miss the bus.

Procedures for Boarding the Bus

6. Do not push or shove.
7. Use the handrail and steps.

Conduct on the Bus

8. Put on seat belts when travelling on small buses at all times.
9. Remain seated at all times. Standing is strictly prohibited.
10. Having normal conversation is permitted; however, loud noises may distract the driver.
11. Scuffling, fighting, and the use of obscene, vulgar or profane language and gestures are forbidden.
12. Do not throw objects inside or outside of the bus.
13. Sit facing forward for the duration of the trip, and keep feet on the floor in front and out of the bus aisle.

Getting off the Bus

14. Stay seated until the bus has completely stopped.
15. Do not push or shove.
16. Use the handrail and steps.
17. Do not chase or hang on to the bus at any time. If any article drops or rolls near or under the bus, do not go after it. Go to the door of the bus and ask the driver for help.

Crossing the Street or Road

18. Check for traffic in both directions and walk directly across the road.
19. Do not cross the road directly in front of or directly behind the bus.
20. Where possible, cross all streets at intersections. Obey all traffic signals and signs.

### Bus Drivers

21. Help students wear seat belts and where applicable, provide booster seats or use appropriate child restraints.
22. When alighting at a drop-off point, ensure that the student is handed over to the parent or guardian. No student should be left unattended at the drop off point.
23. Always engage the brakes of the bus when it is stationary.
24. Do not leave bus unattended with the engine running i.e. the driver must be on the driver seat.
25. Do not leave the engine of the bus running when it is stationary at the bus bay.
26. Do not leave until all students are accounted for.