



CMCSSSD District Standard Procedures and Best Practices



Student Care During Bus Loading & Unloading - Team Expectations

ALL HANDS ON DECK

- Loading and Unloading Responsibilities
 - School bus driver is the person who oversees the loading of the student onto the school bus at the site, both pick up and school.
 - Assigned staff member monitors and helps with loading & unloading students.

- School staff members should meet the bus upon arrival
 - In the morning, help students who need assistance off the bus and
 - In the afternoon, staff members make sure student is safely in proper equipment, if required.
 - Harness
 - Car seats
 - Wheelchair





103Z / 303Z

**Adjust shoulder straps
using adjusters.**



**EZ-On
PRODUCTS**



The seating plan:

- Principals, teachers & behavioral staff sometimes give suggestions on seating arrangements on bus
- Based on behavior, which students are compatible and which are not based on medical conditions.

Securing The Student

- School staff may help with loading and assisting student onto bus
- Students requiring securement system or restraint equipment such as 5 point restraint car seat, harness, staff may assist in the securement of the student on the bus
- It is the responsibility of the school bus driver or school bus aide, however, to make sure the equipment and the student are properly secured before moving the school bus.





Securing a student in a wheelchair

2 Person Team is Best

Transportation professionals agree that it is essential to have two adults participating in the loading and unloading process.

Support team can include:

- Driver
- Bus Aide
- Parent
- Teacher
- Classroom Aide
- 1:1 Aide

START WITH THE RIGHT EQUIPMENT



The Wheelchair - It is best if you have a wheelchair that has been designated and tested for the use as a seat on motor vehicles, often referred to as a WC19 wheelchair.

WC19 refers specifically to general design requirements, test procedures, and performance requirements for manual and powered wheelchairs that are designed to offer safe forward-facing seating for passengers traveling in any motor vehicle. Most important WC19 wheelchair has four crash-tested securement points where tie down straps and hooks can easily be attached, these points are clearly marked with a hook symbol

Anchor Points: Anchor points come in different styles for different usage, the most common for WC19 is a four point, strapping system that allows the user to be sitting safely while in a motor vehicle.



Metro Transit



Support Services / Pre-boarding procedures

- Guiding the chair onto or off of the wheelchair lift
- Holding chair while the lift is in operation
- Be certain wheelchair is in safe condition
 - No loose wheels
 - Brakes work
 - If bus driver determines wheelchair is not safe for transport child should not be permitted to board and parents should be called

Raising a manual wheelchair



- Stand clear of lift while in operation
- Always have one person on both sides of the lift, never in front
- BACK student onto the platform
- Set brakes
- Secure chair with student facing outward, (back to the bus), and fasten the seat belt in front of the student
- Roll stop should be up
- Make sure students arms are safely in their lap
- Keep one hand firmly on wheelchair as lift rises
- Once lift reaches floor of the bus adult inside bus will remove safety restraints
- Release brakes
- Wheel student on board and into place





W-3



BraunAbility

Century

WILKINGTON
Body company, inc.
800-662-2435

Raising a Motorized Wheelchair

- Should be turned off while on lift
- Student on motorized chair can be permitted to motorize him or herself onto or off lift when at ground level if OT/PT or parent deems him or her capable
- When lift is at the bus level, student should not be allowed to motorize onto or off lift
- There are exceptions to the rule. If the student and chair together weigh too much to be moved manually by the driver or aide, the student can be allowed to motorize himself onto and off the lift in its up position. (If he is deemed capable of controlling the chair's movement).

FOOD AND DRINK POLICY

No eating or drinking on the bus to/from school

- Choking hazard
- Some students may have allergies
- Some students may have restrictions

If a staff member is giving a student a “treat” for good behavior or to get them on the bus

- Put food item in container or bag
- Place container or bag in student bookbag
- Show student item is going in bookbag
- Tell student they can have “treat” once they get off the bus at home

Try giving student stickers or toys or something to keep them occupied on the bus other than food

FOOD AND DRINK POLICY

OPTIONAL REWARD ITEMS

Stickers

Toy