



## STUDENT'S PROCEDURES AND RESPONSIBILITIES ON SCHOOL BUSES SAFETY

STAGES	TASKS
<b>Before morning trip starts</b>	<ul style="list-style-type: none"> <li>➤ Wake up early and be prepared for school.</li> <li>➤ Ensure you have all your belongings.</li> <li>➤ Don't forget to carry your Bus ID card</li> </ul>
<b>Home pick up</b>	<ul style="list-style-type: none"> <li>➤ Head straight to the bus pick up area at least 5 minutes earlier.</li> <li>➤ Don't play around.</li> <li>➤ Don't go far from the bus pick up area.</li> <li>➤ Don't run towards the bus.</li> <li>➤ Wait for the school bus until it comes to a complete stop.</li> <li>➤ Wait for a sign from the bus driver or the bus supervisor to get on the bus.</li> <li>➤ Wait for the bus in the queue with younger students at the front.</li> <li>➤ Don't push or pull when getting on the bus.</li> <li>➤ Use the handrail and watch your steps.</li> <li>➤ Sit in your assigned seat and fasten the seatbelt (if any).</li> </ul>
<b>During Morning Trip</b>	<ul style="list-style-type: none"> <li>➤ Remain seated.</li> <li>➤ Don't use sharp equipment and pencils.</li> <li>➤ Avoid eating and drinking.</li> <li>➤ Keep the bus clean and keep quite.</li> <li>➤ Keep the aisle clear.</li> <li>➤ Keep arms and heads inside the bus at all times.</li> <li>➤ Don't throw things inside and outside of the bus.</li> <li>➤ Follow the instructions of the bus driver and supervisor.</li> <li>➤ Don't mess with Health &amp; Safety bus equipment.</li> </ul>
<b>Arrival at school</b>	<ul style="list-style-type: none"> <li>➤ Keep seated until the bus comes to a complete stop.</li> <li>➤ Exit the bus in an orderly manner don't push and pull.</li> <li>➤ Don't forget your belongings.</li> <li>➤ Use the handrail and watch your steps.</li> <li>➤ Wake any sleeping friend and inform your bus supervisor if they're still asleep.</li> </ul>
<b>Before morning assembly</b>	<ul style="list-style-type: none"> <li>➤ Waiting for the bus supervisor to take the students inside the school and the classroom (for students under age of 11 years).</li> <li>➤ Go to the morning assembly areas or the class room according the school's roles</li> </ul>
<b>End of school day</b>	<ul style="list-style-type: none"> <li>➤ Pack your things to be prepared for leaving at the end of the school.</li> </ul>
<b>Departure from school</b>	<ul style="list-style-type: none"> <li>➤ Go to your bus waiting area.</li> <li>➤ Wait in the queue and don't push or pull when getting on the bus.</li> <li>➤ Use the handrail and watch your steps.</li> <li>➤ Follow the bus supervisor's instruction and the school management.</li> </ul>
<b>Home Sweet Home (Drop Off)</b>	<ul style="list-style-type: none"> <li>➤ Keep seated until the bus comes to a complete stop.</li> <li>➤ Follow the instructions of the bus supervisor and driver.</li> <li>➤ Cross the road with the assistance of the bus supervisor (for students below 11 years).</li> <li>➤ For older students, cross the road safely after looking carefully (left, right, ahead,&amp; behind).</li> <li>➤ Take 10 steps away from the bus so the driver can see you.</li> <li>➤ Don't go back near the bus if you drop anything.</li> <li>➤ Head straight to your home after getting off the bus.</li> <li>➤ Avoid standing under the sunlight and talking to strangers.</li> </ul>