



STUDENT'S PROCEDURES AND RESPONSIBILITIES ON SCHOOL BUSES SAFETY

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