

PARIS SPECIAL SCHOOL DISTRICT – ADMINISTRATIVE PROCEDURES

School Bus Safety - Railroad Crossing Procedures	7.004
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1. Approaching the crossing, slow down by shifting to a lower gear (manual transmission) and test your brakes.
2. Activate the four-way hazard lights approximately 200 feet before the crossing.
3. Scan your surroundings and check for traffic behind you. Make sure your intentions are known.
4. Choose an escape route in the event of a brake failure or problems behind you.
5. Stop no closer than 15 feet and no farther than 50 feet from the nearest rail, where you have the best view of the tracks.
6. Look beyond the tracks to see if there is traffic congestion, a signal or STOP sign. Is the containment area large enough to allow the bus to completely clear the crossing when stopped?
7. Place the transmission in neutral and press down on the service brake or set the parking brakes.
8. **Turn off the AM-FM radio and noisy equipment and silence the passengers.**
9. Open the service door and driver's window. Look and listen for an approaching train.
10. Check the crossing signals again before proceeding.
11. At a multiple-track crossing, stop ONLY before the first set of tracks. When you are sure that no train is approaching on any track, proceed across all of the tracks until you have completely cleared them.
12. Cross the tracks in a low gear. Do not change gears while crossing.