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ABSTRACT

This manual presents guidelines for teaching students with disabilities necessary skills for safe and independent travel on public buses. Six guidelines for teachers include: (1) participate in bus training; (2) use wise and intelligent judgment; (3) utilize the bus checklist; (4) know and teach bus rules; (5) know bus routes; and (6) know bus crisis information. Other materials include: a form for parental permission for bus training; lists of 9 bus rules and 13 bus safety tips for students; a checklist for evaluating street crossing readiness; a checklist for assessing bus access readiness; a list for teachers of 10 steps to bus training; evaluation forms for bus training and independent bus riding skills; an individualized transit authority student checklist; a checklist of competencies for specific bus destinations such as mall, park, and doctor; a bus crisis plan; a listing of transit authority words and phrases; and a certificate of accomplishment. (DB)

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THE PUBLIC BUS SYSTEM

1. Participate in Bus Training

- The foundation of the school program is the public bus system. The staff has a responsibility to make the bus part of the program successful.
- Staff will be given a bus pamphlet.
- Staff members will have an opportunity to ride the bus.

2. Use Wise and Intelligent Judgement

- It is important to make sure that the decision to send a student out alone on the bus is an appropriate decision.
- **The decision to let a student ride independently on the bus is the point whereby a student could get lost. A lost student can be a traumatic experience especially if you were in charge of the student.**
- Use wise and intelligent judgment in all aspects of training the students to ride the public bus.
- Adopt the following standard, **“When in doubt, don’t!”** In other words, if there is uncertainty whether the student is ready to ride the bus alone, wait for another day and another time. It is better to be safe than sorry.

3. Utilize the Bus Checklist

- Make sure that every student in the program has a Bus Checklist in the school office file.
- Ensure that the Bus Checklist on each student is completed. If help is needed to do this assignment, talk to the Transportation/Mobility Specialist and/or the Specialist Leader.

4. Know and Teach Bus Rules

- Help students memorize the rules.
- Have them practice calling on the public telephone to tell staff they are lost. Have them practice asking a worker for help.
- **Teach and practice with them to get on or stay on the bus when they are lost and tell the bus driver. Some students will need "help me" cards.**
- Students will see the same people at their bus stops on a regular basis. These strangers become "not strangers." **Teach them the difference between a stranger and an acquaintance. An acquaintance is still a stranger. Students should not give personal information out to a "bus stop friend" nor go off with them.**

5. Know Bus Routes

- Know student's bus route and bus times to school and/or work.
- Give parents prior knowledge of their child's route and times.
- Highlight student's bus schedules and give to:
 - 1) students (to be kept in fanny-pack)
 - 2) parents
- Staff should have access to bus schedules at home/work.
- When student's bus routes change, get new information to parents, Transportation Specialist, and Specialist Leader.

6. Know Bus Crisis Information

- **Losing a student out in the community is frightening and can be a traumatic experience. Especially if you were in charge of the student.**
- If you lose a student, contact the office and be prepared to contact the local bus system to report a lost student. The whole program will rally around and will not rest until the student is found.
- Staff need to have the Bus Crisis Plan at home as well as at work.

PARENT/STUDENT AGREEMENT

We hereby give consent for _____ to learn bus riding
(Student's Name)
skills. The parent/guardian will be informed of all aspects of bus training
relating to their son/daughter.

We also understand that the parent/guardian will be notified when the student
has mastered bus riding skills. The student **will not** ride independently
without first notifying parents of the date student will begin riding the bus
independently.

(student's signature)

(date)

(parent/guardian's signature)

(date)

(teacher's signature)

(date)

BUS RULES

1. Remember **STRANGER DANGER!**
2. Sit or stand by bus sign.
3. Sit by the bus driver when you are riding alone.
4. Always go **straight home** after school or after work.
5. Always carry 2 to 4 emergency quarters for using the phone taped inside your wallet or fanny-pack, not to be spent without permission of specialist.
6. **If you become lost:**
 - If a phone is near, call the school program or home.
 - Go into a store and tell a worker you are lost and need help with the phone.
 - If you are off the bus, **get back on any bus and tell the bus driver.**
 - **Stay on the bus and tell the bus driver! DO NOT WANDER OFF! We can always find you if you stay on the bus.**
7. If you catch a later bus coming to school or work, call the school program and/or work.
8. **Call parents so they will not worry:**
 - If you catch a later bus going home.
 - If you do not go straight home. Get their permission.
9. **Street safety:**
 - **Always cross streets at crosswalks.**
 - If there are no crosswalks, **use extra care in crossing streets.**
 - Watch pedestrian light to tell you when to cross.
 - If there are no pedestrian lights, cross with traffic lights, green GO, red STOP. **Watch for left turn arrows.**

STREET CROSSING READINESS

Student _____

- | | | |
|--|---------|--------|
| Can student cross street independently? | Yes [] | No [] |
| one lane | Yes [] | No [] |
| two lanes | Yes [] | No [] |
| three lanes | Yes [] | No [] |
|
 | | |
| Can student cross with no light or signal? | Yes [] | No [] |
|
 | | |
| Does student know precautions of jaywalking? | Yes [] | No [] |
|
 | | |
| Does student jaywalk only in limited situations? | Yes [] | No [] |
|
 | | |
| Can student cross intersection with button? | Yes [] | No [] |
|
 | | |
| Can student cross intersection without button? | Yes [] | No [] |
|
 | | |
| Can student cross with a light? | Yes [] | No [] |
|
 | | |
| Can student cross with crosswalk signal both: | | |
| Person / hand? | Yes [] | No [] |
| walk / don't walk? | Yes [] | No [] |
|
 | | |
| Can student cross at intersections with turn signals? | Yes [] | No [] |
|
 | | |
| Can student cross at an intersection with a stop sign? | Yes [] | No [] |
|
 | | |
| Can student identify where to cross if not at a light (marked crosswalks)? | | |
| Yes [] | No [] | |
|
 | | |
| Can student cross at appropriate speed? | Yes [] | No [] |

BUS ACCESS READINESS

Student _____

- | | | |
|--|---------|--------|
| Know "Stranger Danger" | Yes [] | No [] |
| Read bus schedules | Yes [] | No [] |
| Determine appropriate bus number and location of stop | Yes [] | No [] |
| Determine bus arrival time and destination time | Yes [] | No [] |
| Call bus authority by phone to get bus schedule information | Yes [] | No [] |
| Use disabled bus pass along with correct change | Yes [] | No [] |
| Ask driver for transfer if needed | Yes [] | No [] |
| Be at bus stop ten minutes before bus arrives | Yes [] | No [] |
| Identify bus stops in the community | Yes [] | No [] |
| Identify route sign on front of bus | Yes [] | No [] |
| Remain seated, speak at a normal level, do not bother driver or others | Yes [] | No [] |
| Pull cord or push yellow strip within 1/2 block of correct destination | Yes [] | No [] |
| Obtain (or know how if needed) monthly bus pass | Yes [] | No [] |
| Identify correct amount of money or token for bus fare | Yes [] | No [] |

BUS ACCESS READINESS (Cont.)

- | | | |
|---|---------|--------|
| Identify bus bench | Yes [] | No [] |
| Identify inbound/outbound sign on bus | Yes [] | No [] |
| Ask driver for help if needed | Yes [] | No [] |
| Correct behavior at bus stop and during boarding | Yes [] | No [] |
| Deposit fare or show pass correctly inbound | Yes [] | No [] |
| Outbound | Yes [] | No [] |
| If student gets on wrong bus, will be able to get off and get on correct bus (ask driver) | Yes [] | No [] |

Student _____

Date Started _____

Date Completed _____

Comments:

BUS SAFETY TIPS

1. While waiting to get on the bus, **never step or run into the street.** Find a bus stop sign and stand near it.
2. **Never stick your head or arms out of an opened window on the bus.**
3. When getting off the bus, walk down the steps. **Don't jump.**
4. **Wait** until the bus has pulled away from the sidewalk **before crossing the street.**
5. **CAUTION! Never cross in FRONT of a bus.**
6. Do not eat food or drink on the bus.
7. **Do not wear headphones** while on the bus or crossing streets. You cannot hear what is going on around you.
8. **Never run across the street.**
9. Obey pedestrian lights. If there are no pedestrian lights, cross with the red and green traffic lights. **Watch for left turn arrows.**
10. Do not "jay walk" if at all possible.
11. Always use crosswalks, even if you have to walk a little farther.
12. Look both ways before crossing the street.
13. Remember: **ABOVE ALL: "SAFETY FIRST!"**

TEN STEPS TO BUS TRAINING

1. Have parent sign Permission to Bus Train Form.
2. Teach student basic bus skills and rules.
3. Teach and test student Street Safety Rules.
4. Plot and map out safest/most direct route to place of destination.
5. Ride with the student sitting beside him/her for complete trip. While riding, point out various landmarks. Emphasize all stops and transfers.
6. Second trip, observe student by sitting a short distance away. Assist if needed.
7. Third and fourth trips follow step six but decrease the assistance to student with every trip.
8. Student will ride the bus by him or herself while specialist follows the bus in a car. Repeat this step until student and specialist feel comfortable to move on to next step.
9. Student will ride bus unattended and specialist will meet student at end of designated route.
10. When student is competent in all aspects of bus training they will continue to ride independently. However the above steps are continued until both student and specialist feel that bus competency has been achieved.

BUS TRAINING PERFORMANCE EVALUATION

Please complete the following performance evaluation.

Student Name: _____ Instructor: _____

M	T	W	TH	F		M	T	W	TH	F

Week of _____

Week of _____

	NEEDS IMPROVEMENT	AVERAGE	ABOVE AVERAGE
PUNCTUALITY - Arrives 10 minutes early to bus stop.			
PERSONAL APPEARANCE - Clean, appropriate clothing.			
ACCEPTS CORRECTION - Accepts and learns from constructive criticism.			
INSTRUCTION FOLLOWING - Follows supervisor's instructions.			
OVERALL BUS SKILLS - exhibits general bus skills			
SAFETY - Demonstrates good safety habits and crosses street properly.			
BUS MANNERS - Demonstrates good safety habits and crosses street properly.			
INITIATIVE - Asks for further instruction			
WILLINGNESS TO LEARN - Eager, interested in learning.			
INSTRUCTIONAL COMPETENCIES - Understands and demonstrates knowledge of skills being taught on bus.			

Additional Comments:

12

Signature _____

Date _____

INDEPENDENT BUS RIDING SKILLS

Achievement	Knowledgeable	Exceptional	Competency	
			Signature	Date
	√	√		
1. Pedestrian Skills				
2. Safe & Correct Use of Bus Skills				
3. Independently Traveling To & From Work				
4. Independently Traveling To & From Home				
5. Appropriate Social Skills Behavior on Bus				
6. Appropriate Social Skills Behavior in Community Going To & From Bus				
7. Appropriate Social Skills Behavior While Waiting for Bus				
8. Appropriate Communication Skills to Ask for Assistance				
9. Appropriate Communication Skills to Ask Direction				
10. Appropriate Communication Skills to Contact Employer When Bus is Missed				
11. Follows Bus Rules				
Comments:				

INDIVIDUALIZED UTA CHECKLIST

Student Name: _____ Start Date: _____

Student Address: _____ Completed: _____

_____ Student Phone: _____

Bus Trainer: _____ Work Hours: _____

Specialist: _____

Job Site Address: _____

Dad's Work #: _____ Mom's Work#: _____

Bus Name and Number:

Student's Bus Route:

Student's Bus Times:

Walk to Bus from House: _____ Blocks

Walk to Work / School from Bus: _____ Blocks

Streets to Cross: Going _____
Coming _____

Landmarks: Going _____
Coming _____

Hazards: Going _____
Coming _____

Buddies: Going _____
Coming _____

Nearest Phone: Going _____
Coming _____

Notify Bus Driver: _____ Parents Notified: _____ Schedule to Parents: _____

Notes:

COMMUNITY BUS COMPETENCIES

Student Name: _____

Date: _____

Specialist: _____

Destination	In Progress	Completed	Bus #
University			
College			
Mall			
S.S.I.			
Park			
Human Services			
Theaters/Recreation			
Store			
Bank			
Library			
Doctor			

Comments:

BUS CRISIS PLAN

STUDENTS LOST ON THE BUS

DAYTIME - CALL CUSTOMER SERVICE - 262-5668

AFTER 7 P.M. - CALL 287-7433

ASK THEM TO DO A BUS CHECK. IF YOU KNOW THE ROUTE, TELL THEM. IF NOT, GIVE THEM THE ADDRESS OF WORK AND HOME AS WELL AS ANY INFORMATION THEY MIGHT NEED.

THEY CAN CALL ALL BUSES AT ONCE

YOU SHOULD HAVE ACCESS TO THIS BUS CRISIS PLAN AT HOME AS WELL AS AT WORK

UTA WORDS

A.M.	Out Bound
Arrival	P.M.
Bus Stop	Passenger
Buses	Pay as You Board
Call Bus-Info	Pay as You Exit
Customer Service	Pedestrians
East	Pull Cord to Signal
Emergency Exit	Push Yellow Strip to Signal
Exact Change	Thirty-five Cents
Express	Route Signs
Fare	Schedule
Free Fare Zone	Seventy-five Cents
Handicapped Bus	South
Holiday Schedule	Stop Requested
In Bound or Salt Lake City	Tokens
Information	Transfers
Lift Equipped	UTA
Night Ride	Watch Your Step
No Eating	West
No Playing Music	Zones
No Smoking	Driver
Not-In-Service	Pass

**CAUTION: Do Not Cross In Front
of buses!**

CONGRATULATIONS

**Has Mastered Independent
Bus Riding Skills**



Bus Trainer

Date

Coordinator/Teacher

Date

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