

**EAST BATON ROUGE PARISH SCHOOL SYSTEM
TRANSPORTATION DEPARTMENT**

LOADING AND UNLOADING PROCEDURES

Bus drivers are required to instruct bus riders of rules including boarding and unloading procedures. Be sure to instruct students on crossing the street if the students live on the opposite side of the street from the stop.

These rules are to be reviewed within the first two weeks of each semester of the school year. Therefore, two copies of this form are included in your packet; one for each semester. Forward a copy to your supervisor immediately.

Driver _____ Bus# _____ Supervisor _____

My signature below signifies that I instructed students on all my routes of bus rider rules.

Date of instruction _____ Time: _____ A.M. _____ P.M.

Attach copy of names of students on board the bus, by school, at the time of instruction.

Driver's signature _____