



Regulation of the Chancellor

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escorts may caution pupils, and if this is not effective, they are instructed to report the matter to the school principal or special education supervisor.

- G. The principal or special education supervisor shall arrange a conference with the parent, teacher, and other appropriate personnel to help resolve the problem and to arrange other means, if necessary, of getting the child to school. Exclusion from bus service does not mean suspension from school.
- H. A principal or special education supervisor should not exclude a pupil from bus service for any more than five consecutive days.

SECTION 4. SCHOOL BUS SAFETY DRILLS

Section 3623 of the State Education Law and Revised Section 156.3(h) of the Regulations of the Commissioner of Education require that school districts conduct at least three school bus drills per school year; the first during the first week of the fall term, the second between November 1 and December 31, and the third between March 1 and April 30.

1. Drills on School Bus

- 1.1 Section 3623 of the State Education Department and Revised Section 156.3(h) of the Regulations of the Commissioner of Education require drills on school buses including practice and instruction in the location, use and operation of the emergency door, fire extinguishers, first-aid equipment and windows as a means of escape in case of fire or accident.
 - 1.1.1 Drills shall also include instruction in safe entering and exiting procedures with specific emphasis on when and how to approach, board, disembark, and move away from the bus after disembarking.
 - 1.1.2 Each drill shall include specific instructions for pupils to advance at least ten (10) feet in front of the bus before crossing the highway after disembarking. Most importantly,



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after disembarking on New York City streets, pupils are to advance to the corner and a sufficient distance to make eye contact with the driver, before attempting to cautiously cross the street at the intersection.

1.1.3 Each drill shall emphasize specific hazards encountered by children during snow, ice, rain and other inclement weather including, but not necessarily limited to conditions where the driver has poor visibility, reduced vehicular control, and/or reduced hearing.

1.1.4 All such drills shall include instruction in the importance of orderly conduct by all school bus passengers with specific emphasis given to student discipline, rules and regulations promulgated by the Board of Education.

1.2 School bus drill instruction and the conduct of such drills shall be given by teachers.

1.3 While all pupils are required to participate in these drills, whether or not they are transported to school by bus, classroom instruction covering the content of drills may be provided as an option for those pupils who use buses only for field trips.

1.4 No drills shall be conducted when buses are on routes.

2. **Date of Drills**

School bus drills must be conducted at least three times during the school year; the first during the first week of the fall term, the second between November 1 and December 31, and the third between March 1 and April 30.

3. **Certificates of Compliance**

On completion of the drills, certifications of compliance must be kept on file at the school.