

Safety Policy Committee Protocol for Identifying a Bus with a Safety Defect

USW Local 8751 and First Student, meeting in the Safety Policy Committee, have agreed that **every bus shall be equipped with** an envelope, attached to the bus's front interior, containing the following items:

- A) A current Daily Vehicle Condition Report (DVCR) – stays on bus.**
- B) A “Defect Reported. Do Not Operate!” sign**
- C) This Protocol and the “Guidelines for an Out Of Service Bus”.**

If a driver determines that a bus has a safety defect, based on the “Safety Policy Committee Guidelines for an Out Of Service Bus” (see reverse), the following steps should be taken:

- 1) Driver Notes the Defect(s) on the DVCR, signs it, tears off the white page, and takes it to the dispatcher.**
- 2) Driver places the “Defect Reported. Do Not Operate!” sign in the bus windshield. Driver notifies dispatch of the downed bus. A technician then verifies the problem.**
- 3) Dispatch attaches a “Defect Reported. Do Not Operate!” sign to the Downed Bus’s clipboard, and hangs it in public view in the dispatch office, alongside boards of all other Downed Buses. Dispatch also lists the bus as down on its magnetic board.**
- 4) The “Downed Buses” log will be available for inspection by Union members throughout the day.**
- 5) A bus will be considered “Downed”, and the “Defect Reported. Do Not Operate!” sign shall remain in its windshield, until a technician signs the DVCR as “corrected”**
- 6) A driver then verifies the defect has been corrected and signs off the DVCR on the verification line.**

Safety Policy Committee Guidelines for an Out Of Service Bus

Article 10, section 2: *The Safety Policy Committee shall draw up a list of unsafe bus conditions based on Federal and State laws, the regulations of the Registry of Motor Vehicles, the Department of Telecommunications and Energy and any other relevant government agency, and Company policy.*

Defects Constituting an Unsafe Vehicle include, but shall not be limited to:

- No **School Bus Inspection Sticker**
- Expired **Massachusetts Inspection Sticker**
- Missing **Registration**
- **Holes in Flooring** (exhaust fumes or road debris inside vehicle)
- Defective **Parking Brake**
- Defective **Service Brakes and brake lights**
- Defective **Gauges**
- **Dash light warnings**, including **ABS**
- Inoperable **Driver's Seat Belt**
- **Seats Torn and/or Stuffing Removed to Allow Exposed Metal or Student contact with metal**
- **Broken windows or windshield**
- Defective **Front or Emergency Door or Emergency exits**
- Inoperable **School Bus Lights**
- Defective **Windshield Wipers** in yard (on the road, inclement weather only)
- Defective **Defrosters** in yard (on the road, inclement weather only)
- Excessive Play in **Steering Wheel**
- Defective **Horn**
- Defective **Air Brakes**
- Inoperable **Vacuum Booster**
- Inoperable **Turn Signals**
- Inoperable **4-way flashers**
- Missing **First Aid Kit**, Missing or Defective **Fire Extinguisher**, Missing **Chock Blocks**, **Body Fluid Kit**, or **Flares/Triangles**
- **Excessive Fluid Leaks Underneath Vehicle**
- Inoperable **Headlights**
- Missing **School Bus Sign**
- Broken or Missing **Mirrors**
- Defective **Tires**
- Defective or Missing **Stop Arms**
- Broken **Springs**
- Defective **Transmission or Gear Shift**
- Missing **Fuel Tank Cap**
- Inoperable **Back-Up Alarm** and/or **Back-Up Lights**
- No **Heat** (cold weather only)
- Inoperable **Two-way Radio**
- Leaking **Exhaust system**

Additional Items for Special Education Vehicles (Buses with "Safety Seats", Wheelchair Buses)

- Inoperable or Missing **Seat Belts**
- Defective or insufficient **Car Seats**
- **Defective or Insufficient Number of Tie-Downs/Lap-Shoulder Belts for Wheelchairs**
- Defective **Wheelchair Lift**