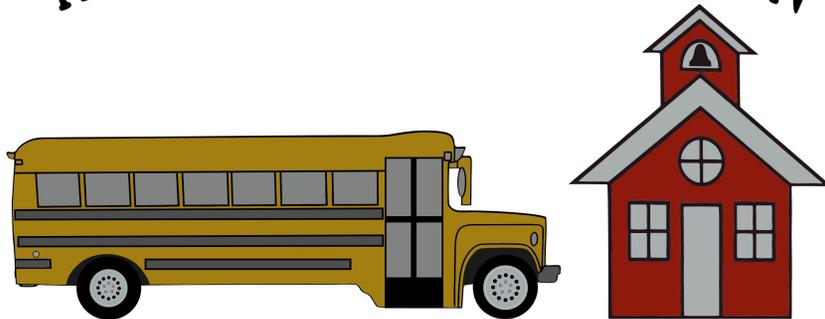


# Safe Driver Competition

## Study Guide

General Knowledge Test

**KANSAS STATE PUPIL  
TRANSPORTATION ASSOCIATION**



**ON THE ROAD TO EDUCATION**

# **KSPTA Safe Driver Competition**

## **Study Guide for General Knowledge Test**

Kansas school bus drivers must be thoroughly familiar with and observe a multitude of laws, rules, and regulations, as well as “best-practice” procedures in order to safely transport their young charges. This written general knowledge test is designed to challenge the driver’s knowledge for these things.

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Study Material Compiled by Kansas State Department of Education  
School Bus Safety Unit

Keith Dreiling, State Director

Dennis Tate, Assistant State Director

Melissa Ostermeyer, Training Coordinator

Annette Blevins, Senior Administrative Assistant

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## **Regulations**

**91-38-1. Definitions.** (a) "Activity bus" means any bus utilized by a governing body only to transport students to and from school activities as authorized by K.S.A. 72-8301 (c)(3), and amendments thereto. An activity bus may be a color other than school bus yellow.

**Note:** Kansas Revisor of Statutes transferred KSA 72-8301 to KSA 72-6486

(b) "Bus" means any motor vehicle that is designed for transporting more than 10 passengers in addition to the driver.

(c) "Driver-trainer" means any person who is assigned by a transportation supervisor to provide instruction and training to other school transportation providers, including knowledge of vehicles used to provide student transportation, safe driving practices, emergency procedures, and passenger control. The driver-trainer shall maintain current licensure to operate the largest vehicle about which the driver-trainer is to provide instruction and shall have experience as a school bus driver.

(d) "Governing body" means the local board of education or other entity having authority over a school district.

(e) “Multipurpose passenger vehicle” means a motor vehicle, as defined in K.S.A. 8-126 and amendments thereto, that is designed to transport 10 or fewer persons, in addition to the driver, and that is constructed on a truck chassis.

(f) “School bus” means school bus as defined in K.S.A. 72-8301, and amendments thereto. A school bus may be owned by a school district, a private school, or a private company. The term shall include any van or other vehicle rated by the manufacturer, or having a door label, as a bus.

**Note: Kansas Revisor of Statutes transferred KSA 72-8301 to KSA 72-6486**

(g) “School bus driver” means any person employed by a school district or school bus contractor to drive a school bus or activity bus.

(h) “School district” means any unified school district or private school.

(i) “School passenger vehicle” means any passenger car or multipurpose passenger vehicle that is owned or leased by a school district or private individual and is used regularly to provide student transportation on behalf of a school district.

(j) “School passenger vehicle driver” means any person employed by a school district primarily to provide transportation for students in a school passenger vehicle.

(k) “School transportation provider” means either a school bus driver or a school passenger vehicle driver.

(l) “School vehicle” means any activity bus, school bus, or school passenger vehicle.

(m) “Short-term leased vehicle” means any school vehicle that is leased by a school district for a period of 30 or fewer days.

(n) “Substitute driver” means any person who is not assigned to a regular route but is employed to serve as a school transportation provider when necessary due to driver absences or emergencies.

(o) “Transportation supervisor” means a person designated by a governing body to be responsible for transportation activities within a school district. (Authorized by and implementing K.S.A. 8-2009; effective July 1, 2000; amended March 28, 2003; amended July 7, 2017.)

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**91-38-2. General limitations and requirements.** (a) No governing body shall have a school bus in service after July 1, 1992, unless the school bus was manufactured after April 1, 1977 and either is no more than 25 years old or has been modified to meet current standards. Each school bus shall meet the standards specified by law and this article of the department’s regulations.

(b) The owner’s name shall be displayed on each side of any school bus.

(c) Activity buses shall not be utilized to provide student transportation from any student’s home to school or from school to any student’s home.

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(d) Each school bus, activity bus, and school passenger vehicle shall be equipped with a two-way communication system.

(e)(1) Each bus shall contain the following emergency supplies:

(A) At least one 2A-10BC fire extinguisher;

(B) at least one readily identifiable first-aid kit in a removable, waterproof, and dustproof container;

(C) at least one readily identifiable body fluid clean-up kit in a removable, waterproof, and dustproof container;

(D) at least three reflectorized triangle warning devices, securely stored but in an accessible location; and

(E) at least one emergency seat belt cutter.

(2) The first-aid kit, body fluid clean-up kit, fire extinguisher, and seat belt cutter shall be mounted in full view of, and readily accessible to, the driver.

(f) Each governing body shall ensure that occupant restraint systems are provided for, and utilized by, all occupants of school passenger vehicles. When providing transportation for infants and preschool children in school passenger vehicles, age- and size-appropriate child safety restraining systems shall be utilized, pursuant to K.S.A. 8-1344, and amendments thereto. (Authorized by K.S.A. 8-2009; implementing K.S.A. 8-2009, KSA 2015 Supp. 8-2009a; effective July 1, 2000; amended March 28, 2003; amended July 7, 2017.)

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**91-38-3. School transportation supervisor; duties and responsibilities.** (a) Appointment and general responsibilities.

(1) Each governing body shall designate an employee to be the transportation supervisor.

(2)(A) The transportation supervisor shall be responsible for supervision and maintenance of the school district's transportation system.

(B) The transportation supervisor shall act as liaison between the school district and any contracted bus transportation service.

(b) School transportation routes and stops.

(1) The transportation supervisor shall be responsible for establishing all regular transportation routes and stops for the loading and unloading of students along those routes. The supervisor shall keep a current map on file for each regular transportation route, with all stops noted and a current map of the school district showing each attendance center.

(2) The transportation supervisor shall not establish stops on any interstate highway, state toll road, or other limited-access highway.

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(3) The transportation supervisor shall give special consideration to road conditions and safety concerns when planning the regular transportation routes. If a safety hazard is encountered, the appropriate authorities shall be contacted about eliminating or correcting the hazard, if possible.

(4) Each driver shall report to the transportation supervisor any condition encountered by the driver on a transportation route that appears to pose a safety hazard.

(5) If visibility is less than 500 feet when approaching an established school bus stop from any direction, the transportation supervisor shall contact state, county, or township road authorities and request that warning signs be posted for the school bus stop. Whenever practicable, stops shall be established only at points where visibility is at least 500 feet for all motorists.

(c) Driver training meetings.

(1) Each transportation supervisor shall conduct at least 10 safety meetings per year for all school transportation providers employed by the school district.

(2) Attendance at each meeting shall be documented with a sign-in sheet or similar document. The record of attendance and the agenda shall be retained by the supervisor for at least two years.

(3) Safety meeting topics shall include school transportation safety concerns from drivers regarding route safety, changes in laws or regulations, and other safety issues as determined appropriate by the transportation supervisor.

(4) Safety meetings may be electronically recorded so that drivers who are unable to attend a particular meeting can view the program at another time.

(5) Each school transportation provider shall attend at least 10 safety meetings per year. Newly hired drivers shall be required to attend only those meetings held following their employment.

(d) Records retention.

(1) The transportation supervisor shall be responsible for maintenance and repair records for all school buses, activity buses, and school passenger vehicles used for student transportation, except short-term leased vehicles, that are either owned or leased and are operated by the school district. These records shall include information on scheduled maintenance, lubrication records, repair orders, and other maintenance.

(2) The maintenance record for each vehicle shall be kept as long as the school owns or leases the vehicle, and for at least two years following disposition of the vehicle.

(3) Maintenance records shall be available for inspection by the Kansas highway patrol, other law enforcement agencies, and Kansas state department of education officials.

(e) Contracts for bus transportation services. Each school district that contracts for bus transportation services shall ensure that each contract for those services includes a provision requiring the contractor to meet the requirements of subsections (c) and (d).

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(f) Students with special needs. Each school district shall, before transportation, notify the transportation supervisor of any student with special health care concerns, special needs for transportation, or an individualized education program requiring transportation. The supervisor shall ensure that all drivers, substitute drivers, and attendants are informed of these needs and receive any training that is necessary to safely transport the student or to accommodate the student's special needs. (Authorized by and implementing K.S.A. 8-2009; effective July 1, 2000; amended March 28, 2003; amended July 7, 2017.)

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**91-38-4. Compliance with chassis and body construction standards.** (a) Except as otherwise provided in subsection (c), a governing body shall not allow students to be transported on any school bus acquired or leased after the effective date of this regulation until the governing body has on file a verified statement, as prescribed by the state board, from the seller or lessor of the school bus attesting that the school bus meets the following requirements:

(1) The school bus chassis and body construction standards promulgated by the United States department of transportation that apply to the particular bus; and

(2) the bus chassis and body construction standards, including standards for specially equipped school buses, if applicable, prescribed in the national school transportation specifications adopted by the national congress on school transportation.

(b) A governing body shall not alter, change, or otherwise modify any school bus used to transport students in any manner that results in nullification of the statement required in subsection (a) or that results in the failure of the school bus to comply with standards applicable to it under K.S.A. 8-2009a, and amendments thereto.

(c) If a governing body is acquiring a school bus from another governing body, the governing body acquiring the school bus shall obtain the following statements from the governing body that is disposing of the school bus:

(1) The verified statement obtained by the governing body under subsection (a); and

(2) a verified statement from the governing body that is disposing of the school bus attesting to the fact that the governing body has not altered, changed, or otherwise modified the school bus in any manner that results in nullification of the statement required in subsection (a) or that results in the failure of the school bus to comply with the standards applicable to it under K.S.A. 8-2009a, and amendments thereto. (Authorized by K.S.A. 8-2009; implementing K.S.A. 8-2009, KSA 2015 Supp. 8-2009a; effective July 1, 2000; amended July 7, 2017.)

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**91-38-5. Annual inspection of school vehicles.** (a)(1) Each governing body that either owns or leases and that operates any school bus or activity bus shall have each of those buses inspected annually in accordance with this regulation.

(2) Each person or entity that contracts with any governing body to provide bus transportation services to students shall have each school bus or activity bus used to transport students inspected annually in accordance with this regulation.

(3) Except for new buses, which shall be inspected upon delivery and before being used to transport students, the inspection process shall be conducted between June 1 and September 30. No school bus or activity bus shall be used to transport students until the inspection process has been completed and the bus is in proper working order.

(b)(1) Each governing body and each bus transportation contractor shall have each school bus and each activity bus that is operated by the governing body or the contractor inspected by a mechanic who is knowledgeable about the mechanical systems of school buses. In addition, each governing body shall have each school passenger vehicle that is used to transport students inspected annually by a mechanic. The mechanic shall inspect each school vehicle to determine whether the mechanical system is in proper working order.

(2) Each mechanic shall indicate the results of the inspection on the form provided by the state department of education and shall return the form to the governing body or bus transportation contractor.

(c)(1) After the inspection prescribed in subsection (b) is completed, each school vehicle shall be inspected by the Kansas highway patrol to determine whether the school vehicle is equipped with the appropriate safety devices and those devices are in proper working order.

(2) The results of the inspection shall be indicated by the highway patrol officer on the form provided by the state department of education. Following completion of this form, it shall be returned to the governing body or bus transportation contractor and shall become a maintenance record.

(d) Upon successful completion of the inspection process specified in subsections (b) and (c), a school vehicle inspection sticker issued by the Kansas highway patrol shall be placed on the school vehicle's windshield in a location that will not impair the driver's vision.

(e)(1) If any school vehicle fails either the mechanical or safety inspection specified in this regulation, that school vehicle shall not be used for student transportation until all defects have been corrected and the school vehicle has been approved.

(2) If repairs or other corrections are required for a school vehicle to pass the inspection and these repairs or corrections are completed within 10 days after the initial inspection, then only the defective items shall be reexamined. If the repairs or corrections are not made within 10 days following the initial inspection, the school vehicle shall be completely reinspected.

(f) At any time, spot inspections of any school vehicle used for student transportation may be conducted by the Kansas highway patrol.

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(g) Each school bus, activity bus, and school passenger vehicle that is purchased at any time following the required annual inspection for school vehicles shall pass the inspections required by this regulation before being used to transport students. (Authorized by and implementing K.S.A. 8-2009; effective July 1, 2000; amended March 28, 2003; amended July 7, 2017.)

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**91-38-6. School transportation driver qualifications.** (a) Driver's licensing and age requirements. Each person employed by a school district or by a school bus contractor who, at any time, will provide student transportation shall be licensed pursuant to K.S.A. 8-234b and amendments thereto, or the appropriate licensing statutes of the person's state of residence. Each person also shall meet the following requirements:

(1) Each driver of a school bus or activity bus with a gross weight of over 26,000 pounds shall maintain a commercial class A or B driver's license, with passenger and school bus endorsements.

(2) Each driver of a school bus or activity bus that has a gross weight of 26,000 pounds or less and is designed for transporting 16 passengers or more shall maintain a commercial class A, B, or C driver's license, with passenger and school bus endorsements.

(3) Each driver of a school passenger vehicle or a school bus or activity bus that has a gross weight of 26,000 pounds or less and is designed to transport fewer than 16 passengers shall maintain an appropriate noncommercial operator's license.

(4) Each driver's license shall be valid within the driver's state of residence.

(5) Each driver of an activity bus shall be 21 years of age or older.

(b) Criminal and driving records.

(1) Each prospective school transportation provider or other school employee who may transport students shall be required to sign a statement indicating whether that individual has been convicted in any state or federal court of any crime involving a child. A person who has been convicted of such a crime shall not be employed, reemployed or retained as an employee to provide student transportation.

(2) Each prospective driver shall be required to sign a statement indicating whether, within the past 10 years, that individual has been convicted in any state of any felony or any major traffic violations specified in subsection (c).

(3) For purposes of this regulation, a conviction shall mean entering a plea of guilty or nolo contendere, a finding of guilty by a court or jury, or forfeiture of bond.

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(4) Each prospective school transportation provider shall give written authorization to the prospective employer to obtain the applicant's driving record through a local law enforcement agency or the Kansas department of revenue, division of vehicles, pursuant to K.S.A. 74-2012 and amendments thereto. The authorization also shall allow the prospective employer to obtain the applicant's driving record in states other than Kansas through a local law enforcement agency or the appropriate agency of the other state.

(c) Disqualification from employment.

(1) Except as otherwise provided in paragraph (c)(2), a governing body shall not employ or retain to transport students any person who discloses or whose driving record indicates that, within the past 10 years, the person has been convicted of any of the following major traffic violations:

(A) Hit-and-run driving;

(B) driving while under the influence of alcohol or drugs;

(C) vehicular homicide;

(D) reckless driving; or

(E) any offense for which the driver's license was suspended or revoked pursuant to K.S.A. 8-254 and 8-255, and amendments thereto.

(2) A governing body may waive the disqualification for employment by a unanimous vote of the full membership of the governing body.

(d) Driver experience and training requirements.

(1) Each driver who operates a school vehicle to transport students shall have at least one year's experience in operating a motor vehicle.

(2)(A) Each school bus driver shall be provided with at least 12 hours of bus driver training. The first six hours of training shall be completed without student passengers, but the remaining hours may be completed with student passengers, if the driver-trainer is on the bus. All driver training shall be supervised by the assigned driver-trainer.

(B) Except as otherwise provided in paragraph (d)(2)(C), each school transportation provider shall complete a first aid and cardiopulmonary resuscitation (CPR) course, approved by the state department of education, within 30 days after the first day the driver is allowed to transport students. Each driver completing any training session shall obtain a wallet card or other certificate attesting to that individual's completion of the training program and shall maintain this certification.

(C) A school transportation provider who is certified as an emergency medical service provider shall not be required to complete first aid and CPR training, if the emergency medical certification is maintained in valid status.

(e)(1) Each school transportation provider shall successfully complete a vehicle accident prevention course approved by the state department of education, within 30 days after the first day the driver transports students. The driver shall obtain a completion certificate or wallet card as evidence that the course requirements have been met.

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(2) After completion of the initial accident prevention course, each driver shall be required to maintain certification by completion of an accident prevention course at least every three years

(3) The transportation supervisor shall maintain documentation of driver training for school transportation providers for the duration of the driver’s employment, and at least two years thereafter.

(f) Substitute and emergency school transportation providers.

(1) Substitute school transportation providers shall meet the requirements in this regulation, but these individuals may be allowed up to 30 days following employment to complete the first aid, CPR, and accident prevention course training requirements.

(2) Any person who holds a valid commercial driver’s license with passenger and school bus endorsements and a current medical certificate may operate a school bus in an emergency situation. For purposes of this paragraph, an “emergency situation” shall mean a situation in which no qualified driver or substitute driver is available. A specific driver shall not drive as an emergency driver for more than five days during a school year.

(g) Physical examination and health requirements.

(1) The physical qualification requirements for school transportation providers in Kansas shall be those in 49 C.F.R. 391.41, as in effect on January 14, 2014, which is hereby adopted by reference. The medical examiner’s report form and the medical examiner’s certificate that are approved by the state department of education shall be used to document the results of each examination.

(2) The physical examination shall be certified by a doctor of medicine, doctor of osteopathy, doctor of chiropractic, physician assistant, nurse practitioner, or any medical professional on the federal motor carrier safety administration’s national registry of certified medical examiners, according to the following schedule:

(A) Before beginning employment as a school transportation provider;

(B) at least every two years after the date of the initial physical examination; and

(C) at any time requested by the driver’s employer, the school transportation supervisor, or the state department of education.

(3) A certified medical examiner’s certificate required under this subsection shall not constitute the certification of health required by K.S.A. 72-5213, and amendments thereto.

**Note: Kansas Revisor of Statutes transferred KSA 72-5213 to KSA 72-6266**

(4) Each governing body shall keep on file a current medical examiner’s certificate for each school transportation provider. If a provider leaves employment for any reason, the person’s last medical examiner’s certificate shall be kept for two years after the person leaves.

(h) Waiver of physical requirements.

(1)(A) Any person failing to meet the requirements of subsection (g) may be permitted to be a school transportation provider for a particular school district, if a waiver is granted by the governing board of that school district under this sub-section. Each waiver shall meet the following requirements:

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(i) The person seeking the waiver, the transportation supervisor for the school district, and the contract manager, if applicable, shall submit a joint application for a waiver to the local board of education.

(ii) Each application shall be accompanied by reports from two of the following, indicating their opinions regarding the person's ability to safely operate a school bus: doctor of medicine, doctor of osteopathy, doctor of chiropractic, physician assistant, or nurse practitioner.

(iii) The application shall contain a description of the type and size of the vehicle to be driven and any special equipment required to accommodate the driver to safely operate the vehicle, the general area and type of roads to be traveled, distances and time period contemplated, and the experience of the person in driving vehicles of the type to be driven.

(B) An application for a waiver shall be granted only by unanimous approval of the governing board.

(A) A waiver as described in paragraph (h)(1) shall not be granted for a period longer than two years, but may be renewed by following the procedures in paragraph (h)(1).

(B) While on duty, the driver shall keep in the driver's possession the original document granting the waiver or a legible copy of this document.

(C) Each governing body shall retain the original document granting the waiver or a legible copy of the waiver in the driver's personnel file for as long as the driver is employed and for at least two years following termination of the driver's employment.

(D) A waiver may be revoked, for cause, by the governing body. Before revocation, the governing body shall perform the following:

(i) Suspend the driver from service;

(ii) provide notice of the proposed revocation to the driver, including the reason or reasons for the proposed revocation; and

(iii) allow the driver a reasonable opportunity to show cause, if any, why the revocation should not occur.

(i) Alcohol and drug testing requirements. Any governing body may develop a policy to include all drivers of any school motor vehicles in the alcohol and drug testing program required for drivers not holding commercial driver's licenses. (Authorized by and implementing K.S.A. 8-2009; effective July 1, 2000; amended March 28, 2003; amended July 7, 2017.)

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**91-38-7. Driver's duties and responsibilities.** (a) Each school transportation provider shall inspect a school vehicle before its use to ascertain that the vehicle is in a safe condition and equipped as required by law, and that all required equipment is in working order. The school transportation provider shall document each inspection.

(b) If any defect is discovered, students shall not be transported in the vehicle until the defect is corrected.

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(c) Documentation of the inspections of each school vehicle shall be kept on file for at least one year following the vehicle inspection.

(d) A school transportation provider shall not drive a school vehicle for more than 10 consecutive hours or for more than a total of 10 hours in any 15-hour period.

(e) Each school transportation provider shall ensure that all doors are closed before the vehicle is put into motion and remain closed while the vehicle is moving.

(f) Each school transportation provider shall ensure that openings for the service door, emergency exits, and aisles are kept clear of any obstructions.

(g) Each school transportation provider shall utilize the driver's safety belt at all times while the vehicle is in motion.

(h) If the school transportation provider leaves the driver's seat, the parking brake shall be set, the motor turned off, and the keys removed. However, drivers of specially equipped buses may leave the motor running to operate a power lift after setting the parking brake.

(i) If a school vehicle is refueled during any trip when passengers are being transported, the school transportation provider shall unload all passengers from the vehicle and turn off the vehicle's motor before beginning refueling procedures. Fuel shall not be transported in any manner, except in the vehicle's fuel tank.

(j) Following the completion of any trip, each school transportation provider shall perform a walk-through inspection of the school bus or activity bus, or a visual check of the school passenger vehicle, that the provider was driving, to ensure that all passengers have disembarked.

(k) A driver of a school bus or activity bus shall not tow any trailer or other vehicle with the bus, while any passenger is on the bus. (Authorized by and implementing K.S.A. 8-2009; effective July 1, 2000; amended March 28, 2003; amended July 7, 2017.)

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**91-38-8. Loading and unloading procedures.** (a) On routes.

(1) Each school bus driver shall activate the alternately flashing warning lights as required by K.S.A. 8-1556 and amendments thereto, at any time that the loading or unloading of students occurs on the traveled portion of any roadway.

(2) Each governing body shall adopt procedures for the loading and unloading of students, consistent with the requirements of this article of the department's regulations. The procedures shall include the following:

(A) Each school bus driver shall load and unload students off the roadway whenever adequate space is provided, unless parking the bus off the roadway would threaten the safety or stability of the bus or safety of the students.

(B) Each school bus driver shall direct students who cross the roadway when loading or unloading from a school bus to cross only in front of the bus. The driver shall ensure that all traffic has stopped and shall instruct students to wait for a signal from the driver before crossing the roadway.

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(C) Students shall not be required to cross any divided highway, as defined in K.S.A. 8-1414 and amendments thereto, or any roadway consisting of more than one lane of traffic traveling in the same direction excluding turn lanes in order to board the bus or to reach the students' destination upon unloading from the bus.

(D) When the loading or unloading of students takes place on a roadway, the bus shall stop in the far right-hand lane of the roadway.

(E) Each driver shall ensure that all students who have unloaded from the bus have moved a safe distance away from the bus before the driver moves the bus.

(b) At school.

(1) Whenever possible, each governing body shall provide bus parking so that the loading or unloading of students is conducted in an area away from vehicular traffic and off the roadway.

(2) Before each school's dismissal time, and where adequate space is available, the bus drivers shall park the buses in single file.

(3) If the loading or unloading of students is conducted on the traveled portion of a roadway, each bus driver shall park the bus on the side of the roadway nearest to the school, with the entry door opening away from the traveled portion of the roadway. Buses shall be parked adjacent to curbing, if present. If there is no curbing, the buses shall be parked as far to the right of the roadway as possible without threatening the stability of the bus.

(4) Each board shall ensure that there is adult supervision during loading and unloading procedures at each school building, except at buildings utilized exclusively for senior high school students.

(c) On activity trips.

(1) Whenever possible, each bus driver shall park the bus so that the loading or unloading of students takes place in an area away from other vehicular traffic.

(2) The transportation supervisor shall designate, in advance, stops for the loading and unloading of buses along each activity trip route.

(d) In school passenger vehicles. Each driver of a school passenger vehicle shall park the vehicle in a location so that students are loaded or unloaded in an area off the roadway.

(Authorized by and implementing K.S.A. 8-2009; effective July 1, 2000; amended July 7, 2017.)

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**91-38-9. Emergency procedures.** (a) Each governing body shall adopt procedures to be followed by school transportation providers if confronted with an emergency situation when on the road.

(b) Each governing body shall ensure that students who are regularly transported to and from school in a school bus receive instruction, at least once each semester, about practices and procedures to follow if an emergency occurs while being transported.

(c) Each governing body shall ensure that emergency evacuation drills are conducted at least once each semester. Each emergency evacuation drill shall be supervised by the transportation supervisor or the supervisor's designee.

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(d) The transportation supervisor shall prepare documentation of each emergency evacuation drill, including the date of the drill, number of student participants, and the names of the supervising personnel. This documentation shall be kept on file for at least two years from the date of the drill.

(e) Before each activity trip, the driver shall provide an explanation of the location and operation of the emergency exits of the bus. This regulation shall be effective on and after July 1, 2000. (Authorized by and implementing K.S.A. 1998 Supp. 8-2009; effective July 1, 2000.)

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**91-38-10. Use of urban mass transportation buses.** (a) A governing body may contract with the operator of a mass transportation system to provide school transportation for its students. Any contract for this transportation shall include the information specified below in subsection (b).

(b) The operator shall keep and provide the following information to the governing body, upon request:

(1) Documentation of vehicle lubrication, maintenance, and repair as set forth in K.A.R. 91-38-(d);

(2) documentation that any vehicle used to transport students contains the emergency equipment required in K.A.R. 91-38-2(e); and

(3) documentation that each driver used to provide student transportation meets the qualification set forth in K.A.R. 91-38-6. This regulation shall be effective on and after July 1, 2000. (Authorized by and implementing K.S.A. 1998 Supp. 8-2009; effective July 1, 2000.)

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**36-26-1. Railroad Grade Crossings Stopping required** (a) K.S.A. 8-1553 requires that the drivers of certain types of motor vehicles, before crossing at grade any track or tracks of a railroad, shall stop such vehicle within 50 feet but not less than 15 feet from the nearest rail of such railroad and while so stopped shall listen and look in both directions along such track for any approaching train, and for signals including active flashing light signals with or without gates or bells indicating the approach of a train, and shall not proceed until the driver can do so safely. After stopping as required and upon proceeding when it is safe to do so, the driver of any vehicle shall cross only in such gear of the vehicle that there will be no necessity for manually changing gears while traversing such crossing and the driver shall not manually shift gears while crossing the track or tracks. Following are the types of vehicles for which this regulation applies:

(1) Every school or commercial bus;

(2) every motor vehicle transporting any quantity of chlorine;

(3) every motor vehicle which, in accordance with the regulations of the department of transportation, is required to be marked or placarded with one of the following markings:

(A) Explosives A;

(B) Explosives B;

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- (C) Poison Gas;
- (D) Flammable solid W;
- (E) Radioactive;
- (F) Flammable;
- (G) Blasting agent;
- (H) Nonflammable gas;
- (I) Chlorine;
- (J) Poison;
- (K) Oxygen;
- (L) Flammable gas;
- (M) Combustible;
- (N) Flammable solid;
- (O) Oxidizer;
- (P) Organic peroxide;
- (Q) Corrosive; or
- (R) Dangerous;

(4) every cargo tank motor vehicle, whether loaded or empty, used for the transportation of any hazardous material as defined in 49 C.F.R. 170-189;

(5) every cargo tank motor vehicle transporting a commodity which at the time of loading has a temperature above its flashpoint as determined by 49 C.F.R. 173.115;

(6) every cargo tank motor vehicle, whether loaded or empty, transporting any commodity under an exemption issued in accordance with 49 C.F.R. 107.101-107.123.

(b) Exceptions to the requirement for vehicles to stop at every railroad grade crossing shall be:

(1) Any railroad grade crossing at which traffic is controlled by a police officer or human flagman;

(2) any railroad grade crossing controlled by a functioning highway traffic signal transmitting a green indication which, under local law, permits the vehicle to proceed across the railroad tracks without slowing or stopping;

(3) any railroad grade crossing which has been abandoned or its use discontinued with track or tracks still in place with a sign reading “TRACKS OUT OF SERVICE”;

(4) any industrial or spur line railroad grade crossing marked with a sign reading “EXEMPT.” Such exempt signs shall be erected only by or with the consent of the appropriate state or local authority;

(5) a railroad grade crossing used exclusively for industrial switching purposes, within a business district defined in K.S.A. 8-1407, and amendments, thereto. This type of crossing shall also, as in the previous section (d), be marked with a sign reading “EXEMPT.” (Authorized by and implementing K.S.A. 1989Supp. 8-1553; effective May 1, 1976; amended May 1, 1983; amended May 1, 1984; amended May 1, 1989; amended Aug. 13, 1990)

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# Section 4

## Transporting Passengers Safely

### This Section Covers

- **Vehicle Inspection**
- **Loading**
- **On the Road**
- **After-trip Vehicle Inspection**
- **Prohibited Practices**
- **Use of Brake-door Interlocks**

Bus drivers must have a commercial driver license if they drive a vehicle designed to seat more than 16 or more persons, including the driver.

Bus drivers must have a passenger endorsement on their commercial driver license. To get the endorsement you **must pass a knowledge test on Sections 2 and 4 of this manual**. (If your **bus has air brakes**, you must also **pass a knowledge test on Section 5**.) You must also pass the skills tests required for the class of vehicle you drive.

### 4.1 - Vehicle Inspection

Before driving your bus, you must be sure it is safe. You must review the inspection report made by the previous driver. Only if defects reported earlier have been certified as repaired or not needed to be repaired, should you sign the previous driver's report. This is your certification that the defects reported earlier have been fixed.

#### 4.1.1- Vehicle Systems

**Make sure these things are in good working order before driving:**

- Service brakes, including air hose couplings (if your bus has a trailer or semitrailer).
- Parking brake.
- Steering mechanism.
- Lights and reflectors.
- Tires (front wheels must not have recapped or regrooved tires).
- Horn.
- Windshield wiper or wipers.
- Rear-vision mirror or mirrors.
- Coupling devices (if present).
- Wheels and rims.
- Emergency equipment.

#### 4.1.2-Access Doors and Panels

As you check the outside of the bus, close any open emergency exits. Also, close any open access panels (for baggage, restroom service, engine, etc.) before driving.

#### 4.1.3 - Bus Interior

People sometimes damage unattended buses. Always check the interior of the bus before driving to ensure rider safety. Aisles and stairwells should always be clear. **The following parts of your bus must be in safe working condition:**

- Each handhold and railing.
- Floor covering.
- Signaling devices, including the restroom emergency buzzer, if the bus has a restroom.
- Emergency exit handles.

The seats must be safe for riders. All seats must be securely fastened to the bus.

Never drive with an open emergency exit door or window. The "Emergency Exit" sign on an emergency door must be clearly visible. If there is a red emergency door light, it must work. Turn it on at night or any other time you use your outside lights.

#### **4.1.4- Roof Hatches**

You may lock some emergency roof hatches in a partly open position for fresh air. Do not leave them open as a regular practice. Keep in mind the bus's higher clearance while driving with them open.

Make sure your bus has the fire extinguisher and emergency reflectors required by law. The bus must also have spare electrical fuses, unless equipped with circuit breakers.

#### **4.1.5- Use Your Seatbelt!**

The driver's seat should have a seat belt. Always use it for safety.

### **4.2 - Loading and Trip Start**

Do not allow riders to leave carry-on baggage in a doorway or aisle. There should be nothing in the aisle that might trip other riders. **Secure baggage and freight in ways that avoid damage and:**

- Allow the driver to move freely and easily.
- Allow riders to exit by any window or door in an emergency.
- Protect riders from injury if carry-ans fall or shift.

#### 4.2.1 - Hazardous Materials

Watch for cargo or baggage containing hazardous materials. Most hazardous materials cannot be carried on a bus. The Federal Hazardous Materials Table shows which materials are hazardous. They pose a risk to health, safety, and property during transportation. The rules require shippers to mark containers of hazardous material with the material's name, identification number, and hazard label. There are nine different four-inch, diamond-shaped hazard labels. See **Figure 4.1**. Watch for the diamond-shaped labels. Do not transport any hazardous material unless you are sure the rules allow it.

Class	Class Name	Example
1	Explosives	Ammunition, Dynamite, Fireworks
2	Gases	Propane, Oxygen, Helium
3	Flammable	Gasoline Fuel, Acetone
4	Flammable Solids	Matches, Fuses
5	Oxidizers	Ammonium Nitrate, Hydrogen Peroxide
6	Poisons	Pesticides, Arsenic
7	Radioactive	Uranium, Plutonium
8	Corrosives	Hydrochloric Acid, Battery Acid
9	Miscellaneous Hazardous Materials	Formaldehyde, Asbestos
None	ORM-D (Other Regulated Material-Domestic)	Hair Spray or Charcoal
None	Combustible Liquids	Fuel Oils, Lighter Fluid

Figure 4.1

#### 4.2.2 - Forbidden Hazardous Materials

Buses may carry small-arms ammunition labeled ORM-D, emergency hospital supplies, and drugs. You can carry small amounts of some other hazardous materials if the shipper cannot send them any other way. Buses must never carry:

- Division 2.3 poison gas, liquid Class 6 poison, tear gas, irritating material.
- More than 100 pounds of solid Class 6 poisons.
- Explosives in the space occupied by people, except small arms ammunition.
- Labeled radioactive materials in the space occupied by people.
- More than 500 pounds total of allowed hazardous materials, and no more than 100 pounds of any of them.

Riders sometimes board a bus with an unlabeled hazardous material. Do not allow riders to carry on common hazards such as car batteries or gasoline.

#### 4.2.3 - Standee Line

No rider may stand forward of the rear of the driver's seat. Buses designed to allow standing must have a two-inch line on the floor or some other means of showing riders where they cannot stand. This is called the standee line. All standing riders must stay behind it.

#### 4.2.4 - At Your Destination

**When arriving at the destination or intermediate stops announce:**

- The location.
- Reason for stopping.
- Next departure time.
- Bus number.

Remind riders to take carry-ans with them if they get *off* the bus. If the aisle is on a lower level than the seats, remind riders of the step-down. It is best to tell them before coming to a complete stop.

Charter bus drivers should not allow riders on the bus until departure time. This will help prevent theft or vandalism of the bus.

### 4.3 - On the Road

#### 4.3.1- Passenger Supervision

Many charter and intercity carriers have passenger comfort and safety rules. Mention rules about smoking, drinking, or use of radio and tape players at the start of the trip. Explaining the rules at the start will help to avoid trouble later on.

While driving, scan the interior of your bus as well as the road ahead, to the sides, and to the rear. You may have to remind riders about rules, or to keep arms and heads inside the bus.

#### 4.3.2- At Stops

Riders can stumble when getting on or *off*, and when the bus starts or stops. Caution riders to watch their step when leaving the bus. Wait for them to sit down or brace themselves before starting. Starting and stopping should be as smooth as possible to avoid rider injury.

Occasionally, you may have a drunk or disruptive rider. You must ensure this rider's safety as well as that of others. Don't discharge such riders where it would be unsafe for them. It may be safer at the next scheduled stop or a well-lighted area where there are other people. Many carriers have guidelines for handling disruptive riders.

#### 4.3.3 - Common Accidents

**The Most Common Bus Accidents.** Bus accidents often happen at intersections. Use caution, even if a signal or stop sign controls other traffic. School and mass transit buses sometimes scrape *off* mirrors or hit passing vehicles when pulling out from a bus stop. Remember the clearance your bus needs, and watch for poles and tree limbs at stops. Know the size of the gap your bus needs to accelerate and merge with traffic. Wait for the gap to open before leaving the stop. Never assume other drivers will brake to give you room when you signal or start to pull out.

#### 4.3.4 - Speed on Curves

Crashes on curves that kill people and destroy buses result from excessive speed, often when rain or snow has made the road slippery. Every banked curve has a safe "design speed." In good weather, the posted speed is safe for cars but it may be too high for many buses. With good traction, the bus may roll over; with poor traction, it might slide off the curve. Reduce speed for curves! If your bus leans toward the outside on a banked curve, you are driving too fast.

#### 4.3.5 - Railroad-highway Crossings Stops

**Stop at RR Crossings:**

- Stop your bus between 15 and 50 feet before railroad crossings.
- Listen and look in both directions for trains. You should open your forward door if it improves your ability to see or hear an approaching train.
- Before crossing after a train has passed, make sure there isn't another train coming in the other direction on other tracks.
- If your bus has a manual transmission, never change gears while crossing the tracks.
- You do not have to stop, but must slow down and carefully check for other vehicles:
- At streetcar crossings.
- Where a policeman or flagman is directing traffic.
- If a traffic signal is green.
- At crossings marked as "exempt" or "abandoned."

#### 4.3.6- Drawbridges

**Stop at Drawbridges.** Stop at drawbridges that do not have a signal light or traffic control attendant. Stop at least 50 feet before the draw of the bridge. Look to make sure the draw is completely closed before crossing. You do not need to stop, but must slow down and make sure it's safe, **when:**

- There is a traffic light showing green.
- " The bridge has an attendant or traffic officer who controls traffic whenever the bridge opens.

#### 4.4 -After-trip Vehicle Inspection

Inspect your bus at the end of each shift. If you work for an interstate carrier, you must complete a written inspection report for each bus driven. The report must specify each bus and list any defect that would affect safety or result in a breakdown. If there are no defects, the report should say so.

Riders sometimes damage safety-related parts such as handholds, seats, emergency exits, and windows. If you report this damage at the end of a shift, mechanics can make repairs before the bus goes out again. Mass transit drivers should also make sure passenger signaling devices and brake-door interlocks work properly.

#### 4.5 - Prohibited Practices

Avoid fueling your bus with riders on board unless absolutely necessary. Never refuel in a closed building with riders on board.

Don't talk with riders, or engage in any other distracting activity, while driving.

Do not tow or push a disabled bus with riders aboard the vehicle, unless getting off would be unsafe. Only tow or push the bus to the nearest safe spot to discharge passengers. Follow your employer's guidelines on towing or pushing disabled buses.

#### 4.6 - Use of Brake-door Interlocks

Urban mass transit coaches may have a brake and accelerator interlock system. The interlock applies the brakes and holds the throttle in idle position when the rear door is open. The interlock releases when you close the rear door. Do not use this safety feature in place of the parking brake.

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### Section 4 Test Your Knowledge

1. Name some things to check in the interior of a bus during a pre-trip inspection.
2. What are some hazardous materials you can transport by bus?
3. What are some hazardous materials you can't transport by bus?
4. What is a standee line?
5. Does it matter where you make a disruptive passenger get off the bus?
6. How far from a railroad crossing should you stop?
7. When must you stop before crossing a drawbridge?
8. Describe from memory the "prohibited practices" listed in the manual.
9. The rear door of a transit bus has to be open to put on the parking brake. True or False?

These questions may be on your test. If you can't answer them all, **re-read Section 4.**

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# Section 10

## School Buses

### This Section Covers

- **Danger Zones and Use of Mirrors**
- **Loading and Unloading**
- **Emergency Exit and Evacuation**
- **Railroad-highway Grade Crossings**
- **Student Management**
- **Antilock Braking Systems**
- **Special Safety Considerations**

Because state and local laws and regulations regulate so much of school transportation and school bus operations, many of the procedures in this section may differ from state to state. You should be thoroughly familiar with the laws and regulations in your state and local school district.

### 10.1 - Danger Zones and Use of Mirrors

#### 10.1.1- Danger Zones

The danger zone is the area on all sides of the bus where children are in the most danger of being hit, either by another vehicle or their own bus. The danger zones may extend as much as 30 feet from the front bumper with the first 10 feet being the most dangerous, 10 feet from the left and right sides of the bus and 10 feet behind the rear bumper of the school bus. In addition, the area to the left of the bus is always considered dangerous because of passing cars. **Figure 101** illustrates these danger zones.

#### 10.1.2- Correct Mirror Adjustment

Proper adjustment and use of all mirrors is vital to the safe operation of the school bus in order to observe the danger zone around the bus and look for students, traffic, and other objects in this area. You should always check each mirror before operating the school bus to obtain maximum viewing area. If necessary, have the mirrors adjusted.

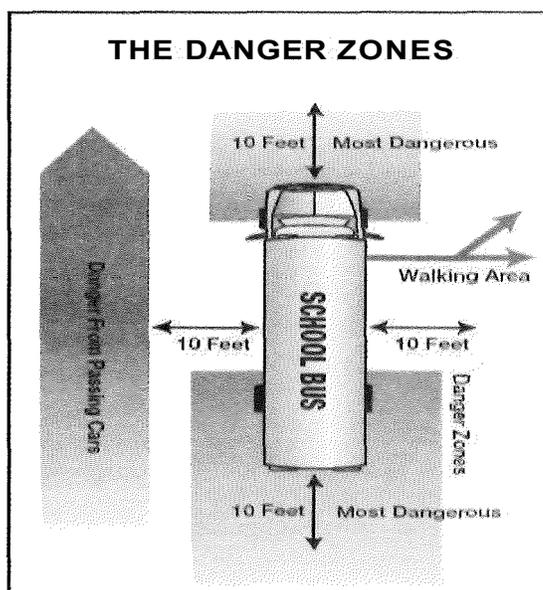


Figure 101

### 10.1.3- Outside Left and Right Side Flat Mirrors

These mirrors are mounted at the left and right front corners of the bus at the side or front of the windshield. They are used to monitor traffic, check clearances and students on the sides and to the rear of the bus. There is a blind spot immediately below and in front of each mirror and directly in back of the rear bumper. The blind spot behind the bus extends 50 to 150 feet and could extend up to 400 feet depending on the length and width of the bus.

Ensure that the mirrors are properly adjusted so you can see:

- 200 feet or 4 bus lengths behind the bus.
- Along the sides of the bus.
- The rear tires touching the ground.

Figure 10.2 shows how both the outside left and right side flat mirrors should be adjusted.

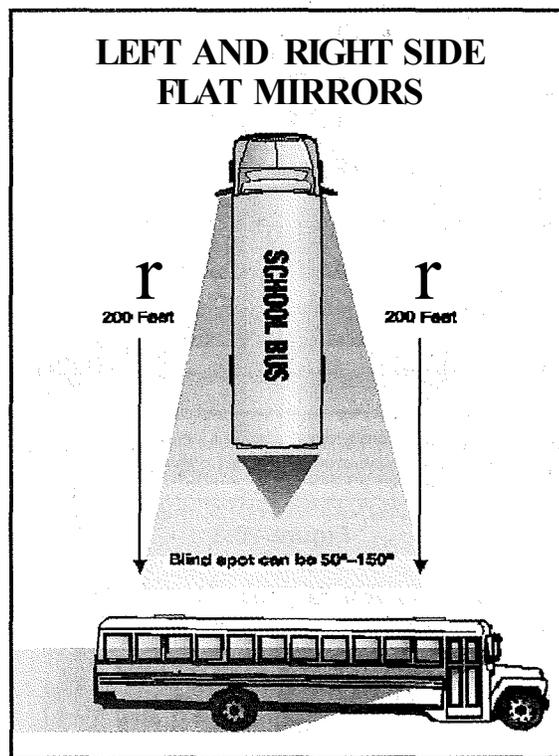


Figure 10.2

### 10.1.4- Outside Left and Right Side Convex Mirrors

The convex mirrors are located below the outside flat mirrors. They are used to monitor the left and right sides at a wide angle. They provide a view of traffic, clearances, and students at the side of the bus. These mirrors present a view of people and objects that does not accurately reflect their size and distance from the bus.

You should position these mirrors to see:

- The entire side of the bus up to the mirror mounts.
- Front of the rear tires touching the ground.
- At least one traffic lane on either side of the bus.

Figure 10.3 shows how both the outside left and right side convex mirrors should be adjusted.

### 10.1.5- Outside Left and Right Side Crossover Mirrors

These mirrors are mounted on both left and right front corners of the bus. They are used to see the front bumper "danger zone" area directly in front of the bus that is not visible by direct vision, and to view the "danger zone" area to the left side and right side of the bus, including the service door and front wheel area. The mirror presents a view of people and objects that does not accurately reflect their size and distance from the bus. The driver must ensure that these mirrors are properly adjusted.

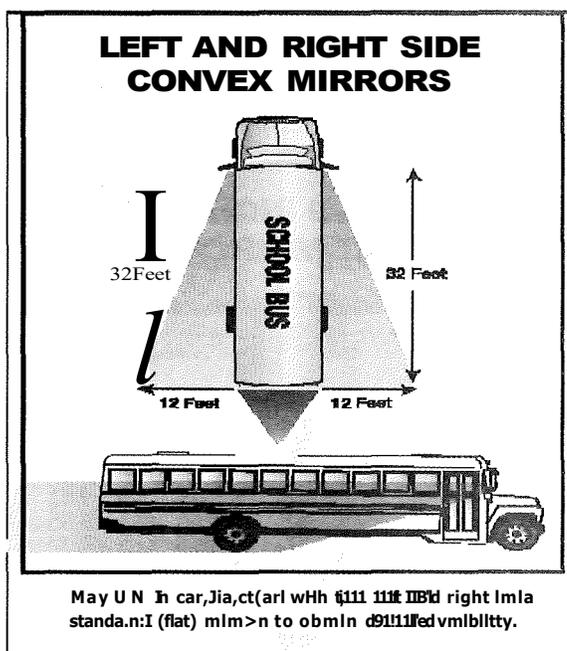


Figure 10.3

Ensure that the mirrors are properly adjusted so you can see:

- The entire area in front of the bus from the front bumper at ground level to a point where direct vision is possible.
- Direct vision and mirror view vision should overlap.
- The right and left front tires touching the ground.
- The area from the front of the bus to the service door.
- These mirrors, along with the convex and flat mirrors, should be viewed in a logical sequence to ensure that a child or object is not in any of the danger zones.

Figure 10.4 illustrates how the left and right side crossover mirrors should be adjusted.

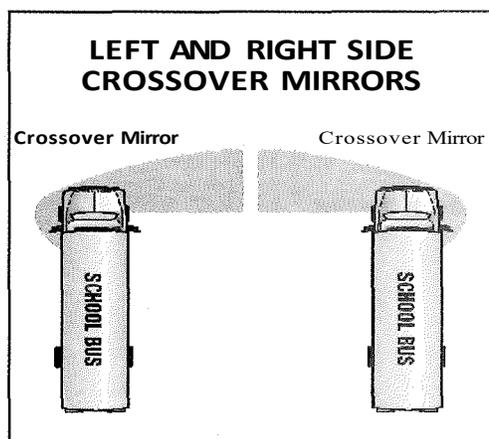


Figure 10.4

### **10.1.6- Overhead Inside Rearview Mirror**

This mirror is mounted directly above the windshield on the driver's side area of the bus. This mirror is used to monitor passenger activity inside the bus. It may provide limited visibility directly in back of the bus if the bus is equipped with a glass-bottomed rear emergency door. There is a blind spot area directly behind the driver's seat as well as a large blind spot area that begins at the rear bumper and could extend up to 400 feet or more behind the bus. You must use the exterior side mirrors to monitor traffic that approaches and enters this area.

#### **You should position the mirror to see:**

- The top of the rear window in the top of the mirror.
- All of the students, including the heads of the students right behind you.

## **10.2 - Loading and Unloading**

More students are killed while getting on or off a school bus each year than are killed as passengers inside of a school bus. As a result, knowing what to do before, during, and after loading or unloading students is critical. This section will give you specific procedures to help you avoid unsafe conditions which could result in injuries and fatalities during and after loading and unloading students.

The information in this section is intended to provide a broad overview, but is not a definitive set of actions. It is imperative that you learn and obey the state laws and regulations governing loading/unloading operations in your state.

### **10.2.1-Approaching the Stop**

Each school district establishes official routes and official school bus stops. All stops should be approved by the school district prior to making the stop. You should never change the location of a bus stop without written approval from the appropriate school district official.

You must use extreme caution when approaching a school bus stop. You are in a very demanding situation when entering these areas. It is critical that you understand and follow all state and local laws and regulations regarding approaching a school bus stop. This would involve the proper use of mirrors, alternating flashing lights, and when equipped, the moveable stop signal arm and crossing control arm.

#### **When approaching the stop, you should:**

- Approach cautiously at a slow rate of speed.
- Look for pedestrians, traffic, or other objects before, during, and after coming to a stop.
- Continuously check all mirrors.
- If the school bus is so equipped, activate alternating flashing amber warning lights at least 200 feet or approximately 5-10 seconds before the school bus stop or in accordance with state law.
- Turn on right turn signal indicator about 100-300 feet or approximately 3-5 seconds before pulling over.
- Continuously check mirrors to monitor the danger zones for students, traffic, and other objects.
- Move as far as possible to the right on the traveled portion of the roadway.
- Bring school bus to a full stop with the front bumper at least 10 feet away from students at the designated stop. This forces the students to walk to the bus so you have a better view of their movements.
- Place transmission in Park, or if there is no Park shift point, in Neutral and set the parking brake at each stop.
- Open service door, if possible, enough to activate alternating red lights when traffic is a safe distance from the school bus.
- Make a final check to see that all traffic has stopped before completely opening the door and signaling students to approach.

### 10.2.2 - Loading Procedures

- Perform a safe stop as described in **subsection 10.2.1**.
- Students should wait in a designated location for the school bus, facing the bus as it approaches.
- Students should board the bus only when signaled by the driver.
- Monitor all mirrors continuously.
- Count the number of students at the bus stop and be sure all board the bus. If possible, know names of students at each stop. If there is a student missing, ask the other students where the student is. Have the students board the school bus slowly, in single file, and use the handrail. The dome light should be on while loading in the dark.
- Wait until students are seated and facing forward before moving the bus.
- Check all mirrors. Make certain no one is running to catch the bus.
- If you cannot account for a student outside, secure the bus, take the key, and check around and underneath the bus.
- When all students are accounted for, prepare to leave by:
  - Closing the door.
  - Engaging the transmission.
  - Releasing the parking brake.
  - Turning off alternating flashing red lights.
  - Turning on left turn signal.
  - Checking all mirrors again.
  - Allowing congested traffic to disperse.
- When it is safe, move the bus to enter traffic flow and continue the route.

The loading procedure is essentially the same wherever you load students, but there are slight differences. **When students are loading at the school campus, you should:**

- Turn off the ignition switch.
- Remove key if leaving driver's compartment.
- Position yourself to supervise loading as required or recommended by your state or local regulations.

### 10.2.3- Unloading Procedures on the Route

- Perform a safe stop at designated unloading areas as described in **subsection 10.2.1**.
- Have the students remain seated until told to exit.
- Check all mirrors.
- Count the number of students while unloading to confirm the location of all students before pulling away from the stop.
- Tell students to exit the bus and walk at least 10 feet away from the side of the bus to a position where the driver can plainly see all students.
- Check all mirrors again. Make sure no students are around or returning to the bus.
- If you cannot account for a student outside the bus, secure the bus, and check around and underneath the bus.
- When all students are accounted for, prepare to leave by:
  - Closing the door.
  - Engaging transmission.
  - Releasing parking brake.
  - Turning off alternating flashing red lights.
  - Turning on left turn signal.
  - Checking all mirrors again.
  - Allowing congested traffic to disperse.
- When it is safe, move the bus, enter the traffic flow and continue the route.

Note. If you have missed a student's unloading stop, do not back up. Be sure to follow local procedures.

**Additional Procedures for Students That Must Cross the Roadway.** You should understand what students should do when exiting a school bus and crossing the street in front of the bus. In addition, the school bus driver should understand that students might not always do what they are supposed to do. **If a student or students must cross the roadway, they should follow these procedures:**

- Walk approximately 10 feet away from the side of the school bus to a position where you can see them.
- Walk to a location at least 10 feet in front of the right corner of the bumper, but still remaining away from the front of the school bus.
- Stop at the right edge of the roadway. You should be able to see the student's feet.

**When students reach the edge of the roadway, they should:**

- Stop and look in all directions, making sure the roadway is clear and is safe.
- Check to see if the red flashing lights on the bus are still flashing.
- Wait for your signal before crossing the roadway.

**Upon your signal, the students should:**

- Cross far enough in front of the school bus to be in your view.
- Stop at the left edge of the school bus, stop, and look again for your signal to continue to cross the roadway.
- Look for traffic in both directions, making sure roadway is clear.
- Proceed across the roadway, continuing to look in all directions.

**Note:** The school bus driver should enforce any state or local regulations or recommendations concerning student actions outside the school bus.

### **10.2.4- Unloading Procedures at School**

State and local laws and regulations regarding unloading students at schools, particularly in situations where such activities take place in the school parking lot or other location that is off the traveled roadway, are often different than unloading along the school bus route. It is important that the school bus driver understands and obeys state and local laws and regulations. The following procedures are meant to be general guidelines.

When unloading at the school you should follow these procedures:

- Perform a safe stop at designated unloading areas as described in **subsection 10.2.1.**
- Secure the bus by:
  - Turning off the ignition switch.
  - Removing key if leaving driver's compartment.
- Have the students remain seated until told to exit.
- Position yourself to supervise unloading as required or recommended by your state or local regulations.
- Have students exit in orderly fashion.
- Observe students as they step from bus to see that all move promptly away from the unloading area.
- Walk through the bus and check for hiding/sleeping students and items left by students.
- Check all mirrors. Make certain no students are returning to the bus.
- If you cannot account for a student outside the bus and the bus is secure, check around and underneath the bus.
- When all students are accounted for, prepare to leave by:
  - Closing the door.
  - Fastening safety belt.
  - Starting engine.
  - Engaging the transmission.
  - Releasing the parking brake.
  - Turning off alternating flashing red lights.
  - Turning on left turn signal.
  - Checking all mirrors again.
  - Allowing congested traffic to disperse.
- When it is safe, pull away from the unloading area.

### **10.2.5- Special Dangers of Loading and Unloading**

**Dropped or Forgotten Objects.** Always focus on students as they approach the bus and watch for any who disappear from sight.

Students may drop an object near the bus during loading and unloading. Stopping to pick up the object, or returning to pick up the object may cause the student to disappear from the driver's sight at a very dangerous moment.

Students should be told to leave any dropped object and move to a point of safety out of the danger zones and attempt to get the driver's attention to retrieve the object.

**Handrail Hang-ups.** Students have been injured or killed when clothing, accessories, or even parts of their body get caught in the handrail or door as they exited the bus. You should closely observe all students exiting the bus to confirm that they are in a safe location prior to moving the bus.

### **32018/ Post-trip Inspection**

When your route or school activity trip is finished, you should conduct a post-trip inspection of the bus.

**You should walk through the bus and around the bus looking for the following:**

- Articles left on the bus.
- Sleeping students.
- Open windows and doors.
- Mechanical/operational problems with the bus, with special attention to items that are unique to school buses - mirror systems, flashing warning lamps and stop signal arms.
- Damage or vandalism.

Any problems or special situations should be reported immediately to your supervisor or school authorities.

## **10.3 - Emergency Exit and Evacuation**

An emergency situation can happen to anyone, anytime, anywhere. It could be a crash, a stalled school bus on a railroad-highway crossing or in a high-speed intersection, an electrical fire in the engine compartment, a medical emergency to a student on the school bus, etc. Knowing what to do in an emergency-before, during and after an evacuation-can mean the difference between life and death.

### **10.3.1- Planning for Emergencies**

**Determine Need to Evacuate Bus.** The first and most important consideration is for you to recognize the hazard. If time permits, school bus drivers should contact their dispatcher to explain the situation before making a decision to evacuate the school bus.

As a general rule, student safety and control is best maintained by keeping students on the bus during an emergency and/or impending crisis situation, if so doing does not expose them to unnecessary risk or injury. Remember, the decision to evacuate the bus must be a timely one.

**A decision to evacuate should include consideration of the following conditions:**

- Is there a fire or danger of fire?
- Is there a smell of raw or leaking fuel?
- Is there a chance the bus could be hit by other vehicles?
- Is the bus in the path of a sighted tornado or rising waters?
- Are there downed power lines?
- Would removing students expose them to speeding traffic, severe weather, or a dangerous environment such as downed power lines?
- Would moving students complicate injuries such as neck and back injuries and fractures?
- Is there a hazardous spill involved? Sometimes, it may be safer to remain on the bus and not come in contact with the material.

**Mandatory Evacuations.** The driver must evacuate the bus when:

- The bus is on fire or there is a threat of a fire.
- The bus is stalled on or adjacent to a railroad-highway crossing.
- The position of the bus may change and increase the danger.
- There is an imminent danger of collision.
- There is a need to quickly evacuate because of a hazardous materials spill.

### **10.3.2- Evacuation Procedures**

**Be Prepared and Plan Ahead.** When possible, assign two responsible, older student assistants to each emergency exit. Teach them how to assist the other students off the bus. Assign another student assistant to lead the students to a "safe place" after evacuation. However, you must recognize that there may not be older, responsible students on the bus at the time of the emergency. Therefore, emergency evacuation procedures must be explained to all students. This includes knowing how to operate the various emergency exits and the importance of listening to and following all instructions given by you.

**Some tips to determine a safe place:**

- A safe place will be at least 100 feet off the road in the direction of oncoming traffic. This will keep the students from being hit by debris if another vehicle collides with the bus.
- Lead students upwind of the bus if fire is present.
- Lead students as far away from railroad tracks as possible and in the direction of any oncoming train.
- Lead students upwind of the bus at least 300 feet if there is a risk from spilled hazardous materials.
- If the bus is in the direct path of a sighted tornado and evacuation is ordered, escort students to a nearby ditch or culvert if shelter in a building is not readily available, and direct them to lie face down, hands covering their head. They should be far enough away so the bus cannot topple on them. Avoid areas that are subject to flash floods.

**General Procedures.** Determine if evacuation is in the best interest of safety.

- Determine the best type of evacuation:
  - Front, rear or side door evacuation, or some combination of doors.
  - Roof or window evacuation.
- Secure the bus by:
  - Placing transmission in Park, or if there is no shift point, in Neutral.
  - Setting parking brakes.
  - Shutting off the engine.
  - Removing ignition key.
  - Activating hazard-warning lights.
- If time allows, notify dispatch office of evacuation location, conditions, and type of assistance needed.
- Dangle radio microphone or telephone out of driver's window for later use, if operable.
- If no radio, or radio is inoperable, dispatch a passing motorist or area resident to call for help. As a last resort, dispatch two older, responsible students to go for help.
- Order the evacuation.
- Evacuate students from the bus.
  - Do not move a student you believe may have suffered a neck or spinal injury unless his or her life is in immediate danger.
  - Special procedures must be used to move neck spinal injury victims to prevent further injury.
- Direct a student assistant to lead students to the nearest safe place.
- Walk through the bus to ensure no students remain on the bus. Retrieve emergency equipment.
- Join waiting students. Account for all students and check for their safety.
- Protect the scene. Set out emergency warning devices as necessary and appropriate.
- Prepare information for emergency responders.

## 10.4 - Railroad-highway Crossings

### 10.4.1- Types of Crossings

**Passive Crossings.** This type of crossing does not have any type of traffic control device. You must stop at these crossings and follow proper procedures. However, the decision to proceed rests entirely in your hands. Passive crossings require you to recognize the crossing, search for any train using the tracks and decide if there is sufficient clear space to cross safely. Passive crossings have yellow circular advance warning signs, pavement markings and crossbucks to assist you in recognizing a crossing.

**Active Crossings.** This type of crossing has a traffic control device installed at the crossing to regulate traffic at the crossing. These active devices include flashing red lights, with or without bells and flashing red lights with bells and gates.

### 10.4.2- Warning Signs and Devices

**Emergency Notification Systems (ENS).** The **Blue Emergency Notification System (ENS)** sign is at every highway-rail grade crossing, and provides the public with a 24/7/365 telephone number to call to report problems or emergencies at these railroad locations. ENS signs may be located either on the black and white cross buck or near the actual crossing. Information provided on the ENS sign is a toll-free dispatch number for each railroad, and directly below the dispatch number is a Department of Transportation number that identifies the exact location of the crossing in question. When called the emergency contact number is answered by railroad dispatchers. The information contained on the ENS sign enables the public to notify the railroad dispatcher responsible for the crossing and to identify the specific crossing in the event of an emergency. Because railroad dispatchers are the first line of defense when attempting to stop all train traffic at the crossing during an emergency, it is important that they are immediately notified of any unsafe conditions. See **Figure 105**

By following the information on the sign, the public can report unsafe conditions such as:

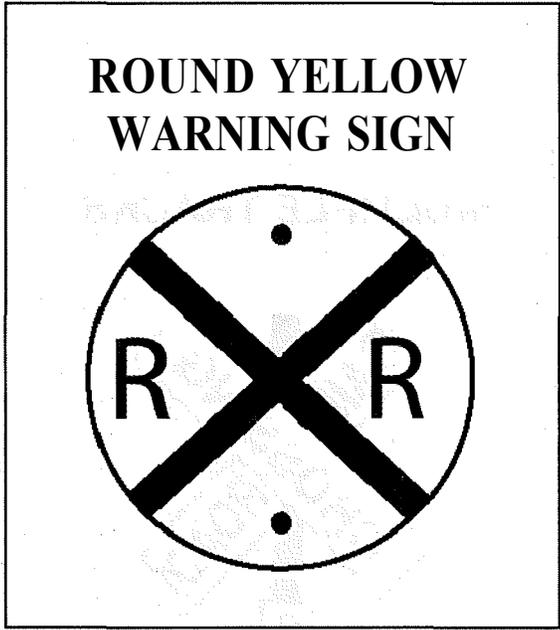
1. Malfunctions of warning signals, crossing gates and other safety devices at the crossings;
2. Disabled cars, trucks or other vehicles blocking the railroad tracks at the crossings;
3. The presence of trespassers on the tracks or along the right of way at the crossing; and
4. Any other information relating to an unsafe condition at the crossing.



Figure 10.5

**10.4.2- Warning Signs and Devices**

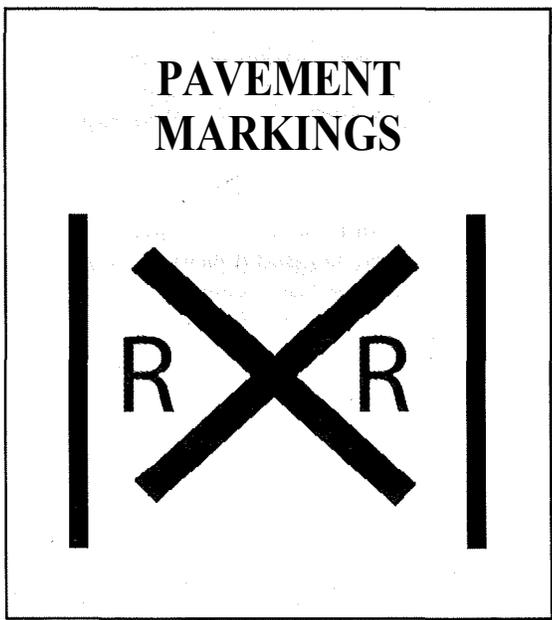
**Advance Warning Signs.** The round, black-on-yellow warning sign is placed ahead of a public railroad-highway crossing. The advance warning sign tells you to slow down, look and listen for the train, and be prepared to stop at the tracks if a train is coming. **See Figure 10.6.**



**Figure 10.6**

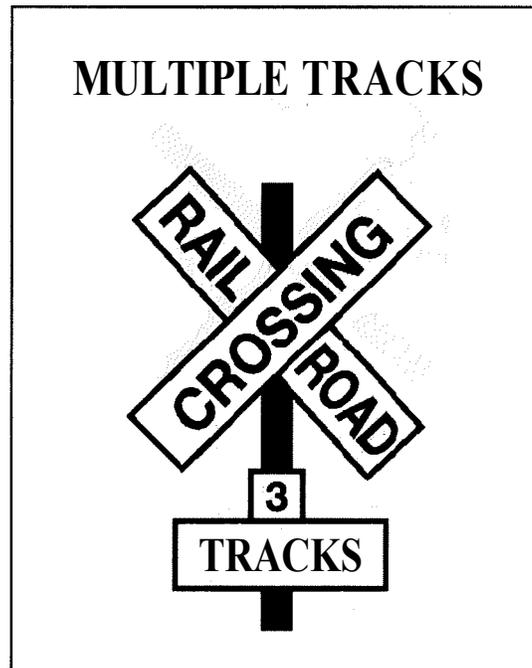
**Pavement Markings.** Pavement markings mean the same as the advance warning sign. They consist of an "X" with the letter "RR" and a no-passing marking on two-lane roads.

There is also a no passing zone sign on two-lane roads. There may be a white stop line painted on the pavement before the railroad tracks. The front of the school bus must remain behind this line while stopped at the crossing. **See Figure 10.7**



**Figure 10.7**

**Crossbuck Signs.** This sign marks the crossing. It requires you to yield the right-of-way to the train. If there is no white line painted on the pavement, you must stop the bus before the crossbuck sign. When the road crosses over more than one set of tracks, a sign below the crossbuck indicates the number of tracks. See **Figure 10.8**.



**Figure 10.8**

**Flashing Red Light Signals.** At many highway-rail grade crossings, the crossbuck sign has flashing red lights and bells. When the lights begin to flash, stop! A train is approaching. You are required to yield the right-of-way to the train. If there is more than one track, make sure all tracks are clear before crossing. See **Figure 10.9**.

**Gates.** Many railroad-highway crossings have gates with flashing red lights and bells. Stop when the lights begin to flash and before the gate lowers across the road lane. Remain stopped until the gates go up and the lights have stopped flashing. Proceed when it is safe. If the gate stays down after the train passes, do not drive around the gate. Instead, call your dispatcher. See **Figure 10.9**

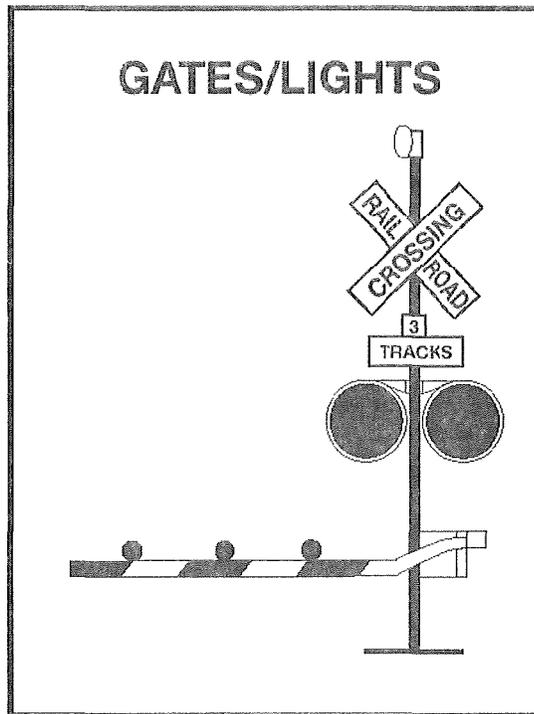


Figure 10.9

### 10.4.3- Recommended Procedures

Each state has laws and regulations governing how school buses must operate at railroad-highway crossings. It is important for you to understand and obey these state laws and regulations. In general, school buses must stop at all crossings, and ensure it is safe before proceeding across the tracks. The specific procedures required in each state vary.

A school bus is one of the safest vehicles on the highway. However, a school bus does not have the slightest edge when involved in a crash with a train. Because of a train's size and weight, it cannot stop quickly. An emergency escape route does not exist for a train. You can prevent school bus/train crashes by following these recommended procedures.

- **Approaching the Crossing:**

- Slow down, including shifting to a lower gear in a manual transmission bus, and test your brakes.
- Activate hazard lights approximately 200 feet before the crossing. Make sure your intentions are known.
- Scan your surroundings and check for traffic behind you.
- Stay to the right of the roadway if possible.
- Choose an escape route in the event of a brake failure or problems behind you.

- **At the Crossing:**

- 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.
- Place the transmission in Park, or if there is no Park shift point, in Neutral and press down on the service brake or set the parking brakes.
- Turn off all radios and noisy equipment, and silence the passengers.
- Open the service door and driver's window. Look and listen for an approaching train.

- **Crossing the Track:**

- Check the crossing signals again before proceeding.
- At a multiple-track crossing, stop only before the first set of tracks. When you are sure no train is approaching on any track, proceed across all of the tracks until you have completely cleared them.

- Cross the tracks in a low gear. Do not change gears while crossing.
- If the gate comes down after you have started across, drive through it even if it means you will break the gate.

#### **10.4.4 - Special Situations**

**Bus Stalls or Trapped on Tracks.** If your bus stalls or is trapped on the tracks, get everyone out and off the tracks immediately. Move everyone far from the bus at an angle, which is both away from the tracks and toward the train.

**Police Officer at the Crossing.** If a police officer is at the crossing, obey directions. If there is no police officer, and you believe the signal is malfunctioning, call your dispatcher to report the situation and ask for instructions on how to proceed.

**Obstructed View of Tracks.** Plan your route so it provides maximum sight distance at highway-rail grade crossings. Do not attempt to cross the tracks unless you can see far enough down the track to know for certain that no trains are approaching. Passive crossings are those that do not have any type of traffic control device. Be especially careful at "passive" crossings. Even if there are active railroad signals that indicate the tracks are clear, you must look and listen to be sure it is safe to proceed.

**Containment or Storage Areas.** If it won't fit, don't commit! Know the length of your bus and the size of the containment area at highway-rail crossings on the school bus route, as well as any crossing you encounter in the course of a school activity trip. When approaching a crossing with a signal or stop sign on the opposite side, pay attention to the amount of room there. Be certain the bus has enough containment or storage area to completely clear the railroad tracks on the other side if there is a need to stop. As a general rule, add 15 feet to the length of the school bus to determine an acceptable amount of containment or storage area.

### **10.5 - Student Management**

#### **10.5.1- Don't Deal with On-bus Problems When Loading and Unloading**

In order to get students to and from school safely and on time, you need to be able to concentrate on the driving task.

Loading and unloading requires all your concentration. Don't take your eyes *off* what is happening outside the bus.

If there is a behavior problem on the bus, wait until the students unloading are safely off the bus and have moved away. If necessary, pull the bus over to handle the problem.

#### **10.5.2 - Handling Serious Problems**

**Tips on handling serious problems:**

- Ⓞ Follow your school's procedures for discipline or refusal of rights to ride the bus.
- Ⓞ Stop the bus. Park in a safe location off the road, perhaps a parking lot or a driveway.
- Ⓡ Secure the bus. Take the ignition key with you if you leave your seat.
- Ⓞ Stand up and speak respectfully to the offender or offenders. Speak in a courteous manner with a firm voice. Remind the offender of the expected behavior. Do not show anger, but do show that you mean business.
- Ⓡ If a change of seating is needed, request that the student move to a seat near you.
- Ⓡ Never put a student off the bus except at school or at his or her designated school bus stop. If you feel that the offense is serious enough that you cannot safely drive the bus, call for a school administrator or the police to come and remove the student. Always follow your state or local procedures for requesting assistance.

### **10.6 - Antilock Braking Systems**

#### **10.6.1- Vehicles Required to Have Antilock Braking Systems**

**The Department of Transportation requires that antilock braking systems be on:**

- " Air brakes vehicles, (trucks, buses, trailers and converter dollies) built on or after March 1, 1998.
- Ⓡ Hydraulically braked trucks and buses with a gross vehicle weight rating of 10,000 lbs or more built on or after March 1, 1999.

Many buses built before these dates have been voluntarily equipped with ABS.

Your school bus will have a yellow ABS malfunction lamp on the instrument panel if it is equipped with ABS.

### **10.6.2-How ABS Helps You**

When you brake hard on slippery surfaces in a vehicle without ABS, your wheels may lock up. When your steering wheels lock up, you lose steering control. When your other wheels lock up, you may skid or even spin the vehicle.

ABS helps you avoid wheel lock up and maintain control. You may or may not be able to stop faster with ABS, but you should be able to steer around an obstacle while braking, and avoid skids caused by over braking.

### **10.6.3- Braking with ABS**

**When you drive a vehicle with ABS, you should brake as you always have. In other words:**

- Use only the braking force necessary to stop safely and stay in control.
- Brake the same way, regardless of whether you have ABS on the bus. However, in emergency braking, do not pump the brakes on a bus with ABS.
- As you slow down, monitor your bus and back off the brakes (if it is safe to do so) to stay in control.

### **10.6.4- Braking if ABS is Not Working**

Without ABS, you still have normal brake functions. Drive and brake as you always have.

Vehicles with ABS have yellow malfunction lamps to tell you if something is not working. The yellow ABS malfunction lamp is on the bus's instrument panel.

As a system check on newer vehicles, the malfunction lamp comes on at start-up for a bulb check and then goes out quickly. On older systems, the lamp could stay on until you are driving over five mph.

If the lamp stays on after the bulb check, or goes on once you are under way, you may have lost ABS control at one or more wheels.

Remember, if your ABS malfunctions, you still have regular brakes. Drive normally, but get the system serviced soon.

### **10.6.5- Safety Reminders**

- ABS won't allow you to drive faster, follow more closely, or drive less carefully.
- ABS won't prevent power or turning skids-ABS should prevent brake-induced skids but not those caused by spinning the drive wheels or going too fast in a turn.
- ABS won't necessarily shorten stopping distance. ABS will help maintain vehicle control, but not always shorten stopping distance.
- ABS won't increase or decrease ultimate stopping power-ABS is an "add-on" to your normal brakes, not a replacement for them.
- ABS won't change the way you normally brake. Under normal brake conditions, your vehicle will stop as it always stopped. ABS only comes into play when a wheel would normally have locked up because of over braking.
- ABS won't compensate for bad brakes or poor brake maintenance.
- Remember: The best vehicle safety feature is still a safe driver.
- Remember: Drive so you never need to use your ABS.
- Remember: if you need it, ABS could help to prevent a serious

## **10.7 -Special Safety Considerations**

### **10.7.1- Strobe Lights**

Some school buses are equipped with roof-mounted, white strobe lights. If your bus is so equipped, the overhead strobe light should be used when you have limited visibility. This means that you cannot easily see around you - in front, behind, or beside the school bus. Your visibility could be only slightly limited or it could be so bad that you can see nothing at all. In all instances, understand and obey your state or local regulations concerning the use of these lights.

### 10.7.2 - Driving in High Winds

Strong winds affect the handling of the school bus! The side of a school bus acts like a sail on a sailboat. Strong winds can push the school bus sideways. They can even move the school bus off the road or, in extreme conditions, tip it over. **If you are caught in strong winds:**

- Keep a strong grip on the steering wheel. Try to anticipate gusts.
- You should slow down to lessen the effect of the wind, or pull off the roadway and wait.
- Contact your dispatcher to get more information on how to proceed.

### 10.7.3- Backing

Backing a school bus is strongly discouraged. You should back your bus only when you have no other safe way to move the vehicle. You should never back a school bus when students are outside of the bus. Backing is dangerous and increases your risk of a collision. **If you have no choice and you must back your bus, follow these procedures:**

- Post a lookout. The purpose of the lookout is to warn you about obstacles, approaching persons, and other vehicles. The lookout should not give directions on how to back the bus.
- Signal for quiet on the bus.
- Constantly check all mirrors and rear windows.
- Back slowly and smoothly.
- If no lookout is available:
  - Set the parking brake.
  - Turn off the motor and take the keys with you.
  - Walk to the rear of the bus to determine whether the way is clear.
- If you must back-up at a student pick-up point, be sure to pick up students before backing and watch for late comers at all times.
- Be sure that all students are in the bus before backing.
- If you must back-up at a student drop-off point, be sure to unload students after backing.

### 10.7.4 - Tail Swing

A school bus can have up to a three-foot tail swing. You need to check your mirrors before and during any turning movements to monitor the tail swing.

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## Section 10 Test Your Knowledge

1. Define the danger zone. How far does the danger zone extend around the bus?
2. What should you be able to see if the outside flat mirrors are adjusted properly? The outside convex mirrors? The crossover mirrors?
3. You are loading students along the route. When should you activate your alternating flashing amber warning lights?
4. You are unloading students along your route. Where should students walk to after exiting the bus?
5. After unloading at school, why should you walk through the bus?
6. What position should students be in front of the bus before they cross the roadway?
7. Under what conditions must you evacuate the bus?
8. How far from the nearest rail should you stop at a highway-rail crossing?
9. What is a passive highway-rail crossing? Why should you be extra cautious at this type of crossing?
10. How should you use your brakes if your vehicle is equipped with antilock brakes (ABS)?

These questions may be on your test. If you can't answer them all, **re-read Section 10.**

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## SECTION 3

### Be in Shape to Drive

#### This Section Covers

- Vision
- Hearing
- Fatigue
- Driver Distractions
- Aggressive Driving
- Alcohol, Other Drugs and Driving
- Health
- Emotions

Driving is one of the most complex tasks that you will do during your lifetime. It is not always easy to be a safe user of the roadway. Driving is a task that involves risk and it is one of the few things you will do regularly that could injure or kill you. It is well worth the effort to become a better driver and to continually improve your driving skills.

Being a safe driver takes a lot of skill, experience and judgment. Learning to drive and continuing to drive well takes a lot of effort and commitment. Your ability to drive safely depends on the ability to see clearly, ***not*** driving while tired, ***not*** driving while influenced by alcohol and/or drugs, being generally healthy and being emotionally fit.

#### Vision

Good vision is critical for safe driving. Your control of the brake, accelerator, and steering wheel is based on what you see. If you cannot see clearly, you will have trouble identifying traffic and roadway conditions, spotting potential trouble or responding to problems in a timely manner.

Vision is so critical that Kansas requires that a vision test must be passed before you can obtain a license. The vision test measures that you have at least 20/40 vision in at least one eye, with or without corrective lenses. If your vision can be corrected by corrective lenses to meet these requirements, the license issued will be restricted to “corrective lenses” requiring you to wear glasses or contact lenses while you drive a motor vehicle.

Because seeing well is so critical to safe driving, you should have your eyes checked regularly by an eye specialist. You may never know you have poor vision unless your eyes are tested. If you need to wear glasses or contact lenses for driving, **remember to:**

- Always wear them when driving, even if it is only to drive to a local corner store. If your driver license says corrective lenses are required, it is illegal to move a vehicle without using corrective lenses.
- Keep an extra set of corrective lenses in your vehicle. If your normal corrective lenses are broken or lost, you can use the spare lenses to drive safely.
- Avoid using dark or tinted corrective lenses at night, even if you think they help with glare. Tinted lenses cut down the light that you need to see clearly under night driving conditions.

#### Hearing

Hearing can be helpful to safe driving. The sound of horns, a siren or screeching tires can warn you of danger. A sudden change in the hum of tires on pavement can tell you the road surface or the tires have changed. The sound of your engine tells you if it is working right. As in the case of bad eyesight, hearing problems can come on so slowly that you may not even notice it.

#### Fatigue

Fatigue is physical or mental tiredness that can be caused by physical or mental strain, repetitive tasks, illness or lack of sleep. Just like alcohol and drugs, it impairs your vision and judgment. Fatigue causes errors related to speed and distance, increases your risk of being in a crash and causes you to take more time to make decisions, which can make you more irritable and make you get upset more easily. When you are fatigued, you could fall asleep behind the wheel and crash, injuring or killing yourself or others.

### **Before a Trip Do the Following:**

- Get adequate sleep—most adults need 7 to 9 hours to maintain proper alertness during the day
- Schedule proper breaks—about every 100 miles or 2 hours during long trips
- Arrange for a travel companion—someone to talk with and share the driving
- Avoid alcohol and sedating medications—check your labels or ask your doctor

### **Ways to Prevent a Fatigue-Related Crash While Driving:**

- Watch for the warning signs of fatigue, such as having to turn up the radio or roll down the window to wake yourself up, having trouble keeping your eyes open or drifting from your lane.
- Stop driving—pull off at the next exit, rest area or find a place to sleep for the night.
- Take a nap—find a safe parking area to take a 15 to 20-minute nap.
- Consume caffeine—the equivalent of 2 cups of coffee can increase alertness for several hours. Avoid drinking too much caffeine and keep in mind that it will wear off. Do not rely on caffeine to prevent fatigue.
- Try consuming caffeine before taking a short nap to get the benefits of both.
- Driving at night – Try not to drive late at night between the hours of midnight and 6 a.m.
- The best way to prevent fatigue is sleep.

### **Driver Distractions**

A distraction is anything that takes your attention away from driving. Driver distractions may occur anytime and anywhere. Distracted driving can cause collisions, resulting in injury, death or property damage. Taking your eyes off the road or hands off the steering wheel presents obvious driving risks. Mental activities that take your mind away from driving are just as dangerous. Your eyes can gaze at objects but fail to see them because your mind is thinking of something else.

#### **Possible distractions that could occur inside a moving vehicle:**

- Using any electronic devices (i.e. cell phones, global positioning systems (GPS), DVD players, dashboard control panel, etc.)
- Adjusting radio, compact disc or climate controls
- Grooming (shaving, applying makeup, combing hair, etc.), eating, drinking or smoking
- Talking to passengers or attending to children or pets in the vehicle
- Reading maps or other literature
- Picking up something that fell

#### **Possible distractions that could occur outside a moving vehicle:**

- Outside traffic/vehicle (i.e. police pulling someone over, crash scene)
- Sunlight/sunset
- People/objects in roadway
- Road construction

- Reading billboards or other road advertisements

**There are things you can do to keep  
from getting distracted:**

- Avoid using cell phones. If you need to use your cell phone stop in a safe parking area.
- Avoid arguments and stressful or emotional conversations with passengers that may distract your attention from the road.
- Instead of eating while driving, leave a little early to allow yourself time to stop to eat.
- Be sure children are properly and safely buckled up and give them books, toys or games to occupy their time.
- Properly secure pets in a pet carrier or portable kennel before moving your vehicle.
- Adjust vehicle controls before you begin your trip, take advantage of normal stops to adjust controls or ask your passenger to adjust controls.
- Do not look at something in the distance. Those things are never more important than concentrating on your immediate path of travel.
- Review maps and plan your route before you begin driving. If you need to look at a map while driving stop in a safe parking area.
- Do not talk with friends in other vehicles or wear headphones to listen to music. These can be deadly when combined with driving.
- Stay focused, pay attention and expect the unexpected.
- You must maintain your attention to the driving task. You are completely and solely responsible for operating your vehicle in a safe manner. This includes the responsibility for controlling everything that occurs within the vehicle as well. If you are distracted and you experience a crash, the responsibility falls on you, not the distraction.

**Aggressive Driving**

Aggressive driving occurs when an individual intentionally commits an action or a moving traffic offense, which endangers other persons or property. When drivers are aggressive they lose control of their emotions and use their vehicle to harm others.

- Some behaviors typically associated with aggressive driving include: exceeding the posted speed limit, following too closely, erratic or unsafe lane changes, improperly signaling, failure to obey traffic control devices (stop signs, yield signs, traffic signals, railroad grade cross signals, etc.), rude gestures or language, threatening another driver with a weapon or chasing a vehicle to do harm. Do not talk with friends in other vehicles or wear headphones to listen to music. These can be deadly when combined with driving.
- To prevent yourself from becoming an aggressive driver relax and concentrate on driving. Be sure to drive the posted speed limit, be realistic about your travel time and be courteous and forgiving.

Drive away from the area, if possible and report serious aggressive driving.

## Alcohol, Other Drugs and Driving

Alcohol and other impairing drugs are involved in approximately 40% of all traffic crashes in which someone is killed each year. If you drink alcohol or use other impairing drugs and drive, even a little, your chances of being in a collision are much greater than if you did not drink any alcohol or use any other drugs.

### If you are under 21

If you are under the age of twenty-one (21) it is illegal to purchase, possess and drink alcoholic beverages. Alcohol and other impairing drugs affect a person's ability to perceive their surroundings, react to emergencies and skillfully operate a motor vehicle. For new drivers learning complex skills, the effects of alcohol and other impairing drugs is greater. All states have "Zero Tolerance" laws (no alcohol in the circulatory system) or similar laws for drivers under the age of 21.

## Effects of Alcohol and other Impairing Drugs

Alcohol and other drugs reduce the important skills you need to drive safely.

- **Judgment** – Judgment is a brain-centered activity that stores all of your experiences and knowledge so it can be used quickly when you face a new problem. Alcohol and other impairing drugs affect those areas of your brain that controls judgment. This is one reason why drinking alcohol and taking certain types of drugs is so dangerous.
- **Vision** – The most important sense you use in driving is vision. Alcohol and certain types of drugs can blur your vision, slow your ability to blur your vision, slow your ability to focus and cause double vision. Your vision helps you to determine how far away an object is and the object's relationship to your path of travel. Alcohol and other impairing drugs reduce the ability to judge distance, speed and the movement of other vehicles. With increasing impairment, you could drift across the centerline, wander from lane to lane, or even run off the roadway. Vision is impacted at .02 BAC for all drivers.
- **Color Distinction** – A lot of the information you receive on the roadway is from different colors such as traffic signs, signals and roadway markings. Alcohol and other impairing drugs reduce your ability to distinguish colors, which can be very dangerous.
- **Reaction Time** – Alcohol and other impairing drugs slows your ability to process information and respond to critical driving tasks. Alcohol and impairing drugs makes you drowsy and less alert to what is around you.

### Alcohol:

Never let a friend or relative drive if they have been drinking. **If a friend or relative has been drinking:**

- Take their keys away
- Arrange for a driver who has not been drinking
- Call a cab
- Have them stay overnight

There is no way to get all the alcohol or other drugs out of the circulatory system in order to become sober quickly. Coffee, fresh air, cold showers or eating will not help to remove the alcohol or other drug combination from the circulatory system. Time is the only medically-proven method to remove alcohol or other drug combinations from the circulatory system. It takes about an hour for the body to get rid of one normal drink from the circulatory system. Therefore, if someone has had four normal drinks, they should wait four hours or more before they drive. Keep in mind that sober means that no alcohol or other impairing drugs are in the circulatory system of the body.

The best advice is not to drive a vehicle of any kind if alcohol or other drugs are consumed. Impairment starts with the first drink. Even one drink of alcohol can affect a

person's ability to operate a motor vehicle. With one or more drinks in the bloodstream a person is visibly impaired and could be arrested for driving under the influence of alcohol or other drugs.

### **Alcohol and the Law**

If you are found to be over .08 blood alcohol concentration (BAC) you are in violation of the law. If you are arrested for drinking and driving, the penalties are severe. If you have a BAC of .08 or more, your driver's license and driving privileges may be suspended for 30 days and you may be subject to criminal penalties. In Kansas, if you are under (21), you can also be arrested for alcohol impairment at [.02%]. BAC is the percentage of alcohol in relation to the amount of blood in your body. Even under .08 you are still impaired. Under the law you can still be convicted for driving impaired.



An Alcohol Concentration test measures how much alcohol is in your system and is usually determined by a breath, blood or urine test. You are required to take a BAC test if asked by a police officer due to Kansas implied consent law (K.S.A. 8-1001). Kansas implied consent law is based on the principle that when you get your Driver's License you have implicitly consented to a lawfully requested test to determine the alcohol content of the blood, breath, urine or other bodily substance if suspected of impaired driving. You can lose your Driver's License for one year if you refuse to take a BAC test.

If you are found guilty of an alcohol violation and it is your first conviction, you may be fined from \$750 - \$1000 plus court costs. You could be sentenced to a minimum of 48 hours in jail or 100 hours of community service and your license will be suspended. You will also be required to drive with an ignition interlock device. For second and subsequent convictions, the penalties are much worse.]

### **Other Impairing Drugs and Driving:**

Besides alcohol, there are many other drugs that can affect your ability to drive safely. These drugs can have effects like those of alcohol, or even worse. This is true of many prescription drugs and even many of the drugs you can buy, over-the-counter, without a prescription.

#### ***Over-the-Counter Drugs***

Over-the-counter drugs taken for headaches, colds, hay fever or other allergies or those to calm nerves can make you drowsy and affect your driving. Pep pills, "uppers" and diet pills can make you feel nervous, dizzy, unable to concentrate, and they can affect your vision. Check the label on the product before you take an over-the-counter drug for warnings about its effect. If you are not sure if it is safe to take the drug and drive, ask your doctor or pharmacist about any side effects.

#### ***Prescription Drugs***

Some prescription drugs can impact your driving and can affect your reflexes, judgment, vision, and alertness in ways similar to alcohol. Prescription drugs, such as, antidepressants, pain reducers, sleep aids and sedatives will have an impact on driving safely. Check the label on the prescription and packaging before you take a drug for warnings about its effect. If you are not sure if it is safe to take the drug and drive, ask your doctor or pharmacist about any side effects.

#### ***Illegal Drugs***

It is against the law to purchase, possess and consume illegal drugs. Illegal drugs can impact your driving and can affect your reflexes, judgment, vision, and alertness in ways similar to alcohol. For example, studies have shown that people who use marijuana make more mistakes, have more trouble adjusting to glare and get arrested for traffic violations more than other drivers. If you are found guilty of a drug-related charge of driving under the influence and it is your first conviction, you may be fined \$750 - \$1000 plus court costs. You could be sentenced to a minimum of 48 hours in jail or 100 hours of community service and your license will be suspended. You may also be subject to other criminal penalties. For second and subsequent convictions, the penalties are much worse.

### **Alcohol and Other Impairing Drugs**

Never drink alcohol while you are taking other drugs. These drugs could multiply the effects of alcohol or have additional effects of their own. These effects not only reduce your ability to be a safe driver but could cause serious health problems, even death.

You cannot drink alcohol or use other impairing drugs and operate a vehicle safely, even if you are an experienced driver. You should never drink alcohol or use other impairing drugs and drive. It is not only unsafe and irresponsible, it is also illegal.

### **Health:**

**Driving is a complex skill. Many health problems** – a bad cold, infection or virus can affect your driving. Even little problems like a stiff neck, a cough or a sore leg can affect your driving. If you are not feeling well and need to go somewhere, let someone else drive.

There are many health conditions that can affect your driving. Many over-the-counter and prescription medications can affect your driving. Check with your doctor if you feel you may have a condition that could prevent you from driving safely.

### **Emotions**

Emotions can have a great effect on your driving safely. They can interfere with your ability to think, can create mental distractions, increase risk taking, create a lack of attention, and can interrupt the ability to process information. You may not be able to drive well if you are overly worried, excited, afraid, angry or depressed.

#### **There are ways of dealing with your emotions:**

- If you are angry or excited, give yourself time to cool off. If necessary take a short walk or nap, but stay off of the road until you have calmed down.
- If you are worried, down or are upset about something, try to keep your mind on your driving. Some drivers find that listening to the radio helps, as long as it is not distracting from safe driving.
- If you are impatient, give yourself extra time for your driving trip. Leave a few minutes early. If you have plenty of time, you may tend not to speed or do other things that can get you a traffic ticket or cause a crash. For example, do not drive faster than the flow of traffic. Darting in and around other traffic can be fatal.
- Have someone else drive.

### Test Your Knowledge

Select the alternative (a, b or c) that best answers the question.

1. To prevent a fatigue-related crash while driving:
  - a. Continue driving so you will reach your destination sooner
  - b. Drive late at night when there are not as many users on the roadway
  - c. Find a safe parking area to take a 15 to 20-minute nap
  
2. If you are driving and you need to use your cell phone it is best to:
  - a. Carefully use your cell phone, but do not talk for a long time
  - b. Stop in a safe parking area and then make the call
  - c. Use a hands-free device so you can keep both hands on the steering wheel
  
3. To prevent yourself from becoming an aggressive driver:
  - a. Relax and concentrate on driving
  - b. Drive above the posted speed limit
  - c. Tailgate the driver in front of you
  
4. If you are over \_\_\_\_\_ blood alcohol concentration (BAC), you are in violation of the law.
  - a. .08
  - b. .10
  - c. .04

These questions may be on the test. If you cannot answer all of them, **re-read Section 3:**

**1) c , 2) b , 3) a , 4) a**



## SECTION 6

### Rules of the Road

#### This Section Covers

- Right-of-Way
- Traffic Control Devices
- Traffic Signals
- Traffic Signs
- Pavement Markings
- Other Lane Controls
- General Rules
- Rules for School Buses
- Parking

There are rules of the road that say where, when, who what and how you can drive. Rules of the road are designed to keep traffic moving safely and include right-of-ways, traffic control devices and parking rules.

#### Right-Of-Way

Where vehicles or pedestrians are likely to meet one another and there are no signs or signals to regulate traffic flow, there are rules on who must yield the right-of-way. These rules tell who must wait in different traffic situations.

The law says who must yield the right-of-way to another roadway user; **it does not give anyone the right-of-way**. You must do everything possible you can to prevent striking a pedestrian, property or another vehicle, regardless of the circumstances. You only gain the right-of-way when another roadway user gives you the right-of-way.

#### The following right-of-way rules apply at intersections:

- You must yield to pedestrians at all times. Even if they are jaywalking or crossing the street where they should not be, you must stop for them.
- When crossing a sidewalk to enter or exit a driveway, alley or parking lot you must yield to pedestrians. It is illegal to drive on a sidewalk except to cross it, such as at a driveway.
- Pedestrians using a guide dog or carrying a white cane must be given the right-of-way at all times. Do not use your horn as it could confuse or frighten the visually impaired pedestrian or guide dog.
- When turning left you must yield to oncoming vehicles going straight ahead or turning right.
- At an uncontrolled intersection, such as in a residential area, where there is no stop sign, yield sign or traffic signal, you must yield to vehicles in the intersection and those coming from the right.
- At a 4-way stop, the driver reaching the intersection first should be given the right-of-way by other drivers approaching the 4-way stop. If more than one vehicle arrives at the same time, the vehicle on the right goes first.



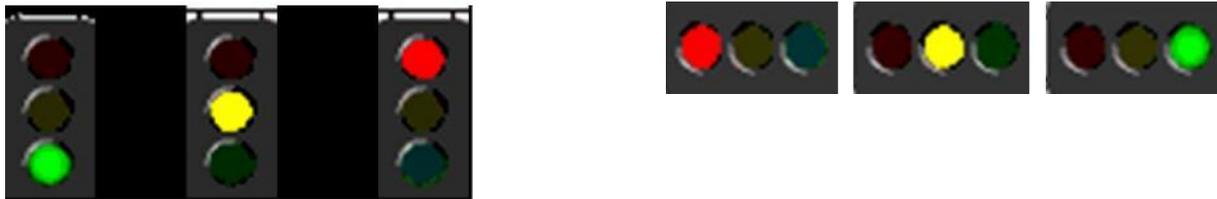
- When entering a road from a driveway, alley or roadside you must yield to vehicles already on the main road.
- You may not enter an intersection unless you can get through it without blocking traffic flow. Before entering you should wait until traffic ahead clears so that you are not blocking the intersection.

### Traffic Control Devices

Traffic control devices include traffic signals, signs and pavement markings. Traffic control also can be provided by law enforcement, highway personnel or school crossing guards. You must obey directions from these persons.

### Traffic Signals

Traffic signals are lights that tell you when or where you should stop and go. Traffic lights are usually at intersections and are red, yellow and green from top to bottom, when on the same signal. There are some intersections and other locations where there are single green, yellow or red lights. In some metropolitan areas, traffic lights are horizontal, instead of vertical, where the red light is on the left, the yellow light is in the middle and the green light is on the right.



**Steady GREEN Traffic Light** – This means you can go through the intersection if it is clear to do so. You must yield to emergency vehicles and other roadway users as required by law. If you are stopped at the intersection and the light turns green, you must allow crossing traffic to clear the intersection before you go ahead. Turning left at a steady green traffic light means you may turn but only when the intersection is clear to do so. You should always yield to the oncoming traffic flow and pedestrians.

**GREEN Arrow** – This means you can safely turn in the direction of the arrow, if the intersection is clear of other roadway users. When the arrow is green, oncoming or crossing traffic should yield to your turning action, but be careful of others making a right turn on red from the other side of the intersection. Be alert for signs that prohibit turns at intersections. When turning at intersections, always watch for pedestrians crossing in front or from the side of your vehicle.

**Steady YELLOW Traffic Light** – This means the traffic light is about to change to red. You should slow down and come to a complete stop, if traffic flow to the rear allows. If you are already in the intersection when the yellow light comes on, you may continue safely through the intersection.

**Flashing YELLOW Traffic Light** – This means slow down and proceed with caution. You should be prepared to stop for any traffic flow that may be entering the intersection.

**YELLOW Arrow** – This means that the green arrow is ending; you should prepare to stop and yield the right-of-way to oncoming traffic or pedestrians.

**Steady RED Traffic Light** – This means stop prior to entering the intersection. You must wait behind the stop line, crosswalk, or intersection until the traffic light turns green. In some locations, there may be a small, very bright blinking light in the middle of the red light. This device is to alert you of the red light and that you must stop. When turning right at an intersection, if there is no sign prohibiting a right turn on a red light, you may turn after stopping and checking for traffic and pedestrians. Some left turns may be permitted on red when moving from a one-way street onto another one-way street or from a two-way street onto a one-way street. You must check for traffic and pedestrians crossing in front or to the side of your vehicle when turning left on red, where permitted.

**Flashing RED Traffic Light** – This means you must stop behind a stop line, crosswalk, or intersection before entering and use the same procedure as you would at a stop sign, by coming to a complete stop, looking both ways before entering the intersection and yielding right-of-way.

**RED Arrow** – This means you must stop and you may not go in the direction of the arrow until the green arrow or light returns on the signal.

**Traffic Signs**

Traffic signs tell you about traffic rules, hazards, roadway location, roadway directions and the location of roadway services. The shape, color, symbols, and words of these signs give clues to the type of information they provide.

**Warning Signs** - These signs tell a driver of possible danger that might be ahead, such as warning you to slow down and be prepared to stop if necessary, or a hazard or special situation on the roadway that is ahead. These signs are usually yellow with black lettering or symbols and are diamond shaped. Some warning signs may be fluorescent yellow, such as school zones, school crossing and pedestrian crossing. Some common warning signs are shown.





School Crossing



School



Pedestrians Crossing Ahead



Pedestrian Crossing



Slippery When Wet



Narrow Bridge or Underpass



Sharp Curve Ahead



Share the Road with Bicycles



Bicycle Crossing



Deer Crossing



Emergency Vehicle Crossing



Uneven Grade Crossing



Traffic Signal Ahead



Yield Sign Ahead



Stop Sign Ahead



No Passing Zone



Advisory Speed Around Curve



Advisory Speed for Ramp



Advisory Speed for Exit



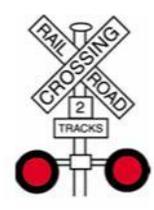
Low Clearance

**Railroad Crossing Warning Signs** - Many railroad crossings have signs or signals to caution you about highway-railroad grade crossings. Some common railroad crossing warning signs and signals are shown below.

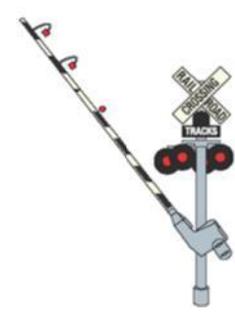
- A round yellow warning sign with an "X" symbol and black "RR" letters is placed along the road prior to a highway-railroad grade crossing. The sign cautions you to slow down, look and listen for a train or railroad vehicle and be prepared to stop if a train is approaching.
- A white, X-shaped sign with "Railroad Crossing" printed on it is located at the highway-railroad grade crossing. You must wait for a train or railroad vehicle that is approaching the intersection. Your vehicle must remain behind the stop line or prior to the intersection until the intersection is clear.



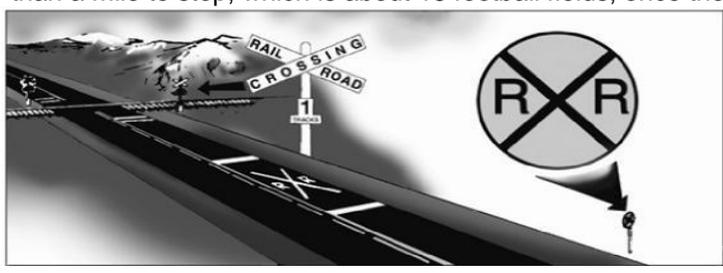
- At highway-railroad grade crossings with more than one train track, the number of tracks will be posted. These signs warn you that there is more than one track and there may be more than one train crossing. Not all highway-railroad grade crossings with more than one train track will have these signs so it is important to check for more than one track, train, or railroad vehicle at each highway-rail grade crossings with more than one train track will have these signs so it is important to check for more than one track, train, or railroad vehicle at each highway-railroad grade crossing.



- At some highway-railroad grade crossings, in addition to the signs, you may see side-by-side lights that will flash alternately. When a train is approaching and lights are flashing you must stop prior to the stop line or gate crossing area. At some highway-railroad grade crossings a crossing gate will lower when a train is coming. You may not move around the gate until the gate is lifted or the lights have stopped. Some highway-railroad grade crossings also have a bell or a horn that will sound. You should not cross until the bell or horn has stopped.



Trains do not always have a set schedule so always expect a train at every highway-railroad grade crossing, even if you have never seen one at that crossing before. Trains cannot stop quickly due to the huge weight and size of the train and the speed of the train. A 100-car freight train traveling at 55 mph will need more than a mile to stop, which is about 18 football fields, once the train is set into emergency braking.



When you need to cross railroad tracks, look both ways and cross the tracks quickly, without stopping. If a train is crossing the highway, you must wait to cross a highway-railroad grade crossing until the train is well down the track or railroad devices, such as lights and gates indicate it is safe to cross. If you are approaching railroad tracks and you need to stop for traffic or a signal, stop at the stop line, prior to the railroad tracks. Never permit traffic conditions to trap you in a position where you have to stop on the tracks. Only proceed through a highway-railroad grade crossing if you are sure you can completely clear the crossing without stopping on the tracks. You must always yield the right-of-way to trains and railroad vehicles at highway-railroad grade crossings

It is wise not to shift gears when crossing railroad tracks, just in case you might stall. If you do stall your vehicle when crossing railroad tracks get everyone out of the vehicle and far away from the tracks, run in the direction from which the train is approaching. If you run in the same direction the train is traveling, when the train hits your vehicle you could be injured by flying debris. Call your local law enforcement agency for assistance. Remember trains are large, heavy and are moving faster than they look.

- **Emergency Notification Systems (ENS):** The **Blue Emergency Notification System (ENS)** sign is at every highway-rail grade crossing, and provides the public with a 24/7/365 telephone number to call to report problems or emergencies at these railroad locations. ENS signs may be located either on the black and white cross buck or near the actual crossing. Information provided on the ENS sign is a toll-free dispatch number for each railroad, and directly below the dispatch number is a Department of Transportation number that identifies the exact location of the crossing in question. When called the emergency contact number is answered by railroad dispatchers. The information contained on the ENS sign enables the public to notify the railroad dispatcher responsible for the crossing and to identify the specific crossing in the event of an emergency. Because railroad dispatchers are the first line of defense when attempting to stop all train traffic at the crossing during an emergency, it is important that they are immediately notified of any unsafe conditions. See **Figure 6.1**

**By following the information on the sign, the public can report unsafe conditions such as:**

1. Malfunctions of warning signals, crossing gates and other safety devices at the crossings;
2. Disabled cars, trucks or other vehicles blocking the railroad tracks at the crossings;
3. The presence of trespassers on the tracks or along the right of way at the crossing; and
4. Any other information relating to an unsafe condition at the crossing.

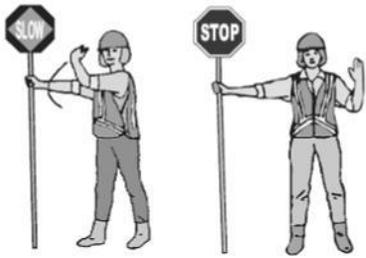


**Figure 6.1**

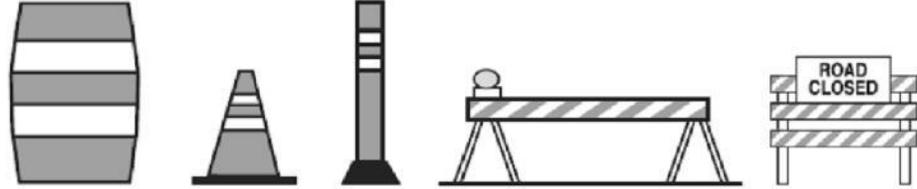
**Work Zone Signs** - These construction, maintenance or emergency operation signs alert you to work zones ahead and warn you that people are working on or near the roadway. They are generally diamond or rectangular shaped and orange with black letters or symbols. These warnings include workers ahead, reduced speed, detours, slow moving construction equipment and poor or suddenly changing road surfaces.



In work zones, traffic may be controlled by a person with a sign or flag to tell you which direction to travel, to slow down or stop. You must follow their instructions.



Barriers, such as drums, cones and tubes (panels) are used to keep traffic out of hazardous work zones. Along with signs and road markings, they guide you safely through the work zone. Barriers may be used to keep drivers from entering closed roads or other areas where it is dangerous to drive. Temporary traffic signals may be used in work zones. You may see a warning sign showing a symbol of a traffic signal. Stop at the white line, if present.



**Barrel Cone      Tube      Barrier      Road Closed**

Give construction workers a "brake." Reduce your speed in work zones and be prepared to stop suddenly. Do not tailgate in work zones. [Fines for speeding in a work zone are doubled.]

**Regulatory Signs** – These signs tell you about specific laws that you must obey, such as rules for traffic direction, lane use, turning, speed, parking and other special situations. These signs are square, rectangular, or have a special shape and are white with black, red or green letters or symbols.

Some regulatory signs have a red circle with a red slash over a symbol. These signs prohibit certain actions.



**No Left Turn      No Right Turn      No U-Turn**

Common types of regulatory signs are:



**Speed Limit Signs** - These black and white signs indicate the maximum legal speed allowed or the minimum legal speed required. The maximum limit should be driven only in ideal driving conditions and you must reduce your speed when weather or traffic conditions require it. For example, you should reduce your speed when the roadway is slippery, during rain, snow, icy conditions, foggy conditions, and anytime it is difficult to see the roadway clearly. Some high-speed roads have minimum speed limits and you are legally required to travel at least this fast so as not to be a hazard to other drivers.



**School Speed Limit When Flashing Sign** – This sign is posted before a school to indicate a reduced speed limit in a school zone. The speed limit is required only when flashing; otherwise obey the roadways speed limit.

**Lane Use Control Signs** - These black and white signs tell you where you can go, where you can turn and often use an arrow symbol. These signs can be located on the side of the road or hanging over the lane of travel. Sometimes arrows may be painted on the road as a supplement to the signs.



Straight



Left Turn Only



Right Turn Only



Straight or Turn Right



**Stop Sign** - A stop sign has eight sides and is red with white letters. You must stop behind the stop line or crosswalk, if one is present. Look for crossing vehicles and pedestrians in all directions and yield the right-of-way. When it is safe to do so, you may enter the intersection. A 4-WAY sign may be added to the stop sign at intersections where all approaching traffic has a stop sign. You may also see 3-WAY, 5-WAY or ALL-WAY signs.



**Yield Sign** - A yield sign is a red and white downward pointing triangle with red letters. It means you must slow down and allow traffic that has the right-of-way to cross before entering.



**Shared Center Lane Left Turn Only** – This sign tells you where a lane is reserved for the use of left turning vehicles from either direction and is not to be used for through traffic or passing other vehicles.



**No Turn on Red** – When you see this sign posted, it means that you may not turn right or left during the red light. You must wait for the traffic signal to turn green before turning.



**Stop Here on Red** – This sign tells you where you must stop if the traffic light is red. If there is not a NO TURN ON RED sign at the traffic light, after stopping at the stop line and checking for traffic and pedestrians, you may turn right on red.



**Do Not Block Intersection** – This sign tells you not to stop, stand or park at any time in the intersection. You must not enter an intersection if traffic conditions do not permit you to clear the intersection completely. You must not block traffic entering into the intersection from any other direction.



**Left Turn Yield on Green** – This sign tells you that a left turn is permitted, but you must yield to oncoming traffic.



**One-Way Street** – These signs tell you that traffic flows only in the direction of the arrow. Do not turn in the opposite direction of the arrow. Never drive the wrong way on a one-way street.



**Do Not Pass** – This sign tells you where you cannot pass another vehicle. Passing areas are based on how far you can see ahead. They consider unseen hazards such as hills and curves, intersections, driveways and other places a vehicle or pedestrian may enter the roadway.



**Pass With Care** – This sign tells you that you are at the end of a no passing zone. You may pass only when it is safe to do so.



**Keep Right** – These signs indicate when traffic must stay to the right of a roadway feature or obstruction, such as an upcoming median, island or lane divider.



**Slower Traffic Keep Right** – This sign is posted on a multilane highway for those driving slower than the normal speed of traffic. It tells the slow driver to stay in the right lane.



**Do Not Enter** – A square sign with a white horizontal line inside a red circle means you cannot enter. This sign is visible at roadway openings that you may not enter such as exit ramps where you would be going in the wrong direction, in crossovers on divided roadways and at numerous locations on one-way streets.



**Wrong Way** – This sign tells you that your vehicle is moving in the wrong direction. You will see this sign on expressway ramps a short distance past the DO NOT ENTER sign. You also will see this sign if you turn the wrong way onto a one-way street, alley or driveway.

**Guide Signs** – These signs are square and rectangular and are green, brown, or blue. They give information on intersecting roads, help direct you to cities and towns, and show points of interest along the highway. Guide signs can also help you find hospitals, service stations, restaurants and hotels.

**Common types of guide signs are:**

- **Destination Signs** - These green or brown signs are square or rectangular shaped with white lettering or symbols. They show direction and distance to various locations such as cities, airports, state and county lines, or to special areas such as national parks, historical areas, or museums. If the word “Exit” is written on the left side of an exit sign, the exit lane or ramp is to the left and if the word “Exit” is written on the right side of an exit sign, the exit lane or ramp is to the right.



- **Service Signs** - These blue signs are square or rectangular shaped with white lettering or symbols. They show the location of various services such as rest areas, gas stations, hotels or hospitals.



Hospital



Food



Lodging



Telephone



Fuel

**Route Number Signs** - The shape and color of route number signs indicate the type of roadway: interstate, U.S., state, city, county, or local road. When planning a trip, use a road map to determine the route. During the trip, follow the route signs to prevent you from getting lost in an unfamiliar area.



Interstate Route



U.S. Route



State Route

**Incident Signs** - These signs are temporary and let you know when you should be prepared to stop or when roadways are closed or detoured due to a road user incident, natural disaster, hazardous material spill, or other unplanned incident. These signs are fluorescent pink with black lettering.

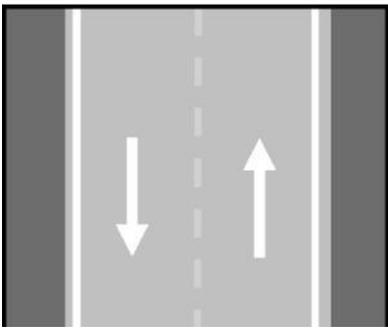


**Pavement Markings:**

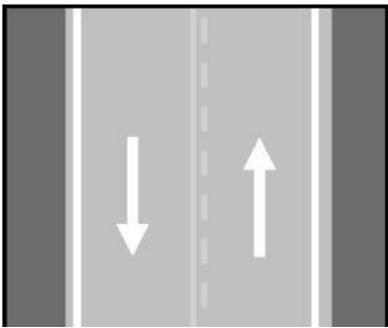
Pavement markings are lines, arrows, words or symbols painted on the roadway to give you directions or warnings. They are used to divide lanes, tell you when you may pass other vehicles or change lanes, which lanes to use for turns, define pedestrian walkways and where you must stop for signs or traffic signals.

**Yellow Lane Markings:**

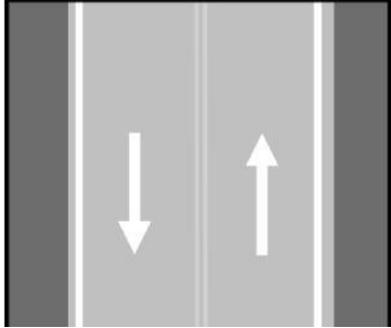
Lines separating traffic moving in opposite directions are yellow. Dashed yellow lines between opposing lanes of traffic mean that you may pass if a safe gap in traffic is available. Some passing zones have signs that tell you where passing is permitted and not permitted by law. Where there is both a solid and a dashed yellow line between opposing lanes of traffic you should not pass if the solid yellow line is on your side. If the dashed line is on your side, you may pass if a safe gap in traffic is available. When you are permitted to pass, you may do so only if the lane entered is clear of traffic flow. Be aware of road conditions and other vehicles. Pass only when necessary. Two solid yellow lines between lanes of traffic means neither side may pass. You may cross a solid yellow line to turn when gaps in traffic flow exist.



direction roadway,  
passing permitted



Two direction roadway,  
passing permitted when  
dashed line is on your side

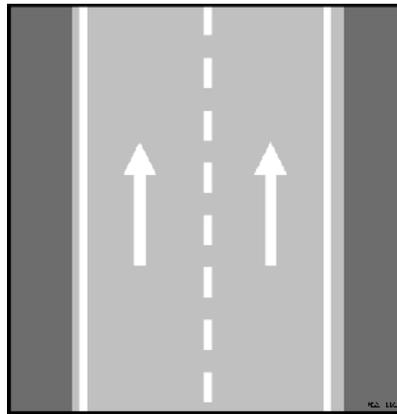


Two direction roadway,  
passing prohibited in both  
directions

Two

**White Lane Markings:**

Multiple lanes of travel in the same direction are separated by white lane markings. A dashed white line between lanes of traffic means that you may cross it to change lanes if a safe gap in traffic is available. A solid white line between lanes of traffic means that you must stay within the lane unless a special situation requires a lane change. They also mark the right edge of the roadway and parking spaces. Solid white lines designate turn lanes and prevent lane changes near intersections. White arrows on the roadway indicate which way traffic is flowing and can also indicate which turns may be made from which lanes.

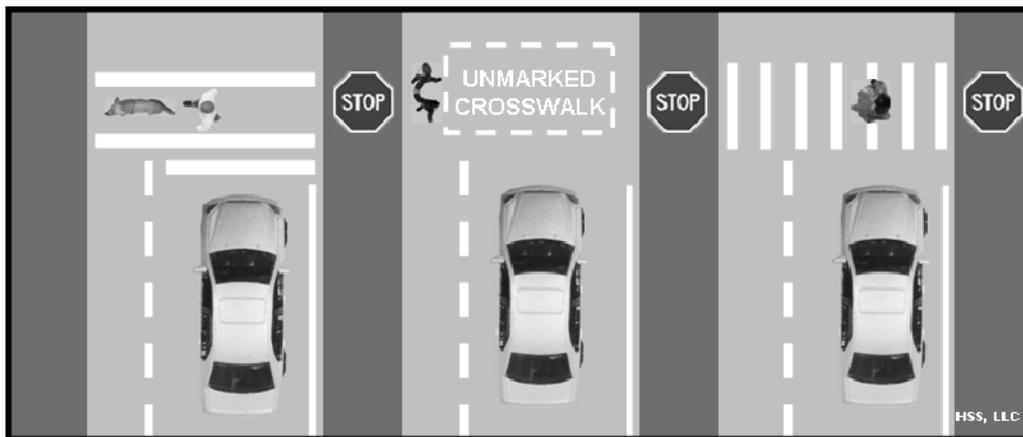


One direction roadway,  
passing permitted

### **Crosswalks and Stop Lines:**

When required to stop because of a sign or signal, you must stop behind the stop line, crosswalk, or behind the stop sign or signal. Crosswalks define the area where pedestrians may cross the roadway. You must yield to pedestrians entering or in a crosswalk. Not all crosswalks are marked. Be alert for pedestrians when crossing intersections. If crosswalks are not apparent, then you must stop prior to entering the intersection. If there is a stop line before the crosswalk, the stop line must be obeyed first. If you are leaving a driveway, alley or building area, such as a gas station, store or restaurant it is required that you stop just as you would if there was a stop sign. You should stop behind the sidewalk, and you must yield the right-of-way to all pedestrians and traffic.

The following are some of the most common types of crosswalk markings. Be aware that there are others.

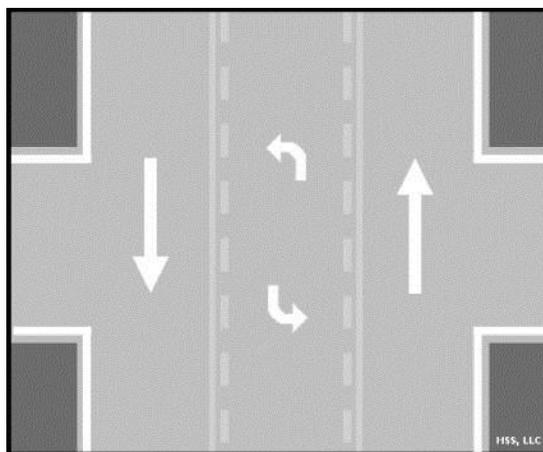


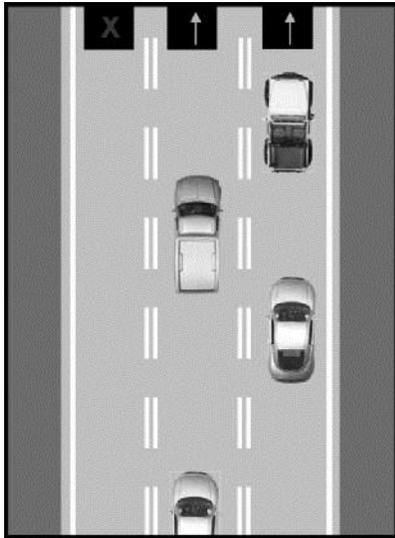
### **Other Lane Controls**

#### **Shared Center Left Turn Lane:**

On many streets where it is difficult to make a left turn safely, there is a shared left turn lane located in the middle of the roadway. The solid yellow centerline means you cannot use the center lane for passing. The broken yellow centerlines show that vehicles traveling in either direction may use the center lane only to make left turns. When using a shared left turn lane do not move into the lane too soon. The longer you stay in the lane, the more likely you will meet someone coming in the opposite direction. Watch for vehicles pulling out of entrances and side streets and do not use a shared left turn lane for anything but turning left.

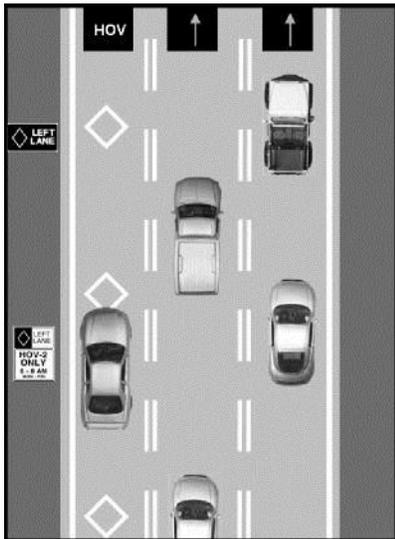
When using a shared center left turn lane you must check for vehicles ahead, check mirrors, signal left and check your left blind spot by looking over your shoulder. Steer smoothly into the shared center left turn lane and choose an appropriate gap in oncoming traffic to make the left turn.





### **Reversible Lanes:**

In some areas, a shared center lane becomes a “reversible lane” during rush hours. The lanes may have double dashed yellow lines to either side. Signals above the lanes designate traffic flow in reversible lanes. Some travel lanes are designed to carry traffic in one direction at certain times and in the opposite direction at other times. Before entering the lane, check to see which lanes can be used at that time. A green arrow means you can use the lane beneath it; a red “X” means the lane is not available. A flashing yellow “X” means the lane is for turning only. A steady yellow “X” means that the use of the lane is changing and you should move out of it as soon as it is safe to do so. Be careful when using reversible lanes. Drivers traveling in the other direction could enter your lane by mistake. Keep alert.



### **Reserved Lanes:**

On various roadways, one or more lanes may be reserved for special vehicles. Reserved lanes are marked by special lane marking signs stating that the lane is reserved for special use and often have a white diamond posted at the side of the road or painted on the road surface.

- “Transit” or “bus” means the lane is for bus use only.
- “Bicycle” means the lane is reserved for bicyclists.
- HOV signs or markings mean “High Occupancy Vehicles” and indicate lanes reserved for vehicles with two or more people in them. Signs may indicate how many people must be in the vehicle, as well as the days and hours, which apply to the lane use. For example, “HOV 3” means there must be at least three people in the vehicle to use that lane.

### General Rules:

When there are no signs or markings to control the use of lanes, there are rules that indicate which lane is to be used. These rules cover general driving, passing and turning.

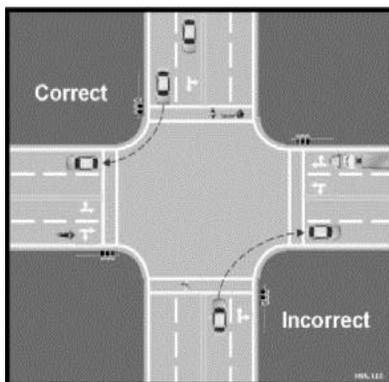
**General Driving** – It is illegal and unsafe to back a vehicle in any travel lane except to parallel park. Drivers do not expect a vehicle to be backing towards them and may not realize it until it is too late. If you miss a turn or exit do not back up. A driver should go on to where it is safe to turn around. Do not stop in travel lanes or on the shoulder for any reason (confusion, breakdown, letting out a passenger). You should keep moving until you can safely pull off the road in a parking area.

When driving on a road with two or more lanes traveling in the same direction, stay in the right lane, except to pass. On a road with three or more lanes traveling in the same direction, use the center travel lane, especially when there is a lot of traffic entering or exiting the traffic flow.

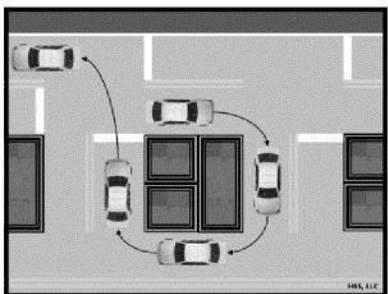
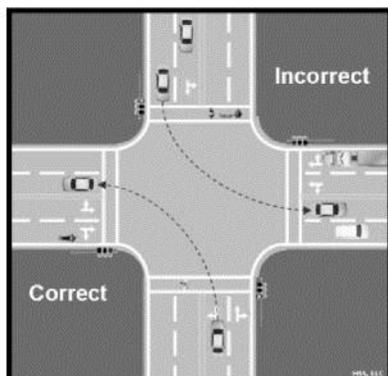
Unless told to do so by law enforcement officials or allowed by [local regulations], never drive on the shoulder of the road.

**Passing** - On multi-lane roads, the left-most lane is intended to be used for passing slower vehicles. When passing on the right, the other driver may have difficulty seeing you and might suddenly change lanes. Never pass on the shoulder, whether it is paved or not. Other drivers may pull off the road without looking for your vehicle.

**Turning** – When approaching an intersection, search all corners for traffic controls, pedestrians, other vehicles, etc. and signal your intentions. Where there are no signs or lane markings to control turning, enter and maintain proper position in the lane that is closest to the direction you want to go. Recheck traffic in all directions. Look through the turn to the farthest point possible along the intended path. Turn the steering wheel smoothly as needed. As a safety precaution, turn into the closest lane to you that is going in the direction you want to go. This way, you will cross the fewest lanes of traffic. Accelerate smoothly to appropriate speed, make sure turn signal is cancelled and check traffic to the rear. If you are not already in the right lane after turning, change lanes to the right, when it is safe to do so and maintain lane position.



- **Right turns** - On right turns, avoid swinging wide to the left before making the turn. When moving into the other lane, the driver behind you may think you are changing lanes or going to turn left and may try to pass you on the right. Always turn right from the right-most lane or when lane markings indicate multiple lanes can be used for a right turn at the same time.

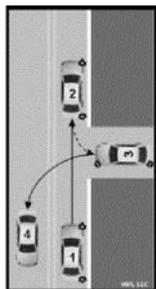


- **Left turns** – When making a left turn and the light turns green, pull into the intersection to be ready to turn. Avoid cutting the corner so sharply that your vehicle is in front of someone approaching from the left. However, be sure to leave room for oncoming vehicles to turn left in front of your vehicle. Always turn left from the left-most lane or when lane markings indicate multiple lanes can be used for a left turn at the same time.

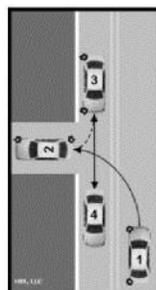
- **Multiple lanes turning** – At least one block before turning, identify and enter the lane from which you will turn. Check mirrors for following traffic and check blind spots by looking over your shoulder. Signal and when safe to do so enter appropriate lane. When the green signal appears and it is safe, steer into the lane corresponding to the one from which the turn was made. Maintain lane position and accelerate smoothly to appropriate speed.

- **Turnabouts**– There may be times when you find yourself headed in the incorrect direction; for example, if you need to park on the other side of the roadway or you are lost and need to turn around. The safest way to change direction is to turn right and go around the block. This avoids most left turns across traffic. If you are on the interstate system, go to the next exit and turn around. It is illegal to cross the median strip or to use the crossover areas reserved for emergency vehicles.

**Two-point Turnabout** – In this type of turn a street, alley or driveway is used to reverse the direction you are traveling when it is not practical or possible to drive around a block. Backing onto a street can be dangerous, even when exiting a driveway in a low traffic or in a residential neighborhood. The safest way to perform a two-point turnabout is to back the vehicle into the driveway. This allows you to see traffic better when leaving the driveway. Although backing into a driveway is safer, this type of turn should only be used on a two-lane roadway.



- **Reverse Two-Point Turnabout** – To perform a reverse two point turnabout signal your intention to turn right, stop and check traffic to the sides and rear of the vehicle. Move back until the rear bumper of the vehicle reaches the near edge of the driveway. While backing slowly, steer rapidly all the way to the right. As the vehicle centers in the driveway, straighten the wheels and stop. Shift to drive and check in both directions, if clear, signal and turn left into the proper lane and accelerate as appropriate.



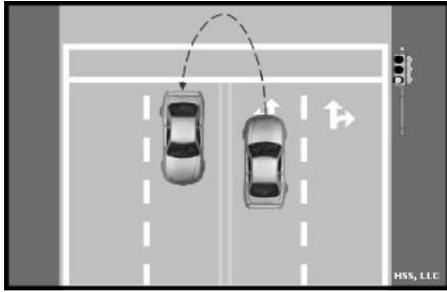
- **Forward Two-Point Turnabout** – To perform a forward two-point turnabout check your mirrors and signal your intention to turn left. Move close to the center of the road and turn into the driveway or alley as near as possible to the right side. Stop as the rear of the vehicle clears the curb or edge of the driveway. Check in all directions for traffic, signal a right turn and shift to reverse. When the path is clear, move slowly back while turning the steering wheel quickly all the way to the right. As the vehicle centers in the nearest lane, straighten wheels, stop, shift to drive, cancel right signal and move forward.

**Three-Point Turnabout** – This is the most difficult and dangerous way to perform a turnabout. Use it only when the road or street is too narrow to make a U-turn and you cannot go around the block. This type of turn should only be used on a two-lane roadway.

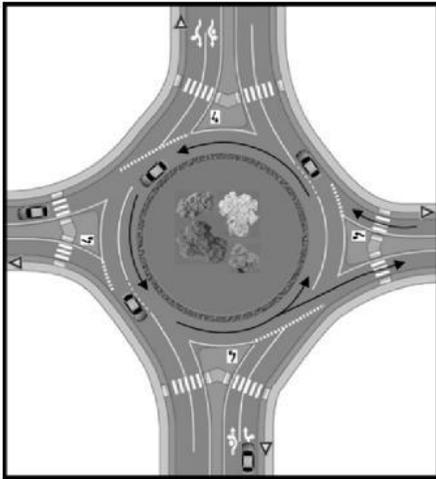
**To perform a three-point turnabout:**

- Check the mirrors and activate your right turn signal to communicate your intention to pull off to the right side of the road. Stop on the right side of the road.
- Activate your left turn signal, check traffic and check blind spot by looking over your left shoulder. When traffic is clear, turn hard left to the other side of the road and stop once you have reached the other side.
- Place the vehicle in reverse, check traffic and check blind spots to both sides by looking over your shoulder. When traffic is clear, turn hard right to the other side of the road and stop.
- Place the vehicle in drive, activate the left turn signal, and check traffic and blind spots. When traffic is clear, turn hard left and drive forward into the right lane of traffic heading in the new direction. Check traffic and make sure your turn signal has cancelled. Continue driving straight in the new direction of travel.





**U-Turns** – These turns require wide streets or vehicles that can turn in a very small area. U-turns are not legal in all places, so watch out for signs that prohibit them. If you must make a U-turn, move as far to the right as you can. Wait for a large gap in the traffic in both directions then turn the wheel left sharply, ending up in the opposite lane, and adjust your speed to match the traffic flow. Watch for other vehicles turning right into your intended path



**Roundabouts and Traffic Circles** – These are found in some areas to help ensure safe passage of traffic through an intersection without necessarily stopping the flow of traffic. A roundabout or traffic circle is a circular intersection with design features that promote safe and efficient traffic flow. Vehicles travel counterclockwise around a raised center island, with entering traffic yielding the right-of-way to circulating traffic. When entering the roundabout or traffic circle you must negotiate a sharp curve. Slow your speed to about 15 to 20 mph. Once in the roundabout, proceed to the appropriate exit, following the guidance provided by traffic signs and pavement markings. If there is more than one lane going in the same direction, make sure you know where you want to go and are in the proper lane before entering and do not change lanes or pass any vehicles.

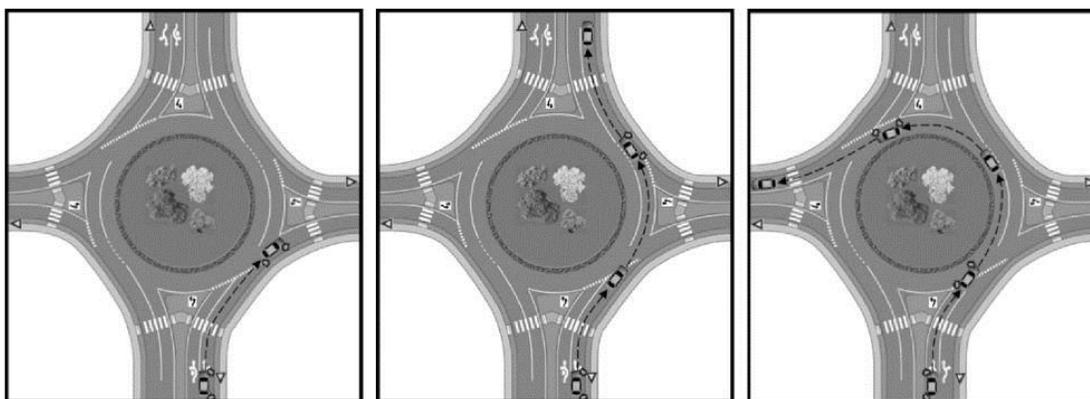
**When using roundabouts or traffic circles:**



- Slow down as you approach the circle. A sign, like the one shown, warns of a roundabout or traffic circle.
- Yield to any traffic in the circle. If another vehicle arrives at the traffic circle at the same time as you do, yield to the vehicle if it is on your right. Also, yield to pedestrians and bicyclists in the traffic circle or roundabout.
- Enter a traffic circle to the right, but steer to the left (in a counterclockwise direction).

**Be courteous and signal your intentions as you approach and drive through a traffic circle or roundabout:**

- If you intend to turn right, signal “right” while approaching and until you have exited the traffic circle or roundabout.
- If you are going straight through, no signal is needed while approaching. However, signal “right” before the exit you want to take.
- If you intend to turn left, signal “left” on the approach to the traffic circle or roundabout. Once you have traveled three quarters of the way around the traffic circle or roundabout, signal “right” to take the exit.

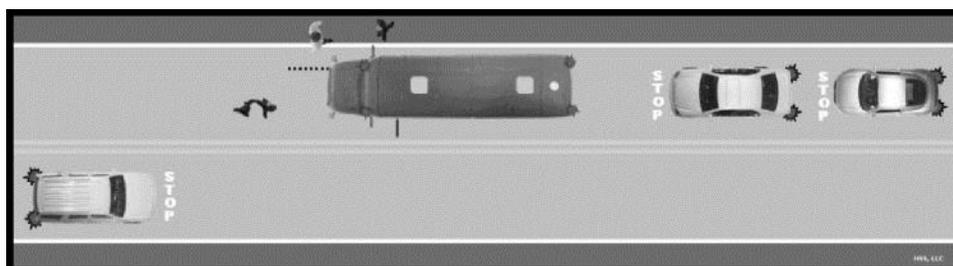


- Do not drive alongside large vehicles, such as trucks and buses in a traffic circle or roundabout. This sign above warns to keep away from large vehicles in a traffic circle or roundabout.

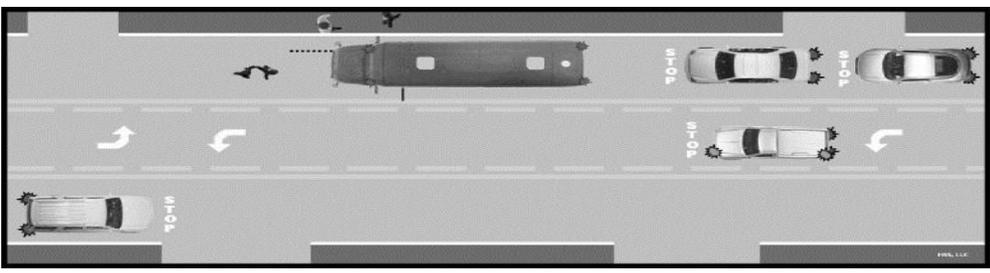
**Rules for School Buses**

You must stop for a school bus that is stopped with its red lights flashing and/or stop arm extended. After the school bus red lights have stopped flashing and the stop arm is no longer visible, watch for children along the side of the road and do not proceed until it is safe, after they have completely left the roadway.

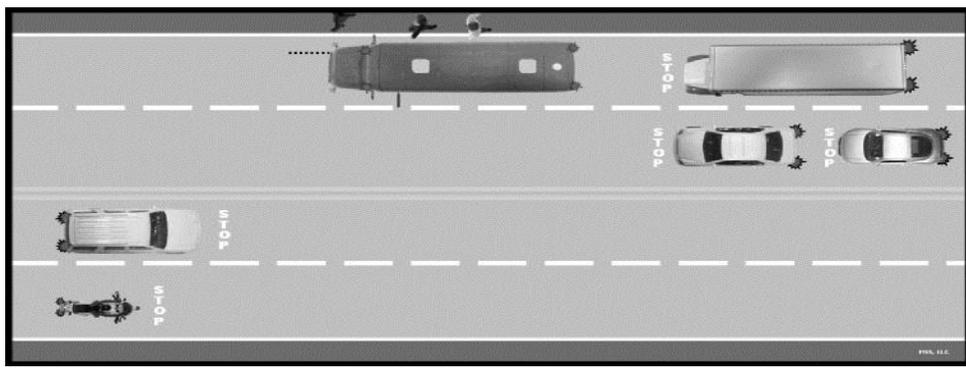
- You must stop for a school bus when there are two solid yellow lines between lanes of traffic whether the school bus is on your side of the road or on the opposite side of the road.



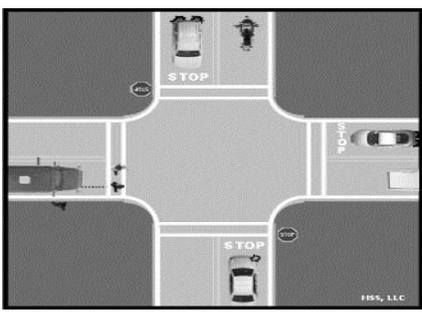
- You must stop for a school bus when there is a center turning lane between the roadways, whether the school bus is on your side of the road or on the opposite side of the road.



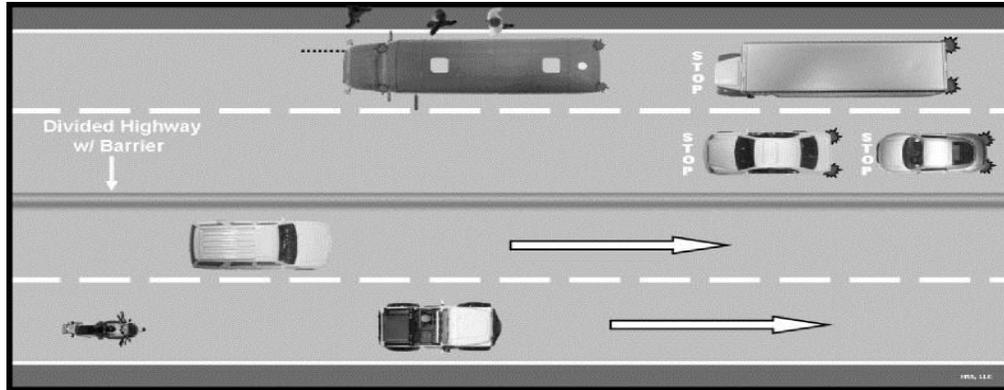
- You must stop for a school bus when you are on a multi-lane highway, whether the school bus is on your side of the road or on the opposite side of the road.



- You must stop for a school bus when you are at an intersection, whether the school bus is on your side of the road or on the opposite side of the road.



- You are not required to stop if the bus is traveling towards you and the roadway is separated by a median or other physical barrier.



### **Parking:**

You are responsible for making sure that your vehicle is not a hazard when it is parked. A parked vehicle must be in a place that is (1) far enough from any travel lane to avoid interfering with traffic and (2) visible to vehicles approaching from either direction.

- Always park in a designated area as required.
- When parking along the roadway, park your vehicle as far away from traffic as possible. If there is a curb, park as close to it as possible.

### **Securing and Entering the Vehicle:**

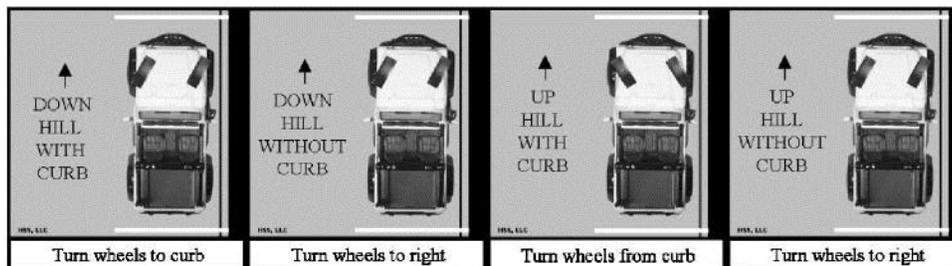
Always set your parking brake when you park. Then place the vehicle in gear if it has a manual transmission or in “park” if it has an automatic transmission.

- Turn off your headlights and engine before removing your key.
- Check your mirrors and traffic before opening the door. Shut the door as soon as you can after getting out.
- Never leave the ignition keys in a parked vehicle. It is a good habit to lock the doors whenever you leave your vehicle.
- When entering your vehicle on the street, approach the driver’s door with your key in hand from the front of the vehicle to increase awareness of oncoming traffic.

**Parking Downhill With/Without a Curb** – When parking your vehicle on a downhill, whether with a curb or without a curb bring the vehicle to a stop parallel to and within 12 inches of the curb or road edge. Turn the steering wheel sharply toward the edge or curb side of the roadway while moving slowly forward. Stop when the tire closest to the side of the road reaches the edge of the road or just as it touches the curb, using it as a block. This way, if your vehicle starts to roll down the hill, it will roll away from traffic.

**Parking Uphill With a Curb** – When parking your vehicle on an uphill with a curb, bring the vehicle to a stop parallel to and within 12 inches of the curb. Move slowly forward turning the steering wheel sharply away from the curb. Stop then allow the vehicle to roll slowly back until the tire touches the curb and stop. This way, if your vehicle starts to roll down the hill, it will roll away from traffic.

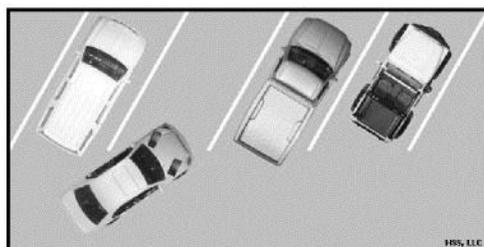
**Parking Uphill Without a Curb** – When parking your vehicle on an uphill and there is no curb, bring the vehicle to a stop parallel to and within 12 inches of the edge of the road. Move slowly forward turning the steering wheel sharply toward the edge of the road. Stop when the tire closest to the edge of the road reaches the edge of the road. This way, if your vehicle starts to move, it will roll away from traffic.



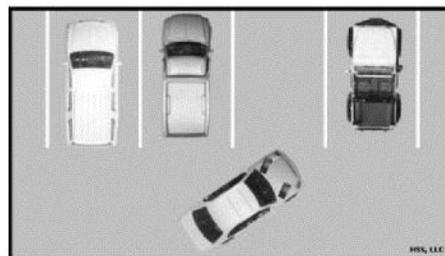
**Perpendicular and Angle Parking:**

**Entering a Perpendicular or Angle Parking Space** – Identify the space in which you will park and check traffic. Signal your intentions and as you approach position the vehicle as far away from the parking space as possible. Move forward slowly, turning the steering wheel left or right as appropriate, until the vehicle reaches the middle of the space. Center the vehicle in the space and straighten wheels. Move to the front of the parking space, stop and secure the vehicle.

- **Exiting a Perpendicular or Angle Parking Space** – When exiting the parking space start the engine, check for traffic in all directions, place your foot on the brake, shift to reverse and signal in the direction you are turning. Continue to check traffic and move straight back until your front bumper clears the vehicle parked beside you, opposite of the way you are turning. Then turn the steering wheel sharply in the direction that the rear of your vehicle should move. When the vehicle clears the parking area and centers in lane, stop and shift to drive. Accelerate smoothly, steering as needed to straighten wheels.



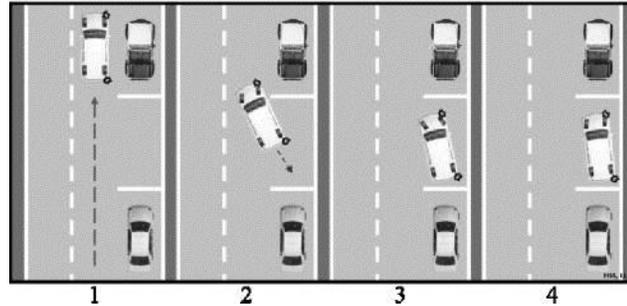
**Angle Parking**



**Perpendicular Parking**

### Parallel Parking:

- **Entering a Parallel Parking Space** – Identify the space in which you will park and check traffic. Turn on the appropriate turn signal. If there is traffic coming from behind stop parallel to the vehicle you are going to park behind and allow following vehicles to pass before parking. Once traffic is clear shift to reverse and look to the rear in the direction the vehicle will be moving. Back slowly while turning the steering wheel rapidly in the appropriate direction. Continue backing until your front bumper is in line with the rear bumper of the vehicle you are parking behind. Back slowly while turning the steering wheel rapidly to center the vehicle into the space. Stop before touching the bumper of the vehicle to the rear. Shift to drive and adjust the vehicle in the parking space.



- **Exiting a Parallel Parking Space** – When exiting the parking space start the engine, check traffic in all directions, place your foot on the brake, shift to reverse and back as much as possible to the vehicle parked behind you. Check for traffic and signal. Shift to drive and move forward slowly, steering into the lane of traffic. Check to make certain that the front bumper of the vehicle will clear the vehicle ahead. Straighten wheels and move forward into the appropriate lane of traffic when the door post of the vehicle clears the rear bumper of the vehicle parked ahead of you.



- **No-Parking Zones** – There are many areas where you cannot park. Check for signs that may prohibit or limit parking. Some parking restrictions are indicated by colored curb markings.

### Do not park:

- In an intersection
- On a crosswalk or sidewalk
- In a construction area if your vehicle will block traffic
- Within 30 ft. of a traffic signal, stop sign or yield sign
- Within 30 ft. of a pedestrian safety zone
- Within 15 ft. of a fire hydrant
- Within 50 ft. of a highway-railroad grade crossing
- More than 1 ft. from the curb
- Within 20 ft. of a fire station driveway on the same side of the street or within 75 ft. of a driveway on the other side of the street.
- Blocking a driveway, alley, private road or area of the curb removed or lowered for access to the sidewalk.
- On a bridge, overpass, underpass or in a tunnel
- On the opposite side of the street against traffic flow
- In a space marked for the handicapped, unless you have a handicap license plate, tag or sticker
- On the roadway next to a parked vehicle
- Wherever a sign indicates you cannot park.

**Painted curbs indicate other parking restrictions:**

- **White** – indicates that only short stops are permitted
- **Yellow** – indicates a loading zone or some other restriction
- **Blue** – indicates a handicap restriction
- **Red** – indicates fire zone restrictions

**Test Your Knowledge**

Select the alternative (a, b or c) that best answers the question.

1. Regulatory signs are:
  - a. Green
  - b. Yellow
  - c. White
  
2. A yellow dashed line on your side of the roadway only means:
  - a. Passing is prohibited on both sides
  - b. Passing is permitted on both sides
  - c. Passing is permitted on your side
  
3. When parking your vehicle facing uphill with a curb:
  - a. Your wheels should be turned toward the curb
  - b. Your wheels should be turned away from the curb
  - c. Your wheels should face straight ahead

These questions may be on the test. If you cannot answer all of them, **re-read Section 6.**

1. c , 2. c , 3. b
- 
-

## SECTION 7

### Safe Driving Tips

#### This Section Covers

- Visual Search
- Speed Management
- Special Handling Characteristics
- Traction Technology
- Space Management
- Minimizing Hazards
- Communicating
- Driver Awareness
- Decision Making

A driver manual on its own cannot teach you how to operate a vehicle or be a safe driver. Driving requires skills you can only gain through instruction and guided practice to develop adequate experience and judgment. The following section offers some driving tips that you can practice to help you become a safer and more skillful driver.

#### Visual Search

##### **Scanning**

To be a safe driver, you must know what is happening around your vehicle. You must look ahead, to the sides and behind the vehicle. Scanning helps you to see problems ahead that may cause you to change speed or roadway position, such as vehicles and people that may be in the roadway or signs warning of problems ahead.

**Look ahead** –In order to avoid emergency braking or steering, you should look well down the roadway to the end of the travel path. By looking well ahead you can operate a vehicle more safely, save on fuel, help keep traffic moving at a steady pace and allow yourself time to see better around your vehicle and along the side of the road. Looking well down the travel path will also help you to steer with less weaving.

In the city, you should look at least two blocks or two traffic signals ahead. In an urban area, you should look at least three blocks or three traffic signals ahead. On the highway, you should look at least a quarter of a mile ahead.

When looking well ahead look for vehicles coming onto the roadway, into your lane, or turning. Watch for brake lights from slowing vehicles. By seeing these things far enough ahead, you can change your speed, or change lanes if necessary to avoid a problem. If you see a traffic light that has been green for a long time, it may change to red before you get there. Therefore, you should start slowing down and be ready to stop.

By seeing problems ahead early, you can drive more safely, which also helps drivers behind you drive more safely too. Making driving changes well ahead of time gives drivers behind you more time to react. The earlier you act, the less often someone behind you has to react quickly to your vehicle.

#### **Seeing Well Ahead in the Travel Path**

***You can calculate how far ahead to search by:***

1. Finding a stationary object like a sign or telephone pole near the road as far ahead as you can see.
2. Start counting: one-thousand-one, one-thousand-two, one-thousand-three, etc., until you reach the object.
3. The number of seconds you have counted is the number of seconds ahead that you were looking.

To identify potential problems in the travel path you need a visual lead. A visual lead is an area 20 to 30 seconds ahead from the front of the vehicle. Having a good visual lead and using good searching skills helps you see changes in your travel path and identify alternative paths of travel. If something is in your vehicle's travel path that requires a speed reduction, it is critical to see the problem with time to stop or steer around it.

It takes much longer and further to stop than many drivers realize. Even if your vehicle has good tires, brakes, and the pavement is dry:

- At 60 mph, it can take about 4 to 5 seconds or 359 feet to react to a problem and bring the vehicle to a stop.
- At 30 mph, it can take about 2 to 3 seconds or 123 feet to react to a problem and bring the vehicle to a stop.

At 60 mph if you cannot see at least 400 feet ahead, you are driving too fast for your visibility. At 30 mph if you cannot see at least 150 feet ahead, you may not be driving safely. Without an adequate visual lead by the time you see an object in your travel path, it may be too late to stop without hitting the object.

**Look to the sides** – At any time other vehicles or pedestrians may cross or enter your travel path. You should search to make sure other roadway users will not cross your travel path. This is especially true at intersections and highway-railroad grade crossings.

**Intersections** – Intersections are any place where traffic flow merges or crosses. Intersections may include cross streets, side streets, driveways, shopping center lanes or parking lot entrances. When approaching an intersection check for oncoming and cross traffic, other roadway users, traffic control devices, areas of limited visibility and the condition of the roadway. Before entering an intersection, look to the front, left and right for approaching vehicles and/or crossing pedestrians. If stopped, look left, right and left again before entering the intersection. **Crossing an Intersection** – Do not rely on traffic signals or signs to tell you that no one will be crossing in front of you. Some drivers may not obey traffic signals or signs or may not see them. At intersections, look to the front, left and right, even if other traffic has a red light or a stop sign. This searching technique is especially important just after the light has turned green. People on the cross street are most likely to hurry through the intersection before the light changes to red. Make sure the travel path is clear all the way through the intersection and you can clearly see crossing traffic before entering an intersection so you will not block the intersection if you have to stop. If you are stopped and your view of traffic or a cross street is blocked, edge forward slowly until you can see. By moving forward slowly, crossing drivers can see the front of your vehicle before you can see them. This gives them a chance to slow down and warn you if needed.

Whenever there is a lot of activity along the side of the road, there is a good chance that someone will cross or enter the road. Therefore, it is very important to look to the sides when you are near shopping centers and parking lots, construction areas, busy sidewalks, playgrounds and schoolyards.

**Turning Left** – When turning left at an intersection, pull into the intersection to be ready to turn left. Before turning left across oncoming traffic, look for a safe gap in the traffic. Prior to turning search to be sure that there are no vehicles or pedestrians in the travel path that could leave your vehicle stranded in the path of oncoming traffic. Before turning, search in the direction of oncoming traffic. Be sure you turn into the appropriate lane.

**Turning Right** – Before turning right, make sure that there is no traffic approaching from your left and no oncoming traffic turning left into your path. Do not begin turning without searching for pedestrians crossing.

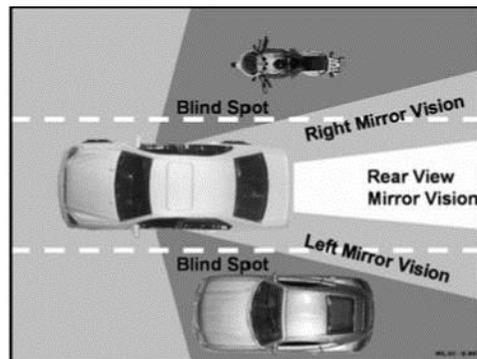
**Highway-railroad grade crossings** – Approach any highway-railroad grade crossing by slowing down at the round warning sign and looking each direction prior to the tracks to make sure a train or railroad maintenance equipment is not coming.

**Look to the rear** – Besides watching traffic ahead of you, you must check traffic flow to the rear. You need to check to the rear more often when traffic is heavy. This is the only way you will know if someone is following too closely or coming up too fast. The searching process will give you time to change speed or change lanes avoiding any potential problems. It is very important to look for vehicles to the rear prior to changing lanes, slowing down, entering traffic from the side of a street or driving down a long or steep hill.

**When changing lanes** – Prior to changing lanes, you must check for traffic in the lane you want to enter and behind your vehicle. Changing lanes may include: changing from one travel lane to another, merging onto a roadway from an entrance ramp, moving onto a roadway from a yield intersection, or entering the roadway from the curb or shoulder. When changing lanes, you should:

- Maintain a safe following distance and look in your rearview and side mirrors to make sure there are no vehicles in the lane or entering the lane you want to enter and no driver is about to pass.
- Check your “blind spots” by turning your head and looking over your shoulder in the direction you plan to move. Blind spots are areas around your vehicle that you cannot see with your mirrors. Be sure no one is near the rear corners of your vehicle.
- Since traffic ahead of you could stop suddenly while you are checking traffic to the sides, rear or over your shoulder look several times if you need to so you do not have to look too long at any one time.
- Identify a 4 to 5 second gap in traffic, signal and look again in the direction of the lane change. Adjust speed and steer into lane. Cancel turn signal.

**Traditional Mirror Settings**



**When you slow down** – Use your mirrors to check behind your vehicle whenever you slow down. This is very important to check when you slow down quickly or at points where a following driver would not expect you to slow down, such as private driveways or parking spaces.

**When going down a long or steep hill** – Check your mirrors for vehicles approaching quickly when you are going down hills or mountains. Vehicles often build up speed going down a steep grade. Be alert for large trucks and buses that may be going too fast.

## Speed Management

### Stopping

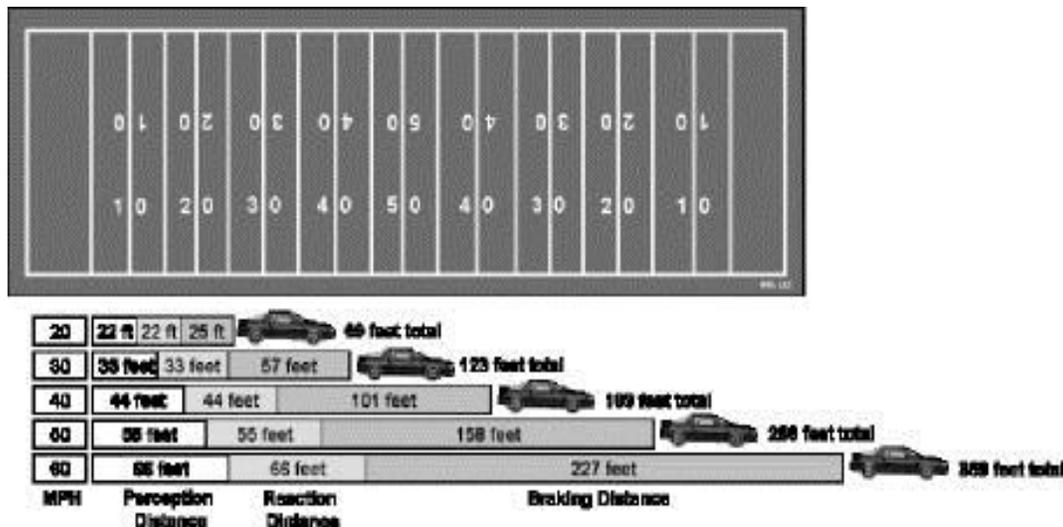
Perception distance is how far your vehicle travels, in ideal conditions; from the time your eyes see a hazard until your brain recognizes it. Keep in mind certain mental and physical conditions can affect your perception distance. It can be affected greatly depending on visibility and the hazard itself. The average perception time for an alert driver is  $\frac{1}{4}$  second to 1 second.

Reaction distance is how far you will continue to travel, in ideal conditions; before you physically hit the brakes, in response to a hazard seen ahead. The average driver has a reaction time of  $\frac{1}{4}$  second to 1 second. At 50 mph this accounts for 55 feet traveled.

Braking distance is how far your vehicle will travel, in ideal conditions; while you are braking. At 50 mph on dry pavement with good brakes, it can take about 158 feet.

Total stopping distance is the total minimum distance your vehicle has traveled, in ideal conditions; with everything considered, including perception distance, reaction distance and braking distance, until you can bring your vehicle to a complete stop. At 50 mph, your vehicle will travel a minimum of 268 feet.

The faster you drive the greater the impact or striking power of your vehicle. When you double your speed from 20 to 40 mph the impact is 4 times greater. The braking distance is also 4 times longer. Triple the speed from 20 to 60 mph and the impact and braking distance is 9 times greater. At 60 mph, your stopping distance is greater than that of a football field. Increase the speed to 80 mph and the impact and braking distance are 16 times greater than at 20 mph. High speeds greatly increase the severity of crashes and stopping distances. By slowing down, you can reduce braking distance.



You need to stay alert while driving to be able to stop while giving other drivers time to slow down. Stopping suddenly is dangerous and usually means you are not paying attention to the traffic flow or following others too closely. Sudden slowdowns make it harder for drivers behind your vehicle to stop without causing a collision.

Look at least ten seconds ahead of your vehicle to avoid panic stops by seeing events and problems well ahead of time. By slowing down early or changing lanes, you may avoid sudden actions. Planning ahead and slowing gradually can also help save fuel.

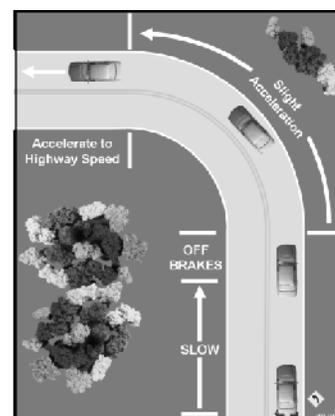
### Adjusting Speed

The faster your vehicle is going, the more time and distance it will take for turning, slowing or stopping. Driving safely means adjusting your vehicle speed for roadway and traffic conditions, seeing well ahead in the travel path, providing an adequate following interval, and obeying the appropriate speed limits.

### Adjusting To Roadway Conditions

There are road conditions where to be safe you must reduce speed, such as reducing speed before a sharp curve, when the roadway is slippery or when there is a potential for animals standing on the roadway.

**Curves** – A vehicle can travel much faster in a straight line than it can in a curve. Maintain a safe speed through the curve and follow posted warning signs. It is easy to drive too fast in a curve due to the vehicle's momentum. If you drive too fast, the tires will lose traction because the vehicle momentum wants to continue straight (inertia effect). Always reduce speed prior to entering the curve to a safe speed (a speed that allows you to apply slight and constant acceleration through the curve). Reduce speed more when traction is poor, when following other vehicles or when you cannot see the end of the curve. Hard braking after the entry to a curve could cause the vehicle tires to lose traction.



**Slippery roads** – Reduce speed at the first sign of rain, snow or sleet. Roadways are more slippery when it first starts to rain, snow or sleet as the water will mix with dirt, oil and other substances on the roadway. Since heat causes the oil in the asphalt roadway to come to the top of the surface a sudden rain on a hot day can make the roadway pavement very slippery for the first few minutes. The surface is more slippery before the oil is washed off.

When the roadway is slippery, the tires do not grip as well as they do on a dry roadway, therefore, it will take longer to stop and it will be harder to turn without skidding. On wet roadways you should reduce speed about 10 mph below recommended speeds to allow for additional stopping distance and potential traction loss while steering. If there is packed snow on the road, reduce your speed by half or more.

On ice-covered roadways, you must reduce your speed to allow for more space for stopping and recovering from traction loss caused by steering inputs. Vehicles in Kansas may be equipped with studded snow tires from November 1<sup>st</sup> to April 1<sup>st</sup> each year. If at all possible, do not drive on ice-covered roadways. Ice-covered roadways are especially dangerous due to the normal design for roadway drainage. Roadways are higher in the center and sloped to the side, causing a skidding vehicle to slide off the roadway into a guardrail or drainage ditch. Some roadway surfaces are more slippery during certain times or at certain places.

#### **Some clues to help you spot slippery roads are:**

- Shady spots can be ice-covered on cold, wet days because shade-covered areas often freeze first and dry out last on the roadway.
- The roadway pavement on bridges overpasses and underpasses can be ice-covered even when other roadway pavement is clean and clear of ice. Bridges do not have earth underneath them to help insulate them against the cold and can be colder and more ice-covered than other roadways.
- When the temperature is near the freezing point, ice-covered areas can become wet. Water over ice makes it more slippery than at temperatures well below freezing.

**Water on the roadway** – When it is raining or the road is wet, modern tires have stable traction up to about 30 mph. However, as you go faster than 35 mph, the steering tires will start to ride up on any pooled water, similar to the action of water skis. This tire loss of roadway contact is called “hydroplaning.” In a heavy rain, your tires can lose all traction with the road at 45-50 mph due to the water pushing against the tires as the vehicle is moving forward. Badly worn tires will lose traction at much lower speeds (25-30 mph). The best way to avoid traction loss from hydroplaning is to slow down in the rain or when the road is wet with pooled water or water puddles.

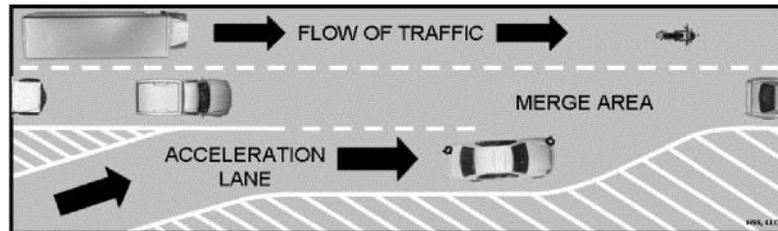
#### **Adjusting to Traffic Conditions**

Vehicles moving in the same direction at the same speed with adequate following distance cannot hit one another. Crashes involving two or more vehicles often happen when drivers move significantly faster or slower than other vehicles on the roadway.

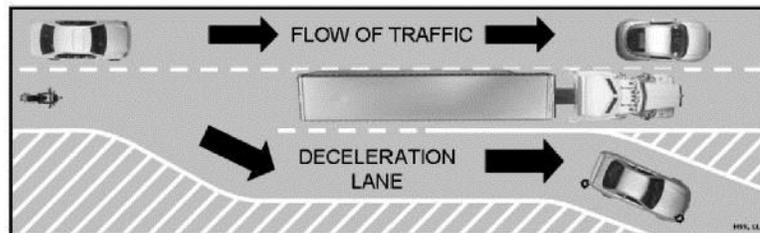
**Keeping pace with traffic** – If you are going faster than traffic flow patterns, you will have to keep passing other roadway users. Each time you pass one another; there is a chance for a collision. The vehicle being passed on a multiple-lane highway may change lanes suddenly, possibly causing a collision. On a two-way, single-lane roadway, an oncoming vehicle may approach suddenly, possibly causing a collision. Reduce speed and keep pace with other traffic flow traveling within the legal limits. Excessive speed does not save more than a few minutes an hour and often leads to high-risk decision making.

Driving more than 15 mph slower than the traffic flow pattern can be just as dangerous as excessive speed. It tends to make vehicles bunch up behind the slower-moving vehicle and causes the other traffic to take greater risk to pass the slower vehicle. If vehicles are bunched up behind a vehicle, the slow-moving vehicle should pull over when safe to do so and let other vehicles pass.

**Entering into traffic flow** – Search guide signs for the correct route number, direction or destination and check for ramp speed signs. When merging with traffic flow, try to enter at the same speed that other traffic flow is moving. Multiple-lane, limited access roadways generally have acceleration lanes (entrance ramps) to provide time to build-up vehicle speed. Use the acceleration lane to reach the speed of other vehicles before pulling onto the roadway. Do not drive to the end of the acceleration lane and stop. You will not have enough room to get up to the speed of traffic and drivers to the rear will not expect your vehicle to stop, especially if they are watching the traffic flow on the main roadway. If you have to wait for a gap in traffic flow to enter a roadway, slow down on the acceleration lane to wait for a gap. Do not cross the solid white line. Before pulling onto the roadway, check traffic by looking over your shoulder in the direction you plan to move and check your mirrors. When you find a gap, signal and move carefully into the expressway lane.



**Exiting traffic flow** – In heavy traffic, it is important to know where you are exiting. Since it is frequently difficult to change lanes, plan to get into the proper lane about one-half mile before the exit. Maintain your vehicle speed as long as you are on the main roadway. When using a deceleration lane (exit ramp), do not slow down until the vehicle has moved onto the deceleration lane. Use the deceleration lane to reduce speed safely to exit traffic flow. When exiting from a multiple-lane, limited access roadway, check the posted speed for the deceleration lane, look to the rear for traffic flow prior to reducing speed and apply your brake based on the vehicles you are following.



**Special conditions** – Wherever large numbers of people or traffic gathers, space to maneuver is limited. You need to reduce speed to have time to react in crowded spaces. **Some of the times and places where you may need to slow down include:**

- **Shopping centers, parking lots and downtown areas** - These are busy areas with vehicles and people stopping, starting and moving in different directions.
- **Rush Hours** - Rush hours often have heavy traffic and drivers that always seem to be in a hurry.
- **Narrow bridges and tunnels** - Vehicles approaching each other have narrower lanes and are closer together.
- **Toll plazas** - Vehicles are changing lanes, preparing to stop and then speeding-up again when leaving the plaza. The number of lanes could change both before and after the plaza.
- **Schools, playgrounds and residential streets** - These areas often have children present. Always be alert for children crossing the street, running into the street or riding into the street without looking.
- **Highway-railroad grade crossings** – You need to make sure that there are no trains coming and that your vehicle has room to cross. Start checking the highway-railroad grade crossing when approaching the round warning sign. Some highway-railroad grade crossings have different levels of rail crossings, so you need to reduce speed to cross safely.

### **Obeying Appropriate Speed Limits**

Speeding is very dangerous; therefore, it is one of the primary causes for crashes. **Excessive vehicle speed has severe and often times disastrous effects in a crash because speed:**

- Reduces your ability to negotiate curves or maneuver around obstacles in the roadway
- Increases the distance a vehicle travels while the driver reacts to a hazard
- Decreases the ability of guardrails and barriers to protect occupants
- Increases tread wear on tires and wear on braking systems
- Increases the risk of crashes because other roadway users and pedestrians may not be able to judge distance accurately
- Increases the level of fatigue for the driver
- Causes the force and impact in a collision to be more severe

Each state has set speed limits for residential roadways, nonresidential roadways, limited access roadways, intersections, and school zones that are in effect when posted speed limits are not in place. You are responsible for knowing the set speed limits for your city or state. Where no special hazard exists the traffic laws set up speed limits for normal driving conditions. **Unless otherwise posted maximum limits are:**

#### **In town or cities:**

- **30mph** in any urban district

#### **On Roads and Highways Outside of Towns:**

- **70 mph** on any separated multilane highway as designated and posted by the Secretary of Transportation
- **65mph** on any State or Federal Highway
- **55mph** on any county or township, highway

Speed limit signs are based on traffic congestion, intersections, and roadway conditions, are designed for the safety of all drivers and roadway users and should be followed carefully. You may be cited for traveling too fast for conditions when above the legal limitations. Driving 55 mph in a snow storm is not recognized as an acceptable speed for a snowy roadway, even if the posted speed limit allows for 55 mph. Remember that speed limits are posted for ideal conditions, so if the roadway is wet or icy, if you cannot see well, or if traffic is heavy, then you must reduce speed to enable your vehicle to stop and steer as needed. Use good judgment to determine the safest speed for the driving conditions.

The best way to avoid speeding is to check your speedometer frequently. You may not be very good at judging how fast you are going without checking the speedometer, so it is easy to be traveling much faster than perceived. This is especially true when switching from high speed multiple-lane roadways to lower speed single-lane roadways.

### **Special Handling Characteristics**

Larger vehicles with a higher center of gravity have special handling characteristics and are more prone to rollovers. When driving larger vehicles, such as sport utility vehicles (SUVs), vans, pickup trucks, and moving trucks you should drive at a slower speed that is safe for the roadway, do not make sudden movements in direction and be sure to slow down before curves.

### **Traction Technology**

ABS stands for Anti-Lock Braking System. ABS is designed to allow steering and braking at the same time without losing vehicle balance. ABS does not necessarily shorten stopping distances on dry pavement, but generally shortens stopping distances on wet surfaces where traction loss can be a serious problem.

This system is very helpful if you must stop or slow down and steer at the same time. In addition, the system is very helpful when traction is lost to the front or steering tires. The basics for ABS usage are Search (for open space), Stomp (on the brake pedal firmly), Steer (to the open space).

To determine if your vehicle has ABS check your owner's manual. You can also determine if you have ABS by checking your instrument panel. When you start your vehicle the ABS light will illuminate and then dim. If you see an ABS indicator light then you have ABS. If the light stays lit the ABS is not working correctly.

ESP stands for Electronic Stability Program. The ESP computer continually monitors the traction available. ESP electronically compares where a driver is steering the vehicle and where the vehicle is actually going. When ESP senses traction problems between the two, it selectively applies any one of the vehicle brakes to reduce the possibility of a skid and helps the driver to maintain control and stability of the vehicle. In traction loss, with ESP you should steer the vehicle toward the direction you are looking and avoid abrupt steering. The ESP will electronically adjust the vehicle, reducing the traction loss and allowing you to steer the vehicle toward the travel path.

### **Space Management Providing an Adequate Following Interval**

You must always share the road with other roadway users. The more distance between your vehicle and other roadway users, the more time you have to react. This space is a large space cushion designed for your protection. Always maintain a safe space cushion around your vehicle.

### **Space Ahead**

Rear-end crashes are very common at intersections. Drivers following too closely, and then being unable to stop before hitting the vehicle ahead when it stops too quickly causes these types of crashes. Keep a minimum following distance of two seconds with an additional second for any unusual weather or traffic conditions.

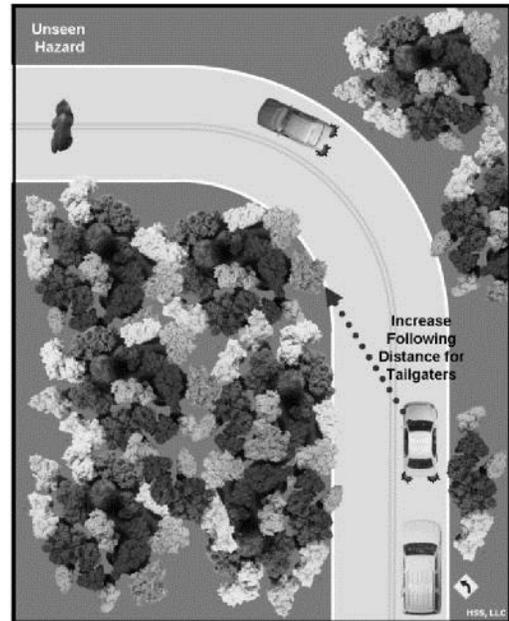
### **To determine your following distance:**

- Watch when the rear of the vehicle ahead passes a sign, pole or any other stationary point.
- Count the seconds it takes you to reach the same sign, pole, or any other stationary point ("One-thousand-one, one-thousand-two).
- You are following too closely if you pass the stationary point before counting to one-thousand-two.
- Reduce speed and then count again at another stationary point to check the new following interval. Repeat until you are following no closer than "two-seconds."
- After practicing, guess how many seconds away you are from an object and then count the seconds it takes to reach the object to see how accurate you are.

There are certain situations where you would need more space in front of your vehicle. In the following situations, you may need more than a two-second following interval to be safe due to high-risk behavior.

- You need more distance to stop a vehicle on slippery roads, therefore, leave more space in front of your vehicle. If the vehicle ahead suddenly stops, your vehicle will need the extra distance to stop safely.
- Slow down to allow space in front of your vehicle when the vehicle behind wants to pass. Slowing also will allow the pass to be completed in less time.
- Keep more space in front of your vehicle, when following motorcycles. Motorcycles are different sizes and have different braking capabilities than other motor vehicles. If the motorcycle should fall, your vehicle needs extra stopping or steering distance to avoid the rider.
- When following drivers whose view to the rear is blocked you should allow for an extra cushion of space so the vehicle can see you. The drivers of trucks, buses, vans or vehicles pulling campers or trailers may not be able to see your vehicle when you are directly behind them. They could stop suddenly without knowing your vehicle is to the rear. Large vehicles can also block your view of the road ahead; therefore, you should reduce your speed and allow for more space so you can see around the vehicle.

- Add more space in front of your vehicle when carrying a heavy load or pulling a trailer. The extra weight increases your vehicle's stopping and steering ability.
- Increase your following interval when it is hard to see ahead because of darkness or bad weather.
- If your vehicle is being followed closely, you should allow for extra space. Your vehicle will then be able to stop or steer effectively without being hit from behind.
- Police vehicles, law enforcement, ambulances and fire trucks need more space to operate, so increase your following interval. Many states require other vehicles to stay at least 500 feet to the rear of emergency equipment that is a minimum of 10 seconds at 30 mph and a minimum of 6 seconds at speeds of 60 mph.
- Leave extra space in front of your vehicle for vehicles required to come to a stop at railroad crossings, including transit buses, school buses or vehicles carrying hazardous materials.



- Leave extra space in front of your vehicle when stopped behind another vehicle on a hill or incline. The vehicle ahead may roll back before it begins to move forward.

### ***Space Behind Affects Your Following Interval***

It is not always easy to maintain a safe following interval behind your vehicle. However, you can help keep the driver, behind you, at a safe distance by keeping a steady speed, signaling in advance, and keeping more space to the front of your vehicle before reducing speed or turning.

- If your vehicle is being followed too closely (less than two seconds) or “tailgated” by another driver and there is an empty lane, move over to the empty lane and allow a pass. If there is no empty lane, wait until the roadway ahead is clear, then reduce speed slowly to encourage the tailgater to drive around your vehicle. Never slow down quickly to discourage a tailgater, as this action will increase the risk of being hit from behind and could lead to aggressive driving.
- If your vehicle is being followed too closely increase your following distance by 2 to 3 seconds to allow for more time and space to stop. Doing so can help to lessen the risk of being rear-ended by the tailgater if you are required to stop suddenly.

### ***Space to the Side***

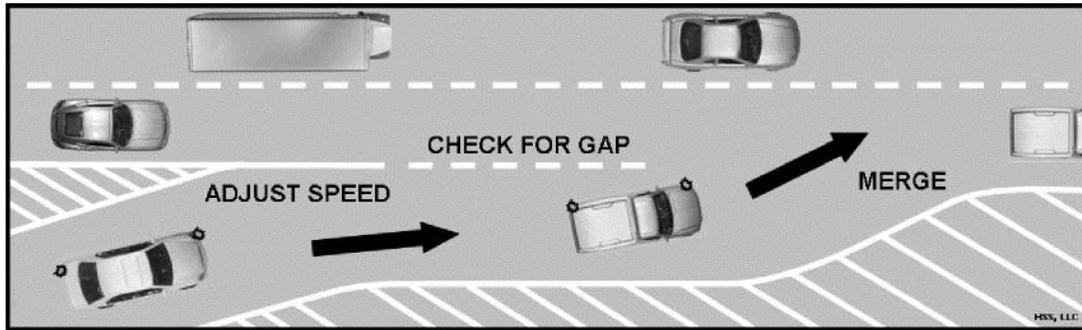
You need space on both sides of your vehicle to communicate properly prior to a turn or a change of lanes.

- Avoid driving next to other vehicles on multi-lane roads. Someone may crowd your lane position, try to change lanes and pull into your lane space. Increase or reduce your vehicle speed to stay clear of the other vehicle that may be trying to enter your lane space.
- Keep as much space as possible between your vehicle and oncoming vehicles. On a two-way, single lane roadway, do not crowd the center line marking. In general, it is safest to drive in the center of your lane, so your vehicle can move left or right to avoid a potential problem.
- Make space for vehicles entering a multiple-lane, limited access roadway. If there is not a vehicle in the next lane, move over a lane to avoid vehicles entering from the sides.
- Keep extra space between your vehicle and parked cars by moving to the left portion of your lane space without crossing the centerline. Other roadway users could step out from a parked vehicle, from between vehicles, or could pull away from the curb.

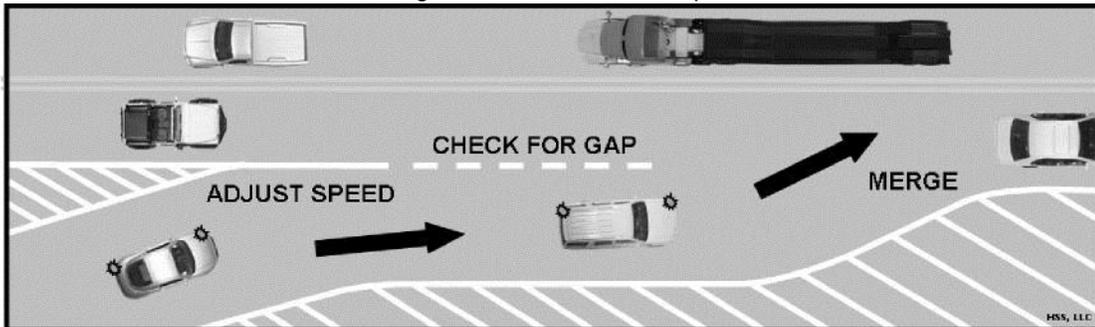
- Give extra space to pedestrians or bicyclists, especially children. They can move into the lane space quickly and without warning.
- When a passing vehicle is a tractor-trailer, leave a little more space by moving to the outside portion of your lane space away from the tractor-trailer as it passes.
- Keep in mind that trucks and buses may affect space to your sides.

**Space to Merge**

When merging with other traffic flow, select a gap in the traffic flow of 4 to 6 seconds. Move into the middle of a 4 to 6 second gap, so both vehicles can adjust to a 3-second following interval. You need a 4 to 6 second gap whenever changing lanes, entering a roadway, or merging with other traffic flows.



You should try not to merge into a gap that is less than 4 to 6 seconds. A small gap can quickly become even smaller. Enter a gap that gives you time to adjust to the appropriate following interval. If crossing several lanes is necessary, change lanes one at a time as it is very difficult to determine that all the lanes are free and safe to cross and can create traffic congestion and cause multiple crashes.



**Space to Cross or Enter**

When stopped at an intersection and crossing traffic, you need a large enough gap to get your vehicle across the roadway. When going straight after stopping at an intersection, under normal circumstances, a vehicle can get through an intersection within 3 to 5 seconds.

When turning and entering traffic flow to the left or right; you need enough space to first turn into the appropriate lane and then to get up to speed. Under normal circumstances, a vehicle can complete a right turn and pick up speed within 12 to 15 seconds, while it may take 15 to 18 seconds to complete a left turn and get up to speed.

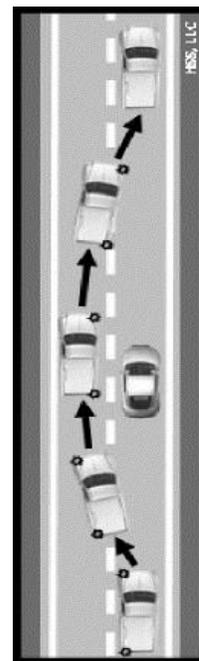
When turning left, make sure there are no vehicles or pedestrians blocking the travel path. You do not want to be caught in the intersection waiting for a path to clear while oncoming vehicles are coming toward your vehicle. Even if you have the green traffic signal light, do not start across the intersection when vehicles are blocking the way. If caught in the intersection when the light changes to red your vehicle will be illegally blocking traffic flow.

Never assume another driver will share space with your vehicle or give your vehicle any additional space. Do not turn into a lane just because an approaching vehicle has a turn signal active. The driver with an active turn signal may plan to turn after they go past your vehicle or may have forgotten to turn the signal off from a prior turn. This is particularly true of large commercial vehicles and motorcycles, as their signals may not self-cancel. Wait until the other driver actually starts to turn and then move forward only when there is a safe gap in traffic. When crossing railroad tracks, make sure you can cross the highway-railroad grade crossing without having to stop on the tracks.

### ***Space to Pass***

When passing another vehicle, pass the vehicle as quickly and safely as possible. The longer your vehicle stays alongside the other vehicle, the longer you are in danger of the other vehicle moving toward your lane. To pass:

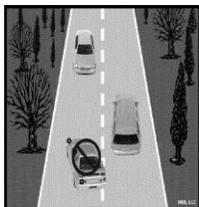
- Check for oncoming vehicles, vehicles or other roadway users about to enter the roadway from side streets or driveways or vehicles slowing in the travel path ahead. Check your mirrors and over your shoulder for following or passing vehicles. Signal your intentions when it is safe to pass. Pass from at least two seconds behind the vehicle to be passed to avoid striking the rear side of the vehicle. Steer smoothly into the passing lane. Maintain or adjust speed as necessary. Search the roadway ahead and check mirrors. Do not allow your vehicle to drift toward the vehicle being passed.
- Continue to pass until the complete front of the passed vehicle is visible in your rearview mirror. Signal your intention to return back to the lane. Steer smoothly into the lane, maintain or adjust speed as appropriate.



**When being passed:**

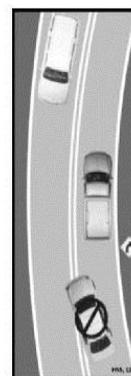
Keep right. Once aware that a vehicle wants to pass, move to the right side of the lane. Maintain a constant speed to allow the driver to pass you.

Whenever signs and/or roadway markings permit passing other vehicles, you will have to determine whether you have enough space to pass in a safe manner. As a general rule only pass one vehicle at a time since it is difficult to determine the amount of time needed to pass, which may be as many as 20 to 30 seconds.

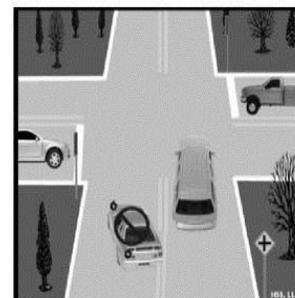


**Oncoming vehicles** – You must judge whether you will have enough space to pass safely. If you can see an oncoming vehicle, do not attempt to pass. It is difficult to determine the speed of oncoming vehicles, even for experienced drivers. Oncoming vehicles do not seem to be coming as fast as they really are in relation to your vehicle. An oncoming vehicle that is more than 25 seconds from your vehicle generally appears to be standing still. In fact, if you can actually see the oncoming vehicle closing, it is probably closer than 25 seconds from your vehicle. If unsure about the time and distance, wait to pass until there is enough time and space.

**Hills and curves** – You have to be able to see at least 1/3 of a mile or about 20 to 25 seconds ahead when driving at 55 to 60 mph. Anytime your view is blocked by a curve or a hill, you should assume that there is an oncoming vehicle just out of sight. Therefore, you should treat a curve or a hill as an oncoming vehicle and should not start to pass when within 1/3 of a mile of a hill or curve ahead.



**Intersections** – It is dangerous and illegal to pass where a vehicle is likely to enter or cross the roadway. These locations often include controlled intersections, uncontrolled intersections and multiple shopping center entrances. Do not pass in intersections and avoid passing at other intersecting points such as parking lot entrances and alleyways.

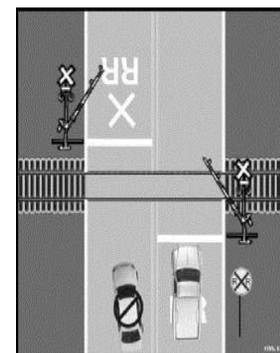


**Lane restrictions** – Before passing look ahead for road conditions and traffic that may cause other vehicles to move into your lane position. You may lose your time and space for passing because of:

- People or bicyclists near the roadway
- A narrow bridge or other situation that causes reduced lane width
- A patch of ice, pot hole or something on the road.

**Space to return** – Do not pass unless you have enough space to return to the driving lane. Do not count on other drivers to make space for you.

**Highway-railroad grade crossings** – You should not pass if there is a railroad grade crossing within the 20 to 25 second area ahead.



## Space for Special Situations

There are certain drivers and other roadway users you should give extra space. Some are listed here. *Other roadway users* that cannot see – Anyone who cannot see your vehicle may enter your travel path without knowing your vehicle is there. Other roadway users who could have trouble seeing your vehicle include:

- Drivers at intersections or driveways, whose view is blocked by buildings, trees or other vehicles
- Drivers backing into the roadway or backing into or pulling out of parking spaces
- Drivers whose windows are covered with snow or ice or are steamed-up
- Pedestrians with umbrellas in front of their faces or with their hats pulled down

***Distracted roadway users*** - Even when others can see you, allow extra space or be extra cautious if you think they may be distracted. People who may be distracted include:

- Delivery persons
- Construction workers
- Children or pedestrians who are not paying attention

***Confused roadway users*** - People who are confused may cause an unsafe situation. People who may be confused include:

- Tourists or others, who do not seem to know where they are going
- Drivers who slow down for what seems like no reason
- Drivers looking for street signs or house numbers

***Drivers in trouble*** - If another driver makes a mistake do not make the situation worse. For instance, when drivers pass you without enough space reduce your speed and let them return to the lane safely; or if another driver needs to change lanes suddenly, slow down and let them merge. This kind of cooperation will make the roads safer.

## Minimizing Hazards

When possible, take potential hazards one at a time. For example, when overtaking a pedestrian who is walking along the roadway or exiting a parked car and an oncoming vehicle is approaching, slow down and let the vehicle pass first so that your vehicle can pass only one roadway user at a time.

## Communicating

Crashes often happen because one driver does not see another driver, or when one driver does something the other driver does not expect. It is important that you let other roadway users know where you are and what you plan to do.

### ***Letting Others Know You Are There:***

Some drivers do not always pay attention to what is going on around them. It is important to make your vehicle more visible to other roadway users.

***Use headlights*** – Always turn your headlights on to help other roadway users see your vehicle more clearly. If needed, flick your headlights to alert other roadway users your vehicle is there. Many new vehicles are designed with daytime running lights. Remember to turn on your headlights if your vehicle is not equipped with the daylight running system. There are other reasons to use your headlights:

- On rainy, snowy or foggy days, it is sometimes hard for other drivers to see your vehicle. In these conditions, headlights make your vehicle easier to see. Many states including Kansas require you to turn on your headlights whenever the wipers are used on the vehicle.

- Turn on your headlights when it begins to get dark. Some newer vehicles have automatic sensors for turning on lights. Turning the headlights on a little early will help other drivers to see your vehicle.
- When driving away from a rising or setting sun, turn on your headlights. Drivers coming towards you may have trouble seeing your vehicle. Your headlights will help them see your vehicle.
- Make sure your headlights are clean and working and make sure they are properly adjusted. If they are not adjusted properly, they will not give you a good view and they can blind other drivers. Have a qualified person make sure they are adjusted properly.

**Using your horn** – Other roadway users cannot see your vehicle unless they are looking your way. Your vehicle’s horn can get their attention. Use it whenever it will help prevent a crash. A light tap on the horn should be all that is needed under normal circumstances. For example, give your horn a light tap:

- When a pedestrian or bicyclist appears to be moving into your lane of travel
- When passing a driver who starts to turn into your lane
- When a driver is not paying attention or may have trouble seeing you
- When visibility ahead is limited — like a steep hill, a sharp curve or exiting a narrow alley.

If there is danger, do not be afraid to use the horn with a SHARP BLAST. **For example:**

- When a pedestrian or bicyclist is about to walk, run or ride into the street
- When another vehicle is in danger of hitting you
- When your vehicle is in danger of hitting another roadway user

**Not using your horn** - A horn should only be used in emergency situations. There are several occasions when you should not use your horn. **They include:**

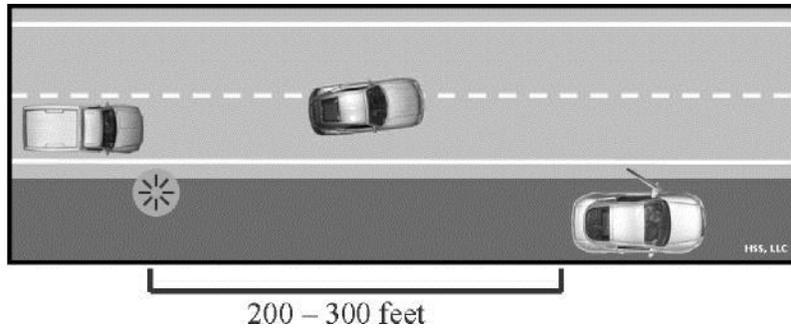
- Encouraging someone to drive faster or get out of the way
- Telling other drivers of an error
- Greeting a friend
- When near blind pedestrians

**Use emergency signals** - If your vehicle breaks down on the highway, you should make sure that other roadway users can see your disabled vehicle. All too often crashes occur because a driver did not see a disabled vehicle until it was too late to stop.

If available, use your cell phone or other device to notify authorities that your vehicle or another vehicle has broken down. Many roadways have signs indicating the telephone number to call in an emergency. If you are having vehicle trouble and have to stop:

- Get your vehicle off the road and away from traffic, if possible.
- Turn on your emergency flashers to show your vehicle is disabled.
- Stop where other roadway users have a clear view of your vehicle. Do not stop just over a hill or just around a curve where visibility is limited.

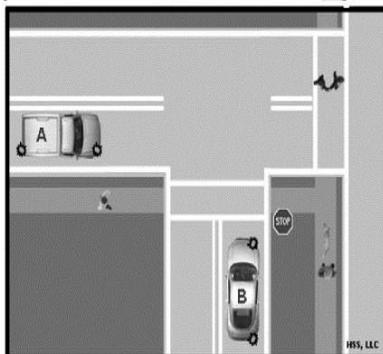
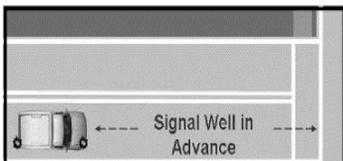
- Try to warn other roadway users that your vehicle is there. Place emergency flares about 200 to 300 feet behind the vehicle, giving other drivers some time to change lanes if necessary.



- Never stand or remain on the roadway and do not try to change a tire in traffic lanes.
- A white cloth attached to a vehicle indicates a disabled vehicle is present, so tie a white cloth to the antenna, side mirror or door handle to signal an emergency. You can also lift the hood to indicate a disabled vehicle

### Signaling Your Movements

Generally, other drivers expect your vehicle to maintain its travel path. You must use the appropriate turn signal before changing direction or slowing the vehicle to inform and warn other roadway users.



- In urban areas signal [100] feet or 3 to 5 seconds before making a turn or a lane change.
- At speeds above 40 mph, signal [200] feet or 3 to 5 seconds before making a turn or a lane change.
- Extra caution should be used when a vehicle is signaling a turn near a private street or side street that is close to an intersection. In the illustration [on the previous page], Driver A should not assume that Driver B will yield the right of way. Driver B should not assume where Driver A is turning. If Driver A is turning at the intersection they should wait until they have passed the side street before signaling their intentions so Driver B does not pull into their travel path.

**Signal prior to changing direction** – An appropriate signal gives other roadway users time to react to your vehicle movements. You should use a turn signal prior to turning left or right at an intersection. You should use the lane change device (hold signal device halfway up or down) prior to lane changes or merge areas.

- Since it is easy to overlook other roadway users needing to know what you are planning to do, get into the habit of signaling prior to changing direction.
- Signal as early as possible for the maneuver. Signal at least 3 to 4 seconds before you make your move, so other roadway users can respond to your change in direction. Most states have specific rules for when signals must be used. If there are streets, driveways, or entrances between your vehicle and where you want to turn, wait until the problem has passed prior to using the appropriate signal.

- After making a turn or lane change, make sure the turn signal is off. On some occasions, the signals may not cancel properly. Drivers must cancel the signal if it has not cancelled by itself, so other roadway users do not become confused by an incorrect signal. Use of the lane changer-device (hold signal device halfway up or down) when changing lanes helps to eliminate this problem prior to changing lanes.

**Signal when reducing speeds** - Brake lights let other roadway users know that the vehicle in front is slowing down. Always reduce speed as early as it is safe to do so. When stopping or reducing speed at a place where another driver may not expect it, tap the brake pedal three or four times lightly to warn other roadway users. **Signal prior to reducing speed when:**

- Turning off a roadway that does not have separate turning or exiting lanes.
- Parking or turning before an intersection, since the following traffic expects your vehicle to travel through the intersection.
- Avoiding a hazard in the roadway or stopping for slowing traffic that a driver close behind your vehicle cannot see.

### **Driver Awareness**

Almost all activities people engage in have some level of risk. Operating a motor vehicle is a risky activity and drivers must do all they can to reduce risk. Consider the following steps to manage risk and be a safe and responsible driver:

### **Driver Responsibilities**

Accept the responsibilities associated with operating a motor vehicle:

- Having a Driver's License is a privilege, not a right. You must have a Driver's License to operate a vehicle of any kind on a public highway or parking facility.
- Other drivers and pedestrians will expect you to follow the laws and rules of the road.
- Do not drive under the influence of drugs or alcohol or otherwise be impaired while driving.
- You and your passenger(s) should always wear seatbelts.
- If you are a minor, you and your parent(s) or guardian(s) will be responsible for the financial consequences of your driving. If you have a Driver's License, they will expect you to drive safely and responsibly.
- Passengers in your vehicle have put their safety in your hands and expect that because you have a Driver's License that you will drive safely.
- A vehicle is capable of causing extensive property damage, injury and death and should be handled with the caution you would show any dangerous weapon.
- Driving safely includes where you park your vehicle. You are responsible for where you park your vehicle and that it will not roll away, such as on a hill. Make sure that you do not impede traffic or pedestrians.
- Although it may not seem important to obey everyday laws, it is important to do so for the safety of yourself and others.
- Safely sharing the roadway with other drivers and pedestrians is essential for avoiding crashes.
- The traffic laws and rules of the road cannot address all possible driving situations. If you remember to be courteous, you can help avoid crashes and keep traffic moving in an orderly fashion.
- The golden rule of driving is to treat others the way you would want to be treated. You should obey traffic laws, drive responsibly, and avoid taking unnecessary risks.

### **Risk Awareness**

Identify the risks associated when you drive. **Risks are created by:**

- Our own limitations as a driver. Perhaps you are a new driver or you do not see well at night. Not all people react to situations the same.
- The vehicle we drive has limitations. Larger vehicles can be less stable and have reduced visibility around the vehicle. Smaller vehicles are harder for other drivers to see.
- The environment we drive in has its own limitations (e.g. geographical or weather). Driving in areas where there are hills and mountains requires special skills. Urban or city driving has increased risks because many other people are using the roadway as well.

### **Risk Management**

Manage the risks by first identifying them and then making adjustments to your driving techniques to minimize those risks. We know that it is impossible to eliminate the risks so you must learn how to best minimize them.

- Increase time to respond to threats through position and/or speed adjustments
- Increase vehicle control through position and/or speed adjustments
- Separate the elements involved through speed and/or position adjustment
- Respond to roadway conditions through position and/or speed adjustments
- Respond to other roadway users through position and/or speed adjustments

Driving a motor vehicle requires that you take the responsibility to operate that vehicle in a safe manner. Doing so will reduce the risks for yourself, your passengers and other roadway users. It is your civic responsibility.

### **Decision Making**

To make appropriate decisions when driving it takes a lot of practice and experience. New drivers lack the experience for making appropriate decisions in many situations.

To better prepare for the decision making process it is very important to search actively in the area around your vehicle to identify the various types of road users, their location and their travel path. If you do not identify other roadway users you cannot begin to make decisions on how to lessen the risk. Good decision making starts with good visual search.

Once you have identified the other roadway users, determine the risks they may pose. Are they moving in the same direction, in the other direction or away from you? Could they collide with your vehicle?

Then decide the course of action that is necessary to lessen the risk. Generally, you are limited to changing your direction (moving left or right), changing your speed (slowing, stopping or speeding up), or communicating (signaling or sounding your horn). Once you have decided you will need to take action.

To be a safe driver you must actively search out potential hazards, determine what they might do, decide how to best minimize the hazard and take action. Practice asking yourself "What If." For example:

- search the area around your vehicle
- identify a potential hazard such as a vehicle pulling out of a driveway or parking lot
- ask yourself, "What If" this driver pulls in front of me
- Decide how to minimize the risk of the driver's actions by either changing direction, changing speed and/or communicating.
- then, take action

Practicing asking yourself “What If” can help to make you a better driver and help you to be more prepared for quick decision-making.

### Test Your Knowledge

Select the alternative (a, b or c) that best answers the question.

1. When changing lanes identify a:
  - a. 2 to 3 second gap in traffic
  - b. 3 to 4 second gap in traffic
  - c. 4 to 5 second gap in traffic
  
2. Having a Driver’s License is a:
  - a. Right, not a privilege
  - b. Privilege, not a right
  - c. Requirement
  
3. When overtaking a pedestrian who is walking along the roadway and an oncoming vehicle is approaching:
  - a. Slow down and let the vehicle pass first
  - b. Keep driving, the oncoming vehicle must stop for you
  - c. Honk your horn so the pedestrian moves over
  
4. When is it safe to pass another vehicle?
  - a. When driving through an intersection and there are no oncoming vehicles
  - b. Whenever signs and/or roadway markings permit passing other vehicles
  - c. When entering a curve and there are no oncoming vehicles

These questions may be on the test. If you cannot answer all of them, **re-read Section 7.**

1). c , 2) b , 3) a , 4) b



## SECTION 8

### Avoiding Collisions and Emergency Situations

#### This Section Covers

- Avoiding Collisions
- Emergencies
- Vision Limitations

#### Avoiding Collisions

When it looks like a collision may happen, many drivers panic and fail to act. In some cases, they do act, but they do something that does not help to reduce the chance of the collision. There usually is something you can do to avoid the crash or reduce the impact of the crash. In avoiding a collision, you have three options: brake, steer or accelerate.

#### Braking Quickly

Many newer vehicles have an ABS (Anti-lock Braking System). Be sure to read the vehicle owner's manual on how to use the ABS. The ABS system will allow you to stop without skidding.

**With ABS** - If you have an anti-lock braking system and you need to stop quickly:

- Press on the brake pedal as hard as you can and keep pressing on it.
- You might feel the brake pedal pushing back when the ABS is working. Do not let-up on the brake pedal. The ABS will only work with the brake pedal pushed down fully.

**Without ABS** - If you must stop quickly and you do not have an anti-lock braking system:

- You can cause the vehicle to go into a skid if you brake too hard.
- Apply the brakes as hard as you can without locking them.
- If the brakes lock-up, you will feel the vehicle start to skid. Ease up on the brake pedal and then reapply with control. Do not take your foot off the brake pedal.
- As soon as the vehicle stops skidding, push down on the brake pedal again. Keep doing this until the vehicle has stopped.

#### Steering Quickly

In most cases, you can steer the vehicle quicker than you can stop it. You should consider steering in order to avoid a collision.

Make sure you have a good grip with both hands on the steering wheel. Once you have turned or changed lanes, you must be ready to keep the vehicle under control. Some drivers steer away from one collision only to end up in another. Always steer in the direction you want the vehicle to go. Wearing a safety belt can help to maintain control of your vehicle by keeping you in the seat behind the steering wheel.

**With ABS** - If you have an anti-lock braking system and you need to steer quickly:

- Continue pressing on the brake pedal as hard as you can and keep pressing on it while steering in the direction you want to travel.

**Without ABS** - If you must steer quickly and you do not have an anti-lock braking system:

- Avoid hard braking while steering, if possible.
- Once you have steered to your intended path of travel and the vehicle is straight, you can begin to brake harder.

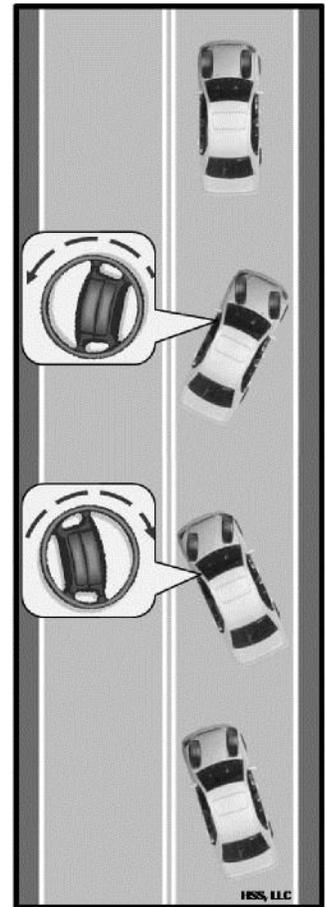
#### Accelerating

Sometimes it is best or necessary to accelerate to avoid a collision. This may happen when another vehicle is about to hit you from the side or from behind and there is room to the front of your vehicle to get out of danger. Be sure to slow down once the danger has passed.

### Dealing with Skids

Any road that is safe under normal conditions can be dangerous when it is wet or has snow or ice on it. High speeds under normal conditions also increase the possibility of a skid if you must turn or stop suddenly. Skids are caused when you are traveling too fast for conditions, when you stop too suddenly or when the tires can no longer grip the roadway. As you cannot control a vehicle when it is skidding, it is best to avoid a vehicle skid in the first place. **If your vehicle begins to lose traction:**

- **Visually look for open space** – You must pay attention to where your vehicle can go on the roadway. Do not fixate on the hazard you are trying to avoid.
- **Lift off any pedals** – Release brake or accelerator pressure to determine if the vehicle is losing traction to the front or rear tires.
- **Recognize traction loss** – If the vehicle continues straight while steering, traction is lost to the front tires. If the vehicle is moving sideways without any additional steering input, the rear tires have lost traction.
- **Brake or acceleration response** – If the front traction is lost ease off the brakes to regain traction and reapply the brakes without skidding to continue steering. If the vehicle has ABS apply the brakes fully to gain steering control to the front tires.
- **Steer** – If rear traction is lost, turn the steering wheel in the direction of the intended path of travel (the direction you want to go) and continue to steer and counter-steer until the vehicle is traveling straight. Continue to look in the direction you want to go. Avoid looking into the on-coming lane so that your vehicle does not travel across the centerline. If your vehicle is equipped with traction technology, keep steering toward the path of travel to aid the vehicle technology.



### Protect Yourself in Collisions

You may not always be able to avoid a collision. Try everything you can to keep from being hit. If nothing works, try to lessen any injuries that could result from the crash. The most important thing you can do is to use your safety belt. In addition to your safety belt, there are other things that could help prevent serious injuries.

- **Hit From the Rear** – If your vehicle is hit from the rear, your head and body will be thrown backwards. Press yourself against the back of your seat and put your head against the head restraint. Be ready to apply your brakes so that you will not be pushed into another vehicle.
- **Hit From the Side** – If your vehicle is hit from the side, your body will be thrown towards the side that is hit. Frontal air bags will not help in this situation. Your lap and shoulder belts are needed to help keep you behind the wheel. Get ready to steer or brake to prevent your vehicle from hitting something else.
- **Hit From the Front** – If your vehicle is about to be hit from the front it is important to try to have a “glancing blow” rather than being struck head on. This means that if a collision is going to happen, you should try to turn the vehicle. At worst, your vehicle will be hit with a glancing blow or you might miss it. If the frontal impact is severe, the air bag will deploy and then deflate, so be ready. You must use your safety belt to keep yourself behind the wheel and to protect yourself if your vehicle has a second crash.

## Emergencies

All drivers eventually will find themselves in an emergency situation. As careful as you are, there are situations that could cause a problem for you. If you are prepared, you may be able to prevent any serious outcomes.

There is always a chance of a vehicle problem while driving. You should follow the recommended maintenance schedule listed in the vehicle owner's manual. Following these preventive measures greatly reduces the chance that your vehicle will have a problem.

### **Brake Failure:**

If your brakes stop working:

- Rapidly pump the brake pedal several times. This will often build up enough brake pressure to allow you to stop.
- If that does not work, use the parking brake. Pull on the parking brake handle if in the center console or push the parking brake foot pedal slowly so you will not lock the rear wheels and cause a skid. Be ready to release the brake if the vehicle does start to skid.
- If that does not work, look for a safe place to slow to a stop. Make sure the vehicle is off the roadway. Do not continue to drive the vehicle without working brakes.

### **Tire Blowout:**

Tire blowout is a rapid deflation of air from the tire. If a front tire blows out, the vehicle will pull sharply in the direction of the blowout. If a rear tire blows out, the vehicle will wobble, shake and pull some in the direction of the blowout. **If a tire blows out or suddenly goes flat:**

- Grip the steering wheel firmly and keep the vehicle going straight.
- Slow down gradually. Take your foot off the accelerator pedal.
- Do not brake. Allow the vehicle to slow by itself or brake gently if necessary.
- Do not stop on the road if at all possible. Pull off the road in a safe place and turn on emergency flashers.
- Have the tire changed and replaced.

### **Power Failure:**

If the engine shuts off while you are driving:

- Keep a strong grip on the steering wheel. Be aware that the steering wheel may be difficult to turn, but you can turn it.
- Shift to neutral and look for an escape path. Do not brake hard, brake with steady pressure on the pedal, slow down then pull off the roadway.
- Stop and try to restart the engine, if unsuccessful, raise hood and turn on emergency flashers. Call for help.

### **Accelerator Failure:**

Accelerator failure could be caused by either a broken spring or the pedal getting stuck in the down position.

**In either case:**

- Shift to neutral and search for an escape path.
- Steer smoothly, brake gently and pull off the roadway.
- Turn off vehicle and have the pedal repaired at a service center before driving again.

### ***Uneven Surface Drop-Offs***

Uneven surface drop-offs can cause serious crashes if you react improperly. Avoid panic steering, in which you try to return to the pavement as soon as your wheels leave the pavement. This maneuver can lead you to provide too much steering input before you have a chance to slow down.

#### **The following are tips to help you return to the pavement safely:**

- Slowing down will help you return to the roadway without losing control. When your wheels leave the pavement, ease off the accelerator to slow down. Do not brake hard, as this can put your vehicle into a skid and make it difficult to steer. Instead, gently apply the brakes, which will allow you to control steering. Steer straight ahead and slow to 25 mph or less.
- Straddle the pavement edge, which will keep the inside edge of your tires from rubbing. It will also help you to approach the edge at a higher angle, which helps the tire to return to the road surface.
- When there is a gap in traffic from all directions, turn the steering wheel about one quarter-turn to return to the pavement. **DO NOT OVERSTEER.** When you are back on the pavement, steer back to your lane. If traffic is heavy when you leave the road and the shoulder is wide, drive entirely onto the shoulder and stop. Wait for a large gap in traffic before you reenter. If you cannot get back onto the pavement, pull as far from the road as possible and wait for help.

### ***Rollovers***

Rollovers are much more likely than most other types of crashes to result in serious injury or death. Even though only about one of every forty vehicles involved in a police reported crash has rolled over, one of every three passenger vehicle occupant deaths occur in rollovers. This illustrates the seriousness of rollover crashes.

The majority of rollovers occur during ordinary driving situations. Many rollovers occur when a driver suddenly swerves to avoid an obstacle such as a stopped vehicle in the road or when a driver accidentally veers off the road. When you lose control of your vehicle and it begins to slide sideways something can “trip” the vehicle and cause it to roll over. This tripping object could be a curb, guardrail, tree stump, or soft, uneven ground on the side of the roadway. If you are speeding or you turn the wheel too sharply, the friction between the tires and the road can cause the vehicle to trip and then roll over.

A multiple-vehicle crash can also initiate a rollover if it causes a driver to lose control, or if a vehicle rolls after being struck in the side by another vehicle, but single vehicle crashes are more common. More than 80% of all rollovers involve no other vehicle besides the one that rolls over.

Rollover crashes are more common for sport utility vehicles (SUVs), vans, pickups and small trucks than for passenger vehicles due to their higher centers of gravity, which makes them top heavy and more likely to tip over. Whenever the height of a vehicle rises, the center of gravity also rises. Additional cargo and passengers can also increase the chances of a rollover.

Thankfully, because most rollover crashes involve only one vehicle, you - the driver - can reduce the likelihood of having a rollover crash simply by making some smart choices:

- Speed is an important factor that contributes to rollover crashes and one factor that you can control. The faster you drive, the less time you have to react to any emergency that suddenly arises in the road ahead of you, which means you will probably end up steering more sharply and/or braking harder. Simply obeying the posted speed limit and using extra caution in bad weather can reduce your chances of having a rollover crash.
- Many rollovers occur when drivers overcorrect their steering in response to unexpected situations, such as encountering a stopped vehicle in their lane or accidentally driving off the pavement. Sudden steering maneuvers at high speeds or on soft surfaces can lead to rollovers. If your vehicle leaves the paved road surface, slow down gradually, but do not jerk the steering wheel to get the vehicle back on the pavement.
- The most effective way to reduce the risk of injury or death in a rollover is to use your safety belt. Without safety belts, occupants in vehicles that roll can be thrown from the vehicle, greatly increasing the risk of serious injury or death.

- Air bags play an important part in reducing injury. Side airbags triggered by rollover sensors can prevent the upper body from being exposed to contacts with the ground or even complete occupant ejection.

### Vision Limitations

When something is limiting how well you can see it can be difficult to drive. The following are examples of when your vision may be limited and how to solve the problem of limited vision:

- It is harder to see at night. You must be closer to an object to see it at night than during the day. When driving at night, you must be able to stop within the distance you can see ahead with your headlights. Your lower beam headlights will let you see clearly about 150 to 200 feet ahead. Driving at a speed that allows you to stop within this distance is about 45 mph. Your high beam headlights will let you see clearly about 350 to 400 feet ahead. Driving at a speed that allows you to stop within this distance is about 65 mph. You need to increase your following distance by adding at least one additional second for night driving conditions and at least two additional seconds for driving on unfamiliar roadways at night. Keep in mind that headlights limit your visual skills. Reducing speed based on headlight distance is critical to avoiding night driving collisions.



- Adverse weather can reduce visibility rapidly. When you cannot see any farther than 100 feet ahead due to rain, snow, blowing dust, smoke or thick fog, you cannot safely drive faster than 30 mph. When adverse weather limits visibility you may not be able to see well enough to drive, therefore you should pull off the roadway in a safe place and wait until it clears. When driving in fog, snow or heavy rain use your low beams and fog lights for best visibility, even during the day and be alert for other drivers who may have forgotten to turn on their headlights.
- Bright sunlight in the early morning or late afternoon creates a glare when driving into the sun. Wearing sunglasses, keeping windows clean and using the vehicle's sun visors can reduce glare. If the sun is behind you be aware that oncoming drivers may not be able to see your turn signals or your vehicle because of glare.
- You may not know what is on the other side of a hill or just around a curve, even if you have driven the road many times. If a vehicle is stalled on the road just over a hill or around a curve, you must be able to stop or move around the problem. Whenever coming to a hill or curve where visibility is limited by the roadway, adjust vehicle speed to prepare for a speed or position adjustment.
- Vehicles parked along the side of the road may block your view. People may be ready to get out of a vehicle or walk out from between parked vehicles. Give parked vehicles as much room as the lane allows.
- Drive at a speed where the vehicle can safely stop within the space in front of the vehicle. Use the minimum 3 second following interval, increasing the following interval by an additional second for any unusual weather or traffic conditions.
- You must not drive faster than the distance you can see ahead. Reduce speed or adjust lane position to allow for adequate braking and steering in case of unusual conditions including:
  - Traffic congestion
  - Hills and curves
  - Weather limitations

### Test Your Knowledge

Select the alternative (a, b or c) that best answers the question.

1. If your vehicle has an anti-lock braking system and you need to stop quickly:
  - a. Press on the brake pedal as hard as you can
  - b. Press on the brake pedal repeatedly
  - c. Gradually press on the brake pedal
  
2. If you are driving and a tire suddenly goes flat:
  - a. Rapidly pump the brake pedal several times.
  - b. Slow down gradually and do not brake.
  - c. Press on the brake pedal as hard as you can.
  
3. When you cannot see any farther than 100 feet ahead due to rain, snow, blowing dust, smoke or thick fog then you cannot safely drive faster than:
  - a. 20 mph
  - b. 30 mph
  - c. 40 mph

These questions may be on the test. If you cannot answer all of them, **re-read Section 8.**

1) a , 2) b, 3) b



## SECTION 9

### Sharing the Road

#### This Section Covers

- Pedestrians
- Bicyclists
- Motorcycles, Scooters and Mopeds
- Emergency Vehicles
- Police/Traffic Stops and [Move-Over Laws]
- Interacting with Commercial Vehicles
- Public Transportation
- Slow Moving Vehicles

You must always share the road with other users. Everybody has a right to the roadway. Remember to be courteous and civil to each other. Crashes can be avoided by identifying and sharing the road with other users. The following are other roadway users that you may encounter on the roadway and will have to share the road with.

#### Pedestrians

- Children
- Blind pedestrians
- Joggers
- Recreational (skaters, skateboarders, etc.)

As soon as you step out of your vehicle, you become a pedestrian. As a pedestrian, you should know your rights and responsibilities. As a driver, you should know the law when pedestrians are around. Always recognize that pedestrians are especially defenseless, they do not have the same protection that you do. Courtesy and cooperation will greatly enhance pedestrian safety.

#### As a pedestrian:

- You are subject to pedestrian traffic laws and have the same responsibilities to obey traffic laws as do motorists.
- You must walk where there is a sidewalk. If there is no sidewalk, you should walk on the left side of the street facing the oncoming traffic.
- At night, you should carry a flashlight; wear light colored clothing and reflective material so motorists can see you easily.
- When you are facing a “WALK” signal or a green light, you have the right-of-way. Make sure all drivers see you and stop for you before crossing the road.
- Do not cross the street when you are facing a “DON’T WALK” signal or a red or yellow light, but if the flashing “DON’T WALK” signal appears when you are crossing the street, you may finish crossing the street.
- You should establish eye contact with drivers who slow down or stop to ensure the driver is yielding the right-of-way to you. Do not assume the driver will stop for you.

Pedestrians are difficult to see and it is difficult to determine their intentions. **As a driver:**

- You must yield to pedestrians at all times. Even if they are not in a crosswalk and crossing the street where they should not be (also known as jaywalking), you must stop for them.
- You must yield when a pedestrian is in a crosswalk. Crosswalks exist at all intersections where a sidewalk meets the street. Not all crosswalks have markings.
- Mid-block crosswalks require you to yield as you would at a corner. Mid-block crossings have warning signs and pavement markings.
- You must always yield the right-of-way to persons who are visually impaired. When a pedestrian is crossing a street guided by a dog or carrying a white cane, you must come to a complete stop.
- Even when you are facing a green light, you must yield the right-of-way to all pedestrians in the intersection. You can only assume right-of-way when your intended path is clear.
- When preparing to make a left turn or U-turn, check for pedestrians in your path, even if you have a green arrow.
- As you prepare for a right turn, especially on a red traffic signal, be cautious of pedestrians approaching on your right.
- When approaching a stopped vehicle from behind, slow down and do not pass until you are sure that there are no pedestrians crossing in front of it. This is true even on multi-lane roads.
- Always check for pedestrians in your path before backing, especially in shopping centers or places where there are many pedestrians.
- Be careful in school, playground and residential areas where children could run out from between parked vehicles. It is a good idea to drive slower than the speed limit in these areas and be prepared to stop quickly.
- In a school zone when lights are flashing or children are present, you must obey a slower speed limit. At a school crossing where there is traffic patrol, stop and yield if you are signaled to do so.

## Bicyclists

Bicyclists are considered vehicles when used on roadways. They are expected to follow the same rules of the road as motorized vehicles. As a motorist, you should know that a bicyclist has the same rights, privileges and responsibilities as you. Respect for each other will aid in the smooth flow of traffic.

Bicyclists may not be easily seen in traffic. You must to be alert for bicyclists and be extra careful when approaching them. Just as motorists have different levels of skill; bicyclists also have varying levels of skills. A skillful bicyclist rides predictably and holds a steady line. An unskillful bicyclist may swerve unpredictably, ignore traffic signs and signals, and ride without a light at night. If you see, an unskillful bicyclist be ready for any sudden movements.

### As a bicyclist:

- You are required to ride on the right side of the roadway.
- You must obey all traffic signs and signals and use hand signals to let others know what you plan to do.
- You are allowed to utilize the complete lane if an obstacle and/or hazard presently exist such as: road debris, cracks, parked vehicles or something that may impede your riding path.

- You may use the middle and left side of the roadway; if you are going straight through an intersection or making a left hand turn.
- You are allowed to ride two abreast or two wide in a lane. Doing this creates a tight vehicular density so that cars may pass you more efficiently, as well as help you define your space as a vehicle for surrounding road users.
- There are instances where it could also be beneficial to ride single file; a bicyclist must determine this base on the situation.
- Under the **Dead Red Law**, if you reach an intersection and the traffic signal will not respond to your bicycle. After waiting what you determine is a reasonable amount of time, you may cross the intersection. This action when performed is done with understanding that the bicyclist will not impede cross-traffic or cause an accident.
- Wear brightly colored clothing and reflectors.
- Use of a headlight at dusk is required, but a taillight is highly recommended to give you further visibility.
- Always keep your bicycle in good repair, and use good judgement during any situation to assure the best option is being performed.

#### As a driver:

- You must yield to bicyclists in intersections as you would for pedestrians and other vehicles.
- You must yield the right-of-way to a bicyclist when a bicycle path or bike lane intersects a road. Do not stop, park or drive on a designated bicycle path or lane unless you are entering or leaving an alley or driveway, performing official duties, directed by a police officer, or an emergency situation exists.
- When approaching or passing a bicyclist slow down and allow as much space as possible and consider a bicyclist's speed when you pass. If you are about to make a right turn, you must not pass a bicyclist immediately before the turn. To avoid a collision, you should slow down and let the cyclist clear the intersection before making your turn.
- Be careful after you have passed a bicyclist. Do not slow down or stop quickly. A motor vehicle's brakes are more powerful than a bicycle's and you could cause a crash.
- Do not sound your horn close to bicyclists, unless there is a chance of a collision. Sounding your horn to alert your presence may startle them and cause them to steer into your path and crash.
- When making turns, watch carefully for bicyclists entering your lane. Be especially careful if you see children riding bikes on the sidewalk. They may come onto the road.
- Never turn sharply in front of a bicyclist and do not force a bicyclist off the road.
- Although bicyclists are required to ride in the direction of traffic, you should look for them riding anywhere on the roadway.
- Be particularly careful around bicyclists when the roadway is wet or covered with sand or gravel. Like motor vehicles, bicycles cannot brake as quickly or turn as sharply under these conditions. These conditions affect bicycles much more than vehicles.
- Cooperate with bicyclists. They are required to use hand signals, as shown, when turning and stopping. However, keep in mind that a bicyclist may be unable to signal if road or traffic conditions require them to keep both hands on the handlebars. Look for other clues of a bicyclist's intent, like turning their head or looking over their shoulder before changing lane position.



**Stop**

**Left Turn**

**Right Turn or**

**Right Turn**

- When parked on the street or parallel parking a vehicle, check to the sides and rear for bicyclists before you open your vehicle door, and always use caution in exiting the vehicle by looking around for other oncoming vehicles. The **“Dutch Reach”** method can be performed to safely help you achieve exiting your vehicle. It entails that the motorist use their right hand to pull the handle to open the door. Which will inherently turn your body to provide better visibility of traffic approaching from the rear. This method will help you avoid unnecessary collisions with your door and vehicles of all sorts.
- You should check for bicyclists in your path before backing. Be especially cautious near schools or residential areas where bicyclists may be present.

Roads are designed to accommodate many modes of transportation and types of road users. The better we understand and prepare ourselves on how to interact with each other, the safer we will all be.

There are several designations to denote upon bicyclists and other road users that may specify the type of road you might encounter more bicycle traffic on.

- **Sharrows** - are road markers on the pavement that provide a recommendation of where in a lane a bicyclist should ride to flow easiest with other traffic. Designated by a bicycle with two chevron (arrows) pointing above it, you will find sharrows on roads with higher volumes of traffic.



- **Bike Lanes** – are road markers on the pavement that provide a designated part of the roadway for bicycle traffic to use. This does not preclude the bicyclist from exiting such a lane to proceed straight through an intersection and avoid a collision, as well as to make a left-hand turn. Bike lanes can be designated using solid white lines, and are commonly found towards the right side of the roadway.



- **Bikeways or Bike Routes** – are roads with lower traffic volumes that are recommended for use by bicycles because of the lower potential for collisions and greater ease of use. These roads are commonly side roads and neighborhood roads.

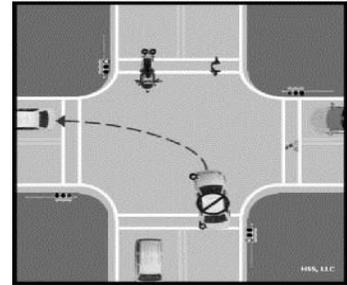


### Motorcycles, Scooters and Mopeds

Motorcyclists/scooters/mopeds have the same rights and responsibilities as other drivers. However, it is more difficult to see them and it is more difficult to determine what they will do. There are special situations and conditions we need to be aware of so we can safely share the road with motorcycles/scooters/mopeds:

- Motorcycle/scooter/moped operators have the right to use a complete traffic lane and two motorcycles/scooters/mopeds may share a lane. Do not pass a motorcycle/scooter/moped in the same lane. The motorcycle/scooter/moped needs space to react to other traffic.
- Motorcycles/scooters/mopeds are small and, therefore, more difficult to see. Their size also allows them to duck easily into your blind spot, therefore, always make a visual check for motorcycles/scooters/mopeds by checking mirrors and blind spots by turning your head and looking before entering or leaving a lane of traffic and at intersections.
- Motorized Bicycle or Moped means every device having two tandem wheels or three wheels, which may be propelled by either human power or helper motor, or by both, and has:
  1. A motor which produces not more than 3.5 brake horsepower;
  2. A cylinder capacity of not more than 130 cubic centimeters;
  3. An automatic transmission; and
  4. The capability of a maximum design speed of no more than 30 miles mph.
- Approximately one-half of all motorcycle/scooter/moped crashes involve another motor vehicle. Nearly 40 percent were caused by the other vehicle turning left in front of the motorcyclist/scooter/moped. Motorcycles/scooters/mopeds have a much smaller profile than motor vehicles, which can make it more difficult to judge the speed and distance as they approach. Before turning left be alert for motorcycles/scooters/mopeds by looking carefully to the front and sides of your vehicle.

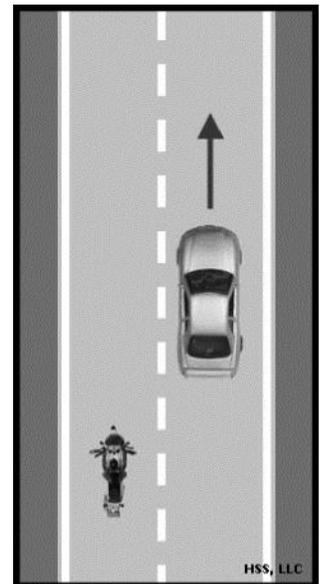
- Do not assume a motorcycle/scooter/moped is turning when you see its turn signal flashing. Motorcycle/scooter/moped turn signals may not self-cancel and the motorcyclist/scooter/moped may have forgotten to turn them off. Do not pull out in front of a motorcycle/scooter/moped until you see that it is actually beginning to turn. Keep in mind that motorcycles/scooters/mopeds may not have turn signals so it is important to leave enough space for the motorcyclist/scooter/moped to maneuver.



- Always signal your intentions before changing lanes or merging with traffic. This allows the motorcyclist/scooter/moped to anticipate traffic flow and find a safe lane position.
- Obstacles and road conditions that may be minor to a motorist can be deadly to a motorcyclist/scooter/moped. Be prepared for them to make sudden changes in lanes or speed as they attempt to avoid a hazard on the road, such as potholes, gravel, wet or slippery surfaces, pavement seams, railroad crossings and grooved pavement. Allow room for the motorcyclists/scooters/mopeds to maneuver.

- When following a motorcyclist/scooter/moped, allow for a 3 to 4 second following distance or more in wet conditions or you may not have enough time or space to avoid a crash. Motorcycles/scooters/mopeds can stop quickly and following too closely endangers your life and that of the motorcyclist.
- Always dim your headlights when approaching a motorcycle/scooter/moped. Because of their vulnerability, the blinding effect of your high beams can be far more dangerous to them than to drivers of motor vehicles.

- When a motorcycle/scooter/moped is passing your vehicle, you should maintain your lane position and speed. Allow the motorcyclist/scooter/moped to complete the maneuver and assume proper lane position as quickly as possible. Never speed up or interfere with their ability to pass safely.
- Keep in mind that scooters and mopeds travel at much lower speeds than motorcycles.



## Emergency Vehicles

Drivers of emergency vehicles must drive with regard for the safety of other roadway users, but they may, under emergency conditions, be exempt from traffic control laws, such as parking in places where you cannot do so, going through a red light or stop sign after slowing down, driving faster than the posted speed limit, and disregarding rules covering direction of movement or turning.

Certain vehicles have sirens and flashing lights, which assist in moving quickly through traffic to answer emergency calls. Emergency vehicles include fire department equipment; police vehicles, ambulances and specialty-equipped vehicles (i.e. blood delivery vehicles, river rescue vehicles, hazmat response, etc.).

### As a driver:

- When you hear a siren or see a vehicle approaching with flashing lights, pull over to the curb or edge of the road and stop. Position yourself parallel and as near to the curb as possible. On one-way streets, drive toward the road edge nearest you. Always keep intersections clear.
- After the emergency vehicle passes, carefully look behind you for other vehicles and when it is safe to do so return to the roadway. You must stay at least 500 feet away from the emergency vehicle.

- If an emergency vehicle is leaving or returning to its garage and the emergency lights are still flashing, you must stop until the emergency vehicle is safely out of your path.
- During an emergency situation, you must obey the direction of law enforcement or emergency services personnel on the scene.

### **Police/Traffic Stops**

- If you are pulled over by law enforcement, move to the right side of the roadway and position your vehicle as far out of the way of traffic as possible, where it is safe for both you and the police officer.
- Turn off your engine, radio, CD player or any other device that might interfere with communicating with the officer. Turn on your hazard flashers and if at night your interior lights to help the officer see that everything is in order inside the vehicle. Roll down your window so that you and the officer can communicate.
- Remain calm and keep your safety belt fastened. Ask your passenger(s) to do so as well. Keep your hands on the steering wheel and limit movements so the officer does not think you are hiding or searching for something.
- When requested, locate and provide your Driver's License, proof of insurance and/or vehicle registration. If the officer asks you for these documents tell the officer where they are located and reach for them slowly with one hand on the wheel. Answer the officer's questions fully and clearly. Remain in the vehicle unless requested to get out.
- Never run from law enforcement. It is very dangerous and many fatal crashes occur from police chases. The consequences of running from law enforcement are more severe than the initial traffic citation.

### **Move-Over Laws**

State law requires drivers approaching a stationary emergency vehicle displaying flashing lights, including towing and recovery vehicles, traveling in the same direction, to vacate the lane closest if safe and possible to do so, or slow to a speed safe for road, weather, and traffic conditions.

### **Interacting with Commercial Vehicles**

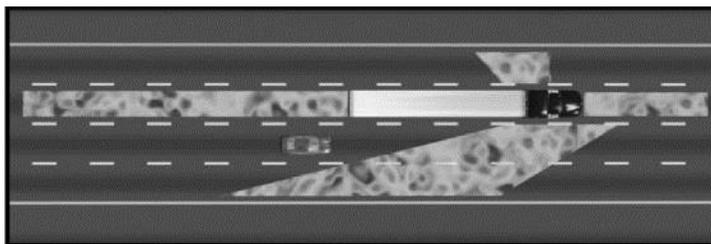
Over 250,000 crashes occur between cars and commercial vehicles each year. In more than 70% of all fatal crashes involving cars and commercial vehicles, police report that the car driver contributed to the cause of the crash. Commercial vehicles are very different from cars. Many of these crashes could be avoided by keeping these points in mind:

- Large vehicles are less maneuverable than a car.
- Large vehicles have much larger blind spots than cars even though their drivers sit much higher than vehicle drivers sit.
- Because of their weight, they have longer stopping and accelerating distances and need more room to turn.

## The No-Zone

The No-Zone is the area around large trucks or buses where vehicles disappear from the commercial driver's view into blind spots. These blind spots are on the sides, rear and front of the large vehicle.

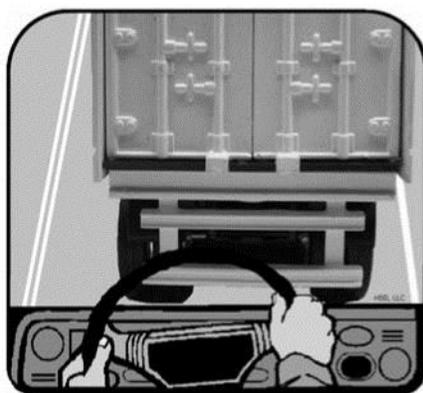
- Side No-Zones** – Large trucks and buses have big No-Zones on both sides. They are much larger than your vehicle's blind spots. Trucks have a larger blind spot on their right side starting behind the cab and extending up to the length of the truck. If you cannot see the driver's face in the side view mirror, they cannot see you. Avoid driving alongside a large vehicle for any longer than required under any circumstances. If the driver needs to swerve or change lanes, the chances of a collision are greatly increased.



- Front No-Zones** – Because of a large vehicle's size and weight, they take longer to stop than cars. A loaded truck with good tires and properly adjusted brakes, under ideal conditions, traveling at 55 mph requires a minimum of 335 feet before coming to a complete stop, or greater than 1 1/2 times the stopping distance of a car. Therefore, it is essential not to enter a roadway in front of a large vehicle or change lanes in front of a large vehicle. When passing a large vehicle look for the whole front of the vehicle in your rear-view mirror before pulling in front and maintaining speed.



- Rear No-Zones** – Unlike cars, large vehicles have huge blind spots directly behind them that extend up to 200 feet. If you are too close, the large vehicle cannot see your car and you cannot see what is ahead of you. If the large vehicle brakes or stops suddenly, you have no place to go and could run into them. To prevent this, you need to pay close attention when following a large vehicle. Avoid following the vehicle too closely and position your vehicle so the driver can see it in their side mirrors. When traveling up or down steep hills, large vehicles must drive slowly, approximately 35 mph, and therefore use the right lane. Avoid driving in the right lane, if possible, when traveling up or down hills, as well as near truck weigh stations, where large vehicles will be attempting to reenter faster-moving traffic. By avoiding the right lane in these areas, you will reduce the possibility of a crash with a large vehicle.



## **Turning**

Pay close attention to large vehicles turn signals and give them plenty of room to maneuver. When a truck or bus needs to make a right turn, they will sometimes swing wide to the left in order to safely turn right and clear the corner of a curb or other obstruction. Sometimes space from other lanes is used to clear corners. If you try to get in between the truck or bus and the curb, you will be squeezed in between them and could suffer a serious crash. To avoid a crash, do not turn until the truck or bus has completed its turn.

### **Keep in mind:**

- When you meet a truck coming from the opposite direction, keep as far as possible to the right side of the roadway to avoid a side swept crash and to reduce the wind turbulence between the two vehicles, which pushes the vehicles apart.
- Many collisions with large vehicles occur at intersections because motorists are unable to judge accurately the speed of a truck approaching before making a left turn. When in doubt about the speed of an oncoming truck or bus, do not turn left in its path. The truck or bus may be going faster than you think and it takes longer for them to stop than a car.
- Many intersections are marked with stop lines to show where you must come to a complete stop. These stop lines help to set you farther back at an intersection to give larger vehicles more turning space. Always stop behind stop lines.
- Do not cut off a large vehicle in traffic or on the highway to reach an exit or turn or to beat a truck into a single-lane construction zone. The few seconds that might be saved are not worth a life.

## **Runaway Ramps**

On long downgrades there may be special escape or runaway ramps for large vehicles. These ramps are to be used only by large vehicles that are out of control or cannot stop because of brake failure. Never stop or park in the area of these ramps.

## **Public Transportation**

### **Transit Buses**

- Watch for buses that have stopped. They may block your view of pedestrians about to cross the street or they may be about to pull into traffic.
- Unlike a school bus, you do not have to stop for a transit bus when they drop off or pick up people, unless you are behind them.
- Look for passengers boarding and exiting the bus that might cross into your path.
- Vehicle gate.
- A safety zone is a space set aside for pedestrians boarding, entering and waiting for trolleys and light rail vehicles. Do not drive through or park on tracks or in a safety zone for any reason. You may pass the zone as soon as it is safe to do so and at no faster than 10 mph.
- When people are boarding or leaving a trolley or light rail vehicle where there is no safety zone, stop behind the nearest door or vehicle platform of the trolley or rail vehicle and wait until the people have reached a safe place.
- Do not overtake and pass on the left of a trolley or light rail vehicle, whether it is moving or standing, except when you are on a one-way street. When the tracks are so close to the right side of the road that you cannot pass on the right, or when a traffic officer directs you, pass on the left.
- Never turn in front of an approaching light rail vehicle or trolley. Let them pass before making your turn.

- Be aware that buildings, trees and other objects can cause blind spots for the rail vehicle or trolley operator.
- Maintain a safe following distance from the rail vehicle or trolley if it shares the roadway with other users. In many cases you may drive in the same lane as a trolley or light rail vehicle.

## Trains:

### See Section 6: Rules of the Road

- **Slow Moving Vehicles** – Be alert for slow moving vehicles, especially in rural areas. A fluorescent or reflective orange and red triangle displayed on the rear of vehicles drawn by animals, farm equipment or construction equipment means the vehicle is traveling less than 25 mph. Use caution when approaching a slow-moving vehicle and be sure it is safe before you pass.



- **Farm machinery** – Watch for tractors, combines and other farm equipment moving across the road and traveling on state highways in rural areas. Farm machinery can be very large and wide enough to take up more than one traffic lane. Farm machinery usually does not have turn signals and to make a right turn, operators of farm machinery may pull wide to the left and then turn to the right. In most cases, these vehicles will be traveling at less than 25 mph. Pass with caution and remember the operator of the farm machinery cannot hear approaching vehicles.



- **Animal drawn vehicles** – In some rural areas, you may be sharing the road with animal drawn vehicles. They have the same rights to use the road as a motor vehicle and must follow the same rules of the road. They are subject to heavy damage and injury to the occupants if hit by a vehicle. Normal speeds for animal drawn vehicles range between 5 and 8 miles per hour. They may be even slower when pulling large farm equipment or when crossing intersections. Another hazard to consider is restricted vision from the driver of the animal drawn vehicle. When pulling large loads of hay or other equipment, drivers may not be able to see vehicles behind them; therefore, you need to be extra cautious when passing animal drawn vehicles. Pass with caution and do not use your horn or “rev” the engine because this may scare the horse and cause a crash. To avoid other possible collisions, you should anticipate left turns made by animal drawn vehicles into fields and driveways. Warning signs will be posted in areas where you are likely to find animal drawn vehicles so be alert.



- **Horseback riders** – Horseback riders are subject to and protected by the rules of the road. They must ride single file near the right curb or road edge, or on a usable right shoulder, lane or path. Use caution when approaching a horse being ridden or led along a road. Areas where horseback riding is common will usually be marked with an advisory sign. You must drive at a reasonable speed and at a reasonable distance away from the horse. Do not sound your horn or “rev” your engine loudly when approaching or passing a horse. It could scare the horse and cause a crash.



## Driving Slow Moving Vehicles

If you are driving a slow-moving vehicle and you have to drive so slowly that other vehicles have to reduce speed to the rear, pull to the side of the roadway when safe to do so and let the other vehicles pass. Many states have “turnout” areas on some two-way, single lane roadways that must be used when you are causing vehicles to the rear to slow down significantly. Other two-way, single lane roadways sometimes have selective “passing lanes” to reduce congestion to the rear of slower vehicles.

### Test Your Knowledge

Select the alternative (a, b or c) that best answers the question.

1. If a truck or bus needs to make a right turn and you are also turning right:
  - a. Quickly turn right before the truck or bus does
  - b. Wait until the truck or bus turns before turning right
  - c. Squeeze between the truck or bus and the curb
  
2. If a pedestrian is crossing in the middle of the street, not at a crosswalk (also known as jaywalking) even if it is illegal, you:
  - a. Must stop for them
  - b. Do not have to stop for them
  - c. Should honk your horn at them
  
3. When you hear a siren or see a vehicle approaching with flashing lights:
  - a. Maintain speed and stay in your lane until the vehicle has passed
  - b. Move into the right lane and drive slowly until the vehicle has passed
  - c. Pull over to the curb or edge of the road and stop to allow the emergency vehicle to pass
  
4. Motorcycle operators have the right to:
  - a. Use a complete traffic lane
  - b. Share a traffic lane with a vehicle
  - c. Use the shoulder of a roadway

These questions may be on the test. If you cannot answer all of them, **re-read Section 9**

- 1) b , 2) a , 3) c , 4) a
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## SECTION 10

### Special Driving Situations

#### This Section Covers

- Rural Road Driving
- Night Driving
- Driving in Adverse Weather
- Work Zones
- Avoiding Collisions with Animals

#### Rural Road Driving:

Driving on empty rural highways can be just as dangerous as driving in heavy city traffic. It is easy to relax your attention and suddenly come upon something dangerous. Stay alert, watch for warning signs and slow down. Some road conditions and driving hazards are unique to rural roads when compared to a paved interstate or city street. Rural roads consist of paved, gravel and dirt roads. **It is important to understand the different types and the hazards that are common on rural roads:**

- **Gravel or Dirt** – Vehicles do not have as much traction on gravel or dirt roads as they do on concrete or asphalt roads. When driving on gravel or dirt, you must reduce your speed and increase your following distance, since it will take much longer to stop due to loss of traction. Skidding can occur when traction is lost. Gravel or dirt roads can become rough and rippled from where a series of potholes has formed and can affect steering and vehicle control.
- **Dust** – During dry periods of the year, gravel roads can become extremely dusty. Vision can be reduced. It is recommended that you use low beam headlights to make your vehicle more visible to others, slow down and increase your following distance.
- **Narrow bridges and roads** – Gravel or dirt roads can be narrow and have little to no shoulder, which can be hazardous. Ditches can be close to the road, very steep and dangerous. You should look for narrow bridge signs and be prepared to stop for oncoming traffic. These roadways may have sharp dips or unexpected turns; therefore, you should slow down and increase your following distance.
- **Open Bridge Gratings or Steel Bridges** – Reduce speed, as traction for braking and steering is reduced. Due to the reduced traction, keep a firm grip on the steering wheel and increase your following distance.
- **Vision limitations** – Blind corners created by wooded areas, corn fields or other tall crops can create vision limitations.
- **Steep hills and curves** – Hills and curves on rural roads are often steeper and sharper than on highways. Before reaching the crest of a hill or before entering a curve, slow down, move to the right side of the road and watch for oncoming vehicles.
- **Highway-railroad grade crossings** – Many highway-railroad grade crossings on rural roads are marked only with a warning sign and a white X-shaped railroad crossing sign and typically do not have lights or crossing gates, therefore, you should always slow down, look both ways and be prepared to stop for a train before crossing the tracks.
- **Uncontrolled intersections** – Some intersections on rural roads are not controlled by yield or stop signs. These intersections can be very dangerous if you do not approach them with caution. When approaching an uncontrolled rural intersection slow down and be prepared to stop for crossing or oncoming traffic.

#### Night Driving:

Night driving creates a different set of problems for drivers. Driving at night is more hazardous and more difficult than daytime driving. You cannot see nearly as much with your headlights as you see in the daytime. Headlights limit your range of visibility. **Here are some things you can do that will help you to see better at night:**

- Use your high beams whenever there are no oncoming vehicles. High beams let you see twice as far as low beams

- *Dim your high beams whenever you come within about a one-block distance of an oncoming vehicle.* If a vehicle comes toward you with their high beams on, flash your headlights once quickly. If the driver fails to dim their lights, look toward the right side of the road to keep from being blinded by their headlights. **Do not try to “get back”** at the other driver by keeping your bright lights on. If you do, both of you may be blinded, possibly causing a crash. **Use your low beams** when following another vehicle, in heavy traffic, in fog, or when it is snowing or raining hard.
- Light from high beams will reflect back, causing glare and making it more difficult to see ahead. Some vehicles have fog lights that you can use in fog, snow or rain.
- Avoid looking directly into oncoming headlights as this can cause momentary blindness from the glare.
- Develop the ability to glance well ahead of your headlight beams, looking for dark shapes on the roadway.
- Glance occasionally to the right and left to determine the location of the edge of the pavement and hazards that may come from the sides.
- Do not wear sunglasses or colored glasses when driving at night or on dark days. Colored lenses cause your eyes to adjust even more slowly and can reduce your vision.

### **Driving in Adverse Weather:**

#### ***Flooded Roadways***

Flooding can occur when streams and rivers flow over their banks, when dams or levees break, when there is run-off from deep snow or any time there is rainfall. Floodwaters can be found on roads, bridges and low areas. Flash floods can come rapidly and unexpectedly. They can occur within a few minutes or hours of excessive rainfall. Be cautious, especially at night, during storm seasons, or any time that flooding is common in your area.

- Do not drive through flooded areas. If you see a flooded roadway ahead, turn around and find another route to get to your destination.
- Remember, 6 inches of water will reach the bottom of most passenger cars, causing loss of control or possible stalling and 2 feet of rushing water can carry away most vehicles.
- Even if the water appears shallow enough to cross, do not attempt to cross a flooded road. Water can hide dips, or worse, floodwaters can damage roadways by washing away the underlying road surface.
- If there is no other route, proceed to higher ground and wait for the waters to subside.

#### ***Fog - See Section 8 - Vision Limitations***

#### **Work Zones:**

A work zone is an area where roadwork takes place and may involve lane closures, detours and moving equipment. Highway work zones are set up according to the type of road and the work to be done on the road. The work zone can be long or short term and can exist at any time of the year, but most commonly in the summer.

Work zones on U.S. highways have become increasingly dangerous places for both workers and drivers. Approximately 40,000 people per year are injured as a result of motor vehicle crashes in work zones. There are a large number of work zones in place across America, therefore, highway agencies are working on not only improving devices used in work zones, but to change the behavior of drivers so crashes can be prevented.

When approaching a work zone watch for materials such as cones, barrels, signs, large vehicles, or workers in bright colored vests to warn you and direct you where to go. All temporary signs in work zones have an orange background and black letters or symbols and tell you what to do, how soon you will encounter the work zone and the speed limit through the work zone. The reduced speed limits are necessary for the safety of the workers and motorists. If there are no reduced speed limit signs, you should obey the normal posted speed limit.

**As a driver, you should learn and abide by the following safety tips for driving in work zones:**

- Watch the traffic around you and be prepared to react by reducing your speed, obeying signs and flaggers and increasing your following distance.
- Do not become oblivious to work zone signs when the work is long term or widespread and be aware that traffic patterns in work zones can change daily including lane shifts or alternating lane closures.
- Merge as soon as possible. Motorists can help maintain traffic flow and posted speeds by moving to the appropriate lane at first notice of an approaching work zone.
- Use extreme caution when driving through a work zone at night whether workers are present or not.
- Adjust your lane position away from the side where workers and equipment are located when possible.
- Some work zones, such as line painting, road patching and mowing are mobile. Just because you do not see the workers immediately after you see the warning sign does not mean they are not out there. Observe the posted signs until you see the one that says “End Road Work.”
- Expect delays, plan for them and leave early to reach your destination on time.
- When you can, avoid work zones altogether by using alternate routes.

**Avoiding Collisions with Animals**

There may be times when an animal suddenly runs in front of your vehicle. Do not swerve into oncoming traffic or off the roadway to avoid hitting the animal.

Big game animals, mostly deer, are large enough to cause damage to a motor vehicle. The size of the animal may cause you to take drastic action to prevent a collision. This may result in a more serious crash than if the vehicle collided with an animal. Regretfully, the safest alternative may be hitting the animal. Concentrate on regaining control of the vehicle before, during, and after the collision with the animal.

**You can use these precautions to reduce your chances of colliding with an animal:**

- Use caution when driving at dawn and dusk and between the months of October through December, when animals are most active.
- Use caution and be alert when driving on roadways marked with deer crossing signs. These signs are placed in areas that have had a large number of deer/vehicle collisions.
- Look well down the road and far off to each side. Scan the sides of the road to watch for the reflection of your vehicle headlights in the eyes of animals, especially at night and near woods and water.
- Slow down and use caution when approaching animals that are standing near the roadway, they may bolt or change direction at the last minute and there may be other deer following since they travel in groups.
- Use flashers or a headlight signal to warn other drivers when animals are spotted on or near the road.
- If you think you have time to avoid hitting an animal, reduce your speed, tap your brakes to warn other drivers and sound your horn. Deer tend to fixate on headlights so flashing them may cause the animal to freeze in the road. If there are no vehicles close behind you, brake hard, but do not lock wheels causing a skid.
- If a collision is inevitable, do not swerve to avoid the animal, your risk of personal injury may be greater if you do. Keep your vehicle under control and on the roadway when you hit the animal.

- Report the crash to the police if it involves a large animal such as a deer or farm animal. If the animal is a domestic pet and homes are nearby try to notify the pet's owner, if possible. Do not go inside someone's home.
- Pets, such as dogs may also run out on the roadway. Dogs that chase vehicles tend to approach in a straight line. Slow down until the dog is near your vehicle then accelerate away from the dog as it approaches. Dogs are likely to be seen in residential, rural or farm areas.

### Test Your Knowledge

Select the alternative (a, b or c) that best answers the question.

1. When driving at night and a vehicle comes toward you with their high beam headlights on:
  - a. Flash your headlights once quickly
  - b. Keep your high beam headlights on
  - c. Look in the direction of their vehicle
2. When approaching animals that are standing near the roadway:
  - a. Speed up to scare them away
  - b. Slow down and use caution
  - c. Swerve to avoid the animal

These questions may be on the test. If you cannot answer all of them, **re-read Section 10**

1) a , 2) b



**8-1508. Traffic-control signal legend.** Whenever traffic is controlled by traffic-control signals exhibiting different colored lights, or colored lighted arrows, successively one at a time or in combination, only the colors green, red and yellow shall be used, except for special pedestrian signals carrying a word legend, and said lights shall indicate and apply to drivers of vehicles and pedestrians as follows:

(a) *Green indication.* (1) Vehicular traffic facing a circular green signal may proceed straight through or turn right or left, unless a sign at such place prohibits either such turn; but vehicular traffic, including vehicles turning right or left, shall yield the right-of-way to other vehicles and to pedestrians lawfully within the intersection or an adjacent crosswalk at the time such signal is exhibited.

(2) Vehicular traffic facing a green arrow signal, shown alone or in combination with another indication, may enter the intersection cautiously only to make the movement indicated by such arrow, or such other movement as is permitted by other indications shown at the same time. Such vehicular traffic shall yield the right-of-way to pedestrians lawfully within an adjacent crosswalk and to other traffic lawfully using the intersection.

(3) Unless otherwise directed by a pedestrian-control signal, as provided in K.S.A. [8-1509](#), and amendments thereto, pedestrians facing any green signal, except when the sole green signal is a turn arrow, may proceed across the roadway within any marked or unmarked crosswalk.

(b) *Steady yellow indication.* (1) Vehicular traffic facing a steady circular yellow or yellow arrow signal is thereby warned that the related green movement is being terminated or that a red indication will be exhibited immediately thereafter when vehicular traffic shall not enter the intersection.

(2) Pedestrians facing a steady circular yellow or yellow arrow signal, unless otherwise directed by a pedestrian-control signal as provided in K.S.A. [8-1509](#), and amendments thereto, are thereby advised that there is insufficient time to cross the roadway before a red indication is shown, and no pedestrian shall then start to cross the roadway.

(c) *Steady red indication.* (1) Vehicular traffic facing a steady circular red or red arrow signal alone shall stop at a clearly marked stop line, but if none, before entering the crosswalk on the near side of the intersection, or if none, then before entering the intersection, and shall remain standing until an indication to proceed is shown, except as provided in paragraphs (2), (3) and (4) of this subsection. Any turn provided for in paragraphs (2), (3) and (4) shall be governed by the applicable provisions of K.S.A. [8-1545](#), and amendments thereto.

(2) Unless a sign is in place prohibiting a turn, vehicular traffic facing a steady red signal may cautiously enter the intersection to make a right turn after stopping as required by paragraph (1) of this subsection. After stopping, the driver shall yield the right-of-way to any vehicle in the intersection or approaching on another roadway so closely as to constitute an immediate hazard during the time such driver is moving across or within the intersection or junction of roadways. Such vehicular traffic shall yield the right-of-way to pedestrians lawfully within an adjacent crosswalk and to other traffic lawfully using the intersection.

(3) Unless a sign is in place prohibiting a turn, vehicular traffic upon a roadway restricted to one-way traffic facing a steady red signal at the intersection of such roadway with another roadway restricted to one-way traffic which is proceeding to the left of such vehicular traffic, may cautiously enter the intersection to make a left turn after stopping as required by paragraph (1) of this subsection. After stopping, the driver shall yield the right-of-way to any vehicle in the intersection or approaching on another roadway so closely as to constitute an immediate hazard during the time such driver is moving across or within the intersection or junction of roadways. Such vehicular traffic shall yield the right-of-way to pedestrians lawfully within an adjacent crosswalk and to other traffic lawfully using the intersection.

(4) The driver of a motorcycle or a person riding a bicycle facing any steady red signal, which fails to change to a green light within a reasonable period of time because of a signal malfunction or because the signal has failed to detect the arrival of the motorcycle or bicycle because of its size or weight, shall have the right to proceed subject to the rules stated herein. After stopping, the driver or rider shall yield the

right-of-way to any vehicle in or near the intersection or approaching on a roadway so closely as to constitute an immediate hazard during the time such driver or rider is moving across or within the intersection or junction of roadways. Such motorcycle or bicycle traffic shall yield the right-of-way to pedestrians lawfully within an adjacent crosswalk and to other traffic lawfully using the intersection.

(5) Unless otherwise directed by a pedestrian-control signal as provided in K.S.A. [8-1509](#), and amendments thereto, pedestrians facing a steady circular red or red arrow signal alone shall not enter the roadway.

(d) In the event an official traffic-control signal is erected and maintained at a place other than an intersection, the provisions of this section shall be applicable except as to those provisions which by their nature can have no application. Any stop required shall be made at a sign or marking on the pavement indicating where the stop shall be made, but in the absence of any such sign or marking the stop shall be made at the signal.

**History:** L. 1974, ch. 33, § 8-1508; L. 1984, ch. 39, § 46; L. 1994, ch. 215, § 1; L. 1995, ch. 188, § 1; L. 2011, ch. 45, § 3; July 1.

**8-1556. Overtaking and passing school bus; actuation of visual signals by driver of bus, when; required school bus markings.** (a) The driver of a vehicle meeting or overtaking from either direction any school bus stopped on the highway shall stop before reaching such school bus when there is in operation on the school bus the flashing red lights specified in subsection (a) of K.S.A. [8-1730](#), and amendments thereto, and the driver shall not proceed until such school bus resumes motion or the flashing red lights and the stop signal arm are no longer actuated.

(b) Every school bus shall be equipped with red visual signals meeting the requirements of subsection (a) of K.S.A. [8-1730](#), and amendments thereto, which may be actuated by the driver of the school bus whenever but only whenever such vehicle is stopped on the highway for the purpose of receiving or discharging school children. A school bus driver shall not actuate the special visual signals:

(1) At intersections or other places where traffic is controlled by traffic-control signals or police officers; or

(2) in designated school bus loading areas where the bus is entirely off the roadway.

(c) Every school bus shall bear upon the front and rear thereof plainly visible signs containing the words "school bus" in letters not less than eight inches in height.

When a school bus is being operated upon a highway for purposes other than the actual transportation of children either to or from school or to or from interschool or intraschool functions or activities, or for maintenance, repair or storage purposes all markings thereon indicating "school bus" shall be covered or concealed.

(d) The driver of a vehicle upon a highway with separate roadways need not stop upon meeting or passing a school bus which is on a different roadway or when upon a controlled-access highway and the school bus is stopped in a loading zone which is a part of or adjacent to such highway and where pedestrians are not permitted to cross the roadway.

(e) The provisions of this section shall be subject to the provisions contained in K.S.A. [8-2009a](#), and amendments thereto.

**History:** L. 1974, ch. 33, § 8-1556; L. 1975, ch. 39, § 10; L. 1975, ch. 427, § 23; L. 1976, ch. 40, § 6; L. 1997, ch. 133, § 4; L. 2002, ch. 169, § 1; July 1.

**Revisor's Note:**

Exemptions from certain requirements of law and regulations, see [8-2009a](#).

**8-1730. Lighting equipment and warning devices on school buses.** (a) Every school bus, in addition to any other equipment and distinctive markings required by this act:

(1) Shall be equipped with signal lamps mounted as high and as widely spaced laterally as practicable, which shall display to the front two alternately flashing red lights located at the same level and to the rear two alternately flashing red lights located at the same level, and these lights shall be visible at 500 feet in normal sunlight; and

(2) every new school bus put into initial service after July 1, 2007, shall be equipped with a white flashing strobe light mounted on the roof of such bus to afford optimum visibility.

(b) Any school bus, in addition to the lights required by subsection (a), may be equipped with:

(1) Yellow signal lamps mounted near each of the four red lamps and at the same level but closer to the vertical centerline of the bus, which shall display two alternately flashing yellow lights to the front and two alternately flashing yellow lights to the rear, and these lights shall be visible at 500 feet in normal sunlight. These lights shall be displayed by the school bus driver at least 200 feet, but not more than 1,000 feet, before every stop at which the alternately flashing red lights required by subsection (a) will be actuated; or

(2) head lamps which alternately flash on low beam or simultaneously flash on low beam, except such head lamps shall only be activated during daylight hours.

(c) The state board of education is authorized to adopt rules and regulations promulgating standards and specifications applicable to lighting equipment on and special warning devices to be carried by school buses consistent with the provisions of this act. Such standards and specifications shall correlate with and so far as consistent with the provisions of this act conform to the specifications then current as approved by the society of automotive engineers.

(d) The provisions of this section shall be subject to the provisions contained in K.S.A. [8-2009a](#), and amendments thereto.

**History:** L. 1974, ch. 33, § 8-1730; L. 1975, ch. 39, § 25; L. 1975, ch. 427, § 35; L. 1976, ch. 40, § 8; L. 1994, ch. 201, § 3; L. 2000, ch. 74, § 2; L. 2006, ch. 103, § 1; July 1, 2007.

**Revisor's Note:**

Prohibited use of certain lights on vehicles, see [8-1729](#).

Exemptions from certain requirements of law and regulations, see [8-2009a](#).

## CDL, CLP and S Endorsement Information

Under Federal and State law anyone operating a school bus and or activity bus, and transporting students must have a CDL (Commercial Drivers License) if the bus has a GVWR (gross vehicle weight rating) of 26,001 lbs or more, or is operating a school bus or activity bus with a designed and rated passenger capacity of 16 or more, including the driver (regardless of the GVWR).

When transporting students in a school bus or activity bus requiring a CDL, the driver shall have a “P” (passenger) and “S” (school bus) endorsement on their CDL.

Holders of a CLP (Commercial Learners Permit) may not transport students in any circumstance.

CLP holders are not eligible to take their skills in the first 14 days after initial issuance of the CLP.

## Federal Motor Carrier Safety Administration

(<https://www.fmcsa.dot.gov>)

### Part 383 excerpts

#### COMMERCIAL DRIVER'S LICENSE STANDARDS; REQUIREMENTS AND PENALTIES

#### § 383.5: Definitions.

As used in this part:

**CDL driver** means a person holding a CDL or a person required to hold a CDL.

**Commercial driver's license (CDL)** means a license issued to an individual by a State or other jurisdiction of domicile, in accordance with the standards contained in this part, which authorizes the individual to operate a class of a commercial motor vehicle.

**Commercial learner's permit (CLP)** means a permit issued to an individual by a State or other jurisdiction of domicile, in accordance with the standards contained in this part, which, when carried with a valid driver's license issued by the same State or jurisdiction, authorizes the individual to operate a class of a commercial motor vehicle when accompanied by a holder of a valid CDL for purposes of behind-the-wheel training. When issued to a CDL holder, a CLP serves as authorization for accompanied behind-the-wheel training in a CMV for which the holder's current CDL is not valid.

**Commercial motor vehicle (CMV)** means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle—

- (1) Has a gross combination weight rating or gross combination weight of 11,794 kilograms or more (26,001 pounds or more), whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 4,536 kilograms (10,000 pounds), whichever is greater; or
- (2) Has a gross vehicle weight rating or gross vehicle weight of 11,794 or more kilograms (26,001 pounds or more), whichever is greater; or
- (3) Is designed to transport 16 or more passengers, including the driver; or
- (4) Is of any size and is used in the transportation of **hazardous materials** as defined in this section.

**Driver's license** means a license issued by a State or other jurisdiction, to an individual which authorizes the individual to operate a motor vehicle on the highways.

**Employee** means any operator of a commercial motor vehicle, including full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operator contractors (while in the course of operating a commercial motor vehicle) who are either directly employed by or under lease to an employer.

**Employer** means any person (including the United States, a State, District of Columbia or a political subdivision of a State) who owns or leases a commercial motor vehicle or assigns employees to operate such a vehicle.

**Endorsement** means an authorization to an individual's CLP or CDL required to permit the individual to operate certain types of commercial motor vehicles.

**Gross vehicle weight rating (GVWR)** means the value specified by the manufacturer as the loaded weight of a single vehicle.

**School bus** means a CMV used to transport pre-primary, primary, or secondary school students from home to school, from school to home, or to and from school-sponsored events. School bus does not include a bus used as a common carrier.

### **§ 383.25: Commercial learner's permit (CLP).**

(a) A CLP is considered a valid CDL for purposes of behind-the-wheel training on public roads or highways, if all of the following minimum conditions are met:

(1) The CLP holder is at all times accompanied by the holder of a valid CDL who has the proper CDL group and endorsement(s) necessary to operate the CMV. The CDL holder must at all times be physically present in the front seat of the vehicle next to the CLP holder or, in the case of a passenger vehicle, directly behind or in the first row behind the driver and must have the CLP holder under observation and direct supervision.

(2) The CLP holder holds a valid driver's license issued by the same jurisdiction that issued the CLP.

(3) The CLP holder must have taken and passed a general knowledge test that meets the Federal standards contained in subparts F, G, and H of this part for the commercial motor vehicle that person operates or expects to operate.

(4) The CLP holder must be 18 years of age or older.

(5) Endorsements:

(i) A CLP holder with a passenger (P) endorsement must have taken and passed the P endorsement knowledge test. A CLP holder with a P endorsement is prohibited from operating a CMV carrying passengers, other than Federal/State auditors and inspectors, test examiners, other trainees, and the CDL holder accompanying the CLP holder as prescribed by paragraph (a)(1) of this section. The P endorsement must be class specific.

(ii) A CLP holder with a school bus (S) endorsement must have taken and passed the S endorsement knowledge test. A CLP holder with an S endorsement is prohibited from operating a school bus with passengers other than Federal/State auditors and inspectors, test examiners, other trainees, and the CDL holder accompanying the CLP holder as prescribed by paragraph (a)(1) of this section.

(b) The CLP must be a separate document from the CDL or non-CDL.

(c) The CLP must be valid for no more than 180 days from the date of issuance. The State may renew the CLP for an additional 180 days without requiring the CLP holder to retake the general and endorsement knowledge tests.

(d) The issuance of a CLP is a precondition to the initial issuance of a CDL. The issuance of a CLP is also a precondition to the upgrade of a CDL if the upgrade requires a skills test.

(e) The CLP holder is not eligible to take the CDL skills test in the first 14 days after initial issuance of the CLP.

### **§ 383.93: Endorsements.**

(a) **General.** (1) In addition to passing the knowledge and skills tests described in subpart G of this part, all persons who operate or expect to operate the type(s) of motor vehicles described in paragraph (b) of this section must pass specialized tests to obtain each endorsement. The State shall issue CDL endorsements only to drivers who successfully complete the tests.

(2) The only endorsements allowed on a CLP are the following:

(i) Passenger (P);

(ii) School bus (S); and

(iii) Tank vehicle (N).

(3) The State must use the codes listed in § 383.153 when placing endorsements on a CLP or CDL.

(b) **Endorsement descriptions.** An operator must obtain State-issued endorsements to his/her CDL to operate commercial motor vehicles which are:

(1) Double/triple trailers;

(2) Passenger vehicles;

(3) Tank vehicles;

(4) Used to transport hazardous materials as defined in § 383.5, or

(5) School buses.

(c) **Endorsement testing requirements.** The following tests are required for the endorsements contained in paragraph (b) of this section:

- (1) **Double/Triple Trailers** —a knowledge test;
- (2) **Passenger** —a knowledge and a skills test;
- (3) **Tank vehicle** —a knowledge test;
- (4) **Hazardous Materials** —a knowledge test; and
- (5) **School bus** —a knowledge and a skills test.

**§ 383.123: Requirements for a school bus endorsement.**

(a) An applicant for the school bus endorsement must satisfy the following three requirements:

(1) **Qualify for passenger vehicle endorsement.** Pass the knowledge and skills test for obtaining a passenger vehicle endorsement.

(2) **Knowledge test.** Must have knowledge covering the following topics:

(i) Loading and unloading children, including the safe operation of stop signal devices, external mirror systems, flashing lights, and other warning and passenger safety devices required for school buses by State or Federal law or regulation.

(ii) Emergency exits and procedures for safely evacuating passengers in an emergency.

(iii) State and Federal laws and regulations related to safely traversing railroad-highway grade crossings; and

(iv) Operating practices and procedures not otherwise specified.

(3) **Skills test.** Must take a driving skills test in a school bus of the same vehicle group (see § 383.91(a)) as the school bus applicant will drive.

(b) **Exception.** Knowledge and skills tests administered before September 30, 2002 and approved by FMCSA as meeting the requirements of this section, meet the requirements of paragraphs (a)(2) and (3) of this section

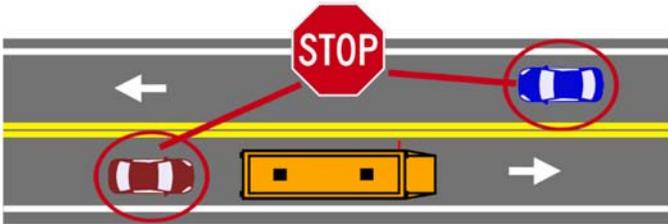


## KANSAS SCHOOL BUS STOP ARM LAW

Kansas law, KSA 8-1556 requires all motorists to stop when approaching or overtaking a stopped school bus displaying its flashing red lights and stop arm. Motorists are to remain stopped until the bus is no longer displaying its flashing red lights and stop arm. Violation of this law not only endangers children but is punishable by a fine and court costs in excess of \$420.

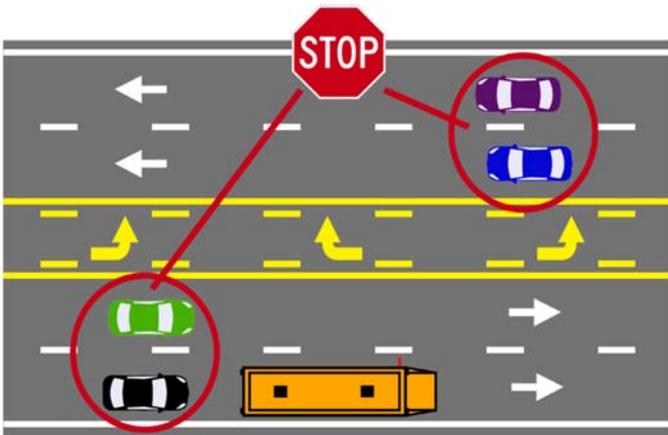
### Two – Lane Roadway

When a school bus stops and activates its stop arm and flashing red lights, all traffic must stop from both directions.



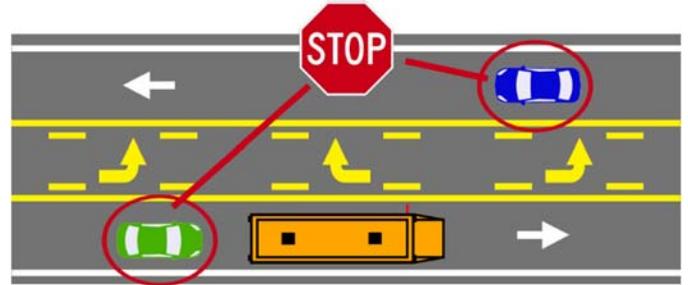
### Four – Lane Roadway with Shared Left Turn Lane

When a school bus stops and activates its stop arm and flashing red lights, all traffic must stop from both directions.



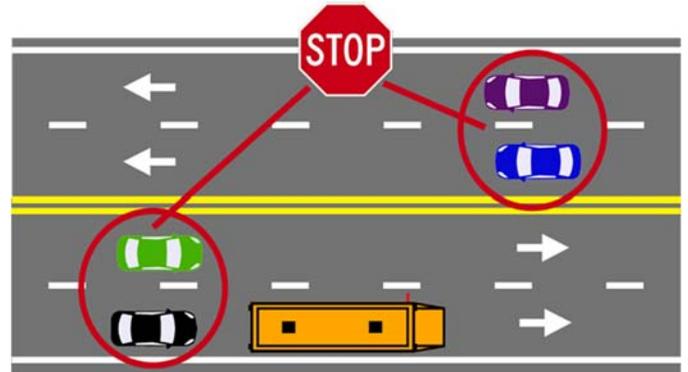
### Two – Lane Roadway with Shared Left Turn Lane

When a school bus stops and activates its stop arm and flashing red lights, all traffic must stop from both directions.



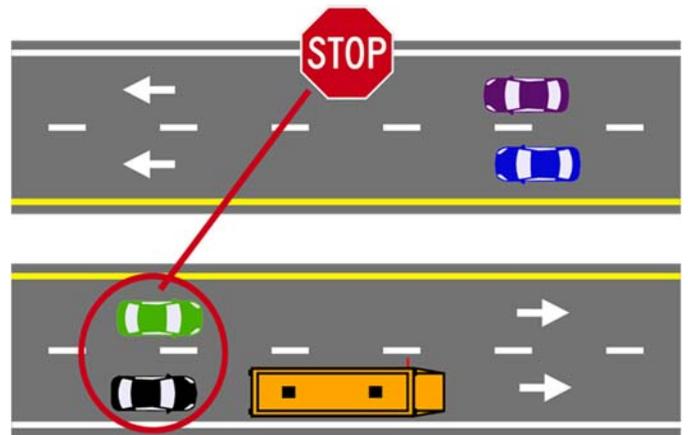
### Four Lane Roadway with Double Yellow Line

When a school bus stops and activates its stop arm and flashing red lights, all traffic must stop from both directions.



### Divided Highway with a Median Separation

When a school bus stops and activates its stop arm and flashing red lights, all traffic approaching from behind must stop.



**The use of 12 and 15 passenger rated vans for student transportation is illegal.**

Kansas law KSA 64,100 prohibits the use of any passenger vehicle, for student transportation, which is rated for more than 10 passengers plus the driver by the manufacturer. Federal law also prohibits the use of these vans and contains substantial penalties for schools, rental agencies and vehicle dealerships.

The rated capacity can be found on the Tire and Loading Information sticker which is normally located on the inside driver's door.

The passenger rating is determined by the vehicle manufacturer and cannot be changed by anyone other than the manufacturer.

It is illegal to remove seats from a 12 or 15 passenger rated van to meet the mandated passenger requirement for student transportation. This would apply to both a school and/or a dealership if the intention is to circumvent the mandated passenger rating for school transportation.



Pictured below is 2016, 15 passenger rated Ford Transit Van. It is illegal under both federal and state law to use this vehicle for student transport.

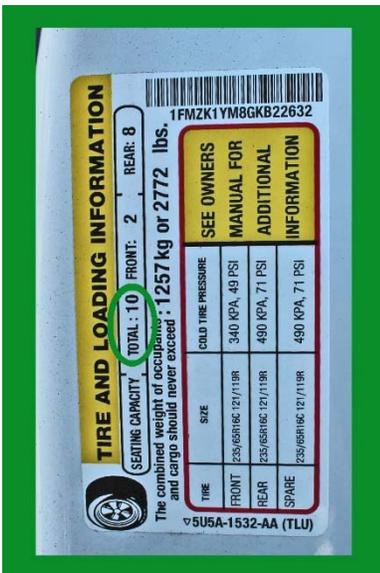


Pictured below is 2017, 12 passenger rated Chevrolet Express Passenger Van. It is illegal under both federal and state law to use this vehicle for student transport.



Pictured below is a 2016, 10 passenger rated van. This van is legal for student transport. It is legal for both route and activity transportation. A valid drivers license is required.

Note: If the driver of the van, or any school passenger vehicle, is primarily hired to provide transportation, the driver would be required to have: DOT physical, First Aid / CPR, accident prevention course and 10 safety meetings.

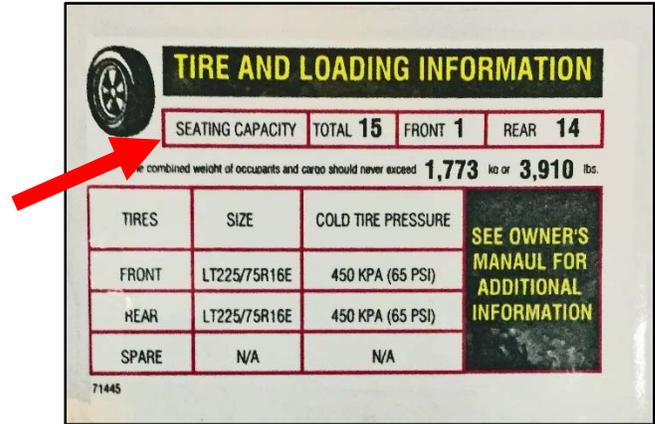


72-64,100. Transportation of pupils; use of school bus required; when. (a) Except as provided by subsection (b), any school district or nonpublic school transporting students in a vehicle designed for transporting more than 10 passengers in addition to the driver, shall transport such students in a school bus, as defined in subsection (g) of K.S.A. 72-6486, and amendments thereto, or in a bus other than a school bus designated in clauses (3) and (4) of subsection (c) of K.S.A. 72-6486, and amendments thereto.

(b) Notwithstanding the provisions of subsection (a), any school district or nonpublic school which has purchased and has placed into operation prior to July 1, 2001, any motor vehicles designed for transporting more than 10 passengers, but less than 15 passengers, and is not a school bus, may continue to operate such motor vehicles for the purpose of transporting students until July 1, 2005.

History: L. 2001, ch. 142, § 1; July 1

The CDL (Commercial Driver's License) requirement for a bus is based on the rated capacity and GVWR (Gross Vehicle Weight Rating). Both the rated capacity and GVWR of a bus is determined by the original manufacturer and can be found on a sticker or plate inside the bus. The bus is certified by the manufacturer for the rated capacity and cannot be changed by anyone other than the manufacturer. The rated capacity directly affects the compartmentalization of the school bus. Cases of the passenger rating being changed are extremely rare.



**TIRE AND LOADING INFORMATION**

SEATING CAPACITY	TOTAL 15	FRONT 1	REAR 14
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The combined weight of occupants and cargo should never exceed **1,773** kg or **3,910** lbs.

TIRES	SIZE	COLD TIRE PRESSURE
FRONT	LT225/75R16E	450 KPA (65 PSI)
REAR	LT225/75R16E	450 KPA (65 PSI)
SPARE	N/A	N/A

SEE OWNER'S MANUAL FOR ADDITIONAL INFORMATION

71445



GVWR (Gross Vehicle Weight Rating) 26,000 lbs or less

Drivers operating a yellow school bus with a GVWR of 26,000 lbs or less and rated for 14 passengers or less plus the driver are not required to have a CDL (Commercial Driver's License). These drivers are also not required federal mandated alcohol & drug testing.

**All drivers are required with NO exceptions:**

- Valid Driver's License
- DOT Physical Required
- First Aid/CPR Required
- Defensive Driving Required
- 10 Safety Meetings Required
- 12 Hours of Behind the Wheel Training

**Additional Information:**

- Can be used on a route to transport students from school to home or home to school.
- Can be used for activity trips.
- It is illegal to remove seats from the bus or transport fewer passengers than the rated capacity to circumvent the CDL requirement



GVWR (Gross Vehicle Weight Rating) 26,000 lbs or less

Drivers operating a white (or any other color) activity bus with a GVWR of 26,000 lbs or less and rated for 14 passengers or less plus the driver are not required to have a CDL (Commercial Driver's License). These drivers are also not required federal mandated alcohol & drug testing.

**All drivers are required with NO exceptions:**

- Valid Driver's License
- DOT Physical Required
- First Aid/CPR Required
- Defensive Driving Required
- 10 Safety Meetings Required
- 12 Hours of Behind the Wheel Training

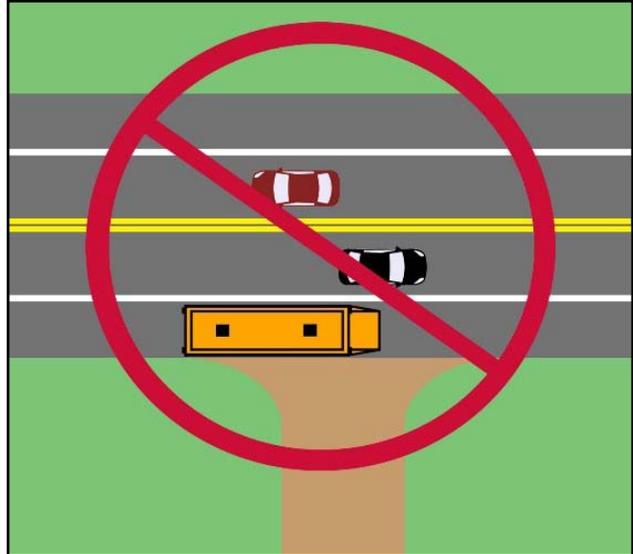
**Additional Information:**

- Cannot be used on a route to transport students from school to home or home to school
- Can be used for activity trips
- It is illegal to remove seats from the bus or transport fewer passengers than the rated capacity to circumvent the CDL requirement

## Loading and Unloading Students On the Shoulder of a Highway With a School Bus Is Prohibited

A school bus is safer stopping two lanes of traffic rather than stopping on the shoulder. A school bus is designed to stop traffic with its 8-way lights and stop arm. Using the 8-way lights and stop arm is required under Kansas law.

When school buses violate Kansas law by stopping on the shoulder, using only hazard warning lights to load and unload students, it creates a situation where motorists may or may not stop. This practice not only violates the law but increases the chances of the school bus being struck and causing an accident.



Students at the stop should be instructed to stay back and not approach the bus until signaled by the driver that it is safe to do so.

### **KAR 91-38-8 Loading and unloading procedures.** (a) On routes

(1) Each school bus driver shall activate the alternately flashing warning lights as required by K.S.A. 8-1556 and amendments thereto, at any time that the loading or unloading of students occurs on the traveled portion of any roadway.

(2) Each governing body shall adopt procedures for the loading and unloading of students, consistent with the requirements of this article. The procedures shall include the following:

(D) When the loading or unloading of students takes place on a roadway, the bus shall stop in the far right-hand lane of the roadway.

**KSA 8-1459. "Roadway" defined.** "Roadway" means that portion of a highway improved, designed, or ordinarily used for vehicular travel, exclusive of the berm or shoulder. In the event a highway includes two (2) or more separate roadways the term "roadway" as used herein shall refer to any such roadway separately but not to all such roadways collectively.

*Kansas leads the world in the success of each student.*