



Charter Preparations



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Instructor Info:

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Going on a fieldtrip and realizing
the best part was riding on the bus.



Prepare to be the best part of their day!

Charter Preparations



What is a Charter?

- Fieldtrips
- Extra curricular activities
- Non-school sponsored events
- Corporate Events
- Weddings
- Historical Tours
- Religious/Holiday Events

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Essential Preparations

- Federal, State, Local Laws
- Company Policies
- Vehicle Specifications
- Driver Information
- Booking Information
- Billing Information
- Passenger/Guest Information

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Driver Preparations – Signing Up

- Sign Up Process
- Work Assignment
- Confirmation Process

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Driver Preparations – Before the Trip

- Route Planning
- Hazard Planning
- Emergency Planning
- Communication Planning
- Driver Preparedness

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Driver Preparations – Pick-Up

- Pre-Trip
- Secure that Bus
- Safely Load Passenger and Belongings
- Set/Confirm Expectations
- Communicate

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Driver Preparations – Drive time and Drop Off

- Focus
- Student Management
- Secure that Bus
- Reiterate Expectations
- Safely Unload Passengers and Belongings
- Communication Plan
- Park and Secure the Bus

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Driver Preparations – Return Pick-Up

- Pre-Trip
- Secure that Bus
- Safely Load Passenger and Belongings
- Set/Confirm Expectations
- Communicate

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Driver Preparations – Drive time and Drop Off

- Focus
- Student Management
- Secure that Bus
- Reiterate Expectations
- Safely Unload Passengers and Belongings
- Child/Passenger/Luggage Check
- Documentation



Fueling Your Bus

Fueling Your Bus



Safety and Environmental Requirements

- Emergency Shut Offs
- Ignition Sources
- Grounded Tanks/Equipment
- Reporting

Fueling Your Bus



Health Requirements / PPE

- Eye Protection
- Gloves
- Skin Protection
- Hi-Vis Garments

Fueling Your Bus



Fueling Vehicles/Equipment/Container

- Empty and Secure
- Fuel Type and Location
- Wear PPE
- Remove Ignition Risks
- Maintain Control
- Fill to 95%
- Approved Containers Only