

**Readopt Saf-C 1301 through Saf-C 1302.06, effective October 11, 2013 (Document #10439), to read as follows:**

CHAPTER Saf-C 1300 SCHOOL BUS TRANSPORTATION

PART Saf-C 1301 PURPOSE

Saf-C 1301.01 Purpose. The purpose of these rules is to reduce the danger of death or injury to pupils while they are being transported to and from school and school related activities. These rules provide consistency in the areas of school bus design and operation by school districts and school bus contractors.

PART Saf-C 1302 DEFINITIONS

Saf-C 1302.01 "Approved school bus" means "school bus" as defined in RSA 259:96, or a multipurpose passenger vehicle, which is used for the transportation of pupils to any school or school related activity and which has been issued identification indicating that it has been approved as a school bus and meets the inspection requirements of RSA 266:7. The term shall not include a motor vehicle used by a parent to transport their children to any school, or school related activity.

Saf-C 1302.02 "Commissioner" means "commissioner" as defined in RSA 259:13.

Saf-C 1302.03 "Department" means "department" as defined in RSA 259:19.

Saf-C 1302.04 "Director" means "director" as defined in RSA 259:20.

Saf-C 1302.05 "Division" means "division" as defined in RSA 259:22.

Saf-C 1302.06 "Manufacture date" means the date that the chassis was manufactured, if the body and chassis are built by different manufacturers, or the date of certification by the manufacturer, if the body and chassis are built by a single manufacturer.

**Repeal Saf-C 1302.07, effective October 11, 2013 (Document #10439), as follows:**

~~—Saf-C 1302.07 "Mixed use school bus" means "mixed use school bus" as defined in RSA 259:96 a.~~

**Readopt with amendment Saf-C 1302.08, effective October 11, 2013 (Document #10439), and renumber as Saf-C 1302.07, to read as follows:**

Saf-C 1302.07 "Multipurpose passenger vehicle" means a vehicle such as a van, station wagon, and passenger vehicle of a type that is not designed as a school bus and has a rated passenger capacity of a maximum of 10 passengers including the driver. The term does not include a vehicle which has been equipped with seating to carry a maximum of 10 passengers but is manufactured solely for the transportation of cargo.

**Readopt with amendment Saf-C 1302.09, effective May 19, 2023 (Document #13639), and renumber as Saf-C 1302.08, to read as follows:**

Saf-C 1302.08 "North American Standard" means the publication entitled "North American Standard Out-of-Service Criteria", distributed by the Commercial Vehicle Safety Alliance, April 1, 2023 edition, available as noted in Appendix B.

**Readopt Saf-C 1302.10 and Saf-C 1302.11, effective October 11, 2013 (Document #10439), and renumber as Saf-C 1302.09 and Saf-C 1302.10, to read as follows:**

Saf-C 1302.09 "Private passenger vehicle" means "private passenger vehicle" as defined in RSA 259:81.

Saf-C 1302.10 "Pupil" means a person enrolled in any public school, preschool through twelfth grade, under the age of 21, or any person who is enrolled in a program for students with special needs under the age of 21. The term includes "student".

**Adopt Saf-C 1302.11, to read as follows:**

Saf-C 1302.11 "Roster year" is the period beginning June 30th of the submitting year until September 15th of the following year. The most current submitted roster supersedes all prior June rosters submitted.

**Readopt Saf-C 1302.12, effective October 11, 2013 (Document #10439), to read as follows:**

Saf-C 1302.12 "School bus" means "school bus" as defined in RSA 259:96.

**Readopt with amendment and renumber Saf-C 1302.13 through Saf-C 1302.15, effective October 11, 2013 (Document #10439), to read as follows:**

Saf-C 1302.13 "School bus type" means a type A, B, C, or D school bus as defined in the National School Transportation Specifications & Procedures, 2015 edition, available as noted in Appendix B.

Saf-C 1302.14 "School bus driver" means a person, certified pursuant to RSA 263:29, who drives any school bus transporting pupils to and from any public school or school related activity.

Saf-C 1302.15 "School related activity" is an event or sports activity involving pupils, to include intramural events, sponsored or approved by a public school, school district, school board, or school administrative unit.

**Readopt with amendment Saf-C 1303 through Saf-C 1308, effective October 11, 2013 (Document #10439), to read as follows:**

PART Saf-C 1303 GENERAL APPLICABILITY

Saf-C 1303.01 Applicability. All vehicles which are used to carry pupils to and from school or school related activities shall be equipped so as to meet or exceed the federal motor vehicle safety standards applicable to their year of manufacture and shall comply with state law and these rules.

Saf-C 1303.02 Hearing Procedures.

(a) The bureau of hearings of the department shall conduct administrative hearings based upon complaints involving violations of these rules.

(b) All hearings shall be conducted in accordance with the provisions of Saf-C 200.

(c) A hearing may result in the suspension of driving privileges, or revocation of school bus driving privileges, school bus inspection certificates, or registrations.

(d) A hearing shall be conducted if:

(1) The division intends to suspend or revoke a school bus driver's certificate based upon a written complaint received by the division that alleges an illegal or unsafe act by a school bus driver;

(2) The issuance or renewal of a school bus driver's certificate is denied, and the applicant requests a hearing within 30 days of the denial; or

(3) A person fails to obtain any permit, license, or registration, fails to file any report, or fails to pay any fees, penalties, or interest required by law or these rules.

(e) The complaint in (d)(1) above shall:

(1) Describe the act;

(2) State the identity or a description of the violator and the vehicle, if known;

(3) State the time and place of the alleged violation; and

(4) State the name and address of any witness.

Saf-C 1303.03 Reporting a Positive Test Result.

(a) School districts and school bus companies shall report a positive test result on any alcohol or drug test to the division within one business day of receiving the results.

(b) A school bus driver who receives a positive test result on any alcohol or drug test shall have their school bus driver's certificate suspended, pending an administrative hearing.

Saf-C 1303.04 Reporting a Pupil Left Unattended. All school districts and school bus companies shall report any incident involving a pupil left unattended on a school bus to the division within one business day of becoming aware of the incident.

Saf-C 1303.05 Reporting an Emergency Evacuation or Drill.

(a) The designee of a school district shall require at least 2 emergency evacuation drills each school year and report such drills to the division no later than October 15<sup>th</sup> and May 15<sup>th</sup>.

(b) In addition to the requirements of (a) above, the designee of a school district shall report any emergency evacuation to the division within one business day after the evacuation.

Saf-C 1303.06 Reporting a School Bus Accident.

(a) Any accident involving a school bus shall be reported in accordance with the provisions of RSA 264 and all applicable rules.

(b) In addition to the requirements of (a) above, the designee of a school district shall report any accident involving a school bus to the division within one business day of the accident.

Saf-C 1303.07 Equipment Waiver.

(a) A person may request the commissioner, in writing, to waive any portion of these rules, pertaining to equipment requirements.

(b) Each request for a waiver shall include the following:

(1) The particular portion(s) of the rules pertaining to equipment sought to be waived;

(2) A detailed explanation as to the reason for the waiver, to include the year, make, model, and VIN of the vehicle; and

(3) A copy of the vehicle registration associated with such request.

(c) The commissioner shall review each request for a waiver and make a determination based upon the individual facts and particular reasons set forth in the request.

(d) The commissioner shall grant a waiver, in writing, in the event the waiver will not:

(1) Interfere with the safe operation of a school bus; or

(2) Have a direct impact upon the safety of the pupils.

Saf-C 1303.08 Registration.

(a) Each school bus shall be properly registered.

(b) Each school bus shall have one of the following types of registration:

(1) Government;

(2) School bus;

(3) Commercial;

(4) Passenger; or

(5) Apportioned.

(c) No school bus shall have dual registration, such as government and commercial plates, or school bus and government plates, or any combination thereof, unless the school bus is contracted and operating in border states of New Hampshire and in New Hampshire. In that case, the school bus shall be properly registered in both states.

(d) Any school bus contracted or leased to a school, school district, or town, which is registered in the name of the school, school district, or town, shall be exclusively used for the transportation of pupils for said school, school district, or town, to and from school and school related activities.

PART Saf-C 1304 DRIVER REQUIREMENTS

Saf-C 1304.01 Qualifications of Applicant.

(a) No person shall drive a school bus or be issued a certificate to drive a school bus or multipurpose passenger vehicle unless the person:

(1) Is 18 years of age or older. Any interstate driver shall be 21 years of age or older;

(2) Holds a valid driver license for a minimum of 2 years;

(3) Has held a valid driver license for a minimum of 2 years;

(4) Has submitted their name to the division on a roster, form DSMV 126, "School Bus Driver Roster," (rev. 06/24), signed by the person responsible at the school district or school bus company for which the person shall be driving a school bus;

(5) Can read and speak sufficiently to converse with the public, understand highway traffic signs and signals, respond to official inquiries, and make entries on required reports and records;

(6) Has been physically examined and is qualified to drive a school bus in accordance with the provisions of 49 CFR 391.41 through 49 CFR 391.47 if a commercial driver license holder, or Saf-C 1304.02 if a non-commercial driver license holder;

(7) Meets the requirements of 49 CFR 382, pertaining to controlled substances and alcohol use and testing, if the person is a holder of a commercial driver license;

(8) Has successfully completed a written examination required by the department; and

(9) Meets the requirements of RSA 189:13-a and RSA 189:13-b.

(b) For the purposes of (a)(8) above, the written examination shall consist of rules of the road, motor vehicle laws, and rules for driving a school bus.

(c) Upon successful completion of the requirements set forth in (a) above, a school bus driver's certificate shall be issued, expiring on the same date as the person's driver license.

(d) To maintain a school bus driver's certificate, the driver's name shall be submitted to the division on a roster, form DSMV 126, pursuant to (a)(4) above. The roster shall be submitted no later than June 30th for the ensuing school year to allow time for the division to complete a motor vehicle and criminal record check. To maintain a school bus driver's certificate, the school district or school bus company shall provide proof that the driver has completed 8 hours of annual instruction, pursuant to Saf-C 1305.03(b).

(e) Upon renewal of a driver license, the person shall take a written examination on the rules of the road, motor vehicle laws, and rules for driving a school bus in order to renew a school bus driver's certificate.

Saf-C 1304.02 Physical Examination.

(a) All applicants for a school bus certificate shall provide their employer with a copy of the applicant's valid USDOT medical certificate, if a commercial driver license holder, or a completed current physical examination report Form DSMV 649, "School Bus Driver Physical Exam, (rev. 06/24)" signed by a medical examiner, if a non-commercial driver license holder. For the purposes of this section, "current" means that the physical examination has been completed no later than 90 days prior to the date of application.

(b) The physical examination shall be completed during the following periods:

(1) Prior to the issuance of an initial school bus certificate, pursuant to Saf-C 1304.01(a)(5); and

(2) Every 2 years following the issuance of a school bus certificate.

(c) The medical examiner must sign and date the form, and in doing so, shall certify "I hereby certify that I am familiar with the present medical condition of the above named individual, who is an applicant for a New Hampshire School Bus Certificate. I further certify that said applicant is physically capable of operating a school bus. I understand that this certification and recommendation will be used in determining the applicant's eligibility to receive a School Bus Driver Certificate."

Saf-C 1304.03 Disqualification of Applicant.

(a) A person who is denied a school bus driver's certificate shall not drive a school bus. An owner, manager, or supervisor of a school bus company shall not permit a non-certified or disqualified person to drive a school bus.

(b) Pursuant to RSA 263:29, each applicant for a school bus driver's certificate shall be denied certification in the event the department receives information showing good cause. Good cause shall include the following:

- (1) Pre-adjudication arrest, conviction, or indictment involving the commission of a crime in which the applicant used a motor vehicle to commit said crime;
- (2) Pre-adjudication arrest, conviction, or indictment for deviate behavior such as rape, deviate sexual relations, or sexual assault;
- (3) Pre-adjudication arrest, conviction, or indictment for an offense resulting in the corruption or delinquency of a minor child;
- (4) Pre-adjudication arrest or indictment for driving a motor vehicle under the influence of alcohol or chemical substances, leaving the scene of a motor vehicle accident, reckless driving, or driving to endanger;
- (5) A conviction within the preceding 10 years for:
  - a. Driving a motor vehicle under the influence of alcohol or chemical substances;
  - b. Leaving the scene of a motor vehicle accident;
  - c. Reckless driving; or
  - d. Driving to endanger, unless in the judgment of the commissioner, the applicant's reputation is such that the conviction is unlikely to adversely affect the applicant's physical or mental fitness to drive a school bus;
- (6) Pre-adjudication arrest, conviction, or indictment within the past 10 years involving the manufacture, illegal transportation, possession, sale, or use of a controlled drug;
- (7) Pre-adjudication arrest, conviction, or indictment of New Hampshire motor vehicle or criminal law or law of any other jurisdiction, that has a direct bearing on the applicant's fitness to hold a school bus driver's certificate;
- (8) Involvement in a motor vehicle accident that has a direct bearing on the applicant's fitness to drive;
- (9) Credible evidence that the applicant has refused a random drug screening from an employer or prospective employer within the preceding 10 years or that the applicant is an abuser of alcohol, prescription drugs, or chemical substances;
- (10) Financial responsibility is required and is not on file with the department, if applicable; or
- (11) Credible evidence received by the pupil transportation supervisor that the applicant is a danger to their person or to a child.

(c) Each applicant for a school bus driver's certificate shall not be eligible for a certificate for one year, if their driver record report has sufficient convictions. For the purposes of this rule, "sufficient convictions" means 3 accidents with findings of fault, 3 motor vehicle convictions, or a combination of 3 accidents and motor vehicle convictions, within the 24 month period preceding the date the driver record report is generated. Motor vehicle convictions, including equivalent out-of-state convictions, which shall be considered for disqualification include the following:

- (1) RSA 263:1-a, allowing an improper person to drive a motor vehicle;
- (2) RSA 263:2, failure to display or produce driver license for inspection by an officer;
- (3) RSA 263:85, allowing an improper person to drive a commercial motor vehicle;
- (4) RSA 263:13, failure to abide by driver license restrictions;
- (5) RSA 263:92, driving a motor vehicle with the improper class of commercial driver license;
- (6) RSA 263:30, driving without a motorcycle license, endorsement or learner's permit;
- (7) RSA 265:3, obedience to a police officer;
- (8) RSA 265:9, obedience to any required traffic control device;
- (9) RSA 265:25, following too closely;
- (10) RSA 265:26-a, driving on a sidewalk;
- (11) RSA 265:28, failure to yield the right of way;
- (12) RSA 265:30, failure to obey a yield sign;
- (13) RSA 265:31, failure to obey a stop or a yield sign;
- (14) RSA 265:37, RSA 265:41, failure to use due care;
- (15) RSA 265:45, failure to signal turn;
- (16) RSA 265:48-51, RSA 265:52-a, improper conduct at a railroad crossing;
- (17) RSA 265:94, illegal backing;
- (18) RSA 265:95, obstruction of driver's view;
- (19) RSA 265:96, improperly opening and closing vehicle doors;
- (20) RSA 265:99, coasting;
- (21) RSA 265:100, following fire apparatus too closely;
- (22) RSA 265:106, prohibited carrying of passengers in truck;
- (23) RSA 265:60-67, speeding;
- (24) RSA 261:75, RSA 261:77, knowing misuse of plates;
- (25) RSA 261:76, knowing failure to display plates;

- (26) RSA 265:16, failure to drive on right hand side of the road;
- (27) RSA 265:18-20, improper passing;
- (28) RSA 265:22, crossing yellow line;
- (29) RSA 261:61, knowing misuse of registration or title;
- (30) RSA 262:3, false report of theft;
- (31) RSA 262:7, RSA 262:10, changing or removing vehicle identification;
- (32) RSA 262:16, modifying or forging an inspection sticker or registration decal;
- (33) RSA 265:54, overtaking and passing a school bus;
- (34) RSA 262:1, alteration of title;
- (35) RSA 262:12, taking without owner's consent;
- (36) RSA 262:17, odometer tampering;
- (37) RSA 263:63, driving without proof of financial responsibility;
- (38) RSA 263:64, driving after revocation or suspension;
- (39) RSA 264:25, conduct after an accident;
- (40) RSA 265:4, disobeying a police officer;
- (41) RSA 265:75, racing on highway;
- (42) RSA 265:79, reckless driving;
- (43) RSA 265:79-b, negligent driving;
- (44) RSA 265:79-c, prohibited use of mobile electronic devices while driving;
- (45) RSA 263:1, II, operating on an expired license;
- (46) RSA 265:37-a, motorist duties when approaching highway emergencies; and
- (47) RSA 265:79-a, vehicular assault.

(d) The applicant shall be denied a school bus driver's certificate pending further investigation in the event the applicant fails to reveal information pertaining to any formal action in this or any other jurisdiction, including:

- (1) Suspension;
- (2) Revocation;
- (3) Default; or
- (4) Fine requirements.



(e) The applicant and their employer or superintendent shall be notified of any denial of certification in this section.

(f) Each applicant whose school bus driver's certificate is denied shall be afforded notice and the opportunity for an administrative hearing.

(g) Each person requesting a hearing shall present a written request to the bureau of hearings in accordance with the provisions of Saf-C 200.

(h) The scope of the hearing shall include the following:

- (1) Review of the evidence submitted, pursuant to (b) above, which supports the denial of a school bus driver's certificate;
- (2) Applicant's age;
- (3) Number of years of driving experience;
- (4) Type(s) of conviction, moving or non-moving;
- (5) Past history as it relates to current convictions;
- (6) Mitigating circumstances;
- (7) Evidence of any alcohol related convictions or violations within the preceding 10 years;
- (8) Evidence of a physical, mental, or emotional impairment that would preclude safe operation of a motor vehicle;
- (9) Evidence that the person is on any medication that would preclude safe operation of a motor vehicle; and
- (10) Any other evidence indicating the applicant's fitness to safely drive a school bus.

(i) The division shall notify the applicant's employer of any decision from the bureau of hearings.

Saf-C 1304.04 Revocation of School Bus Driver's Certificate.

(a) Upon receipt of information showing good cause, the department shall revoke a school bus driver's certificate, after notice and the opportunity for an administrative hearing. Good cause shall include the following:

- (1) Pre-adjudication arrest, conviction, or indictment involving the commission of a crime in which the driver used a motor vehicle to commit said crime;
- (2) Pre-adjudication arrest, conviction, or indictment for deviate behavior such as rape, deviate sexual relations, or sexual assault;
- (3) Pre-adjudication arrest, conviction, or indictment for an offense resulting in the corruption or delinquency of a minor child;
- (4) Pre-adjudication arrest, conviction, or indictment for driving a motor vehicle under the influence of alcohol or chemical substances, leaving the scene of a motor vehicle accident, reckless driving, or driving to endanger;

- (5) Pre-adjudication arrest, conviction, or indictment involving the manufacture, illegal transportation, possession, sale, or use of a controlled drug;
- (6) Pre-adjudication arrest, conviction, or indictment of New Hampshire motor vehicle or criminal law or law of any other jurisdiction, that has a direct bearing on the driver's fitness to hold a school bus driver's certificate;
- (7) Evidence that a driver license has been suspended or revoked and has not been reinstated in this or in any other jurisdiction;
- (8) Involvement in a motor vehicle accident that has a direct bearing on the driver's fitness to drive;
- (9) Evidence that the applicant has refused a random drug screening from an employer or prospective employer within the preceding 10 years or that the driver is an abuser of alcohol, prescription drugs, or chemical substances;
- (10) Evidence that the driver is a danger to themselves or to a child being transported by the driver;
- (11) Financial responsibility is required and is not on file with the department, if applicable;
- (12) Evidence that the driver has altered their school bus driver's certificate;
- (13) Evidence that the certificate holder lent their school bus driver's certificate to any other person;
- (14) Evidence that the driver has displayed, represents, or holds as their own a school bus driver's certificate not issued by proper authority;
- (15) Evidence that the driver has displayed or holds any fictitious, facsimile, or simulated school bus driver's certificate;
- (16) Evidence that the driver has photographed, photostatted, duplicated, or in any other manner reproduced a school bus driver's certificate in such a way that it could be construed as a valid school bus driver's certificate;
- (17) Evidence that the driver has used a false or fictitious name, age, address, or put false information on any application or form or document utilized to support the application for a school bus driver's certificate;
- (18) Evidence of any medical condition, physical or mental, including but not limited to seizures, that would preclude safe operation of a motor vehicle;
- (19) Evidence that the driver has left a pupil unattended on a school bus; or
- (20) Any violation of these rules.

(b) Each driver whose school bus driver's certificate is sought to be revoked pursuant to this section shall be afforded notice and the opportunity for an administrative hearing.

(c) The scope of the hearing shall include the following:

- (1) Review of the evidence submitted, pursuant to (a) above, which supports the revocation of a school bus driver's certificate;

- (2) Driver's age;
- (3) Number of years of driving experience;
- (4) Type(s) of conviction, moving or non-moving;
- (5) Past history as it relates to current convictions;
- (6) Mitigating circumstances;
- (7) Evidence of any alcohol related convictions or violations within the preceding 10 years;
- (8) Evidence of a physical, mental, or emotional impairment that would preclude safe operation of a motor vehicle;
- (9) Evidence that the person is on any medication that would preclude safe operation of a motor vehicle; and
- (10) Any other evidence indicating the driver's fitness to safely drive a school bus.

(d) Notwithstanding (a) above, the director shall suspend a school bus driver's certificate immediately, pursuant to RSA 263:59, if they receive evidence that the school bus driver:

- (1) Is physically or mentally an improper or incompetent person to drive;
- (2) Is driving improperly so as to endanger the public;
- (3) Is appealing a conviction of a violation of any provision of Title XXI;
- (4) Has made a material false statement in their application; or
- (5) Poses an imminent danger to pupils being transported.

(e) Any person whose school bus driver's certificate has been suspended pursuant to (d) above, shall be entitled to an administrative hearing in accordance with the provisions of Saf-C 200.

Saf-C 1304.05 Exemption From School Bus Driver's Certificate.

(a) Each person who transports their own children in a private passenger vehicle to or from school or a school related activity shall not be required to obtain a school bus driver's certificate pursuant to RSA 263:29 and these rules.

(b) Each person who transports other children in a private passenger vehicle to or from school or a school related activity shall not be required to obtain a school bus driver's certificate pursuant to RSA 263:29 and these rules, as long as they are not under contract or reimbursement agreement with a municipality.

PART Saf-C 1305 DRIVER INSTRUCTION PROGRAM

Saf-C 1305.01 Purpose. The purpose of this part is to set forth the program of instruction for each school bus driver so as to improve the driver's performance. This program includes instruction by a school bus driver instructor currently certified by the division, using instructional and informational films and other audio-visual aids.

Saf-C 1305.02 Pre-Service Instruction.

(a) Each school bus driver shall successfully complete, as determined by their employer, the program of instruction for driving a school bus. The length of instruction shall be a minimum of 10 hours. Road skills and range training shall be exclusive of instructional time.

(b) Each new and renewal contract negotiated by a school district for school bus transportation shall contain a clause requiring each school bus driver to undergo training in accordance with the requirements of (c) and (d), below.

(c) Pre-service instruction shall include the following:

(1) Instructing each school bus driver to cope with:

- a. A range of environmental issues;
- b. Issues pertaining to the vehicle; and
- c. A range of issues involving pupils;

(2) Promoting an understanding and application of federal and state laws and rules governing the operation of a school bus;

(3) Instruction regarding the application of basic first aid measures;

(4) Instruction regarding emergencies such as fire, accidents, and adverse weather conditions;

(5) Instruction regarding the performance of visual pre-trip safety inspections and the completion of vehicle inspection reports;

(6) Instruction regarding the basic concepts of pupil control and discipline;

(7) Instructing each school bus driver to become familiar with their role in promoting safe fleet performance;

(8) Instructing each school bus driver to become familiar with the necessary record keeping procedures for driving a school bus as required by these rules and the driver's employer;

(9) Instruction regarding the type of vehicle the school bus driver shall be driving including:

- a. Smooth starting, stopping, and turning techniques;
- b. Proper use of signals;
- c. Use of mirrors;
- d. Proper use of the automatic transmission; and
- e. Picking up and discharging pupils;

(10) Instructing each school bus driver to become familiar with the necessity of stopping at railroad grade crossings pursuant to RSA 265:50;

(11) Instructing each school bus driver to become familiar with the procedures for conducting emergency evacuation drills for every means of egress, including:

- a. Front door evacuation;
- b. Rear door evacuation;

c. Front-rear door evacuation; and

d. Using roof hatches and side emergency doors;

(12) Instructing each school bus driver to report emergency evacuation drills to the designee of the school district no later than October 15th and May 15th of each school year;

(13) Instructing each school bus driver to report emergency evacuations to the designee of the school district within 24 hours after the evacuation; and

(14) Instructing each school bus driver to become familiar with the requirements of 49 CFR Part 382, pertaining to controlled substances and alcohol use and testing, as well as the employer's policies and procedures with respect to those requirements.

(d) Each school district shall certify that each school bus driver has satisfactorily completed the pre-service instruction program before the school bus driver is certified by the director. The company or school bus owner shall maintain records for 24 months indicating the dates of training, the period of time and the areas covered.

(e) If the school bus driver is currently certified and has met the minimum required training as outlined in Saf-C 1305.02(a), that training shall be transferable to another school district or school bus company after proof of required training has been verified and accepted by the school bus instructor or person authorized by a school district or school bus company.

Saf-C 1305.03 In-Service Instruction.

(a) The purpose of in-service instruction is to improve school bus driver skills, attitude, and knowledge.

(b) Each school bus driver, on an annual basis, shall successfully complete or instruct pursuant to Saf-C 1305.04, a minimum of 8 hours of instruction or review in order to maintain a satisfactory level of driver competence and knowledge of changes in laws, rules, and procedures. The instruction shall include the items set forth in Saf-C 1305.02(c).

(c) In-service instruction shall include the following topics:

(1) Reviewing all pre-service requirements;

(2) Elements of a defensive driving course approved by the commissioner, in accordance with Saf-C 7508.07(b);

(3) First aid;

(4) Unique concerns of area and region;

(5) Field trip or activity trip procedures;

(6) Skid procedures and vehicle handling procedures;

(7) Use of fire extinguisher;

(8) Sexual harassment;

(9) Updating and reviewing transportation issues involving special needs students;

- (10) Reviewing school district and school bus company policies regarding the transportation of students;
- (11) Railroad grade crossing safety;
- (12) The provisions of RSA 193-F, pertaining to bullying and other pupil safety and violence prevention issues; and
- (13) The provisions of RSA 193-J pertaining to suicide prevention.

(d) The designee of each school district or school bus company, shall complete and submit to the division form DSMV 126, "School Bus Driver Roster," (rev. 06/24).

(e) By signing the form, the designee of the school district or bus company shall certify the following under the penalties of unsworn falsification pursuant to RSA 641:3: "I do hereby certify, under the penalty of unsworn falsification, that I have trained the drivers on the above Attendance Sheet or on the reverse side of this form, School Bus Driver Roster, in accordance with RSA 265:58 and Saf-C 1300 School Bus Driving Rules."

(f) A copy of the driver's license shall be attached to the form DSMV 126 for any school bus driver listed on the form who holds an out-of-state driver's license.

(g) If the school bus driver is currently certified and has met the minimum required training as outlined in Saf-C 1305.03(b), that training shall be transferable to another school district or school bus company after proof of required training has been verified and accepted by the school bus instructor or person authorized by a school district or school bus company.

Saf-C 1305.04 School Bus Driver Instructor Certification.

(a) A school bus driver instructor shall have a valid school bus driver's certificate issued by the state of New Hampshire.

(b) The school bus driver instructor's certification course shall consist of a minimum of 32 hours.

(c) The certification course shall have a curriculum that addresses communication skills, driving skills, personnel management, behavior management, instructional methods, first aid, emergency procedures, and mechanics, including:

- (1) The skills and knowledge necessary to ensure the safety of pupils and other motorists; and
- (2) Promoting an understanding and application of federal and state laws and rules governing the operation of a school bus.

(d) The certification course shall be reviewed by the division to ensure it meets the curriculum set forth in (c) above.

(e) Each applicant for school bus driver instructor certification shall successfully complete, with a grade of 90% or higher, a written 100 question multiple choice examination conducted by the department. Each applicant may retake the multiple choice examination as many times as is necessary to obtain a grade of 90% or higher as long as the examination is successfully passed within 6 months of completion of the school bus driver instruction certification course. Any applicant that fails the test must wait a minimum of the next business day to attempt a retest.

(f) The written examination in (e) above, shall include the following areas:

- (1) Operation of a motor vehicle and a school bus;
- (2) Information contained in the New Hampshire driver's manual;
- (3) Motor vehicle laws; and
- (4) These rules.

Saf-C 1305.05 School Bus Driver Instructor Recertification.

(a) Each school bus driver instructor's recertification shall consist of a minimum of 18 credit hours within a 3 year period. One credit hour shall be granted for every hour of courses, workshops, or seminars. A one-time 3 month extension shall be granted, for good cause, to fulfill the minimum 18 hour credit within a 3 year period as long as the outstanding number of credits needed is no more than 3.

(b) For the purposes of (a) above, good cause shall include:

- (1) Temporary disability;
- (2) Family illness; or
- (3) Death in the family.

(c) Each recertification course shall be reviewed by the division to ensure that it has a curriculum in compliance with the areas set forth in Saf-C 1305.04(c) or any other related school bus safety curriculum.

(d) The instructor shall complete and submit form DSMV 463, "School Bus Driver Instructor Recertification," (rev. 06/24), to provide to the division the list of courses, workshops, and seminars attended prior to the expiration date of the school bus driver's certificate. The list shall include the hours of attendance and shall be signed by the instructor's employer.

(e) The instructor shall attach course completion certificates for each course listed on the form DSMV 463.

(f) A valid school bus certificate shall not be required for recertification.

PART Saf-C 1306 OPERATION OF SCHOOL BUS

Saf-C 1306.01 Seating.

(a) Each pupil shall have a seat and shall not sit in the lap of another pupil, as follows:

- (1) On each type A, B, C, or D school bus, seating shall be provided to allow each pupil to be within the confines of the designed protective compartmentalization; and
- (2) On each multipurpose passenger vehicle, the number of pupils on a seat shall not exceed the manufacturer's rated capacity.

(b) No vehicle shall carry more pupils than its manufacturer's rated capacity, unless an emergency situation arises.

(c) For the purposes of (b) above, an emergency situation shall include an accident or mechanical failure as long as every pupil can be seated in a seat.

Saf-C 1306.02 Discharging and Loading Pupils.

(a) The driver of each school bus used for the transportation of pupils shall:

- (1) Bring the bus to a complete stop in order to receive or discharge pupils; and
- (2) Proceed only after all persons have cleared the danger zone of the bus and all pupils are properly seated.

(b) For the purposes of (a)(2) above, "danger zone" means the 10 foot area immediately surrounding the stopped school bus.

Saf-C 1306.03 Operation of Flashing Lights.

(a) The 8-light warning system required on each school bus shall be operated as follows:

- (1) The school bus driver shall activate the amber pilot light and amber warning lights a minimum of 100 feet prior to stopping the bus to receive or discharge pupils. The entrance door shall remain closed;
- (2) As the driver approaches a school bus stop, they shall check traffic on all sides of the bus, to ensure that traffic is stopping for the bus;
- (3) After the bus has come to a complete stop and it is safe to receive or discharge pupils, the school bus driver shall open the entrance door and activate the red flashing lights; and
- (4) The driver shall close the entrance door, extinguishing the 8-light warning system, after all pupils are properly seated or discharged.

(b) When a school bus is equipped with white strobe lights, the lights shall be operated in accordance with the requirements of RSA 266:39.

(c) Notwithstanding the provisions in this section to the contrary, while in a designated school district's loading and unloading zone on school property, the driver shall follow the school district loading and unloading written policy with regards to use of red lights and stop sign. If no policy is in place the driver shall use red lights when loading and unloading in the school loading and unloading zone.

Saf-C 1306.04 Unattended School Bus.

(a) A school bus driver shall not leave a school bus unattended when pupils are on the bus, except in the event of an emergency, such as an accident or mechanical failure.

(b) When a school bus driver has to leave a school bus in the event of an emergency, the driver shall, in sequential order:

- (1) Park the bus in proper gear with the parking brake applied;
- (2) Activate the 4-way flashers;
- (3) Shut off the bus;
- (4) Remove the keys from the bus;
- (5) Chock the wheels and put reflectors in place pursuant to RSA 265:113; and



(6) Remain within 100 feet of the bus and have an unobstructed field of view of the bus at all times when pupils are on the bus, except if chocking the wheels pursuant to (b)(5) above.

(c) Depending upon the emergency situation, the school bus driver shall instruct the pupils on all proper procedures to be followed.

Saf-C 1306.05 Behavior of School Bus Driver.

(a) For the purposes of this section, "on-duty" means the time a bus driver is on the school bus, whether the bus is parked or in motion.

(b) While on-duty, each school bus driver shall:

(1) Properly wear the seat-belt assembly when operating the school bus;

(2) Be appropriately dressed in accordance with these rules and school district or school bus company policy. For the purposes of this paragraph, "appropriately dressed" means a neat and clean appearance; and

(3) Wear a closed-toe and fully closed-heeled shoe or boot.

(c) Each school bus driver shall not:

(1) Use tobacco products while on-duty. For the purposes of this paragraph, "tobacco products" includes cigarettes, cigars, pipes, vaping devices, e-cigarettes, and chewing tobacco;

(2) Consume or transport any intoxicating liquor or beverage, or drugs;

(3) Use vulgar or obscene language or gestures in the presence of pupils;

(4) Consume any food or beverage while the bus is in motion or while pupils are on the bus;

(5) Use any hand-held electronic device, to include a cellular phone, while the bus is in motion;

(6) Use any television viewer, screen, or other means of visually receiving a television broadcast or recorded video signal while the bus is in motion; and

(7) Manipulate any navigation system device while the bus is in motion that does not meet the requirements of Saf-C 1313.16.

(d) Any school, organization, or company who engages in school bus transportation shall report to the division the termination of any employee that has conducted themselves in a manner which calls into question their ability to safely transport or be in the presence of pupils. Any employee who resigns in lieu of termination for such conduct shall also be reported to the division.

Saf-C 1306.06 Fueling of School Bus.

(a) A school bus shall not be fueled while occupants are on the bus.

(b) The engine shall be shut off during fueling.

Saf-C 1306.07 Emergency Exits. Emergency exits shall not be used as an entrance or an exit, except in the event of an emergency or an emergency evacuation drill.

Saf-C 1306.08 Aisle Space.

(a) The aisle of each school bus shall be free from obstructions at all times.

(b) No person shall drive a school bus and a motor carrier shall not require or permit a person to drive a school bus unless baggage, freight, or other cargo is stowed and secured in a manner which assures the:

- (1) Unrestricted freedom of movement to the school bus driver and their proper operation of the bus;
- (2) Unobstructed access to all exits by any occupant of the bus; and
- (3) Protection of the occupants of the bus against injury resulting from the falling or displacement of articles or objects transported in the bus.

Saf-C 1306.09 Railroad Grade Crossing Procedure.

(a) Pursuant to RSA 265:50, I, each school bus driver shall stop at all railroad grade crossings, except as provided in RSA 265:50, II.

(b) Each school bus driver shall complete the following procedure in the stated order at each railroad grade crossing:

- (1) When approaching the crossing, slow down, shift to a lower gear if in a manual transmission bus and test the brakes;
- (2) Activate the hazard lights approximately 200 feet from the railroad grade crossing;
- (3) Move as far to the right of the road as practical in the desired lane of travel;
- (4) Turn off the master switch, if applicable;
- (5) Scan surroundings and check for traffic behind the school bus;
- (6) Locate an escape route in the event of a brake failure or other emergency;
- (7) At the crossing itself, completely stop the bus at least 15 feet, but no more than 50 feet, from the nearest rail and, if it is a multitrack crossing, stop only before the first set of tracks;
- (8) Place the transmission in “park” and if no “park”, place it in “neutral”, press down on the service brake and set the parking brake;
- (9) Open the service door and the driver's window to look in both directions for approaching trains;
- (10) Shut off noisy equipment, instruct passengers to be quiet, and listen for an approaching train;
- (11) Check the crossing signals again and when it is safe to do so, close the entrance door;
- (12) Assess the space on the other side of the tracks to determine if there is sufficient room for the school bus plus an additional 15 feet should there be an intersection with or without traffic controls that may require the bus to stop;
- (13) When it is safe to do so, place the transmission in the appropriate gear, release the parking brake, and proceed across the tracks without shifting gears, until the bus completely clears the tracks;

(14) At a multi-track crossing, when certain that there is no train approaching on any of the tracks, proceed across all of the tracks until the bus completely clears all of the tracks;

(15) If a crossing gate comes down after the bus has started across the tracks, do not stop but instead proceed across the tracks even if it means the gate will be broken; and

(16) After the rear of the bus is 15 feet beyond the last rail, turn off the hazard lights and turn on the master switch, if applicable.

(c) Prior to permitting a new or substitute driver to drive a school bus, each employer shall notify the new or substitute driver of:

(1) The procedures set forth in (a) and (b) above; and

(2) Any characteristics of railroad grade crossings unique to the particular school bus route.

#### PART Saf-C 1307 VEHICLE MAINTENANCE AND INSPECTION

Saf-C 1307.01 Inspection of School Buses. All school bus inspections required by RSA 266:7 shall be conducted in accordance with the inspection criteria set forth in Saf-C 1315.

##### Saf-C 1307.02 Vehicle Maintenance.

(a) Each school bus inspected pursuant to RSA 266:1 and RSA 266:7 shall be maintained in safe operating condition. A preventive maintenance program shall be followed to ensure proper care of a school bus, whether owned, leased, or contracted.

(b) A maintenance schedule shall be kept by every school bus owner on a chronological basis. The maintenance records shall be retained for a minimum of 24 months and shall be available for inspection by a law enforcement officer.

Saf-C 1307.03 Safety Inspection. Each approved school bus exceeding 10,000 pounds shall be inspected semi-annually at an official inspection station, pursuant to RSA 266:1, IX and Saf-C 3200. Each school bus subject to the federal motor carrier safety regulations shall also be inspected and maintained in accordance with 49 CFR parts 391 and 393. Each approved school bus weighing 10,000 pounds or less shall be inspected once annually at an official inspection station, pursuant to RSA 266:1 and Saf-C 3200.

Saf-C 1307.04 School Bus Inspections and Audits. In addition to the requirements of RSA 266:1, IX, each school bus used to transport pupils shall be subject to one or more inspections on an annual basis by a law enforcement officer or authorized agent of the director pursuant to RSA 266:7. The purpose of any inspection shall be to determine if a school bus is safe and fit for the transportation of pupils. The owner or driver of a school bus shall be required to have the vehicle available for inspection.

Saf-C 1307.05 School Bus Inspection Sticker. The school bus inspection sticker issued pursuant to RSA 266:7 shall be affixed to the middle of the windshield located either at the top or bottom, clearly visible from the outside and not in a location that interferes with any safety equipment or driver visibility.

Saf-C 1307.06 Inspection of Vehicle. During an inspection pursuant to RSA 266:7, any school bus that is found to be unsafe or unfit for the transportation of pupils shall not be used until the required repairs have been made by the carrier or their agent and noted on the vehicle condition report, form DSMV 650 "School Bus Inspection Report," (rev. 06/24).

##### Saf-C 1307.07 Daily Pre-Trip Inspection.

(a) Each driver of an approved school bus shall perform a daily pre-trip inspection of their vehicle. The responsibility for ensuring that daily inspections are conducted and that appropriate reports are maintained shall be placed with the driver or a person designated by the school district or school bus company.

(b) The pre-trip inspection shall include the following:

- (1) Windshield and wipers;
- (2) Engine compartment, including battery, belts, wiring, oil level, fluid level, and radiator;
- (3) All outside lights;
- (4) Exhaust system;
- (5) Leakage of water or oil under the bus;
- (6) Tires and wheels;
- (7) Emergency exits and buzzers, including:
  - a. Entrance door;
  - b. Windows;
  - c. Roof hatches, if applicable; and
  - d. Rear door;
- (8) All mirrors;
- (9) All gauges;
- (10) Defrosters, heaters, and horn;
- (11) Emergency equipment, including:
  - a. Complete first aid kit;
  - b. Fire extinguisher;
  - c. Reflector kits;
  - d. Chock blocks; and
  - e. Body fluid kit;
- (12) All glass;
- (13) Brakes, including fluid leaks;
- (14) Seats;
- (15) All interior lights;
- (16) Cleanliness of bus interior;
- (17) Security of fuel filler cap;

- (18) Stop arm;
- (19) Crossing control arm, if applicable;
- (20) 8-light warning system or 4-light warning system if so equipped; and
- (21) Wheelchair lift, if applicable.

(c) Each school bus carrier shall require each school bus driver to complete a "vehicle condition report" in duplicate, at the completion of each day for each school bus type operated, including multipurpose passenger vehicles. The report shall contain the items listed in (b) above and shall indicate any defects or deficiencies discovered which might affect the safety of operation of the school bus or result in its mechanical breakdown.

(d) Each vehicle condition report shall be submitted as follows:

- (1) If no defects are found, the report shall so indicate and one copy shall be submitted to the carrier at the end of the day, and the other shall remain on the school bus;
- (2) If a defect is found, the report shall so indicate and one copy shall be submitted to the carrier at the end of the day, and the other shall remain on the school bus;
- (3) Any defect shall be corrected in accordance with Saf-C 1307.08;
- (4) The driver shall sign each report; and
- (5) A legible copy of the previous vehicle condition report shall remain on the school bus.

(e) All vehicle condition reports shall be retained by the school bus owner for a minimum of 3 months and shall be available for inspection by a law enforcement officer.

Saf-C 1307.08 Correction of Defects. Any defect which might create a hazard for passengers or other motorists shall be corrected before the school bus transports pupils. Each school bus carrier or their agent shall certify on the vehicle condition report that a correction has been made or that a correction is not required.

Saf-C 1307.09 Records. A written record shall be maintained by each school bus owner on all repairs conducted on each individual school bus. The records shall be retained for a minimum of 24 months and shall be available for inspection by a law enforcement officer during normal business hours.

Saf-C 1307.10 Cleanliness. Each school bus shall be maintained in a neat and clean condition and the interior shall be swept on a daily basis.

Saf-C 1307.11 Carbon Monoxide Intrusion. Each school bus which registers, by use of a meter, a level of carbon monoxide of 20 parts per million or greater inside the passenger compartment, shall not be operated until the defect is corrected and the school bus retested by a law enforcement officer for a level of carbon monoxide of less than 20 parts per million.

## PART Saf-C 1308 SCHOOL BUS TYPES A, B, C, and D SPECIFICATIONS

Saf-C 1308.01 Aisle.

(a) Each aisle shall have a width of no less than 12 inches, and shall be straight and unobstructed through the entire passenger seating area parallel to the major axis of the school bus. Extra seats or obstructions in aisles, including the aisle leading to the emergency exit door, shall not be permitted.

(b) A flip seat in the "up" position shall not obstruct the 12 inch minimum aisle width to any side emergency door.

(c) Each seat back shall be sufficiently slanted to give aisle clearance of 15 inches at the top of the seat back.

Saf-C 1308.02 Back-Up Warning Alarm. Each school bus shall be equipped with a reverse directional alarm or a back-up alarm which has a minimum DbA rating of 97.

Saf-C 1308.03 Body Structure and Dimensions.

(a) The body construction shall be of fire resistant material.

(b) The body construction and all subsequent repairs shall be of prime quality steel or other metal or material equivalent in strength to all-steel, as certified by the manufacturer of the school bus body, and shall be free of sharp edges, tears, or other defects inside or outside that might cause injury.

(c) The body construction shall be of sufficient quality to provide a reasonably dust-proof, gas-proof, weather tight, and fume-proof unit. Openings between the chassis and passenger compartment shall be sealed to prevent fumes or gases from entering the school bus body.

(d) The manufacturer of the school bus body shall indicate the month and year of final completion of the vehicle in a permanent and readily visible location on the body.

(e) The floor shall be level except in the wheel-housing, toe-board, stepwell, fuel pipe area, and the driver's platform area.

(f) The overall bus length shall not exceed 45 feet, excluding accessories.

(g) The overall bus width shall not exceed 102 inches, excluding accessories.

(h) The chassis frame shall support the rear body cross member. The school bus body shall be attached to the chassis frame at each main floor sill, except where chassis components interfere in such a manner as to prevent shifting or separation of the body from the chassis when impacted by force such as an automobile collision.

(i) Insulating material shall be placed at all contact points between the body and the chassis frame on all school bus types, and shall be attached to the chassis frame or body so that it shall not move when impacted by force such as an automobile collision.

(j) Any alteration to extend the length of the chassis frame shall be for the purpose of extending the wheel base. An alteration shall be made only if designed and guaranteed either by the original chassis manufacturer or by the company installing the school bus body.

(k) When installing the body on the chassis frame, the installer(s) shall insert a spacer at every point of contact between the body and the frame. Each spacer shall be of such a form that shearing stresses shall not be put upon rivet heads.

(l) No school bus body shall be removed or remounted on to a new, old, or rebuilt chassis without obtaining prior written approval from the commissioner. Approval shall only be given to replace a body or

chassis which has been damaged by a collision or an accident. In the event a body is remounted, it shall meet or exceed the requirements for the body year of the body which replaced it.

(m) All openings in the floorboard or firewall between the chassis and passenger compartment, such as for the gearshift lever and parking brake lever, shall be sealed.

(n) On each type B, C, and D school bus, the inside body height shall be 72 inches or more, measured floor to ceiling, at any point on a longitudinal center line from the front vertical bow to the rear vertical bow. The inside body height of each type A school bus with a gross vehicle weight rating of 10,000 pounds or less shall be 63 inches or more.

Saf-C 1308.04 Bumpers.

(a) Front bumpers shall:

- (1) Be furnished by the chassis manufacturer as part of the chassis;
- (2) Extend beyond the forward-most part of the body, grill, hood, and fenders, at the top line of the bumper;
- (3) Have at a minimum, an 8 inch face painted black, and shall extend to protect the outer edges of the fenders; and
- (4) Be made of pressed steel channel or equivalent material no less than 3/16 of an inch thick.

(b) Rear bumpers shall:

- (1) Have at a minimum, an 8 inch face painted black;
- (2) Be made of pressed steel channel or equivalent material no less than 3/16 of an inch thick;
- (3) Be attached directly to the chassis frame with a provision for easy removal and shall wrap around the rear corners of the body to a point no less than 12 inches forward, measured from the face of the bumper;
- (4) Be designed to prevent hitching or riding thereon and shall be of sufficient strength to permit the school bus to be pushed by another vehicle of comparable weight, without causing any permanent deformation;
- (5) Extend rearward a minimum of one inch to protect all lamps but not more than 2 inches beyond the rearmost part of the body surface, measured at the floor line; and
- (6) If provided by the chassis manufacturer, be permitted on type A conversion school buses.

(c) The bumpers of each school bus may be marked diagonally 45 degrees down to the centerline of pavement with 2 inch by 1/4 inch wide strips of non-contrasting reflective material.

Saf-C 1308.05 Color.

(a) Each school bus body shall be painted a uniform color known as national school bus yellow.

(b) The school bus body exterior paint trim, bumpers, lamp hoods, emergency door arrow, and lettering shall be black.

(c) The chassis of each school bus shall be black or national school bus yellow. The cowl shall be national school bus yellow. The wheel rims and grill shall be yellow, gray, chrome, or black.

- (d) The hood of each school bus shall be national school bus yellow or black.
- (e) The fenders of each school bus shall be national school bus yellow or black.
- (f) The roof of each school bus shall be national school bus yellow or white.

Saf-C 1308.06 Defrosters.

(a) Defrosting and defogging equipment shall direct a sufficient flow of heated air onto the windshield, the window to the left of the driver and the glass in the viewing area directly to the right of the driver, in order to eliminate frost, fog, and snow. The defroster unit shall have a separate blower motor in addition to the heater motors.

(b) Defrosting and defogging equipment shall be capable of furnishing heated outside ambient air. That portion of the system which furnishes additional air to the windshield, entrance door, and step-well may be of the recirculating air type.

- (c) Auxiliary fans may be used to supplement the defrosting and defogging equipment.
- (d) Portable heaters shall not be used as defrosting or defogging equipment.

Saf-C 1308.07 Emergency Exits.

(a) The entrance door of each school bus shall:

- (1) Be under the control of the driver and designed to allow easy release and prevent accidental opening;
- (2) Operate in a manner that when a hand lever is used, no part shall come together so as to shear or crush fingers;
- (3) Be located on the right side of the bus opposite the driver and within their direct view;
- (4) Have a minimum horizontal opening of 24 inches and a minimum vertical opening of 68 inches and have a minimum opening of 1200 square inches, if a type A school bus;
- (5) Be one of the following types:
  - a. Split-type, including any sectioned door that divides and opens inward or outward. If one section of the door opens inward and the other opens outward, the front section shall open outward;
  - b. Sedan; or
  - c. Jackknife;
- (6) Have approved safety glass in which the bottom of the lower glass panel shall be no more than 35 inches from the ground when the bus is unloaded and in which the top of the upper glass panel shall be no more than 6 inches from the top of the door;
- (7) Have upper panel window(s) of safety glass of a minimum of 350 square inches, if a type A school bus;
- (8) Be equipped with flexible material on the vertical closing edges of split-type or folding type entrance doors to protect the passenger's fingers;



- (9) Be equipped with a chassis manufacturer's standard door;
- (10) Be equipped with padding at the top edge of the door opening which shall be no less than 3 inches in width and one inch thick and extend the full width of the door opening; and
- (11) If power operated, have a clearly labeled emergency release device placed above or immediately to the left or the right of the door.

(b) The emergency door of each school bus shall:

- (1) Be hinged on the right side if located at the rear of the bus and on the front side if located on the side of the bus;
- (2) Open outward and labeled inside to indicate how the emergency door is to be opened;
- (3) Be equipped on the upper portion with a minimum of 400 square inches of approved safety glazing. Be equipped with a minimum of 350 square inches of approved safety glazing on the lower portion of the rear emergency door, if a type B, C, or D school bus;
- (4) Have no steps leading to it;
- (5) Have the words "EMERGENCY DOOR", both inside and outside in letters no less than 2 inches in height, placed at the top in the metal panel above the top glass. In the event a school bus has the words "SCHOOL BUS" enclosed in glass, lettering may be placed under the top glass portion;
- (6) Be equipped with padding at the top edge of each door opening which shall be no less than 3 inches in width and one inch thick and extend the full width of the door opening;
- (7) Be marked with an arrow no less than 6 inches in length with a 3/4 inch brush stroke, black in color, on the outside opening device that indicates the direction the device shall be turned for releasing, to allow opening from the outside. The inside emergency door shall be marked in the same fashion;
- (8) Be equipped with a buzzer system which provides a distinctive, automatically operated signal that indicates to the driver the unlatching of the door and no cut-off shall be installed in the circuit, except through the ignition switch; and
- (9) Not have a seat or other object placed on the school bus that restricts the passage to the emergency door to less than 12 inches.

(c) For the purposes of (b)(3) above, approved safety glazing means glazing construction as set forth in 49 CFR 393.60.

(d) Notwithstanding (b)(9) above, a flip seat may be used next to the side emergency door as long as it is placed so that the passage to the emergency door is 12 inches or more when the seat is empty.

(e) In addition to the requirements of (b) above, in the event that double emergency doors are used on a type A school bus, they shall be hinged on the outside edge and have a 3-point fastening device.

(f) Each school bus shall have a red light above each emergency door or rear emergency window on the inside of the school bus.

(g) Any door, other than emergency and entrance doors, shall be secured or rendered inoperable.

(h) Any door with an anti-vandalism device shall comply with the requirements of Saf-C 1313.04 (b).

(i) The rear window, if intended as an emergency exit, shall:

- (1) Be designed to be opened from either the inside or the outside;
- (2) Be hinged at the top;
- (3) Be equipped with a linkage or a mechanism which automatically holds the opened window against the force of gravity at the minimum hinge opening angle of 60 degrees plus or minus 5 degrees measured from the closed window position;
- (4) Be equipped with a linkage or a mechanism which will not prevent the window from opening a full 90 degrees against the force of gravity in the event the school bus tips over; and
- (5) Have a non-detachable outside handle, designed to minimize hitching-to or riding on the handle.

(j) Each school bus equipped with a rear emergency window shall have a rear divan seat which shall:

- (1) Be covered by a shelf installed parallel to the floor, which is capable of supporting a weight of 600 pounds over any 4 square inch area of shelf, in the event the distance from the top of the back of the divan seat to the rear of the school bus is more than 2 inches; and
- (2) Not have the seat back and shelf, if applicable, obstruct the clear opening of the window.

(k) Emergency exits shall comply with 49 CFR 571.217.

(l) Each school bus shall have a distinctive, automatically operated audible signal that indicates to the driver the unlatching of any emergency window, and no cut-off shall be installed in the circuit, except through the ignition switch.

Saf-C 1308.08 Fenders.

(a) The total spread of the outer edges of each fender, measured at the fender line, shall exceed the total spread of the front tires when the front wheels are in the straight-ahead position.

(b) The front fenders shall be properly braced and free from any body attachments.

Saf-C 1308.09 Floor.

(a) The floor shall be constructed of metal equivalent in strength to 14 gauge steel and shall be constructed to prevent exhaust gases from entering the body of the school bus.

(b) All seams shall be sealed with a waterproof sealer.

(c) All closures between the school bus body and the engine compartment shall be fitted with gaskets in order to prevent exhaust gases from entering the passenger compartment.

(d) The floor of the driver's compartment, stepwell, and toe-board areas, including the tops of the wheel-housing, shall be covered with a wear and fire resistant material.

(e) The floor covering in the aisle, stepwell, and entrance area of each school bus shall be of non-skid fire resistant, rib-type material. Each school bus shall comply with the requirements of Saf-C 1308.17(c).

(f) The floor covering shall not crack when subjected to a sudden temperature change and shall be securely bonded to the floor with a waterproof adhesive material, as recommended by the manufacturer of the floor covering.

Saf-C 1308.10 Frame.

(a) The frame shall be of such design and strength to correspond, at a minimum, with the standard practice for the frames of commercial trucks of the same general load characteristics which are used on the highway.

(b) The drilling of holes in the top or the bottom of flanges or side units of the frame and welding on the frame shall not be permitted except as provided by the chassis manufacturer.

Saf-C 1308.11 Fuel System and Tank.

(a) The fuel system and tank shall meet or exceed the requirements of Federal Motor Vehicle Safety Standard (FMVSS) 301 as was in effect on the date of manufacture for the school bus.

(b) No portion of the fuel system on each type B, C, and D school bus, except the filler tube, shall extend above the top of the chassis frame rail. Fuel lines shall be mounted to obtain the maximum possible protection from the chassis frame. There shall be no leaks in the fuel lines from the engine to the fuel tank.

(c) The fuel tank shall have a minimum capacity of 18 gallons. Each school bus shall have a minimum capacity of 30 gallons with a minimum of 83% actual draw as provided by the chassis manufacturer. The fuel tank shall be filled and vented entirely outside the body compartment. The location of the fuel tank shall be such that accidental fuel spillage will not drip or drain on any part of the exhaust system.

(d) A replaceable fuel filter shall be installed between the fuel tank and engine.

(e) Flexible gasoline and oil proof connections shall be provided at the end of the fuel feed line at its connection to the engine or accessories.

(f) The fuel tank shall not extend in height above the side member of the chassis, in width beyond the outer edge of the body or in depth below the regular bottom step location.

(g) The fuel tank shall be securely attached to the school bus.

(h) The fuel tank shall be constructed of not less than 18 gauge template or the equivalent and shall have crash barrier protection.

Saf-C 1308.12 Heaters.

(a) Heaters shall be of hot water type.

(b) In the event only one heater is used, it shall be a fresh-air or a combination of fresh-air and recirculating air type.

(c) In the event more than one heater is used, additional heaters may be a recirculating air type.

(d) The heating system shall be capable of maintaining a temperature of not less than 40 degrees fahrenheit throughout the school bus while operating at a 50 percent or greater load capacity at an average minimum January temperature, as established by the U.S. department of commerce weather bureau, for the area in which the school bus is operated.

(e) Heater hoses shall be adequately supported to guard against excessive wear due to vibration. The hoses shall not dangle or rub against the chassis or sharp edges and shall not interfere with or restrict the operation of any engine function. Heater hoses shall comply with the requirements of Society of Automotive Engineers standard J20, 06/06. Heater lines, in the interior of the school bus, shall be shielded to prevent scalding of the driver or any passenger.

(f) The shut-off valve for the hot water system shall be installed by a body manufacturer in the pressure and return lines at or near the engine.

(g) There shall be a water flow regulating valve installed in the pressure line for convenient operation by the driver while seated.

(h) Accessible bleeder valves shall be installed in the heater to remove air from the heater lines.

(i) Heater motors, cores, and fans shall be readily accessible for service.

Saf-C 1308.13 Horn. Each school bus shall be equipped with a horn which is capable of producing a reliable warning signal that can be heard 200 feet from the bus.

Saf-C 1308.14 Identification and Marking.

(a) Each vehicle shall be marked with the words "...(city or town) schools", the name of the transportation company or the name of the SAU on both sides of the bus in black letters no less than 5 inches in height, using 3/4 inch brush strokes. The location of the wording shall be directly below the window line. Numbers on the side of the bus shall be near the front line of lettering.

(b) In addition to (a) above, each school bus with permanent plates is authorized to have the name of the school district and town on both sides of the vehicle.

(c) The words "STOP ON SIGNAL" shall be in permanent black letters on the rear of the bus. The word "STOP" by itself, shall not be used. The words "STOP ON SIGNAL" shall not appear on the front of the bus.

(d) The name of the owner, operator, or both may be located to the immediate left of the entrance door and directly below the driver's window. The lettering shall comply with the requirements of (g) below.

(e) Seating capacity shall be displayed in permanent letters and numbers on the body of the school bus to the left of the entrance door below the window level and the letters shall be 2 inches in height and one 1/4 inches wide with a 3/8 inch width, in the following format, where the blanks in (e)(1) and (e)(2) are intended to display the seating capacity for the school bus as determined by the manufacturer, and the blank in (e)(4) is intended to display the required number of 13-inch seats as determined by the manufacturer of the school bus:

- (1) Student capacity \_\_\_\_\_;
- (2) Adult capacity \_\_\_\_\_; and
- (3) No standees; or
- (4) In lieu of (1) and (2) above, \_\_\_\_/13 inch seats.

(f) Signs or lettering, other than required or permitted in this section, shall not appear on the front, back, or sides of the bus. The words "SCHOOL BUS" shall be displayed in black letters, 8 inches in height and in compliance with "Series B" of the standard alphabet for highway signs on the national school bus yellow background. Alpha or numeric designations of fleet identification, route, or both shall be permitted.

ICC and DOT numbering shall be permitted. No ICC numbers shall be placed on any vehicle that has permanent plates.

(g) Fleet identification lettering shall:

- (1) Be black, unless the school bus body's color is black, in which case the lettering shall be white;
- (2) Be located on the sides of the school bus;
- (3) Be visible from a distance of 50 feet while the school bus is stationary and during daylight hours; and
- (4) Be 2 inches in height and one 1/4 inches wide with a 3/8 inch width.

(h) No advertisements, decals, or decorations, except the bus manufacturer's logo, shall be permitted on the exterior of the school bus.

(i) No advertisements, decals, or decorations, except seating assignments, shall be permitted on the interior of the school bus.

Saf-C 1308.15 Ignition Lock. Each school bus shall be equipped with an ignition lock that requires the use of a key or other device to permit activation of the vehicle starter system.

Saf-C 1308.16 Instruments and Instrument Panel.

(a) The chassis shall be equipped with the following functional instruments and gauges:

- (1) Speedometer;
- (2) Odometer, which shall give accrued mileage, and may include tenths of miles;
- (3) Voltmeter or an ampmeter with graduated charge and discharge with compatible wiring and generating capacities;
- (4) Oil pressure gauge;
- (5) Water temperature gauge;
- (6) Fuel gauge;
- (7) Upper beam headlight indicator;
- (8) Vacuum or air brake indicator gauge;
- (9) A low air warning device on each school bus equipped with an air brake system;
- (10) Turn signal indicator;
- (11) A Diesel Exhaust Fluid (DEF) indicator, if applicable; and
- (12) Propane, Electric, or NG gauge if applicable.

(b) The instruments and gauges set forth in (a) above shall be mounted on the instrument panel in a manner that is clearly visible to the driver while in the driver's seat.

(c) The instrument panel shall have lamps of sufficient candlepower to illuminate all instruments and gauges and shift selector indicator for automatic transmission.

(d) Notwithstanding (a)(8) above, a light indicator shall be permitted on a school bus that is equipped with vacuum or air brake indicator gauges.

Saf-C 1308.17 Interior and Insulation.

(a) The interior of each school bus shall be free of all unnecessary projections that might cause injury. Each school bus shall have an inner lining on the ceilings and walls. In the event the ceiling is constructed so as to contain lapped joints, exposed edges shall be beaded, hemmed, flanged, or otherwise treated to minimize sharp edges.

(b) The ceiling and walls shall be insulated.

(c) The driver's area forward of the foremost padded barriers shall permit the mounting of required safety and operating equipment and shall be designed for the easy and safe entry and exit of the driver.

Saf-C 1308.18 Lights and Signals.

(a) Interior lamps shall be provided to illuminate the aisle and stepwell of each school bus.

(b) Each school bus body shall be equipped with rear turn signal lamps which:

(1) Are a minimum of 7 inches in diameter;

(2) Meet the manufacturer's specifications;

(3) Are connected to the chassis hazard warning switch to cause simultaneous flashing of turn signal lamps when necessary as a traffic hazard warning;

(4) Are placed as wide apart as practical, with their centerline approximately 8 inches below the rear windows; and

(5) Are a minimum of 21 square inches in the lens area, if a type A conversion school bus.

(c) Each school bus shall have:

(1) Two stop lamps a minimum of 7 inches in diameter, or if a shape other than round, a minimum of 38 square inches of illuminated area mounted on the rear of the bus just inside the turn signals;

(2) Two combination stop and tail lamps a minimum of 4 inches in diameter, or if a shape other than round, a minimum of 12 square inches of illuminated area placed on the rear of the body between the beltline and the floorline which emits a steady light when illuminated; and

(3) A rear license plate lamp which may be combined with one lower tail lamp.

(d) A back-up light shall be installed on each side of the body at the rear and shall be wired so that when the transmission is in reverse, the light shall be activated. The light shall not remain activated when the bus is in forward motion.

(e) All lights shall be incandescent or light-emitting diode (LED).

Saf-C 1308.19 Loading Lights.

(a) Red signal lamps that flash alternately shall be mounted horizontally on the front and rear of each school bus, in order to identify that the school bus is receiving or discharging pupils. There shall be 2 red signal lamps on the front of the school bus and 2 on the rear of the school bus.

(b) Amber signal lamps that flash alternately shall be mounted horizontally on the front and rear of the school bus, in order to inform other motorists that the school bus is about to stop to receive or discharge pupils. One amber signal lamp shall be located inside and next to each red signal lamp, at the same level.

(c) Red and amber signal lamps shall be wired so that amber lamps are energized manually and red lamps are energized automatically, with the amber lamps automatically deenergized when the school bus entrance door is open. The amber warning light system shall be required on all school buses.

(d) The area around the lens of each alternately flashing signal lamp, extending outward approximately 3 inches, shall be painted black. If there is not a flat vertical portion of the body that immediately surrounds the entire lens of the lamp, a circular or square band of black, 3 inches wide, shall be painted on the body or roof area immediately below and by both sides of the lens, which shall be visible from a distance of 500 feet along the axis of the school bus. Visors or hoods with an appropriate black background to fit the shape of hoods shall also be used.

(e) All flashers, for alternately flashing red and amber signal lamps, shall be enclosed in the school bus body in an accessible location.

(f) Each school bus shall have a device that warns the driver when any of the 8-light warning system lamps are inoperative. The monitor shall be mounted in full view of the driver. If the full circuit passes through the monitor, each circuit shall be protected by a fuse or circuit breaker against any short circuit or intermittent shorts.

(g) Each school bus shall have a stop signal arm which shall:

- (1) Be installed on the left outside of the body of the school bus;
- (2) Comply with the requirements of Society of Engineers standard JI133, 06/11;
- (3) Be reflectorized;
- (4) Be octagonal in shape with white letters and border and a red background;
- (5) Have flashing lamps in the stop signal arm connected to the alternately red flashing signal lamp circuits; and
- (6) Be vacuum, electric, or air operated.

(h) All loading lights shall be incandescent, LED, or red alternating strobe lights.

Saf-C 1308.20 Mirrors.

(a) The interior mirror shall be either clear view laminated glass or clear view glass bonded to a backing which retains the glass in the event of breakage. The mirrors shall have rounded corners and protected edges. Each type A school bus shall have a minimum of a 6" X 16" mirror and each type B, C, and D school bus shall have a minimum of a 6" X 30" mirror.

(b) Each school bus shall be equipped with exterior mirrors which meet or exceed the requirements of FMVSS 111, as was in effect on the date of manufacture for the school bus. Mirrors shall be easily adjustable but shall be rigidly braced so as to reduce vibration.

Saf-C 1308.21 Passenger Load and Gross Vehicle Weight.

(a) The total of the sum of the chassis weight, the body weight, the driver's weight and the total seated pupil weight shall not exceed the gross vehicle weight of a school bus. For the purposes of calculation, the driver's weight shall be 150 pounds and the pupil weight shall be 120 pounds per pupil.

(b) The manufacturer's gross axle weight shall not be exceeded.

(c) The actual gross vehicle weight shall not exceed the chassis manufacturer's gross vehicle weight rating for the chassis and the school bus shall be properly registered for the manufacturer's gross vehicle weight.

Saf-C 1308.22 Reflective Material. The school bus body shall be marked along the perimeter with strips of reflective material which meet or exceed the requirements of FMVSS 131, Table 1 as was in effect on the date of manufacture for the school bus.

Saf-C 1308.23 Rubrails.

(a) For the purposes of this section, "rubrail" means a piece of steel plate that is ribbed and wrapped around the body of the school bus to provide strength and lessen any impact upon collision.

(b) There shall be one rubrail located approximately at seat level, which shall extend from the rear side of the entrance door completely around the body, except at the emergency door or rear compartment to a point of curvature near the outside cowl on the left side.

(c) There shall be one rubrail located approximately at the floor line, which shall cover the same longitudinal area as the upper rubrail, except at the wheel-housing, which shall extend at the radius of the right and left rear corners.

(d) There shall be one rubrail located at the lower skirt line, which does not have to extend around the corners of the school bus.

(e) Each rubrail shall be attached to each body post and all other upright structural members.

(f) Each rubrail shall be 4 inches or more in width in its finished form, and shall be of 16 gauge steel or the equivalent and shall be constructed in a corrugated or ribbed fashion.

(g) Each rubrail shall be applied outside the body or body posts. Pressed in or snap-on rubrails shall not be permitted.

(h) Rubrails shall not be required to extend around the rear corners in the event the school bus is:

(1) A type A school bus using a chassis manufacturer's body; or

(2) A type B, C, or D school bus using a rear luggage or rear engine compartment.

Saf-C 1308.24 Seats and Crash Barriers.

(a) For the purposes of this section, "flip seat" means a cushion seat that is designed to automatically return to a vertical position when unoccupied, similar to a theater seat.

(b) For the purposes of this section, "jump seat" means a seat that is designed to fold down to provide supplemental seating on a school bus.

(c) All seats and crash barriers shall meet or exceed the requirements of FMVSS 222 as was in effect on the date of manufacture for the school bus.



(d) No seat shall be less than 15 inches in depth.

(e) All seats shall face forward and be of equal quality, design, and safety as the original manufacturer's specifications, except as may be provided for wheelchairs.

(f) The seat, seat back cushion, and crash barrier shall be covered with a material equal in tensile strength, tear strength, seam strength, adhesion strength, resistance to abrasion, resistance to heat and cold, and flex separation as originally installed by the manufacturer.

(g) All seats, including driver seat cushions, shall have seat coverings of fire resistant material.

(h) No school bus shall be equipped with jump seats, vertical seats, or portable seats.

(i) The use of a flip seat at any side emergency door location, including aisle width to the side door, shall meet or exceed the requirements of FMVSS 222 as was in effect on the date of manufacture for the school bus.

(j) Each flip seat shall:

- (1) Be free of sharp projections on the underside of the seat bottom;
- (2) Be padded or contoured on the underside of the seat bottom, in order to reduce the possibility of injury or snagged clothing; and
- (3) Be constructed in such a manner as to prevent any limbs of passengers from becoming entrapped between the seat back and the seat cushion when in an upright position.

(k) All seats and cushions shall be securely fastened with bolts, rivets, or clamps to any portion of the school bus which support them.

(l) No seat on the right side of a school bus shall be placed in a location that obstructs the driver's view, except in a multipurpose passenger vehicle.

(m) The crash barrier on the right side of a school bus shall be placed in a location that does not obstruct the driver's view and shall not be further forward than the rear of the driver's seat when the seat is adjusted to its rearmost position, and shall not obstruct the 12 inch aisle.

(n) Each driver's seat shall:

- (1) Be rigidly positioned;
- (2) Have self contained vertical adjustment of a minimum of 3 inches;
- (3) Have forward and backward adjustment of a minimum of 4 inches, without the use of separate tools or devices; and
- (4) Have a crash barrier behind the driver's seat which does not interfere with forward and backward adjustment of the driver's seat.

Saf-C 1308.25 Seat Belt System - Drivers.

(a) A restraint system shall be provided for the driver which shall comply with the manufacturer's specifications.

(b) Each school bus manufactured before January 1, 2005, shall be equipped with a locking retractor type seatbelt for the driver. Each belt section shall be booted to keep the buckle and button-type latch off the floor and within easy reach of the driver. The belt shall be anchored in such a manner or guided at the seat frame to prevent the driver from sliding sideways from under the belt.

(c) Each school bus manufactured on or after January 1, 2005 shall be equipped with a restraint system consisting of a lap and shoulder belt for the driver.

Saf-C 1308.26 Steering Wheel. The steering wheel shall comply with the manufacturer's specifications.

Saf-C 1308.27 Steps.

(a) The first step at the entrance door shall be no less than 12 inches and no more than 16 inches from the ground.

(b) The entrance door shall be equipped with either a two-stepwell or three-stepwell. Steps in each class shall be equal.

(c) Steps on each school bus, except a type A school bus, shall be enclosed to prevent the accumulation of ice and snow.

(d) Steps on each school bus, except a type A school bus, shall not protrude beyond the body side line.

(e) Steps on each school bus, except a type A school bus, shall be metal with proper tread covering, as set forth in Saf-C 1308.28.

(f) Handrails shall be designed so as to not snag clothing, book bags, or other items and shall be no less than 20 inches in length.

Saf-C 1308.28 Step Treads.

(a) All steps, including the floor line platform, shall have rubber floor covering or a covering equivalent in wear resistance and abrasion resistance to top grade rubber.

(b) Each step shall be constructed with cold roll steel of a minimum 24 gauge and ribbed rubber shall be permanently bonded. The ribbed rubber shall have a grooved design that runs at a 90 degree angle to the long dimension of the step tread.

(c) The rubber portion of each step tread shall be flexible so that it can be bent around a 1/2 inch mandrel at temperature extremes without breaking or cracking.

Saf-C 1308.29 Stirrup Steps.

(a) There shall be at least one folding stirrup step or recessed foothold along with suitably located handles on each side of the front of the body for easy accessibility for cleaning the windshield and lamps, except when the windshield and lamps are easily accessible for cleaning from the ground.

(b) A folding stirrup step or recessed foot hold shall not be required on a type D school bus.

(c) When not in use, a folding stirrup step shall be in the upright position.

Saf-C 1308.30 Sun Visor.

(a) An interior adjustable sun visor, no less than 6 inches in width and 30 inches in length, shall be installed on the driver's side above the windshield so that it can be turned up when not in use. It shall be firmly supported by 2 brackets.

(b) The sun visor on each type A school bus shall comply with the manufacturer's specifications.

(c) In the event a sun visor is of the translucent type, the visor shall not be obstructed by stickers, tape or any other item that would interfere with its visibility.

Saf-C 1308.31 Ventilation. Static-type, non-closable exhaust ventilation shall be installed in the low-pressure area of the roof of each school bus.

Saf-C 1308.32 Windshield and Windows.

(a) All glass in windshields, windows, and doors shall be made of approved safety glass and mounted so that the permanent national safety institute mark is visible. The glass shall be of sufficient quality to prevent distortion of view in any direction. Each school bus with cracks or cloudiness more than 2 inches in length in the windshield or windows to the left and right of the driver shall be rejected.

(b) Each full side window shall provide an unobstructed emergency opening no less than 9 inches in height and 22 inches in width, obtained by lowering the sash. Push-out windows that hinge on top and split sash windows that slide down to open may be used.

(c) The window to the left of the driver shall comply with the manufacturer's specifications.

Saf-C 1308.33 Windshield Wipers and Washers.

(a) Each school bus shall be equipped with 2 variable speed electric windshield wipers that are in working order. One heavy duty 2 speed electric motor driven windshield wiper shall be provided for each half of the windshield.

(b) Each wiper arm and blade shall be a minimum of 14 inches in length, except on a type A school bus, which shall comply with the manufacturer's specifications.

(c) Each school bus shall be equipped with a windshield washer that effectively cleans the entire area covered by both windshield wipers.

(d) In the event one motor is used, the wipers shall work in tandem to give a full sweep of the windshield.

**Readopt Saf-C 1309, effective October 11, 2013 (Document #10439), to read as follows:**

**PART Saf-C 1309 ELECTRICAL SYSTEM**

Saf-C 1309.01 Alternator. The alternator shall be capable of keeping the system properly supplied with the manufacturer's required amperage. Each replacement alternator shall, in quality and rated capacity, meet or exceed that of the original manufacturer's specifications.

Saf-C 1309.02 Battery.

(a) The battery shall have the cranking capacity and reserve strength required to crank the engine under all weather conditions.

(b) If located under the hood, the battery shall be securely mounted. If located away from the engine, the battery shall be in a closed, ventilated compartment.

Saf-C 1309.03 Fuses. All electrical circuits shall be equipped with overload protection devices to prevent overloading and burn out of the circuits. Spare fuses or circuit breakers shall be carried on all school bus types.

Saf-C 1309.04 Wiring.

(a) All wiring shall comply with the manufacturer's and federal specifications, as of the date of manufacture, and shall be arranged in circuits to properly handle the electrical demand.

(b) An identifying diagram for all electrical circuits shall be provided, which shall include color and codes.

(c) All wires passing through metal openings shall be protected by an insulating grommet.

(d) Wires not enclosed within the school bus body shall be fastened securely at intervals of not more than 18 inches.

(e) No exposed wiring shall be allowed in the interior passenger compartment.

(f) All connections shall be soldered or joined by equally effective connectors.

**Readopt with amendment Saf-C 1310, effective October 11, 2013 (Document #10439), to read as follows:**

#### PART Saf-C 1310 EMERGENCY EQUIPMENT

Saf-C 1310.01 Chock Blocks. Each type A, B, C, or D school bus shall be equipped with one pair of 4" X 4" x 8" or equivalent safety chock blocks. The chock blocks shall be secured in an easily accessible location of the school bus. In the event a school bus is parked on a grade sufficient to cause the bus to move on its own momentum, or in the event the driver leaves the bus, the safety chock blocks shall be securely placed around the rear wheels of the school bus to prevent movement.

Saf-C 1310.02 Fire Extinguishers.

(a) Each type A, B, C, or D school bus shall be equipped with a minimum of one pressurized, dry chemical type fire extinguisher, approved by Underwriter's Laboratories with a 5 pound capacity that has a rating of not less than 2A-10B:C.

(b) Each fire extinguisher on a type A, B, C, or D school bus shall be mounted in the manufacturer's bracket located in the driver's compartment in full view of and readily accessible to the driver and occupants.

(c) Each fire extinguisher shall have a functional pressure gauge mounted on the extinguisher, so that it shall be easily read without removing the extinguisher from its mounted position.

(d) The operating mechanism shall be sealed in such a manner so as not to interfere with the use of the fire extinguisher.

Saf-C 1310.03 First Aid Kit.

(a) Each type A, B, C, or D school bus shall have a removable, moisture and dustproof first aid kit mounted in an accessible location in the driver's compartment.

(b) Each first aid kit shall, at a minimum, include the following:

- (1) Two - 1" X 2 1/2 yards adhesive tape rolls;
- (2) Twenty-four - 3" X 3" sterile gauze pads;
- (3) One hundred - 3/4" X 3" adhesive bandages;
- (4) Eight - 2" bandage compress;
- (5) Ten - 3" bandage compress;
- (6) Two - 2" X 6" sterile gauze roller bandages;
- (7) Two - nonsterile triangular bandages approximately 40" X 36" X 54";
- (8) Two - safety pins;
- (9) Three - 36" X 36" sterile gauze pads;
- (10) Three - sterile eye pads;
- (11) One - rounded end scissors;
- (12) One - pair of medical examination gloves; and
- (13) One - mouth-to-mouth airway.

Saf-C 1310.04 Reflectors. Each type A, B, C, or D school bus shall be equipped with a minimum of 3 reflectorized triangle road warning devices, mounted in an accessible location in the driver's compartment. The reflectors shall be displayed in the event of a mechanical failure or an accident.

Saf-C 1310.05 Bodily Fluid Spill Kit.

(a) Each type A, B, C, or D school bus shall be equipped with a detachable bodily fluid spill kit, which shall not have sharp protrusions and which is securely mounted in an accessible location in the driver's compartment.

(b) Each bodily fluid spill kit shall, at a minimum, include the following:

- (1) Gloves made of latex, rubber, plastic, or its equivalent;
- (2) A disinfectant, such as bleach;
- (3) Leakproof bags; and
- (4) Paper towels.

Saf-C 1310.06 Seat Belt Cutter. Each school bus shall have a seat belt cutter which shall be securely mounted in an easily accessible location in the driver's compartment.

**Readopt Saf-C 1311, effective October 11, 2013 (Document #10439), to read as follows:**

**PART Saf-C 1311 MECHANICAL COMPONENTS**

Saf-C 1311.01 Axles. The front and rear axles of each school bus, including suspension assemblies, shall have a gross axle weight rating equal to the gross axle weight rating imposed by the chassis manufacturer.

Saf-C 1311.02 Brakes.

(a) Each school bus chassis shall be equipped with a braking system, including service brakes and a parking brake.

(b) Each school bus using air or vacuum in the operation of the brake system shall be equipped with warning signals, readily audible or visible to the driver, that shall provide a continuous warning when the air pressure available in the system for braking is 60 psi or less, or the vacuum in the system available for braking is 8 inches of mercury or less. An illuminated gauge shall indicate to the driver the air pressure in pounds per square inch or the inches of mercury vacuum available for the operation of the brakes.

(c) Vacuum-assist brake systems shall have a reservoir used exclusively for brakes that shall be adequate to ensure the loss in vacuum at full stroke application of not more than 30 percent with the engine not running.

(d) The dry reservoir shall be safeguarded by a check valve or an equivalent device, so that in the event of failure or leakage in its connection to the source of compressed air or vacuum, the stored dry air or vacuum shall not be depleted by leakage or failure.

(e) Each school bus using a hydraulic assist-booster in the operation of the brake system shall be equipped with warning signals, readily audible or visible to the driver, that shall provide a continuous warning in the event of a loss of fluid flow from the primary source or loss of electric source powering the back-up system.

(f) The brake lines and booster-assist line shall be protected from excessive heat and vibration and shall be installed in a manner that prevents chafing.

(g) Each anti-lock brake system warning light shall be operational but not activated.

Saf-C 1311.03 Drive Shaft. The drive shaft shall be protected by a metal guard or guards around the circumference of the drive shaft in order to reduce the possibility of it breaking through the floor or dropping to the ground if broken.

Saf-C 1311.04 Engine. Each school bus shall be equipped with all engine components that were originally designed by the manufacturer. Any emissions related components that were part of the original design of the engine and supporting accessories shall be in place and functional. Replacement parts shall meet or exceed the manufacturer's specifications.

Saf-C 1311.05 Exhaust System.

(a) For the purposes of this section, "heat baffle" means a piece of metal used to shield pipes within a school bus from excessive heat.

(b) The exhaust system, which shall include the exhaust manifolds, joining gaskets, piping leading from the exhaust manifold, the muffler(s), and tailpipe(s), shall not enter the bus body at any location, and shall be securely attached or suspended from the chassis frame.

(c) The exhaust system pipe shall be made of non-flexible, 16 gauge steel or the equivalent.

(d) The complete exhaust system shall be tightly connected and free from leaks, and shall be properly insulated from the electrical wiring or any combustible part of the school bus.

(e) The exhaust system shall not pass within 12 inches of the fuel tank and its connection, or any flexible brake system hose, unless a heat baffle is used, in which case a minimum exhaust system separation

of 1.5 inches shall be maintained to the fuel tank, its fittings and any flexible brake system hoses. The exhaust system may be less than 12 inches from the fuel tank on diesel powered buses.

(f) The size of the pipes in the exhaust system shall not be reduced below the size of the engine manifold.

(g) The exhaust system and its elements shall be securely fastened.

(h) The muffler shall be constructed of a corrosion resistant material.

(i) The exhaust system on vehicles designed for the transportation of special needs students may be routed to the left of the right frame rail, to allow installation of a wheelchair lift on the right side of the vehicle.

(j) Each tailpipe shall:

(1) Be of sufficient length to exit the rear of the school bus or the left side of the bus body no more than 18 inches forward of the front edge of the rear wheel house opening;

(2) If designed to exit at the rear of the school bus, extend no less than 5 inches beyond the end of the chassis frame;

(3) If designed to exit at the left side of the bus body, extend no less than 48.5 inches or if the bus body is 102 inches in width, 51.5 inches, outboard from the chassis center line;

(4) Extend no more than required by the manufacturer's specifications beyond the perimeter of the school bus body for a side-exit pipe or the bumper for a rear-exit pipe;

(5) Not exit beneath a fuel fill or emergency exit door on each type C or D school bus; or

(6) Meet the manufacturer's specifications on each type A or B school bus.

Saf-C 1311.06 Shock Absorbers. Each school bus shall be equipped with front and rear shock absorbers which comply with the manufacturer's rated axle capacity at each wheel location.

Saf-C 1311.07 Steering Gear. Steering gear shall be approved by the chassis manufacturer and designed to assure safe and accurate performance when the school bus is operated with a maximum load and at maximum speed.

Saf-C 1311.08 Suspension. Springs or other suspension devices shall comply with the chassis manufacturer's gross vehicle weight rating.

Saf-C 1311.09 Tires and Rims.

(a) Tires and rims of proper size and tires with load ratings that comply with the chassis manufacturer's gross vehicle weight rating, shall be utilized. The use of multi-piece rims or tube type tires shall not be permitted on any school bus manufactured on or after January 1, 1997.

(b) The use of recaps or retreads on the front wheels of each school bus shall be prohibited.

(c) Dual rear tires shall be used on each type B, C, or D school bus and on each type A school bus if the chassis was manufactured with dual rear tires.

(d) All tires on any given axle shall be of the same size and ply rating, radial or non radial design, and comply with the chassis manufacturer's gross vehicle weight rating.

(e) In the event the school bus is equipped with a spare tire and rim assembly, it shall be the same size and meet all minimum requirements as specified for the assembly mounted on the school bus.

(f) In the event a tire carrier is required, it shall be mounted in an accessible location outside the passenger compartment.

(g) The minimum tread depth shall be 4/32 inch on the steering axle and 2/32 inch on all other axles.

(h) Each school bus shall be equipped with snow or all season tires on all drive wheels between November 15 and April 15th of each year.

**Readopt with amendment Saf-C 1312 through Saf-C 1314, effective October 11, 2013 (Document #10439), to read as follows:**

PART Saf-C 1312 MULTIPURPOSE PASSENGER VEHICLE SPECIFICATIONS

Saf-C 1312.01 Scope. This part shall not apply to persons using their vehicle to transport their own children or other children, as long as they do so as private individuals and not as school bus drivers requiring certification pursuant to RSA 263:29.

Saf-C 1312.02 Aisle. The minimum clearance of all aisles in each multipurpose passenger vehicle, including the aisle leading to the emergency door, if so equipped, shall be 12 inches. Extra seats or obstructions, including wheel wells, in the aisle shall not be permitted.

Saf-C 1312.03 Bodies. Each multipurpose passenger vehicle shall have a body of steel or other material of comparable strength, which shall be free of tears, sharp edges, structural rust, or other defects, inside or outside, that might cause injury.

Saf-C 1312.04 Doors and Windows. All doors and windows shall be in proper operating condition at all times, and windows shall be made of approved safety glass.

Saf-C 1312.05 Emergency Exit. Each multipurpose passenger vehicle shall be equipped with emergency exits.

Saf-C 1312.06 Entry and Exit. The entrance and exit of pupils in each multipurpose passenger vehicle shall be permitted only through the entrance door at the driver's right or through side doors on the right-hand side of the vehicle.

Saf-C 1312.07 Fire Extinguishers.

(a) Each multipurpose passenger vehicle shall be equipped with a fire extinguisher, approved by Underwriter's Laboratories with a 2 pound capacity that has a rating of not less than 2A-10B:C.

(b) Each fire extinguisher shall be securely mounted in an accessible location in the driver or the passenger compartment of the vehicle.

(c) Each fire extinguisher shall have a functional pressure gauge mounted on the extinguisher, so that it shall be easily read without removing the extinguisher from its mounted position.

(d) The operating mechanism shall be sealed in such a manner so as not to interfere with the use of the fire extinguisher.

Saf-C 1312.08 First Aid Kit.



(a) Each multipurpose passenger vehicle shall have a first aid kit securely mounted in an accessible location. The kit shall be fully equipped, in good condition, and of sufficient size to hold the required contents.

(b) Each first aid kit shall, at a minimum, include the following:

- (1) Two - 1" X 2 1/2 yards adhesive tape rolls;
- (2) Twenty-four - 3" X 3" sterile gauze pads;
- (3) One hundred - 3/4" X 3" adhesive bandages;
- (4) Eight - 2" bandage compress;
- (5) Ten - 3" bandage compress;
- (6) Two - 2" X 6" sterile gauze roller bandages;
- (7) Two - nonsterile triangular bandages approximately 40" X 36" X 54";
- (8) Two - safety pins;
- (9) Three - 36" X 36" sterile gauze pads;
- (10) Three - sterile eye pads;
- (11) One - rounded end scissors;
- (12) One - pair of medical examination gloves; and
- (13) One - mouth-to-mouth airway.

Saf-C 1312.09 Bodily Fluid Spill Kit.

(a) Each multipurpose passenger vehicle shall be equipped with a detachable bodily fluid spill kit, which shall not have sharp protrusions and which shall be securely mounted in an accessible location.

(b) Each bodily fluid spill shall, at a minimum, include the following:

- (1) Gloves made of latex, rubber, plastic, or its equivalent;
- (2) A disinfectant, such as bleach;
- (3) Leakproof bags; and
- (4) Paper towels.

Saf-C 1312.10 Seat Belt Cutter. Each multipurpose passenger vehicle shall have a seat belt cutter which shall be securely mounted in an easily accessible location in the driver's compartment.

Saf-C 1312.11 Emergency Reflectors. Each multipurpose passenger vehicle shall be equipped with a minimum of 3 reflectorized triangle road warning devices that are accessible to the driver. The reflectors shall be displayed in the event of a mechanical failure or an accident.

Saf-C 1312.12 Interior Covering. Ceilings and interior walls shall be free from all projections that might cause injury to pupils, and shall require the use of an inner lining of suitable flame retardant material. Exposed edges shall be hemmed, beaded, or flanged.

Saf-C 1312.13 Signs and Lights.

(a) Each multipurpose passenger vehicle shall be equipped with a double-faced sign visible from the front and rear of the vehicle. The words "SCHOOL BUS" shall be displayed on both the front and rear surfaces of the sign in black letters, 8 inches in height using one inch brush strokes. The letters shall comply with "Series "B" of the standard alphabet for highway signs on the national school bus yellow background. The sign shall be equipped with a 4-light warning system, consisting of alternating, flashing, double-faced lamps, mounted on the left and right of the words "SCHOOL BUS".

(b) The lamps shall:

- (1) Be a minimum of 7 inches in diameter;
- (2) Flash at a rate of no less than 60 nor more than 120 cycles per minute;
- (3) Have red lenses; and
- (4) Be equipped with a switch and pilot light, both of which are visible inside the vehicle and accessible to the driver.

(c) Any vehicle being operated on a public highway while transporting primarily passengers other than pupils shall have the words "SCHOOL BUS" covered, removed, or made non-visible from the highway by folding the sign into a horizontal position.

(d) Sedans and taxis under contract with a school district shall display a school bus sign and shall comply with the applicable requirements of these rules.

(e) A multipurpose passenger vehicle shall display a sign on the rear of the vehicle, clearly visible and legible to motorists from a distance of at least 50 feet, indicating that the vehicle will stop at all railroad crossings.

(f) Each vehicle shall be marked with the words "... (city or town) school(s)", or the name of the SAU, or the name of the transportation company on both sides of the vehicle in black letters no less than 5 inches in height, using 3/4 inch brush strokes. The location of the wording shall be directly below the window line.

Saf-C 1312.14 Seating.

(a) All seats shall be as manufactured and shall not be modified or altered, except as necessary to meet the provisions of these rules.

(b) All seats shall be covered with a padding material and upholstered. The upholstery and seat frame shall be in good repair.

(c) All seats shall be securely fastened with bolts or rivets to any portion of the vehicle which support them.

Saf-C 1312.15 Seat Belts. The driver, and other passengers required by law, shall wear a seat belt or be in an approved restraint system when the vehicle is in motion.

Saf-C 1312.16 Steps. Each multipurpose passenger vehicle that requires steps shall comply with the applicable provisions of Saf-C 1308.28.

Saf-C 1312.17 Tires. Each multipurpose passenger vehicle shall be equipped with snow tires between November 15 and April 15, unless equipped with all season radial tires. Recapped or regrooved tires shall not be used on any multipurpose passenger vehicle.

Saf-C 1312.18 Weight. Each multipurpose passenger vehicle shall be registered for the weight of the vehicle plus the manufacturer's rated load capacity.

Saf-C 1312.19 Back-Up Warning Alarm. Each multipurpose vehicle shall be equipped with a reverse directional alarm or a back-up alarm which has a minimum DbA rating of 97.

#### PART Saf-C 1313 OPTIONAL EQUIPMENT

Saf-C 1313.01 Adjustable Roof Ventilator. An adjustable roof ventilator shall only be installed on a school bus if it is hinged and has handles to provide an emergency exit. The release handles shall be accessible from both the inside and outside of the school bus.

Saf-C 1313.02 Air Conditioning. Air conditioning shall only be installed on a school bus if it complies with the manufacturer's specifications.

Saf-C 1313.03 Air Horn. An air horn may be used on each type B, C, and D school bus.

Saf-C 1313.04 Anti-Vandalism Device.

(a) An anti-vandalism security device may be installed on the emergency and entrance doors of a school bus.

(b) On each school bus, in the event the anti-vandalism security device is placed on the emergency door, the device shall prevent the bus ignition system from activating, if the emergency door is locked or inoperable from either the inside or the outside of the school bus. The device shall audibly alert the school bus driver and prevent the engine from shutting off if the door lock is closed after the engine has started. In the event the anti-vandalism security device is placed on the entrance door, the device shall be designed and manufactured so that the door can be locked from only the outside. The device may be manually or electrically operated.

Saf-C 1313.05 Auxiliary Heaters.

(a) Auxiliary fuel-fired heaters may be used on a school bus. The heaters shall use the same fuel and tank as the engine of the school bus. There shall be no adjustments necessary in the event the fuel is changed from "Diesel-1" to "Diesel-2" or a blend. The heaters shall be equipped with low voltage protection.

(b) The heaters shall be installed according to the manufacturer's specifications and shall not emit exhaust in a manner that might endanger any passenger. The exhaust pipe shall be protected by an approved wire mesh screen or heat shield to prevent burns.

(c) The heaters shall be mounted under the chassis to the frame rail, between the drive axle and steering axle on the left side of the school bus. No portion of the heater or exhaust shall extend outside the skirt, into the interior or any other location except under the school bus.

(d) The heaters and fuel lines shall be provided with an approved crash protection device to minimize fuel leakage.

(e) The heaters shall be either direct hot air systems or connected to the engine's coolant system. When connected to the engine, the heaters may be used to preheat the engine for starting, or to preheat and add supplementary heat to the heating system.

(f) All auxiliary heaters shall meet or exceed the requirements of FMVSS 301 as was in effect on the date of manufacture for the school bus.

Saf-C 1313.06 Communication System. A one-way or two-way radio communication system or mobile or cellular phone system may be installed in each school bus, with the controls accessible to the school bus driver. Each system shall be designed and installed in such a manner as to prevent injuries to the driver and any passenger in the event of a sudden stop. Citizen band radio systems and general mobile radio service systems shall not be permitted.

Saf-C 1313.07 Engine Compartment Fire Extinguisher.

(a) An engine compartment fire extinguisher may be used, that meets Underwriter's Laboratories approval.

(b) The cylinder of each engine compartment fire extinguisher shall be located in the driver's compartment. Lines from the cylinder shall pass through the fire wall of each school bus to each side of the engine. A discharge head shall be placed on the end of each line.

(c) A pull cable that connects the cylinder of the engine compartment fire extinguisher to the discharge valve shall be controlled from the driver control panel. The cable shall be identified on the panel with the words "pull for engine fire only".

(d) A gauge attached to the cylinder of the engine compartment fire extinguisher shall indicate pounds of pressure per square inch.

Saf-C 1313.08 Exhaust System. A flexible self sealing or a one piece bellows-type pipe, installed between the manifold and muffler, may be used in the exhaust system for expansion and contraction purposes.

Saf-C 1313.09 Fog Lamps.

(a) Two fog lamps may be permanently mounted on the front bumper of each school bus.

(b) In the event fog lamps are mounted on the front bumper of a school bus, they shall:

- (1) Be 12 to 30 inches above the ground, measured from the center of each lamp;
- (2) Be placed not less than 30 inches from the center of the front bumper;
- (3) Be both vertically and horizontally adjustable;
- (4) Illuminate the area in front of the school bus;
- (5) Meet the manufacturer's specifications;
- (6) Be controlled by an independent switch and powered by an independent fuse or breaker;  
and
- (7) Comply with all applicable New Hampshire inspection requirements.

Saf-C 1313.10 Governor. A governor may be used on a school bus which shall comply with the manufacturer's specifications.

Saf-C 1313.11 Front Bumper Gate. A retractable front bumper gate may be used on a school bus. In the event the gate is equipped with a warning light, the lenses shall be red.

Saf-C 1313.12 Inspection Plates. One or 2 inspection plates may be used on a school bus to make the fuel system connections accessible. The plates shall be mounted, flush with the floor and covered with floor covering.

Saf-C 1313.13 Interior Overhead Storage Compartments.

(a) Interior overhead storage compartments may be provided on a school bus which shall:

- (1) Meet or exceed the head protection requirements of FMVSS 222 as was in effect on the date of manufacture for the school bus, if applicable;
- (2) Have a maximum rated capacity displayed for each compartment;
- (3) Be completely enclosed and equipped with latching doors sufficient to withstand a force of 5 times the maximum rated capacity of the compartment;
- (4) Have all corners and edges rounded with a minimum radius of one inch or padding equivalent to door header padding;
- (5) Be sufficiently attached to the school bus to withstand a force equal to 20 times the maximum rated capacity of the compartment; and
- (6) Shall have no protrusions more than 1/4 of an inch.

Saf-C 1313.14 Luggage Compartments. Luggage compartments may be installed on a school bus provided the compartments are below the floor line.

Saf-C 1313.15 Mirrors.

- (a) Exterior heated mirrors may be placed on a school bus.
- (b) Remote-controlled exterior mirrors may be placed on a school bus.

Saf-C 1313.16 Electronic Audio Devices and Audible Navigation Systems.

(a) Each system, if so equipped, shall be designed and installed in such a manner as to prevent injuries to the driver and any passenger in the event of a sudden stop.

(b) Audible navigation systems may be provided on a school bus which shall:

- (1) Be attached to the windshield or dashboard in a manner that does not obstruct the driver's field of vision; and
- (2) Have a locking mechanism or equivalent that prevents the device from being programmed by the driver while the bus is in motion.

Saf-C 1313.17 Reflective Markings.

(a) This section shall not apply to any school bus that has previously been granted a waiver for the use of reflective markings by the commissioner, as a result of a pilot program.

(b) Reflective markings may be used on a school bus as long as the markings meet the requirements set forth in the National School Transportation Specifications & Procedures, 2015 edition, available as provided in Appendix B.

Saf-C 1313.18 Sanders.

(a) For the purposes of this section, sander means a device connected to the front of the drive wheels of a school bus which drops sand in the roadway.

(b) Sanders may be used on a school bus.

Saf-C 1313.19 Internal and External Speakers.

(a) Internal and external speakers used for communication may be installed on a school bus with written permission from the school bus owner.

(b) Internal speakers shall be designed and installed in such a manner as to prevent injury and have no sharp corners or protrusions.

(c) External speakers shall not extend beyond the external mirrors of the school bus body and not obstruct visibility of the flashing warning lights, the clearance lights, and any identification lights or lettering.

Saf-C 1313.20 Tachometer/Tachograph. An electrical or mechanical tachometer, tachograph, or both may be used on a school bus.

Saf-C 1313.21 Tire Chains. Tire chains or drop down chain systems installed to chain manufacturer specifications may be used on the tires of a school bus.

Saf-C 1313.22 Tools. In the event tools for minimum emergency repairs are carried on a school bus, the tools shall be placed in a container suitable for securely storing all the tools. The container shall be securely fastened to the school bus.

Saf-C 1313.23 Tow Eyes or Hooks. In the event tow eyes or hooks are furnished, they shall be attached so as not to project beyond the front and rear bumpers of the school bus.

Saf-C 1313.24 Windows.

(a) Optional tinted or frost-free glazing may be installed on all doors, windows, and windowshields of a type A, B, C, or D school bus in accordance with federal, state, and local laws.

(b) Wide angle window lenses may be installed on the upper portion of the emergency window of a school bus.

Saf-C 1313.25 Windshield Wipers. Heated windshield wipers may be used on a school bus.

Saf-C 1313.26 Insulating Wood Floors. A school bus chassis may be equipped with plywood floors. If so equipped, the plywood floor insulation shall be at least ½ inch thick and meet the requirements of Saf-C 1308.17(c).

## PART Saf-C 1314 TRANSPORTATION OF CHILDREN WITH SPECIAL NEEDS

Saf-C 1314.01 Applicability. For the purposes of this part, a vehicle shall be deemed a special education vehicle if it is used to transport pupils whose individual education plan includes the need for special transportation.

Saf-C 1314.02 General Requirements.

(a) Each school bus that is used to transport pupils who are confined to a wheelchair or other restraining devices that prohibits use of the regular entrance door, shall be equipped with a power lift, ramp, or other device as needed for unusual circumstances.

(b) On each school bus, the lift shall be located on the right side of the school bus body, in no way attached to the exterior sides of the school bus but confined within the perimeter of the school bus body when not extended.

Saf-C 1314.03 Communication. Each special needs vehicle shall be equipped with a two-way radio communication system or cellular or mobile telephone system. Citizen band radio systems shall not be permitted.

Saf-C 1314.04 Fastening Devices.

(a) Wheelchair fastening devices shall be provided and attached to the floor, walls, or both to enable wheelchairs to be secured in a special needs vehicle. All devices shall be of a type that requires human intervention to unlatch or disengage.

(b) Each school bus manufactured on or after January 17, 1994 that is equipped with wheelchair securement or occupant restraint devices shall meet or exceed the requirements of FMVSS 222 as was in effect on the date of manufacture for the school bus.

(c) As a result of the many different configurations of wheelchairs, fastening devices shall be used to restrain the wheelchair.

(d) Each school bus shall be equipped with forward facing seats with federally approved restraint systems.

Saf-C 1314.05 Heaters. Each school bus that is equipped with any wheelchair device shall have a rear heater.

Saf-C 1314.06 Power Lift. Power lifting mechanisms shall be installed and operated to the specifications as set forth by the manufacturer.

Saf-C 1314.07 Ramps.

(a) In the event a power lift system is not adequate to load or unload pupils with special needs, a ramp device may be installed.

(b) Each ramp shall:

- (1) Be of sufficient strength and rigidity to support a special device, occupant, and any attendant;
- (2) Be equipped with a protective flange on each side to keep any special device on the ramp;
- (3) Have a floor made of non-skid construction; and
- (4) Be of such weight and design, and equipped with handle(s), to permit one person to put the ramp in place and return it to its storage place.

Saf-C 1314.08 Restraining Devices.

(a) Seat frames may be equipped with attachments or devices to which belts, restraining harnesses, or other devices may be attached.

(b) In the event attachment framework or anchorage devices are installed, they shall meet or exceed the requirements of FMVSS 210 as was in effect on the date of manufacture for the school bus.

(c) In the event seat belt assemblies are installed, they shall meet or exceed the requirements of FMVSS 209 as was in effect on the date of manufacture for the school bus.

(d) Child restraint systems, if used to facilitate the transportation of pupils who in other modes of transportation would be required to use a child, infant, or booster seat, shall meet or exceed the requirements of FMVSS 213 and 222 as was in effect on the date of manufacture for the school bus.

(e) Safety vests, if used to facilitate the transportation of pupils, shall:

- (1) Not be used in lieu of a properly designed seat restraint system;
- (2) Be equipped with crotch straps, so as to prevent the pupil from sliding into the vest and suffering impaired breathing;
- (3) Have a 4-point attachment to the seat back belt;
- (4) Be firmly anchored to the seat back belt;
- (5) Contain the following label: WARNING THIS RESTRAINT MUST ONLY BE USED ON SCHOOL BUS SEATS; and
- (6) Meet or exceed the requirements of FMVSS 213 as was in effect on the date of manufacture for the school bus.

(f) A pupil wearing a safety vest pursuant to (e) above, shall be seated in the rearmost seat.

(g) If unable to be seated in the rearmost seat pursuant to (f) above, the seat behind the pupil wearing the safety vest shall be unoccupied or occupied by a restrained pupil.

Saf-C 1314.09 Additional Lights. Sufficient lights shall be placed inside a school bus to illuminate the lift area.

Saf-C 1314.10 Service Entrance.

(a) A school bus body may have a special service entrance constructed to accommodate a wheelchair lift for the loading and unloading of pupils.

(b) The opening shall be at a convenient point on the right of the school bus and far enough to the rear to prevent the door(s), when open, from obstructing the right front regular entrance door, excluding a regular front entrance door lift.

(c) The opening may extend below the floor through the bottom of the body skirt. In the event such an opening is used, reinforcements shall be installed at the front and rear of the floor opening to provide support and strength equivalent to other floor openings.

(d) The opening, with doors open, shall be of sufficient width to allow the passage of a wheelchair. The minimum clear opening through the door and lift mechanism shall be 30 inches in width.

(e) A drip molding shall be installed above the opening to effectively divert water from the entrance.

(f) The entrance shall be of sufficient width and depth to accommodate various mechanical lifts and related accessories as well as the lifting platform.

(g) On each school bus, door posts and headers from the entrance shall be sufficiently reinforced to provide support and strength equivalent to the areas of the side of the bus not used for entrance doors.



Saf-C 1314.11 Entrance Doors.

- (a) A single door may be used if the width of the door opening does not exceed 40 inches.
- (b) Two doors shall be used if any single door opening exceeds 40 inches.
- (c) All doors shall open outward.
- (d) All doors shall have fastening devices to hold doors in the open position.
- (e) All doors shall be weather sealed. Each school bus with double doors shall be constructed so that a flange on the forward door overlaps the edge of the rear door when closed. In the event optional power doors are installed, the design shall permit release of the doors for opening and closing by the attendant from the platform inside the school bus.
- (f) When manually operated dual doors are provided, the rear door shall have at least a one-point fastening device to the door frame.
- (g) The forward mounted door shall have at least 3-point fastening devices. One shall be to the header, one to the floor line of the body, and the other into the rear door.
- (h) Locking devices shall be functional so as to secure the doors when the doors are in the closed position.
- (i) The door and hinge mechanism shall be of strength equivalent to that of a standard entrance door.
- (j) Door materials, panels, and structural strength shall be equivalent to those of a standard entrance and emergency doors. Color, rub-rail extensions, lettering, and other exterior features shall match adjacent sections of the body.
- (k) Each door shall have windows surrounded by rubber and compatible within one inch of the lower line of the adjacent sash.
- (l) Each school bus shall have a switch installed so that the lifting mechanism will not operate when the lift platform is closed.

**Readopt Saf-C 1315, effective October 11, 2013 (Document #10439), to read as follows:**

## PART Saf-C 1315 SCHOOL BUS ANNUAL SCHEDULED INSPECTION CRITERIA

Saf-C 1315.01 Purpose. The purpose of this part is to set forth the criteria for the annual inspection of a motor vehicle used for the purpose of transporting pupils and in determining its fitness to be designated a school bus, pursuant to RSA 266:7.

Saf-C 1315.02 Criteria For Rejecting A Motor Vehicle.

- (a) Any motor vehicle shall be rejected for use as a school bus, pursuant to Saf-C 1307.04, if the motor vehicle is found to be deficient in any of the inspection criteria, pursuant to (c) below or Saf-C 1315.03.
- (b) A motor vehicle shall not receive an official school bus sticker nor shall the motor vehicle be used to transport pupils to any school or school related activity until:
  - (1) The motor vehicle has had the items repaired; and

(2) An official school bus sticker has been affixed to the motor vehicle by the department.

(c) The following items shall be inspected:

(1) Brakes, which shall not have any of the following deficiencies:

- a. Leakage of brake fluid or air in any portion of any type of brake system;
- b. Chafed, crimped, ruptured, bulging, or improperly routed brake lines or hoses;
- c. Brake fluid level is less than 1/2 full;
- d. Brake pedal travel on hydraulic system is less than 1/5 of total pedal travel;
- e. Defective, missing, or no low air pressure warning device on air brake system;
- f. Electric motor back up system is not functioning on hydraulic system;
- g. Brake failure warning system is inoperative;
- h. Brake drum or disc rotor shows evidence of damage other than wear;
- i. Brake lining or pad is loose, broken, saturated with oil, grease or brake fluid, or worn to a degree that is contrary to state vehicle inspection requirements;
- j. Missing, broken, or loose mechanical brake system components which are likely to affect the safety of the motor vehicle;
- k. 25% of the total brakes are out of adjustment;
- l. Air compressor drive belt or any other engine belt is missing or worn to a degree that breakdown is imminent. Pulleys are damaged and likely to damage belts;
- m. Indication of system nonfunctioning by the brake warning system; or
- n. Leakage of air is discovered and the reservoir pressure is not maintained when the:
  1. Governor is cut-in;
  2. Reservoir pressure is between 80 and 90 PSI;
  3. Engine is at idle; and
  4. Service brakes are fully applied;

(2) Parking brake, which shall not have any of the following deficiencies:

- a. If a manual transmission, inability to hold the motor vehicle from rolling in forward position in second gear or higher, while the engine is running when tested;
- b. If an automatic transmission, inability to hold the motor vehicle from rolling in forward position in any forward gear, while the engine is running when tested;
- c. Broken cables or parts are rusted so as to freeze movement;
- d. Broken, loose, or missing mechanical parts which are likely to affect the safety of the motor vehicle;

- e. Improper adjustment or leaking air diaphragms on air brake system; or
  - f. Drive line brake band is broken, missing, loose, or saturated with oil or grease;
- (3) Bumpers, which shall not have any of the following deficiencies:
- a. Missing or made of wood; or
  - b. Bent or damaged to a degree that is likely to affect the safety of the motor vehicle;
- (4) Color, on all school bus types, if not national school bus yellow or an approved combination;
- (5) Defroster system, which shall not be defective;
- (6) Exhaust system, which shall not have any of the following deficiencies:
- a. Leaks within the system, except factory installed fluid drainage devices;
  - b. System is not securely suspended or fastened;
  - c. Muffler type is not equivalent to the factory installed muffler or is missing;
  - d. A carbon monoxide reading of 20 PPM or greater is inside the school bus; or
  - e. Tailpipe is not flush with or extends beyond the body or bumper more than one inch;
- (7) Emergency doors, which shall not have any of the following deficiencies:
- a. Defective door buzzer;
  - b. Defective door latch;
  - c. Door will not open;
  - d. Missing or improper markings;
  - e. Missing or improper head bumper pad;
  - f. Missing red door light;
  - g. Defective red door light, if equipped; or
  - h. An anti-vandalism device is not in compliance with the applicable requirements of Saf-C 1313.04;
- (8) Emergency equipment, which shall not have any of the following deficiencies:
- a. Fire extinguisher is missing, empty, an improper size or classification, or not secured;
  - b. Triangle emergency reflectors are missing, defective, or in violation of these rules;
  - c. Wheel chocks are missing or an improper size; or
  - d. First aid kit is missing or is not in compliance with Saf-C 1310.03;
- (9) Emergency windows, required on all school bus types, which shall not have any of the following deficiencies:

- a. Insufficient number of windows;
  - b. Defective or missing buzzer;
  - c. Defective or jammed latch;
  - d. Window will not open; or
  - e. Not marked as an emergency exit;
- (10) Body and frame, which shall not have any of the following deficiencies:
- a. Cracked, loose, sagging, or broken frame rail or crossmember; or
  - b. Any other defect or damage which is likely to affect the safety of the motor vehicle;
- (11) Lights, which shall not have any of the following deficiencies:
- a. Defective loading light or loading light system, including stop arm;
  - b. Any light of a light system is defective including the:
    - 1. Headlight system;
    - 2. Directional light system;
    - 3. Tail lights;
    - 4. Brake lights;
    - 5. Interior lights, unless there is only one defective bulb;
    - 6. Marker lights, unless there is only one defective bulb; or
    - 7. Back up light system;
  - c. Lenses are cracked, broken, missing or an improper color;
- (12) Markings, which shall not have any of the following deficiencies:
- a. Primary school bus identification marking is missing or improper;
  - b. Carrier identification, such as the name of the carrier or school district, is missing or improper; or
  - c. Bus capacity is missing or improper, except for multipurpose passenger vehicles;
- (13) Mirrors, which shall not have any of the following deficiencies:
- a. Missing, cracked, or fogged;
  - b. No cross over mirror(s) as required;
- (14) Roof hatches shall be functional and operating according to the manufacturer's specifications for emergency egress;
- (15) Tires, which shall not have any of the following deficiencies:

- a. Less than  $4/32$ " tread depth on front tires and less than  $2/32$ " tread depth on rear tires on all school bus types or multipurpose passenger vehicles with less than  $2/32$ " tread depth on any tire;
  - b. Retreaded or regrooved tires on all multipurpose passenger vehicles and front axle of all school bus types;
  - c. Any bulge, tear, or cut to the depth of the fabric or belts on the tire sidewall or tread;
  - d. All school bus types are not equipped with snow tires on all drive wheels from November 15th through April 15th;
  - e. Multipurpose passenger vehicles are not equipped with snow tires or all seasonal radials from November 15th through April 15th;
  - f. Flat tire; or
  - g. Tire size or type mismatched on any axle;
- (16) Shocks that are broken, unattached, leaking, or nonfunctional;
- (17) Suspension, which shall not have any of the following deficiencies:
- a. Broken main leaf, torsion bar, or coil spring;
  - b. Cracked, broken, or missing spring leaves of any leaf spring;
  - c. Broken center bolts or loose or missing u-bolts;
  - d. Cracked or broken shackles or mounts;
  - e. Ball joints are not operating according to the manufacturer's specifications;
  - f. A-frame bushing is not operating according to the manufacturer's specifications; or
  - g. Any defect or damage which is likely to affect the safety of the motor vehicle;
- (18) Steering assembly, which shall not have any of the following deficiencies:
- a. Drag link or any other ball and socket joint has non-rotational movement;
  - b. King pins play in excess of  $1/4$ " for 16" wheels,  $3/8$ " for 17"-18" wheels,  $1/2$ " for over 18" wheels;
  - c. Steering box is loose, mountings are cracked or broken, or steering arm is loose;
  - d. Tie rod is bent or broken;
  - e. Idler arm is not operating according to the manufacturer's specifications; or
  - f. King pin thrust bearing shows visible up or down movement;
- (19) Wheel bearings, which shall not have any of the following deficiencies:
- a. Play in excess of the manufacturer's specifications for multipurpose passenger vehicles;
  - b. Play in excess of  $1/8$ " for type A school buses;

- c. Play in excess of 1/4" for type B, C, and D school buses; or
  - d. Leaking seals on the wheel bearings;
- (20) Wheels or rims, which shall not have any of the following deficiencies:
- a. Cracked wheel or rim;
  - b. Elongated lug-holes;
  - c. Wheel lugs are missing; or
  - d. Loose wheel or rim;
- (21) Windows, which shall not have any side or rear passenger window cracked or chipped directly through or cracked on one side more than 2 inches;
- (22) Windshield, which shall not have any of the following deficiencies:
- a. Clouded more than 2 square inches from the outside edge or any clouding which restricts the view of the driver;
  - b. Cracked or chipped directly through; or
  - c. Covered with aftermarket tint except for 6 inch wide strip across the top; and
- (23) Nonfunctional windshield wipers or washer.

Saf-C 1315.03 Additional Criteria. In addition to the criteria set forth in Saf-C 1315.02, any motor vehicle that is not in compliance with any applicable rule or law shall be rejected.

**Readopt Saf-C 1316.01, effective October 11, 2013 (Document #10439), as amended effective August 7, 2020 (Document #13086), as amended effective May 6, 2021 (Document #13201), as amended effective October 26, 2022 (Document #13479), and as amended effective May 19, 2023 (Document #13639), cited and to read as follows:**

PART Saf-C 1316 SCHOOL BUS RANDOM OUT OF SERVICE CRITERIA

Saf-C 1316.01 Out of Service - Off the Road.

(a) For the purposes of this section, in the event a school bus is declared out of service pursuant to this section, the school bus shall not be transported unless it is towed or fixed on the spot, and declared back in service by the repairman who fixed the school bus.

(b) The criteria to determine if a school bus is out of service shall be the “North American Standard Uniform Out-of-Service Criteria”, April 1, 2023 edition, available as noted in Appendix B.

(c) In addition to (b) above, the following shall result in a vehicle being declared out of service:

- (1) Failure to display a valid New Hampshire inspection sticker; or
- (2) Failure to comply with Saf-C 1311 and all applicable rules.

**Readopt Saf-C 1316.02 and Saf-C 1316.03, effective October 11, 2013 (Document #10439), to read as follows:**

Saf-C 1316.02 Out of Service - On the Road. For the purposes of this section, in the event a school bus is declared out of service pursuant to this section, the school bus shall not be used to transport pupils to any school or school related activity, in the event it is found to have one or more of the following items out of service:

- (a) Bumpers are missing or made of wood;
- (b) Muffler type is not equivalent to the factory installed muffler or is missing;
- (c) A carbon monoxide reading of 20 PPM or greater is inside the motor vehicle;
- (d) Fire extinguisher is missing, empty, an improper size, or classification or not secured;
- (e) Wheel chocks are missing or an improper size;
- (f) Triangle emergency reflectors are missing, defective, or in violation of these rules;
- (g) First aid kit is missing or not in compliance with Saf-C 1310.03;
- (h) Defective loading light or loading light system;
- (i) Primary school bus identification marking is missing or improper;
- (j) Carrier identification, such as the name of the carrier or school district, is missing or improper;
- (k) Mirror(s) is missing;
- (l) No cross over mirror(s) as required;
- (m) Less than 4/32" tread depth on front tires and less than 2/32" tread depth on rear tires on all school bus types;
- (n) Less than 2/32" tread depth on any tire of a multipurpose passenger vehicle;
- (o) Retreaded or regrooved tires on multipurpose passenger vehicles and front axle on all school bus types;
- (p) Any bulge, tear, or cut to the depth of the fabric or belts on the tire sidewall or tread;
- (q) All school bus types are not equipped with snow tires on all drive wheels from November 15th through April 15th;
- (r) Multipurpose passenger vehicles are not equipped with snow tires or all seasonal radials from November 15th through April 15th;
- (s) Windshield is clouded more than 2 square inches from the outside edge or any clouding which restricts the view of the driver; or
- (t) Windshield is covered with after market tint except for 6 inch wide strip across the top.

Saf-C 1316.03 Declaring a Vehicle Back in Service. For the purposes of Saf-C 1316.01(a) and Saf-C 1316.02, in order to declare a motor vehicle back in service, a repairman from an official inspection station shall sign the back of the out of service order, certifying that the motor vehicle has been repaired, and the carrier shall be responsible for returning the certified statement to the department.

**Readopt with amendment Saf-C 1317, effective October 11, 2013 (Document #10439), to read as follows:**

**PART Saf-C 1317 DRIVER QUALIFICATION FILES**

Saf-C 1317.01 Driver Qualification Files.

(a) Each employer shall maintain a file on each employed person qualified to drive a school bus.

(b) The file shall include the following:

- (1) Driver's application for employment;
- (2) Medical examiner's certificate;
- (3) Annual driver certification of violations, signed pursuant to the penalties of unsworn falsification;
- (4) Inquiry to previous employers, covering the 3 years prior to the driver's application for employment;
- (5) Inquiry to state agencies, such as a copy of the current school bus roster submitted to the department;
- (6) Annual review of driver certification pursuant to (b)(3) above;
- (7) Controlled substance test results, if otherwise required by law;
- (8) Driver training documentation;
- (9) Copy of driver license and school bus driver's certificate; and
- (10) Copy of New Hampshire department of education criminal history record clearance certificate.

(c) The employer shall keep driver qualification files at their principal place of business for as long as the driver is employed and for 3 years thereafter.

(d) The employer shall make the driver qualification file(s) of any employee(s) available during regular business hours at the employer's principal place of business when requested to do so by any law enforcement officer or the pupil transportation supervisor who is acting within the scope of their official duties to ensure compliance with these rules.

(f) An employee providing a minimum of 3 business days notice to their employer shall have access to their training records during normal business hours in order to obtain photo static or electronic copies of their training records.



## APPENDIX A

RULE	STATUTE
Saf-C 1301.01	RSA 541-A:7
Saf-C 1302.01	RSA 259:96; RSA 541-A:7
Saf-C 1302.02	RSA 259:13
Saf-C 1302.03	RSA 259:19
Saf-C 1302.04	RSA 259:20
Saf-C 1302.05	RSA 259:22
Saf-C 1302.06	RSA 541-A:7
Saf-C 1302.07 (repeal)	RSA 541-A:7
Saf-C 1302.08—Saf-C 1302.09	RSA 541-A:7
Saf-C 1302.10	RSA 259:81
Saf-C 1302.11	RSA 541-A:7
Saf-C 1302.12	RSA 541-A:7
Saf-C 1302.13	RSA 259:96
Saf-C 1302.14	RSA 541-A:7
Saf-C 1302.15	RSA 259:96
Saf-C 1302.16	RSA 541-A:7
Saf-C 1303.01	RSA 541-A:7
Saf-C 1303.02	RSA 541-A:31
Saf-C 1303.03—Saf-C 1303.06	RSA 21-P:14, V(d); RSA 260:5; RSA 263:29; RSA 265:58
Saf-C 1303.07	RSA 541-A:7
Saf-C 1303.08	RSA 21-P:14, III(v)
Saf-C 1304.01—Saf-C 1305.05	RSA 21-P:14, V(d); RSA 260:5; RSA 263:29; RSA 265:58
Saf-C 1306.01—Saf-C 1306.02	RSA 260:5; RSA 265:58
Saf-C 1306.03	RSA 260:5; RSA 266:39
Saf-C 1306.04—Saf-C 1306.08	RSA 260:5; RSA 265:58
Saf-C 1306.09	RSA 260:5; RSA 265:50; RSA 265:58
Saf-C 1307.01—Saf-C 1307.11	RSA 21-P:14, V(b); RSA 260:5; RSA 266:7
Saf-C 1308.01—Saf-C 1316.03	RSA 21-P:14, V(c); RSA 260:5; RSA 266:62
Saf-C 1317.01	RSA 21-P:14, V(u); RSA 260:5; RSA 263:29-a

**APPENDIX B**

<b>Rule</b>	<b>Title</b>	<b>Obtain at:</b>
Saf-C 1302.13 and Saf-C 1313.17(b)	“National School Transportation Specifications & Procedures”, 2015 Edition, 16 <sup>th</sup> National Conference on School Transportation	National Association of State Directors of Pupil Transportation Services (NASDPTS) Web Site: <a href="https://www.nasdpts.org/resources/Documents/NCSTFiles/NCST%202015%20Specifications%20and%20Procedures%204.20.18.pdf">https://www.nasdpts.org/resources/Documents/NCSTFiles/NCST%202015%20Specifications%20and%20Procedures%204.20.18.pdf</a> Cost: Free
Saf-C 1302.08 & Saf-C 1316.01(b)	North American Standard Uniform Out-of-Service Criteria (April 1, 2023)	Commercial Vehicle Safety Alliance 99 M Street, SE Suite 1025 Washington, DC 20003 Phone: (202) 998-1002 Website: <a href="mailto:cvsahq@cvsa.org">cvsahq@cvsa.org</a> Purchase Online: <a href="https://cvsa.ps.membersuite.com/Onlinestorefront/BrowseMerchandise.aspx?contextID=7bad43e6-0066-c4c1-5241-0b3880919772">https://cvsa.ps.membersuite.com/Onlinestorefront/BrowseMerchandise.aspx?contextID=7bad43e6-0066-c4c1-5241-0b3880919772</a> Cost: \$45.00 members, \$50.00 non-members
Saf-C 1308.12(e)  Saf-C 1308.19(g)(2)	“Society of Automotive Engineers (SAE) J20, Coolant System Hoses”, effective 06/06  “Society of Automotive Engineers (SAE), J1133, School Bus Stop Arm”, effective 06/11	SAE World Headquarters 400 Commonwealth Drive Warrendale, PA 15096 Telephone Orders: (877) 606-7323 Web Site: <a href="http://www.sae.org">www.sae.org</a> Cost of J20 standard: \$106.00 for non-members; \$96.46 for members Cost of J1133 standard: \$84.00 for non-members; \$76.44 for members