



# STANDARD OPERATING PROCEDURES PASSING AND BEING PASSED

When passing parked vehicles or fixed objects, vehicles moving in the same direction or vehicles moving in the opposite direction, the Operator's main concern is clearance. The Operator must check that he has enough clearance before passing and he must maintain that clearance while passing.

Before and after passing it may be necessary for the Operator to change lanes. When this is necessary, follow Standard Operating Procedures for Changing Lanes.

When being passed the Operator must also be concerned with clearance. The Operator must be on the alert for any indication that the passing vehicle may not allow proper clearance while passing.

Contained in this leaflet are the standards for passing and being passed. In unusual situations not covered in this leaflet, the Operator must use his own best judgment.

## PASSING PARKED VEHICLES OR FIXED OBJECTS

### PREPARE TO PASS

1. Check clearance before beginning to pass. If clearance is doubtful, stop bus and get out to check.

### PASSING

2. Keep bus in straight line.
3. Maintain clearance of 3-5 feet where possible.
4. Where clearance is close, operate at extremely slow speed, with foot at the brake pedal.
5. If there are indications that a parked vehicle may pull into the path of bus (a driver in the seat, exhaust smoke, lights on, front wheels turned

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out) tap horn button to warn driver that you intend to pass and place foot at the brake pedal or apply brakes so that you can stop safely if the vehicle pulls out.

## **PASSING VEHICLES MOVING IN SAME DIRECTION**

### **PREPARE TO PASS**

1. Check your mirrors and be certain that the lane you intend to move into is clear.
2. When the other lane is clear use the proper turn indicator and change lanes at a gradual angle.

### **PASSING**

3. Maintain 3-5 feet clearance while passing.
4. Keep bus in straight line while passing.
5. If vehicle moves toward the bus, drop back.
6. If vehicle speeds up, drop back.

## **PASSING VEHICLES MOVING IN OPPOSITE DIRECTION**

1. Be prepared to slow down or stop if approaching vehicle should cross the center line.
2. Watch for hand signals or other indications that vehicle may turn into the path of your bus.
3. Stay to the right of the center line.

## **BEING PASSED**

### **OTHER VEHICLE OVERTAKING FROM THE REAR**

1. Watch for indication that the vehicle wishes to pass. Some clues to this are: driver of approaching vehicle sounds horn or moves into passing lane.
2. Stay to the right while maintaining 3-5 feet clearance.

### **OTHER VEHICLE PASSING**

3. Allow the vehicle to pass safely. Do not increase speed while vehicle is passing.
4. If vehicle passing reduces clearance, slow down or stop if necessary.
5. If passing vehicle enters your lane after passing your bus, place foot at the brake pedal or apply brakes so that you will have the proper following distance when the passing vehicle is ahead.

HUMAN RESOURCES DEPARTMENT  
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