



# STANDARD OPERATING PROCEDURES

## STARTING AND STOPPING

When the Operator starts his bus smoothly and accelerates at an even rate, without interruption, to the desired speed, he has made a perfect start.

When the Operator slows down at an even rate and makes a smooth stop at the desired point, he has made a perfect stop.

Contained in this leaflet are the standards for making starts and stops. In unusual situations not covered in this leaflet, the Operator must use his own best judgment.

### STARTING

#### PREPARE TO START

1. If there is a vehicle ahead, wait until it has moved and is at least fifteen feet away before you start up.
2. Check that other vehicles and pedestrians are clear and will stay clear.

#### START

3. On dry pavement, start bus smoothly and accelerate at an even rate.
4. On slippery pavement, start smoothly and slowly, depressing the accelerator gradually. If rear wheels begin the slightest spin or sideslip, release the pedal immediately. Depress the pedal lightly again, releasing immediately if wheels again spin or sideslip. Repeat until bus moves without spin or sideslip.
5. Pick up speed gradually and maintain proper following distance behind traffic ahead.

**cta**



# STOPPING

Know the braking capabilities of your bus at all times. Braking distances can vary from bus to bus; therefore, always make a test stop as soon as practical when you leave the station or make a relief. Also, never assume that your bus will brake the same for an entire trip. Depending on such conditions as number of passengers being carried and operation on grades, braking will vary.

Always be prepared to slow down or stop. When your foot is not on the accelerator pedal, it should be at the brake pedal.

1. Where to apply the brakes depends on existing conditions.

a. On a dry, level street with a light load:

AT THIS SPEED	BEGIN TO BRAKE THIS DISTANCE FROM THE INTENDED STOP
10 MPH	1½ Bus Lengths
20 MPH	3 Bus Lengths
30 MPH	5 Bus Lengths

b. On a downgrade or with a standing load, use your own judgment as to where to begin braking but allow more distance than shown above.

c. On a slippery street, allow two to three times the distances shown above.

2. How to apply the brakes depends on the condition of the street.

a. On a dry street, apply brakes smoothly to the extent of brake required. As speed is reduced, let up on the brake pedal gradually so that the pedal is slightly depressed at the final stop.

b. On a slippery street, depress the brake pedal lightly. If the rear wheels begin the slightest slide or sideslip, release the pedal immediately to allow the wheels to roll. Depress the pedal lightly again, releasing immediately if wheels again slide or sideslip. Repeat until wheels no longer slide or sideslip.

When stopped, keep brakes applied. When stopping behind vehicles, stop six feet back.