

FEDERAL STATE EDUCATIONAL INSTITUTION  
FOR HIGHER PROFESSIONAL EDUCATION

NATIONAL RESEARCH UNIVERSITY  
**HIGHER SCHOOL OF ECONOMICS**

**Safety Guidelines  
for Transporting Students by Coach**

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APPROVED  
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 “ ” 2014

## **Safety Guidelines for Transporting Students by Coach**

This document has been developed on the basis of the Federal Law No.196-FZ “*On Road Traffic Safety*” dated December 10, 1995; *Recommendations for Ensuring Sanitary and Epidemiological Safety and Welfare when Transporting Groups of Children by Road Transport* approved by Federal Supervision Agency for Consumer Rights Protection and Human Welfare on September 21, 2006; Directive No.36 of the Ministry of Transport of the Russian Federation “*On Approving Requirements for Tachographs Fitted to Vehicles; Types and Categories of Vehicles to be Fitted with Tachographs; Terms of Use, Maintenance and Control of Tachographs Fitted to Vehicles*” dated February 13, 2013; Federal Law No.67-FZ “*On Compulsory Civil Liability Insurance of Transport Operators Covering Damage to Life, Health and Property of the Passengers, and on Reimbursing the Damage caused when Transporting Passengers on the Underground*” dated June 14, 2012.

### **1. General Provisions**

1.1. These Guidelines describe procedures for arranging and carrying out transportation of students, core duties and responsibilities of staff and coach drivers arranging and carrying out transportation of children, students and employees of the university to recreational facilities and back, on a single occasion or on sightseeing route.

These Guidelines cover transportation of groups of over eight passengers by coach.

### **2. General Requirements for Arranging Passenger Transportation**

2.1. In order to organize student transportation, the group leader appointed by the employer’s directive arranges for signing of an agreement with a transport operator. The transport operator must possess a license for the relevant services and a license certificate for the vehicle, unless the services are provided for institutional needs. Transferring the license and license certificate to a different transport operator is prohibited.

2.2. Before students depart on a trip, the group leader may request from the transport operator the information about quality and comprehensiveness of preparing the vehicle and drivers for passenger transportation, and about the insurer with which the transport operator has concluded a contract for compulsory civil liability insurance of transport operators covering damage to life, health and property of the passengers caused during transportation. The transport operator must provide information on the insurer (its name, location, mailing address, telephone number) and compulsory insurance contract (number, date of signing, duration), as well as on the entitlements of victims, as per the compulsory insurance contract.



2.3. Coaches must meet core technical requirements for release to service. The driver must be able to present a valid state certificate of vehicle inspection.

**Coaches must be equipped with:**

- Two quick detachable fire extinguishers (capacity: at least 2 litres each), one in the driver's compartment, and another one in the passenger compartment;
- Square yellow signs with a red border (dimensions of at least 250x250 mm, and border width of at least 1/10 of the square's side) with children symbols in black (road sign 1.21) fitted to the front and rear of the coach;
- Two first aid kits;
- Two wheel chocks;
- A breakdown warning triangle;
- A sign indicating the coach's place in the convoy, attached to the windscreen on the right (when moving in a convoy).

Coaches used for student transportation must be no older than 10 years, technically and purposefully fit to transport passengers, of duly certified roadworthiness, and duly fitted with a tachograph and GLONASS or GLONASS/GPS satellite navigation system.

Coach type must fit the nature of the intended student transportation. Each coach must undergo a maintenance check and equipment inspection, to see if it meets the traffic code.

The driver must personally carry out an equipment check, once the coach arrives to the boarding point.

2.4. Coaches transporting students may be operated only by those drivers who have at least 1 year of uninterrupted service as a driver of a D category vehicle and for the past year have not been subject to administrative sanctions, namely, driver's license revocation or an administrative detention for traffic violation.

2.5. Large groups of students are transported by a convoy of coaches (3 coaches or more) only if the group leader has a notice on provision of special escort vehicles to the convoy, directed to the State Road Safety Authority.

2.6. A convoy of coaches carrying students must be escorted by an ambulance. If there are fewer than 3 coaches, a qualified healthcare professional should be travelling with the convoy.

2.7. A traffic police vehicle escorting the convoy shall drive in the front. If there are more than 10 coaches in the convoy, another traffic police vehicle shall be assigned to drive in the rear. No involvement of traffic police is needed when students are transported by one or two coaches only. The convoy of coaches carrying students shall be escorted from the starting point to the final destination.

2.8. Each coach transporting students must have one adult attendant, or two attendants if there are over twenty passengers in the coach. Before the trip, attendants conduct a briefing for students together with the driver. Each party (the university and the transport operator) are responsible for safety of passenger transportation to the extent applicable.

2.9. In case of transportation of large groups of students, the head of the transport company shall appoint a senior driver from among the drivers assigned for the task, and a convoy leader from among the employees of the transport company. As a rule, senior driver operates the last coach in the convoy.

2.10. Sightseeing tours by coach may take up to 12 hours with one driver or up to 16 hours with two drivers. Sightseeing tours that take longer must involve two drivers and provide for at least 8 hours of proper rest (in a hotel, camping, etc.) for the drivers and passengers after 16 hours of driving. Sightseeing tours should preferably take place in the daytime.

2.11. The university is entitled to request that the coach undergo an additional maintenance check by the State Road Safety Authority prior to a one-time (non-regular) trip to the suburbs or to another city.

2.12. At least three days before transporting large groups of students, the transport operator and the university administration shall inform the relevant subdivisions of the State Road Safety



Authority about the forthcoming trip and specify the following: trip date and route; driving schedule that must comply with the requirements for work and rest time of the drivers, including time of arrival to key points and rest stops equipped in accordance with the sanitary regulations; driving route and manoeuvring diagram indicating dangerous areas, traffic police checkpoints, first aid posts, hospitals, etc.; confirmation of healthcare assistance allocated for the trip; make and state registration number of the coach (coaches), last names of the drivers involved in transportation, along with a list of students and attendants approved by the Rector.

### 3. Transportation Requirements for the Transport Operator

3.1. Coach drivers appointed to transport students must have at least 12 hours of rest before the trip and undergo a special briefing. Drivers are not allowed to transport students if they were on a night shift before the trip and did not have sufficient time to rest. An authorised representative of the transport operator must mark the coach logbook to confirm that the driver was given a special briefing.

3.2. The driver operating the coach must follow their supervisor's orders, unless they contravene the traffic code and guidelines for transporting passengers, or entail changing the route.

The driver's working schedule must be organized in such a way that after the first 3 hours of uninterrupted driving the driver has at least 15 minute break. Thereafter, driving must be interrupted for such breaks every 2 hours. A special break may overlap with a break for lunch and rest. If two drivers are allocated for the coach trip, they should switch at least every 3 hours.

3.3. Transporting students by coach between 23.00 and 05.00 hours is inadvisable. Students can be transported by coach during this period in exceptional cases, if they are transferred to/from a train station or an airport, if there is a delay on the way to the nearest rest point (sleeping accommodation) or final destination of the trip. The distance covered after 23.00 cannot exceed 50 kilometres.

3.4. Coaches carrying students must have dipped headlights on. Transporting students in hazardous traffic or weather conditions is **PROHIBITED**.

3.5. Travelling speed of the coach is adjusted by the driver depending on traffic, weather and other conditions and must not exceed 60 km/h.

3.6. Before departure, the driver (or senior driver, if there is a convoy of coaches) must personally check if the number of students and attendants matches the number of seats, if there is no equipment or other items blocking the aisle or the front, with the headlights turned on. All the windows must be closed when the coach is moving. Only light personal belongings can be stored in upper compartments of the coach.

3.7. During the trip, the coach(-es) can stop only at specially designated areas or, if there are no such areas, somewhere off the road to prevent students wandering into traffic.

3.8. If an urgent maintenance issue arises, the driver must stop the coach in such a way so as not to cause traffic disruption and switch on the emergency light or, if the light is missing or broken, set up a breakdown warning triangle within at least 15 metres from the coach in populated areas or within at least 30 metres from the coach outside of populated areas. The group leader must leave the coach first, stand near the front of the coach and watch over other passengers as they get off.

3.9. Should any of the passengers sustain injuries, be taken ill, have bleeding, lose consciousness, etc. mid-way, the driver must transport them to the nearest healthcare facility for professional medical assistance as soon as possible.

3.10. Drivers of coaches carrying students are **NOT ALLOWED TO:**

- Drive at the speed of over 60 km/h;
- Change the route;



- Transport any other items, luggage or equipment in the coach, apart from hand luggage and personal belongings of students;
  - Leave the coach or the driver's seat when there are passengers inside;
  - Overtake the coach in front when in a convoy;
  - Leave the coach when there are passengers inside, including when they're boarding or getting off the coach;
  - Drive the coach in reverse;
  - Leave the coach or the driver's seat before taking all the necessary measures to prevent accidental movement of the coach or its use in the driver's absence.
- 3.11. Drivers must strictly comply with the traffic code, start the coach smoothly, keep a safe distance from the vehicle in front, avoid stopping abruptly unless necessary, take all the precautions and stay aware of the surroundings.
- 3.12. After the passengers get off the coach, the driver must check the passenger compartment and pass any personal belongings discovered to the attendant.
- 3.13. The driver must notify the HSE group leader and the transport operator of any issues with the traffic arrangements, condition of roads, streets, railroad crossings, ferry crossings that pose risk to road safety.

#### **4. Requirements for University Representatives Arranging Student Transportation**

4.1. A special directive is issued before each trip for students. It must contain the following information:

- Name and nature of the event
  - Location and duration
  - Group leader and attendants
  - Safety requirements
  - Route
  - Action to be taken by persons responsible for the event in special circumstances, and responsibility for student safety vested with the group leader and attendants during the trip.
- 4.2. The directive must have an attachment listing all students participating in the event, their home addresses and phone numbers, as well as data on university staff involved in the event (*Appendix 1*).

All HSE staff participating in the trip must read the directive and acknowledge it by signing.

4.3. The group leader conducts a briefing for students before the trip and explains rules of conduct and safety requirements for the trip, procedures for boarding and getting off the coach, and other considerations.

Appropriate clothing and footwear, meals (packed lunches) and water to be provided for the group are determined based on the sanitary regulations.

4.4. The group leader must

- Check the availability and correctness of the route sheet and consult the driver about the duration of the drive and stops along the way;
- Ask the driver where the emergency exits are and how they should be operated when necessary;
- Check if all the students and attendants on the list have boarded the coach and notify the driver;



- Explain to the group the procedures for boarding and getting off the coach, rules of conduct during the trip, stops along the way, emergency procedures, and other considerations;
- Show where the emergency exits are, ask the passengers to fasten their seat belts and check their compliance;
- Always follow the driver's instructions for trip safety;
- Prevent transportation of unauthorized persons and hazardous items (sharp objects, spray cans, air guns, glass bottles, pyrotechnic articles, etc.) in the coach;
- In case of a traffic accident with victims, contact the nearest healthcare institution, traffic police and university administration by phone or through another driver. Evacuate the scene of the accident and, if necessary, transport the injured to a healthcare facility;
- If the coach breaks down, refrain from continuing the trip on freight vehicles, trucks, tractor wagons or other vehicles unequipped for passenger transportation. Take steps to continue the trip on another coach;
- Check against the list if all the passengers are present after every stop, whether scheduled or unscheduled.

#### 4.5. Boarding the coach is

- Initiated and supervised by the group leader;
- Coordinated by the attendants once the coach has stopped.

Attendants must ensure order and discipline when the group is boarding or getting off the coach, as well as aboard the coach.

#### 4.6. During the trip, it is prohibited to

- Distract the driver by addressing them, asking questions, making noise or talking loudly;
- Block the aisles with any items;
- Undo the seat belts;
- Stand or move around in the passenger compartment, sit on anyone's lap;
- Litter inside the coach;
- Open windows or hatches without the driver's permission;
- Throw any garbage out of the window
- Lean out of the window
- Consume alcohol or take drugs;
- Engage in other antisocial behaviour.

#### 4.7. During the trip, it is necessary to

- Closely follow all the instructions of the driver, group leader and attendants;
- Treat each other with respect and provide assistance when necessary during a long trip;
- In case of an emergency, keep calm and avoid generating panic, closely follow all the instructions of the driver and group leader.

**Key priority of the group leader and attendants** is to keep the group together throughout the entire trip. Leaving any of the students or attendants behind is unacceptable.

#### 4.8. Upon return from the trip, the group leader must

- Supervise students getting off the coach to avoid crowding;
- Check if all the students and attendants are present as per the list and ask students if they experience any health problems;



- Instruct others on the next steps;
- Report to the university administration or a person responsible for the trip.

Head of the Occupational Safety Unit

V.I. Mikhailichenko



## Appendix 1

Approved  
Vice Rector \_\_\_\_\_

“ \_\_\_\_ ” \_\_\_\_\_ 20\_\_

## HSE Staff and Students

Departing to \_\_\_\_\_

“ \_\_\_\_ ” \_\_\_\_\_ 20\_\_

No.	Full name	Year of birth	Position, status	Place of employment, study	Home address	Telephone
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Trip Supervisor \_\_\_\_\_

Position

Signature

Name

