Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #:	02-ALL-ALL-0553 (VH)	**Subject:**	Vehicles Crossing Railroad Grades
Effective Date:	05-14-99	**Last Revision:**	09-14-2023
Person Responsible:	Health & Safety Coordinator		

Approvals/Date: Brent Urban 9-21-2023

Superintendent, WCBDD Date Department Director Date

The following definitions will apply:
Vehicles – Buses, County Vehicles, or personal vehicles with consumers on board.
Exempt – Exempt signs inform drivers of vehicles transporting passengers that a stop is not required except when rail traffic is approaching or occupying the crossing or the driver's view is blocked.

BUS DRIVERS

1. Whenever coming to a grade crossing, bus drivers must perform all safety procedures with or without passengers as described in Ohio Pre-Service Manual by OAC.
   - A. Approach – traffic checks, signal passengers for silence, turn off noisy equipment, actuate hazard lights, open driver side window, hands remain on steer wheel at 9 o'clock and 3 o'clock, stop bus within 50 feet but less than 15 feet from nearest rail.
   - B. At Stop – Set parking brake, shift gear into neutral, open service door, maintain light pressure on service brake, look and listen twice through the door and window for approaching train, engines or train cars.
   - C. Resume – Shift into proper gear, close service door, release parking brake, continue to look and listen while crossing the tracks, turn off hazard lights 50 feet past the crossing, traffic checks.
   - D. If an exempt sign is displayed, a thorough visual check must be done in both directions.

WCBDD EMPLOYEES

2. Whenever coming to a grade crossing, all board vehicles and staff driving personal vehicles for the purpose of transporting individuals with or without them on board must perform the following safety procedure.
   - A. Observe any railroad crossing lights flashing and crossing gates that are down.
   - B. If no flashing railroad crossing lights or gate – look both ways to see if there is good visibility and proceed to cross the railroad tracks.
   - C. If visibility is impaired at any crossing, turn on four-way hazard lights and slow down while approaching. Cross the tracks only after visible confirmation verifies that a train is not approaching.

EXCEPTION: A vehicle may cross a railroad crossing if the red lights are flashing and the gate (is equipped) is down if:

- A. A check of the tracks confirm that a train is not moving toward the intersection, the headlight of any train in close proximity is off AND Law Enforcement or Railroad Personnel lifts gate and waves you through.
- B. NO VEHICLE can go around crossing gates even if instructed by law enforcement or railroad personnel. Driver should request the agent to raise the gate.

References: Ohio Pupil Transportation & Safety Rules of the Ohio Administrative Code, Section 3301-83-12, Safety Procedures, Section B-Railroad Grade Crossings, At Crossings Controlled by Signals

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