Business/Non-Instructional Operations

Bus Driver Safety & Emergency Procedures

CREC will develop and promote procedures to insure student safety on its buses.

Policy adopted: No Date
Business/Non-Instructional Operations

Bus Driver Safety & Emergency Procedures

I. Procedures for Emergencies During Field Trips

Students going on a school sponsored or otherwise school approved trip must not leave the group and must return with the group, with the following exceptions:

1. In an emergency, under the direction of the staff member sponsoring the trip.
2. A student may leave the group to return home with his/her parent or legal guardian. By prior written arrangement a designee of the parent may pick-up the student. (i.e., no student is to leave the group to meet a parent elsewhere).

Any bus must carry on it an adult, authorized by an administrator, to be responsible for supervision of student passengers.

II. Bus Drills

Orderly and rapid evacuation of a school bus in an emergency may prevent injury or death of students.

1. The bus contractor shall be responsible for seeing that each bus driver instruct students regarding safe evacuation of the bus in an emergency. This shall include instruction on the use of both doors or windows if appropriate.
2. Bus contractors working with school administrators shall establish a calendar for providing drills.
3. A drill shall be held during the first eight (8) days of the school year.
4. A second drill shall be conducted during the month of November.
5. A third drill shall be conducted between March 15 and April 15.

III. Bus Accident Emergency Procedure

A. Notification

1. The contractor’s dispatcher will determine the type of assistance that is needed (police, fire, ambulance, etc.)
2. The dispatcher will then contact the following:
   (a) “911” - request appropriate assistance,
B. Response

1. Emergency response handled by contractor through “911”

2. A representative from the contractor will proceed to the scene.

3. An administrator, when contacted, will proceed to the scene of any accident involving injury or significant property damage.

C. Scene of Accident

1. At the scene of the incident the police have jurisdiction except in the case of a fire in which the ranking fire officer is in charge.

2. Contractor will gather information (e.g. names, extent of injury, etc.)

3. No student will be permitted to leave the scene unless given permission by the administrator who will clear it first with emergency service personnel. The only exception will be students who require treatment deemed necessary by the emergency services personnel.

D. Administrator

1. In the event it is necessary to transport students for medical reasons the administrator or his/her designee will proceed to the hospital and assist with parent notification.

2. Students on incoming bus runs who have been cleared by emergency service personnel will be transported by the contractor to school. They will be checked by the school nurse and their parents will be notified of the incident.

3. Students on home bus runs who have been cleared by emergency service personnel will be transported home by the contractor. Their parents will be notified of the incident by the building administrator, central office personnel, or the contractor.

Regulation approved: No Date