

School Bus Emergency Plan Procedures

The computers in the office of each school should maintain and update school bus information on students. From these files personnel can print bus rosters and emergency telephone numbers for each bus riding student.

Bus drivers should have designated procedures for handling emergency situations. All bus drivers participate in in-service training programs for safety and emergency precautions.

In the event of a bus Accident:

Staff at the Scene:

- Call 911, if warranted.
- Call principal.
- School staff at the scene of a school bus accident will help to implement basic first aid until emergency medical services and/or law enforcement arrives and takes charge of the emergency.
- School staff at the scene of a school bus accident will move all uninjured students to a location that is a safe distance from the accident.
- The names of all injured students and the location to which they may be taken for medical treatment will be provided to the school.

Principal, Team:

- Notify District Support Team, Central Office
- Ascertain the names of any injured students and the nearest location of any medical treatment facility.
- Parents/guardians of all students on the bus will be notified as quickly as accurate information is available.
- Designated school staff representative will proceed to any medical treatment facility to which an injured student has been taken, to assist parents and to provide support to students, as appropriate.
- Complete appropriate documentation

Additional steps for our school/facility (if any):

Bus Accident (Field Trip)

In the event of a bus accident while on a field trip, the following protocol will be implemented:

- Before a bus or buses leave with students going on a field trip, a list of riders for each bus will be left at the school. A copy of the list is to be taken by the lead chaperone. Pertinent emergency information on each child will be taken on the bus trip. Information on the field trip (leaving time, destination, arrival time, returning home time, etc.) will be left at the school.
- If the report of a bus accident comes in, the principal will notify the Director of Schools. The Director of Schools will notify appropriate CRT Team Members.
- The principal/designee will use the rider list to notify parents/guardians. If the location or condition of students is unknown, that information will be conveyed to parents.
- The principal/designee will remain at the school while district and school personnel go directly to the site of the accident and to hospital locations. Those who go to remote sites will carry a copy of the rider lists with them. These are to be picked-up at the school or faxed to the Central Administrative Office.
- The principal/designee will assign school staff to man the telephones. A script with factual information will be provided for those answering the phones.
- The school secretary will operate the computer and will print the information from the records of students involved in the accident. Included will be medical information that can be relayed to hospitals serving the students and staff involved in the accident.
- An area for the media may need to be established at the school. An official spokesperson should be designated.
- Faculty, staff, and students should be provided with factual information in the appropriate settings as soon as possible.
- Brothers, sisters, family members, and close friends of those involved in the accident should be identified and closely monitored if the accident occurs while school is in session.
- School counselors will be called upon to provide psychological assistance. The District Postvention Team may be convened.