

NORTH EAST TRI-BOARD STUDENT TRANSPORTATION



PROCEDURE

EMERGENCY PROCEDURES

The **school bus driver** shall immediately assess the situation:

- evacuate the school bus (if necessary)
 - check and treat any injuries
 - ensure the safety and security of all students
 - call the home base
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Home base shall phone

- the appropriate police department
 - the Transportation Officer
 - if necessary, home base will dispatch a back-up bus and driver to the scene
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Transportation Officer will contact the Directors of Education or designate from the appropriate region from all three school boards with the following information (location, company, school(s) involved, # of students on the bus, type of injuries and a brief description of the accident). A copy of the police report will be forwarded to the appropriate superintendent.

Superintendent of Schools from each school board will contact their

- School principals
 - Director of Education
 - School Board Chair
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School principals will contact the parents (where necessary) and will keep the Superintendent informed of the status of students. School principals will also notify OSBIE.

The **School Bus Operator** must submit a written report to the Transportation Officer within 24 hours of the incident. A copy of the police report must also be sent to the transportation officer as soon as it is received by the operator.

School Bus Driver's Responsibility:

The school bus driver is responsible for the safety of both pupils and the school bus. Under the direction and supervision of the school bus driver, older students can be of assistance in an emergency. The school bus driver must make certain that the proper emergency equipment as required by the Highway Traffic Act and Regulations is on the school bus, in an accessible position and in good working condition. (axe, crow-bar, fire extinguisher, first aid kit and making sure the emergency doors/windows and overhead latch are working properly).

A. Collision Emergency Guidelines Regarding Pupil Transportation :

Every effort shall be made to ensure the greatest possible safety for our children while being transported by school bus operators under contract to the School Boards. In the event of a school bus collision :

1. The school bus driver shall immediately assess the situation : evacuate the school bus (if necessary), check and treat any injuries (if necessary). Ensure the safety and security of all students. The school bus driver shall call the home base.
2. Home base shall phone the appropriate police department and the Transportation Officer giving the particulars of any school bus collision. If necessary, home base will dispatch a back-up bus and driver to the scene.
3. Transportation Officer will contact the Directors of Education or designate concerned with the following information - (location, company, school(s) involved, # of students on the bus, type of injuries and a brief description of the accident).

A copy of the Police Report will be sent to the appropriate Superintendent.

4. Superintendent of Schools concerned will contact their
 - School Principals
 - Director of Education
 - School Board Chair
5. School Principals will contact the parents (where necessary) and will keep their Superintendent informed of status of students. School Principals will also notify OSBIE.
6. The School Bus Operator must submit a written report to the Transportation Officer within 24 hours of the incident. A copy of the

Police report must also be sent to the Transportation Officer as soon as it is received by the operator.

7. The principal(s) or designate shall :
 - I) supply the appropriate emergency information to the hospital;
 - II) inform the parents or guardians concerned;
 - III) help identify and console their students.

8. All calls concerning specific students shall be referred directly to the hospital.
9. All news releases shall be issued by the Director of Education.
10. A current list of students of each individual school bus route shall be kept on its respective school bus.

B. Collision Procedure :

- a. If the school bus is involved in a collision, the school bus driver should immediately stop, evacuate the school bus (if necessary), render first aid (if necessary).
- B. The school bus driver should check for fire. There should be no smoking or open flame near the school bus.
- C. School bus drivers shall contact their home base advising the nature of the collision – serious or minor.
- D. Police shall be notified immediately and ambulance (if necessary).
- e. The warning flares or reflectors should be set out immediately.

C. Stall or Breakdown Procedures :

If the school bus stalls or breaks down on the highway, the school bus driver should quickly and calmly take necessary steps to safeguard the pupils and other motorists :

- a. The school bus should be brought to a stop as far off the road as possible. The pupils may remain in the school bus « IF » the school bus is stopped in a place of safety.
- b. If the school bus cannot be removed from the road, all pupils should be evacuated to a place of safety.
- c. A school bus driver who is unable to determine or correct the trouble should remain with the vehicle and use the mobile radio or send a delegate to the nearest telephone to seek aid.
- d. Flares, portable reflectors, lamps that have been approved by the Ministry of Transportation as required by the Highway Traffic

Act, must be placed at a distance of approximately 30 metres (100 feet) in front of the vehicle and 30 metres (100 feet) to the rear of the vehicle. They must be visible for a distance of 150 metres (500 feet) in each direction.

NOTE: Home base should contact the nearest principal to accommodate students stranded on a school bus. Every principal should develop emergency procedures in order to deal with these emergencies.