

### **SCHOOL BUS EMERGENCY AND EVACUATION PROCEDURES**

The safety of students is a primary concern of the Board of Education. This policy is intended to address safety issues and emergency procedures relating to the transportation of students.

A. Medical Emergency Procedures:

In the event of an emergency requiring medical attention to a student that might result in the need for EMS services on a school bus, the following procedure shall be used:

1. Stop the bus in a safe area and turn on the hazard lights.
2. The bus driver will call 911. The bus driver will then contact the bus garage.
  - a. If contact is not successful, use one of the following procedures:
    - (1) Send two students to the nearest house with the prepared emergency slip.
    - (2) Flag down an oncoming motorist and give them the prepared emergency slip.
  - b. Student's age, bus location, and the nature of the emergency, may necessitate decisions and/or adjustment by the driver regarding this procedure.
3. Attend to the needs of the student (according to your ability).
4. Wait for EMS, police and/or an administrator's directive before moving bus.
5. Check the student's medical emergency form for further information or instructions.

B. Accident Procedures:

In the event that a bus is involved in an accident, the following procedures shall be followed:

1. The bus should not be moved unless directed to do so by the law enforcement agency.
2. The bus driver must make a decision as to whether an emergency evacuation must be done and what type to implement.
  - a. If no dangerous situation is present, students should remain on the bus and be assured that everything will be all right.
  - b. Evacuate students immediately if a dangerous situation is present (fire, smoke, etc.)
  - c. No student shall be released to anyone without proper authorization by school officials or law enforcement officials.
3. The bus driver should check for any injuries.
  - a. Apply basic first-aid procedures.
  - b. Obtain assistance from by-standers.
4. The appropriate school officials, law enforcement officials, and emergency services shall be notified:
  - a. Contact the bus garage and state the nature of the emergency and location.
  - b. If contact is unsuccessful, send two students to the nearest phone with prepared emergency slip.
  - c. The bus garage will call the appropriate law enforcement agency and 911 emergency.
5. The scene of the accident should be protected from further accident or injury by employing safety devices (flares, etc.).
6. The bus driver shall collect and record data essential to the preparation of required reports.

- a. The information must include but not be limited to the following:
    - (1) Have student emergency forms ready if necessary.
    - (2) Date, time, and place of accident.
    - (3) Bus vehicle information.
    - (4) Other vehicle's information (driver's name, license number and name of insurance company).
    - (5) Injured persons.
    - (6) Damage to property.
    - (7) Description of accident.
    - (8) Witnesses.
    - (9) List of all students on bus.
    - (10) Weather condition.
    - (11) Visibility.
    - (12) Road condition.
  - b. All accident information shall only be shared with school officials and law enforcement officials.
7. Upon return to the bus garage, the driver shall complete the following reports:
- a. School Bus Accident Form.
  - b. State of Ohio Motor Vehicle accident report.
  - c. Phone accident information to insurance carrier.

C. Disability of driver:

In the event of injury or disability of the bus driver, these procedures will be followed:

1. School bus emergency evacuation drills are practiced three times a year with regular bus riders.
  - a. Line leaders are trained to perform certain tasks to assist a disabled driver, if necessary.
  - b. Students are trained to take the emergency slip to the nearest home, and to operate the radio.

D. School Bus Failure:

In the event of a mechanical breakdown of a school bus, the driver shall follow these procedures:

1. Make a decision whether students need to be evacuated. Assure them that everything will be all right.
2. The appropriate school officials shall be notified or emergency slip procedures listed earlier in this policy.
3. Secure the bus from accidents by use of warning devices, hazard lights, flares, etc.
4. The bus garage will be responsible for securing alternate equipment and repairing and recovering the disabled school bus.

E. Inclement Weather Conditions:

In the event of school closings, delayed starts and/or early dismissals, drivers will be notified. Parents and students will be notified through local radio/TV stations.

F. Tornado:

In the event of tornado sightings and/or warnings, the following shall be used:

1. If a tornado warning is received, school buses shall not be loaded or put in transit until the “all clear” is announced.

2. All bus drivers and students shall seek shelter inside the school building in designated areas.
3. Protection of students on buses in transit to or from school is the primary responsibility of the bus driver. As soon as the driver becomes aware of a warning or visually observes a tornado, the driver shall take the following actions:
  - a. Find the nearest public building, such as a fire station, police station, school, etc., or a ravine or ditch.
  - b. Evacuate the bus taking the first aid kit and student emergency forms.
  - c. After danger has passed, the driver shall check students for shock or injury.
  - d. Administer first aid and request assistance.
  - e. Contact the bus garage to report the nature of the situation.
  - f. If assistance is not needed, board the students on bus and take them to their destinations.

G. Evacuation:

The bus driver shall organize and conduct three emergency exit drills for all students who ride school buses to and from school.

1. Each of the following three emergency procedures shall be conducted at least once annually:
  - a. Everyone exits through the front door.
  - b. Everyone exits through the rear emergency door.
  - c. Front half exits through the front and the rear half exits through rear door.
2. All drills shall be arranged and scheduled by the Administration in cooperation with the building principal at each school. Bus drivers will conduct the sessions.

3. Drills shall be held on school property, if possible.
4. The driver shall stay in the bus during evacuation drills. The parking brake must be set, the ignition turned off, the key removed, and transmission set in gear or park.
5. Students shall not take lunch boxes, books, etc., when leaving the bus.
6. Students shall assemble at a distance of at least one hundred (100) feet from bus in an “emergency drill” and remain there until given further directions.
7. Emergency evacuation of disabled students may require modification of the above procedures.
8. The school bus driver shall demonstrate and explain all other emergency exits: i.e., windows, roof hatches, side doors, emergency air release on doors, etc.; not used during the three prior emergency exits described in this policy.

H. Communication:

1. Parents

In the event of a medical emergency, bus accident, disability of driver, or tornado, parents will be contacted as soon as possible by a School Administrator or designated District personnel.

2. Media

The Superintendent or designee will serve as the District’s spokesperson regarding all dissemination of information to the media.

LEGAL REFS: O.A.C. 3301-83-15

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