

SCHOOL BUS EMERGENCY AND EVACUATION PROCEDURES

In an effort to ensure uniform, economical and efficient pupil transportation operations, the Toronto Board of Education, in compliance with O.A.C. 3301-83-15, has adopted the following school bus emergency and evacuation procedures.

This policy, developed in cooperation with all those whose services would be required in the event of an emergency, includes procedures for handling emergencies in the event of:

- A. Accident
- B. Driver Disability
- C. School Bus Failure
- D. Inclement Weather Conditions
- E. Tornado Sighting and/or Warnings

As part of this policy, the Toronto City School District will annually conduct drills during which buses are evacuated by everyone exiting through the front door, everyone exiting through the rear emergency door, and one-half of the passengers exiting through each door.

The Toronto City School District shall provide training to all school bus drivers transporting pupils to ensure that the drivers understand the policy and their responsibilities under it. No school bus driver shall transport pupils unless the driver has received such training.

Accident

In the event of an accident in which a school bus is involved, the following procedure shall be observed:

- A. Do not move the bus from the scene of the accident.
- B. Use 1 of the 3 Emergency Evacuation Plans, if necessary.
- C. Radio the Central Office, advise if an ambulance, fire truck or tow truck is needed. Be sure to give location. Central Office will notify police.
- D. Check bus roster list of names and grades of the students on the bus and radio to Central Office. Central Office will contact the building principals who will communicate with parents and/or guardians.
- E. Obtain the name of the driver and license number of the other vehicle.
- F. Obtain the names of witnesses, if possible.

Driver Disability

In the event of injury or disability of a bus driver, the following procedure shall be observed:

- A. Pull over to the side of the road as soon as possible.
- B. Turn off engine.
- C. Turn on emergency flashers.

- D. Radio the central office and give location. Advise if an ambulance is needed.
- E. Central office will contact local police and secure another bus driver to the location as soon as possible.

School Bus Failure

In the event of school bus failure, the following procedure shall be observed:

- A. Stay with the bus, unless there is a possibility of a fire, if so:
 - 1. Turn off engine
 - 2. Turn on emergency flashes
 - 3. Use 1 of the 3 Emergency Evacuation Plans
 - 4. Check bus roster list of names (attendance)
 - 5. Radio Central Office and give location
 - 6. Central Office will contact fire and police station

if not:

- 1. Stay with bus
- 2. Turn off engine
- 3. Turn on emergency flashers
- 4. Radio Central Office and give location
- 5. Central Office will make provisions for securing an alternate bus for the remaining students along with contacting a mechanic and/or tow truck.

Inclement Weather Conditions

In the event of inclement weather conditions, the following procedure shall be observed:

- A. The school bus coordinator will conduct a road safety check at 5:30 a.m.
- B. The school bus coordinator will report the road conditions to the Superintendent and the Transportation Supervisor who will make a decision based on his findings.
- C. After deciding to a) follow the regular schedule, b) have a 2-hour delay, or c) cancel school for the day, the Bus Coordinator will inform the bus drivers, while the Superintendent contacts the administration and the media.

In the event of an early dismissal situation, the following procedure shall be observed:

- A. The Superintendent/Transportation Supervisor will contact the Highway Patrol and local weather stations concerning road the weather conditions.
- B. If conditions warrant, 1 of the 3 Early Dismissal Schedules (1 hr., 1-1/2 hr. or 2 hr.) will be decided upon.
- C. The Superintendent/Transportation Supervisor will contact the bus drivers, building principals and the media.

Tornado

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

- A. Radio the Central Office and give location.
- B. Check the bus roster list of students on the bus.
- C. Use 1 of the 3 Emergency Evacuation Plans.
- D. Seek a safe structure or lie down in a low area with hands covering the back of the head and neck.
- E. Recheck the bus roster list.