

3301-83-15 Emergency and Evacuation Procedures.

This policy shall be developed in cooperation with all those whose services would be required in the event of emergencies. The transportation director/supervisor, school administrators, teachers, drivers, maintenance and service personnel and students shall be provided instruction in the procedures to be followed in the event of:

(1) Accident

The policy shall describe how to protect the accident scene; evacuate and control students; evaluate the need for medical assistance; notify the responsible law enforcement agency, school officials and emergency services; collect and record data essential to the preparation of required reports; and communicate with parents and/or guardians.

(2) Disability of driver

Procedures for handling situations in the event of illness, injury, or disability of the bus driver shall be included in the policy.

(3) School bus failure

The policy shall describe procedures for securing the bus, disposing of and controlling passengers, notifying school officials, securing alternate equipment, and repairing and recovering the disabled school bus.

(4) Inclement weather conditions

The pre-emergency policy shall provide instruction as to school closings, delayed take-ups and/or early dismissals.

(5) Tornado

The policy shall provide procedures for drivers and students in the event of tornado sightings and/or warnings.

(6) Policies shall also be developed to address other dangerous and/or threatening situations (weapons, assaults, unauthorized attempted boardings, and impeding the movement of the bus).

Children on Bus

1. Who are the children on the bus?
2. How old are they?
3. Where were they sitting at the time of the accident?
4. Who are the parents – how do you contact them?

SEATING CHART

D
O
O
R

Driver _____ Bus# _____ School _____

A I S L E

Seat C	Seat B	Seat A	Seat B	Seat A	Seat C
1	2	3	4	5	6
7	8	9	10	11	12
Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:
Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:
Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:
Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:

SEATING CHART

**D
O
O
R**

Driver _____

Bus# _____

School _____

	Seat A	Seat B	Seat C
13	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:
15	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:
17	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:
19	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:
21	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:
23	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:

	Seat A	Seat B	Seat C
14	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:
16	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:
18	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:
20	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:
22	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:
24	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:	Name: B-Day: Parent: Phone:

A I S L E

SCHOOL BUSES AND BULLYING

Bullying is everyone's concern in the school environment. Bullying is deliberate and hostile behavior. The types of bullying that occurs in the school environment in the 21st century includes the following:

Physical...

such as hitting, kicking, taking personal belongings.

Verbal...

such as taunting, name-calling, making threats.

Psychological...

such as spreading rumors, excluding someone, manipulation of social relationships.

Cyber...

such as sending insults or threats via email, or text messaging, or posting hateful information on web sites or blogs.

School bus drivers need to be vigilant and ready to intervene. Get to know your children by interacting with them. The best option for the school bus driver is to separate children by implementing seating charts. Victims don't tell anyone they're being bullied.

These are the signs that a child may be a victim of bullying:

1. Reluctance to go to school.
2. Complaints about feeling sick.
3. Getting on the bus with ripped clothes or belongings or unexplained injuries or crying and won't reveal why they're crying.
4. Withdrawn or depressed.
5. Acting out aggressively with smaller children.
6. Self-esteem issues.
7. Showing little interest in social interaction with other students.
8. Changing their dress or their normal habits.
9. Wanting to change their assigned seat.

These may be signs of children who bully their peers:

1. Be impulsive, hot headed, dominant.
2. Easily frustrated.
3. Lack empathy.
4. View violence in a positive way.
5. Popular and respected and have good self-esteem.
6. Live in homes with little or inconsistent parental involvement.
7. Constantly yelling or hitting other students.

Once a bully is identified the school bus driver needs to intervene immediately. Know your local policy and reporting procedures. The school bus driver may bring the child up front and involve this child with helping you count the children at each pick-up and discharge. This will occupy the child with doing something positive and keep him from bullying children on your bus. If you implement this technique be sure to ask the student what their count is before you move the bus. If the student count is different from your count take the extra time to double check your own counting of the passengers getting on or off the bus. Inform the student how important it is for the count of passengers getting on and off the bus to be accurate. Explain that you always count the passengers twice at each stop. In the mornings the first count occurs when the passengers are outside the bus and the second count of passengers takes place when they get on the bus. In the afternoon the first count occurs when the passengers are up front before they unload and the second count takes place when the passengers reach their place of safety.

Intervention is important in eliminating bullying.

- Always talk with victims, bullies and bystanders separately; with your supervisor or another driver present.
- Assure them you view bullying as serious and you will follow your school policy on bullying.
- Counsel victim to tell their parents and you will follow-up according to your school policy.
- Remind bullies about your school's rules and consequences of breaking the rules.

Evacuation After School Shooting

Lock down building

Block roads to access building

Evacuated building class by class

Written policy must have board approval

Drivers need to be contacted right away- what is the plan to notify them – how quickly can they be back to the school

Staging area for the bus where parents can pick up students

(Parents desires should be in writing –take them home or keep them?)

(After evacuating, where do you take them? Need a designated area)

Crisis Management Teams can help develop plan

Advance planning with the fire and police and all stake holders (all townships affected) Meet on regular basis

Tornado Plan Suggestions

1. List of shelters that driver's have (some shelters were locked along the route)
2. Keep list in cell phone
3. Tornado shelter in place on route sheet- where exactly located on route
4. Know the needs of the special need students – communicate with IEP teams- have parents request driver's inclusion in meeting
5. Empower drivers to make decisions
6. Contact parents along route – get documentation for ability to use site/keep document on file
7. Have board approve policy and procedure
8. Communicate that if a warning has been issued, students will not be placed on bus. Drivers will follow the policy and not stay on bus
9. Contact private districts so they are aware of all policies and procedures
10. Mass shelter list from EMA of the counties you transport
11. Automatic calling system can be set up by bus when only certain buses are involved