

Bus Safety and Emergencies

PROCEDURES FOR TRAVEL, BUS SAFETY AND EMERGENCIES

1. Transportation Supervisor will assess road and weather conditions prior to each scheduled trip. Input from principals and athletic director will be taken into consideration.
2. Recommended – blanket, jacket, extra food for each passenger.
3. Back-up driver and bus will be available for each out-of-town trip.
4. Transportation Supervisor will be called just before bus leaves event location.
5. Fans and private cars will be encouraged to travel with bus if possible.
6. Eating arrangements will be adjusted to try to allow the buses to leave host location as soon as possible.

IN CASE OF EMERGENCY OR BUS FAILURE

1. Bus drivers are in charge of the bus. Coaches and advisors are in charge of all passengers. Drivers and coaches/advisors shall work together in a cooperative effort, with safety as the main objective.
2. Determine the seriousness of the situation.
3. Eliminate the possibility of further problems occurring. Be sure that passengers are safe from further accident/injury.
4. Coaches/advisors: Check all passengers for injury. Remain calm, keep passengers calm. Assure passengers that the situation is under control. Count passengers. Be sure that you have the same number of passengers as at the beginning of the trip.
5. An advisor or coach will stay with the students. The driver will either send a message or travel to the nearest phone.
6. Call for emergency medical services if needed – ambulance, police, etc. Then call the Transportation Supervisor or Superintendent if Transportation Supervisor cannot be reached. Be sure that you have all necessary telephone numbers, i.e., Supervisor's home

phone, Transportation Office, District Office, Superintendent's home phone, Sheriff's Office. The Transportation Supervisor and Superintendent will accept collect calls.

7. Give factual information to the Transportation Supervisor and Superintendent. Official news releases, radio announcements and/or parent contact will be made by the Superintendent.
8. In extreme cases, the closest school bus or shelter should be sought as soon as possible. Students will be transported by school personnel to that shelter.
9. Every school employee is responsible for students and should make every effort to insure their safety.
10. If the bus is one hour or more late arriving in Salmon, parents could call the Sheriff's Office for information. The Sheriff's Office will be kept informed as well as possible regarding bus placement and conditions.
11. Back-up bus will be dispatched from Salmon as soon as possible following notification of a problem.

DO NOT:

1. Call a tow truck or wrecker.
2. Call or make arrangements for transportation of passengers without express approval of Transportation Supervisor or Superintendent unless health/safety of the student(s) is endangered.
3. Allow passengers to leave immediate area unless you are releasing them to THEIR parent(s). Get a release signed and keep an accurate record of who has been released to parents.

As soon as the situation is completely under control, write down a complete description of how the situation came about. Be sure to indicate date, time of day, weather conditions, road conditions, precise location, number of passengers and anything else that will contribute to the accurate evaluation of the situation. Be as precise and thorough as possible.

Policy History:

Adopted on: 061107

Revised on: 12/17/19

Prior Board Policy: EDC