

BREAKDOWN, ACCIDENT AND EMERGENCY PROCEDURES

The driver is to notify the Supervisor, Head Mechanic, Superintendent, Principle, (or the person in charge at the time) IMMEDIATELY with any accident or incident.

PHONE NUMBERS:

1. Transportation Office: 315-369-3222 ext 2122; Mike Gardner: cell - 315-567-9775, home: 315-851-9014; Chris Stanley cell: 315-771-8298, Home: 315-369-3690; School Office: 315-369-3222 ext 2103
2. Supt's Office: 315-369-3222 ext 2101 Rex cell: 315-244-7748 John Swick cell: 716-359-4860

After the accident, a description and diagram shall be made by the Transportation Supervisor and the driver involved in the accident.

Bus Accident Procedures:

1. Stop and investigate, turn off ignition, remove keys, set brakes, and REASSURE STUDENTS.
2. Remain calm. Let good common sense be the rule.
3. Radio or call the transportation supervisor and/or administrator to call the police.
4. Check for injured students. Indicate whether ambulance is needed. Give location and seriousness of accident. Help as needed.
5. If there is no danger to the students, keep them on the bus.
6. Use warning devices to protect the scene. Place triangles in front and rear of the bus - 150 to 300 feet.
7. Do not move the bus until instructed to do so by police or other emergency services agency unless it is in a hazardous position.
8. Have nurse and/or EMT personnel assist in checking students.
9. Check off students on bus list according to seating positions.
10. Exchange information with other driver, i.e. license, insurance, etc.
11. Do not admit to any blame for the accident.
12. Discuss the accident with proper authorities.
13. Give all necessary paperwork to the Supervisor.

Evacuation Procedures:

Evacuating the bus safely is a key responsibility of the bus driver. If you are in a position of needing to evacuate your bus:

1. Put the bus in neutral, cock the wheels to the right side of the road, put the emergency brake on, and remove the key and keep it with you.
2. Call via two-way radio or cell phone and report to the dispatcher:
 - a. The problem (be specific)
 - b. Your location
 - c. Bus number
 - d. Passengers on board
 - e. Any injuries
3. Instruct the passengers to remain calm and explain that you need to evacuate the bus. Explain how to evacuate and where they are to go.
4. Take the fire extinguisher and first aid kit with you.
5. Inform the student leaders to begin evacuating the bus.

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6. Wait until the students have been evacuated before you leave the bus. The bus driver must be the last one off the bus; checking the aisle and under seats before leaving the bus.
7. After evacuating the bus, take attendance.

APPROVED: BOARD OF EDUCATION

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