

Emergency and Evacuation Procedures

The School's program of supplemental transportation shall promote the safe and efficient movement of students. The School recognizes that many of the dangers referenced in this policy are remote.

Handling Medical Emergencies

The bus driver shall be trained in first aid and the bus shall be equipped with a first aid kit. In the event of a medical emergency, the bus driver shall safely stop the bus, place the bus in park setting the parking break, turn off the ignition, and turn on the hazard warning lights. The bus driver shall contact dispatch or his/her designee and, if necessary, shall contact emergency law enforcement/ medical services (by dialing "911"). The bus driver shall administer first aid until first responders arrive. Once the medical emergency has been resolved, the bus driver shall resume his/her route to the School. In the event that a medical emergency prevents the bus driver from continuing his/her route with the bus, the Campus Transportation Manager or his/her designee shall arrange for alternate transportation to be provided to students.

School Bus Accident

Despite all precautions, the possibility of being involved in a school bus accident cannot be entirely eliminated. In the event that the school bus is involved in an accident, the bus driver shall park the bus and set the parking break, turn off the ignition, and activate hazard warning lights. If the bus becomes disabled on a non-municipal roadway or its shoulder, or if the bus was required to have its headlights on at the time of the accident, the bus driver shall display warning devices to alert any oncoming traffic.

The bus driver shall evaluate the need for medical assistance, applying first aid as needed, and shall immediately contact emergency law enforcement/ medical service and the Campus Transportation Manager or his/her designee. The bus driver shall reasonably attempt to protect the accident scene and shall take all necessary steps to control and direct passengers to the safest location available. The bus driver shall comply with all law enforcement requests and shall complete all necessary accident forms as required.

The Campus Transportation Manager or his/her designee shall secure alternate arrangements for the continued transportation of students to the School and for recovering the disabled bus. The Campus Transportation Manager or his/her designee shall be responsible for communicating information regarding any school bus accident to parents and the community.

Disability of the Driver

In the event that the bus driver becomes ill or suffers an injury or disability while driving the bus, the bus driver shall immediately notify the Campus Transportation Manager or his/her designee and the bus vendor of the situation. If necessary, the bus driver and/or the Principal or his/her designee may also contact emergency medical services.

If the bus driver's disability is so severe that the bus driver becomes immediately incapacitated and is unable to continue the operation of the bus, the driver shall attempt to safely stop the bus

at a parking lot available to the public or on the road's shoulder. The driver shall park the bus setting the parking break, turn off the ignition, and turn on the hazard warning lights. Students shall not be evacuated from the bus until directed to do so by the Campus Transportation Manager or his/her designee or local law enforcement.

The Campus Transportation Manager or his/her designee in conjunction with the bus vendor shall secure alternate arrangements for the continued transportation of students to the School and for recovering the disabled bus.

School Bus Failure

Despite the School's cautious care and operation of its school buses, unpreventable mechanical breakdowns may occur from time to time. If at any time the school bus experiences a mechanical failure, the bus driver shall attempt to pull the bus over to the side of the road or shall seek out another publicly available parking lot in order to park the bus.

The bus driver shall activate the hazard warning lights and shall warning devices on the roadway. The bus driver shall not evacuate the bus, unless the driver reasonably determines that evacuation is necessary for the safety and welfare of the bus passengers. The Campus Transportation Manager or his/her designee in conjunction with the bus vendor shall secure alternate arrangements for the continued transportation of students to the School and for recovering the disabled bus.

Inclement Weather

When weather forecasts indicate that inclement weather is approaching, the Campus Transportation Manager or his/her designee in conjunction with Regional Manager and HQ shall review roadway conditions and determine if bus routes may be safely traversed. The School may delay the start of the school day, or may excuse students early at the end of the school day if, in the discretion of the Campus Transportation Manager or his/her designee, it is determined that such measures are necessary for the safe transport of students.

Tornado

If the bus driver is alerted to a probable tornado sighting or if the State of Ohio or National Weather Service issues a tornado warning, the bus driver shall immediately notify the Campus Transportation Manager or his/her designee and shall take appropriate steps to secure the safety of the passengers on board the bus.

If the bus is located in a rural area at the time of the sighting or warning, the bus driver shall attempt to park the school bus off of the roadway in a place away from large trees, electrical lines, telephone poles or other falling hazards. The bus driver should issue an evacuation order, if safe to do so, and shall direct passengers to move away from the bus, though students should not be permitted to cross the roadway unless the driver determines that it is reasonably safe to do so. If possible, the bus driver shall direct students to seek cover in a ditch, ravine or embankment, taking precautions for any high or swiftly moving water that may be present.

If the bus is near a public facility or private business that is open to the public when the probable tornado is sighted or when the tornado warning is in effect, the bus driver shall immediately park the bus and evacuate its passengers. Passengers shall seek shelter in the nearest building open to the public in a manner consistent with the building's tornado procedures.

Once any threat of tornado has subsided, the bus driver shall check students for injuries or shock and administer first aid, if necessary, and shall contact the Campus Transportation Manager or his/her designee for further instructions.

Student with Weapon

Students are prohibited from bringing weapons to School or on the school bus. If a bus driver discovers that a student is in possession of a weapon, other than a firearm, the bus driver shall contact the Campus Transportation Manager or his/her designee when safe to do so. In the event that a student is suspected of or known to possess a firearm, the bus driver shall immediately contact the Campus Transportation Manager or his/her designee. If at any time the bus driver reasonably determines that the student poses an immediate threat to himself/herself or others, the bus driver may stop the bus and contact emergency law enforcement (by calling "911"). The bus driver may attempt to confiscate the weapon if the driver reasonably believes doing so will not cause harm to him/her or other students.

If a student with a weapon threatens to or becomes violent, the bus driver shall take all reasonable steps to protect himself/ herself and the welfare of all students present on the bus and may evacuate of the bus. The bus driver shall immediately notify emergency law enforcement and the Campus Transportation Manager or his/her designee. The bus driver should take reasonable steps to respond to any injuries and administer first aid.

Assaults

In the event that an assault occurs on the bus, the bus driver shall contact the Campus Transportation Manager or his/her designee when safe to do so. The bus driver shall park the bus placing the parking break, turn off the ignition, and turn on the hazard warning lights. The driver shall attempt to quell any disturbance and shall take all reasonable steps to protect himself/ herself and the welfare of all students present on the bus. The driver may evacuate of the bus if the disturbance is likely to jeopardize the safety of students who are not involved in the assault.

The bus driver should take reasonable steps to respond to any injuries and administer first aid and may notify emergency law enforcement or medical care and the Campus Transportation Manager or his/her designee if injuries resulting from the assault require medical treatment.

Unauthorized Attempted Boarding

From time to time the School bus driver may be confronted with argumentative and/or unruly individuals. The bus driver shall attempt to refuse unauthorized persons entrance onto the school bus and may close the bus entrance door in the event that an unauthorized individual attempts to board. The bus driver shall make reasonable efforts to diffuse potentially volatile situations using non-aggressive methods. In the event that the bus driver determines a situation may become dangerous, the bus driver shall proceed safely from the scene if possible, and shall notify the

Campus Transportation Manager of his/her designee and, as necessary, local emergency law enforcement, providing a detailed description of the encounter.

Threats Impeding the Movement of the Bus

When a threat, either inside or outside the bus, impedes the safe movement of the bus, the bus driver shall contact the Campus Transportation Manager or his/her designee for further instructions. The bus driver may contact emergency law enforcement in the event that the obstruction poses a physical threat to the welfare of the driver and/or the passengers.

Evacuations

The Campus Transportation Manager or his/her designee who is not the bus driver assigned to the bus route, in cooperation with the School Principal, shall annually conduct three (3) emergency exit drills for all students who receive routine transportation services from the School. When conducting emergency exit drills, the Campus Transportation Manager shall require that all students practice a) exiting through the entrance door, b) exiting through the rear emergency door, and c) exiting the front half of the bus through the front entrance and the rear half of the bus through the rear emergency door simultaneously. Students shall not carry any items with them when evacuating the bus. After evacuation, students must assemble at a location designated by the Campus Transportation Manager or his/her designee that is at least one hundred (100) feet away from the bus.

The bus driver shall remain in the bus during the evacuation drills with the parking break set, bus ignition turned off, and transmission in gear or park. Drills shall be held on School property whenever possible and shall not be conducted on the school bus route.

Placement of Warning Devices

Whenever the school bus is disabled on any traveled portion of a road or its shoulder located outside of any municipality, or at any time when headlights are required to be turned on, the bus driver must place fuse flares, lanterns or reflectors in order to alert other drivers to the bus' stopped location. At least one (1) fuse flare, lantern or reflector must be placed at each of the following locations if the bus becomes disabled:

1. forty (40) paces or approximately one hundred (100) feet in front of the bus;
2. forty (40) paces or approximately one hundred (100) feet behind the bus; and
3. on the traffic side of the bus.

The bus driver shall be solely responsible for the placement of fuse flares, electric lanterns, or red reflectors and shall be placed as to afford ample warning to other users of the roadway.

Notice

The Campus Transportation Manager or his/her designee in conjunction with the Regional and Safety Manger shall provide training on this policy to all bus drivers in order to ensure that the bus drivers understand the School's emergency and evacuation procedures.

This policy was developed in cooperation with those School employees and contractors whose services would be required in the event of an emergency.

R.C. 4513.28; O.A.C. 3301-83-15.

Emergency and Evacuation Procedures

The School's program of supplemental transportation shall promote the safe and efficient movement of students. The School recognizes that many of the dangers referenced in this policy are remote.

Handling Medical Emergencies

The bus driver shall be trained in first aid and the bus shall be equipped with a first aid kit. In the event of a medical emergency, the bus driver shall safely stop the bus, place the bus in park setting the parking break, turn off the ignition, and turn on the hazard warning lights. The bus driver shall contact dispatch or his/her designee and, if necessary, shall contact emergency law enforcement/ medical services (by dialing "911"). The bus driver shall administer first aid until first responders arrive. Once the medical emergency has been resolved, the bus driver shall resume his/her route to the School. In the event that a medical emergency prevents the bus driver from continuing his/her route with the bus, the Campus Transportation Manager or his/her designee shall arrange for alternate transportation to be provided to students.

School Bus Accident

Despite all precautions, the possibility of being involved in a school bus accident cannot be entirely eliminated. In the event that the school bus is involved in an accident, the bus driver shall park the bus and set the parking break, turn off the ignition, and activate hazard warning lights. If the bus becomes disabled on a non-municipal roadway or its shoulder, or if the bus was required to have its headlights on at the time of the accident, the bus driver shall display warning devices to alert any oncoming traffic.

The bus driver shall evaluate the need for medical assistance, applying first aid as needed, and shall immediately contact emergency law enforcement/ medical service and the Campus Transportation Manager or his/her designee. The bus driver shall reasonably attempt to protect the accident scene and shall take all necessary steps to control and direct passengers to the safest location available. The bus driver shall comply with all law enforcement requests and shall complete all necessary accident forms as required.

The Campus Transportation Manager or his/her designee shall secure alternate arrangements for the continued transportation of students to the School and for recovering the disabled bus. The Campus Transportation Manager or his/her designee shall be responsible for communicating information regarding any school bus accident to parents and the community.

Disability of the Driver

In the event that the bus driver becomes ill or suffers an injury or disability while driving the bus, the bus driver shall immediately notify the Campus Transportation Manager or his/her designee

and the bus vendor of the situation. If necessary, the bus driver and/or the Principal or his/her designee may also contact emergency medical services.

If the bus driver's disability is so severe that the bus driver becomes immediately incapacitated and is unable to continue the operation of the bus, the driver shall attempt to safely stop the bus at a parking lot available to the public or on the road's shoulder. The driver shall park the bus setting the parking break, turn off the ignition, and turn on the hazard warning lights. Students shall not be evacuated from the bus until directed to do so by the Campus Transportation Manager or his/her designee or local law enforcement.

The Campus Transportation Manager or his/her designee in conjunction with the bus vendor shall secure alternate arrangements for the continued transportation of students to the School and for recovering the disabled bus.

School Bus Failure

Despite the School's cautious care and operation of its school buses, unpreventable mechanical breakdowns may occur from time to time. If at any time the school bus experiences a mechanical failure, the bus driver shall attempt to pull the bus over to the side of the road or shall seek out another publicly available parking lot in order to park the bus.

The bus driver shall activate the hazard warning lights and shall warning devices on the roadway. The bus driver shall not evacuate the bus, unless the driver reasonably determines that evacuation is necessary for the safety and welfare of the bus passengers. The Campus Transportation Manager or his/her designee in conjunction with the bus vendor shall secure alternate arrangements for the continued transportation of students to the School and for recovering the disabled bus.

Inclement Weather

When weather forecasts indicate that inclement weather is approaching, the Campus Transportation Manager or his/her designee in conjunction with Regional Manager and HQ shall review roadway conditions and determine if bus routes may be safely traversed. The School may delay the start of the school day, or may excuse students early at the end of the school day if, in the discretion of the Campus Transportation Manager or his/her designee, it is determined that such measures are necessary for the safe transport of students.

Tornado

If the bus driver is alerted to a probable tornado sighting or if the State of Ohio or National Weather Service issues a tornado warning, the bus driver shall immediately notify the Campus Transportation Manager or his/her designee and shall take appropriate steps to secure the safety of the passengers on board the bus.

If the bus is located in a rural area at the time of the sighting or warning, the bus driver shall attempt to park the school bus off of the roadway in a place away from large trees, electrical lines, telephone poles or other falling hazards. The bus driver should issue an evacuation order, if safe to do so, and shall direct passengers to move away from the bus, though students should not

be permitted to cross the roadway unless the driver determines that it is reasonably safe to do so. If possible, the bus driver shall direct students to seek cover in a ditch, ravine or embankment, taking precautions for any high or swiftly moving water that may be present.

If the bus is near a public facility or private business that is open to the public when the probable tornado is sighted or when the tornado warning is in effect, the bus driver shall immediately park the bus and evacuate its passengers. Passengers shall seek shelter in the nearest building open to the public in a manner consistent with the building's tornado procedures.

Once any threat of tornado has subsided, the bus driver shall check students for injuries or shock and administer first aid, if necessary, and shall contact the Campus Transportation Manager or his/her designee for further instructions.

Student with Weapon

Students are prohibited from bringing weapons to School or on the school bus. If a bus driver discovers that a student is in possession of a weapon, other than a firearm, the bus driver shall contact the Campus Transportation Manager or his/her designee when safe to do so. In the event that a student is suspected of or known to possess a firearm, the bus driver shall immediately contact the Campus Transportation Manager or his/her designee. If at any time the bus driver reasonably determines that the student poses an immediate threat to himself/herself or others, the bus driver may stop the bus and contact emergency law enforcement (by calling "911"). The bus driver may attempt to confiscate the weapon if the driver reasonably believes doing so will not cause harm to him/her or other students.

If a student with a weapon threatens to or becomes violent, the bus driver shall take all reasonable steps to protect himself/ herself and the welfare of all students present on the bus and may evacuate of the bus. The bus driver shall immediately notify emergency law enforcement and the Campus Transportation Manager or his/her designee. The bus driver should take reasonable steps to respond to any injuries and administer first aid.

Assaults

In the event that an assault occurs on the bus, the bus driver shall contact the Campus Transportation Manager or his/her designee when safe to do so. The bus driver shall park the bus placing the parking break, turn off the ignition, and turn on the hazard warning lights. The driver shall attempt to quell any disturbance and shall take all reasonable steps to protect himself/ herself and the welfare of all students present on the bus. The driver may evacuate of the bus if the disturbance is likely to jeopardize the safety of students who are not involved in the assault.

The bus driver should take reasonable steps to respond to any injuries and administer first aid and may notify emergency law enforcement or medical care and the Campus Transportation Manager or his/her designee if injuries resulting from the assault require medical treatment.

Unauthorized Attempted Boarding

From time to time the School bus driver may be confronted with argumentative and/or unruly individuals. The bus driver shall attempt to refuse unauthorized persons entrance onto the school

bus and may close the bus entrance door in the event that an unauthorized individual attempts to board. The bus driver shall make reasonable efforts to diffuse potentially volatile situations using non-aggressive methods. In the event that the bus driver determines a situation may become dangerous, the bus driver shall proceed safely from the scene if possible, and shall notify the Campus Transportation Manager of his/her designee and, as necessary, local emergency law enforcement, providing a detailed description of the encounter.

Threats Impeding the Movement of the Bus

When a threat, either inside or outside the bus, impedes the safe movement of the bus, the bus driver shall contact the Campus Transportation Manager or his/her designee for further instructions. The bus driver may contact emergency law enforcement in the event that the obstruction poses a physical threat to the welfare of the driver and/or the passengers.

Evacuations

The Campus Transportation Manager or his/her designee who is not the bus driver assigned to the bus route, in cooperation with the School Principal, shall annually conduct three (3) emergency exit drills for all students who receive routine transportation services from the School. When conducting emergency exit drills, the Campus Transportation Manager shall require that all students practice a) exiting through the entrance door, b) exiting through the rear emergency door, and c) exiting the front half of the bus through the front entrance and the rear half of the bus through the rear emergency door simultaneously. Students shall not carry any items with them when evacuating the bus. After evacuation, students must assemble at a location designated by the Campus Transportation Manager or his/her designee that is at least one hundred (100) feet away from the bus.

The bus driver shall remain in the bus during the evacuation drills with the parking break set, bus ignition turned off, and transmission in gear or park. Drills shall be held on School property whenever possible and shall not be conducted on the school bus route.

Placement of Warning Devices

Whenever the school bus is disabled on any traveled portion of a road or its shoulder located outside of any municipality, or at any time when headlights are required to be turned on, the bus driver must place fuse flares, lanterns or reflectors in order to alert other drivers to the bus' stopped location. At least one (1) fuse flare, lantern or reflector must be placed at each of the following locations if the bus becomes disabled:

1. forty (40) paces or approximately one hundred (100) feet in front of the bus;
2. forty (40) paces or approximately one hundred (100) feet behind the bus; and
3. on the traffic side of the bus.

The bus driver shall be solely responsible for the placement of fuse flares, electric lanterns, or red reflectors and shall be placed as to afford ample warning to other users of the roadway.

Notice

The Campus Transportation Manager or his/her designee in conjunction with the Regional and Safety Manger shall provide training on this policy to all bus drivers in order to ensure that the bus drivers understand the School's emergency and evacuation procedures.

This policy was developed in cooperation with those School employees and contractors whose services would be required in the event of an emergency.

R.C. 4513.28; O.A.C. 3301-83-15.

SAMPLE