

TRANSPORTATION EMERGENCY ACTION PLAN

1. Notification of an emergency (bus accident, lost student, witness of event etc.)
 - a. Two way radio
 - b. Cell phone call
 - c. Phone call
2. Order of communication:
 - a. Transportation Supervisor
 - b. Bus driver
 - c. 911
 - d. Superintendent, Building Administrators.
3. Respond to scene:
 - a. Transportation Supervisor:
 1. Assign first available employee to Transportation Office communication.
 2. Respond to scene
 3. Assess the situation (*see the big picture)
 4. List names of all students, drivers, witnesses, emergency response personnel (police, fire, rescue etc.)
 5. If medical transport is needed **OBTAIN THE DESTINATION OF EACH INJURED PERSON..**
 6. If parents are allowed to pick up students at the scene, they must sign a release before the student is taken.
 7. Comply with CDL drug testing policy.
 - b. Employee at Transportation office or Superintendents office:
 1. Maintain communication with Transportation Supervisor, Administration and Parent's.
 2. Log all communications with times and locations.
 3. **Report JUST THE FACT'S**; don't assume anything.
 - c. Driver at the scene:
 1. Assess the situation (*see the big picture)
 2. Call Transportation Supervisor, evacuate if necessary
 3. Secure the scene
 4. Stake out the bus (triangles, flares, etc.)
 5. List names of all students involved, use your updated route list with address's and phone contact information.
 - d. Administrator:
 1. Always have your school phone with you.
 2. Be ready to notify parent or guardians.
 3. Report **JUST THE FACT'S**, don't assume anything.
 4. Be available until the situation is under control.