

Business/Non-Instructional Operations

Bus Driver Safety & Emergency Procedures

CREC will develop and promote procedures to ensure student safety on its buses.

Policy adopted:
Re: adopted: February 17, 2021

CAPITOL REGION EDUCATION COUNCIL
Hartford, Connecticut

Business/Non-Instructional Operations

Bus Driver Safety & Emergency Procedures

I. Procedures for Emergencies During Field Trips

Students going on a school sponsored or otherwise school approved trip must not leave the group and must return with the group, with the following exceptions:

1. In an emergency, under the direction of the staff member sponsoring the trip.
2. A student may leave the group to return home with a parent or legal guardian. By prior written arrangement a designee of the parent may pick-up the student. (no student is to leave the group to meet a parent elsewhere).

Any bus must carry on it an adult, authorized by an administrator, to be responsible for supervision of student passengers.

II. Bus Drills

Orderly and rapid evacuation of a school bus in an emergency may prevent injury or death of students.

1. The school or program shall be responsible for seeing students are instructed regarding safe evacuation of the bus in an emergency. This shall include instruction on the use of both doors or windows if appropriate. The bus contractor will assist with this responsibility.
2. School/program administrators working with bus contractors shall establish a calendar for providing drills.
3. Two drills shall be held each school year.

III. Bus Accident Emergency Procedure

A. Notification

1. The contractor's dispatcher will determine the type of assistance that is needed (police, fire, ambulance, etc.)
2. The dispatcher will then contact the following:
 - (a) "911" - request appropriate assistance

(b) CREC Central Transportation– Executive Director or designee

B. Response

1. Emergency response handled by contractor through “911”
2. A representative from the contractor will proceed to the scene.
3. An administrator or designee, when contacted, will proceed to the scene of any accident involving injury, hospitalization, or significant property damage.

C. Scene of Accident

1. At the scene of the incident the police have jurisdiction except in the case of a fire in which the ranking fire officer is in charge.
2. Contractor will gather information (e.g., names, extent of injury, etc.)
3. No student will be permitted to leave the scene unless given permission by the emergency service personnel. The only exception will be students who require treatment deemed necessary by the emergency services personnel.

D. Administrator

1. In the event it is necessary to transport students for medical reasons the administrator or designee will proceed to the hospital and assist with parent notification.
2. Students on incoming bus runs who have been cleared by emergency service personnel will be transported by the contractor to school. They will be checked by the school nurse and their parents will be notified of the incident.
3. Students on home bus runs who have been cleared by emergency service personnel will be transported home by the contractor. Their parents will be notified of the incident by the building administrator, transportation office, central office personnel, or the contractor.

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