

EMERGENCY SCHOOL BUS PROCEDURES

The following procedures apply to all school bus drivers employed by the Board of Education or under contract with the Board of Education for the transportation of pupils to and from school or in the course of an activity sponsored by the Board of Education.

A. Bus Exit Drills

1. The Principal of each school shall organize and conduct emergency bus exit drills at least twice each school year for pupils who are transported to and from school and at least once per year for all other pupils.
2. The school bus driver will participate in the drill.
3. Bus exit drills will be conducted on school property and will be supervised by the Principal or by a person assigned by the Principal to supervise the drill. The drill will be conducted when weather is conducive to safety and preferably when the bus arrives at school with a full complement of pupils.
4. The portion of the drill involving the use of the rear emergency door, which requires pupils to jump a thirty-inch drop, need not be performed by every pupil; a few pupils may demonstrate for the others.
5. The school bus driver or supervisor of the drill shall:
 - a. Describe and demonstrate the use of kick-out windows and split-sash windows;
 - b. Describe the location and use of flares, flags, fire ax, and other emergency equipment;
 - c. Give instruction in the opening and closing of front and rear doors, turning off the ignition switch, and setting and releasing the emergency brake;
 - d. Explain that the bus will be evacuated by the front door when the bus is damaged in the rear and by the rear door when the front door is blocked;
 - e. Demonstrate the use of the emergency exit door;

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- f. Instruct pupils that lunches and books should be left on the bus in the evacuation procedure;
- g. Appoint older, bigger pupils to assist younger, smaller pupils in their exit from the bus;
- h. Have pupils leave bus one row at a time, left and right sides alternating, in a prompt and orderly fashion;
- i. Instruct pupils to group in a safe place at least fifty "giant steps" away from the bus and to wait in that place until directed by the driver, a police officer, or other adult in authority; and
- j. Tolerate no pupil misbehavior in the conduct of the drill; the failure of any pupil to follow directions must be reported to the Principal.

B. Additional Precautions

- 1. A pupil leader or school bus aide will be appointed to assist the school bus driver. A pupil leader will be selected on the basis of the pupil's maturity, ability to lead, and, where possible, residency near the farthest point of the bus route; written parental approval must be secured. The pupil leader or school bus aide will be trained to substitute for the bus driver in the event of the driver's incapacitation.
- 2. School bus drivers shall attend training workshops offered by the New Jersey Department of Education and this school district and shall be trained in first aid.
- 3. Each school bus shall be equipped with:
 - a. A list of the pupils assigned to that bus;
 - b. A first aid kit approved by the school medical inspector and inspected regularly by the school nurse;
 - c. Several emergency notice cards on which are printed the telephone numbers of the appropriate police department, the receiving school, and an emergency medical service and on which is provided a space for writing the location of a disabled school bus and the name of the bus driver; and

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- d. Flags or flares or other warning devices.
- 4. Each school bus driver shall:
 - a. Daily survey his/her bus for possible hazards;
 - b. Keep aisles and passageways clear at all times;
 - c. Maintain pupil discipline on the bus;
 - d. Prohibit the presence of any animal, firearm, ammunition, weapon, explosive, or any other dangerous material or object on the school bus;
 - e. Report promptly to the Transportation Supervisor any potential driving hazard on his/her route, such as construction, roadwork, etc.;
 - f. Report promptly to the Transportation Supervisor any deviation in the bus route or schedule;
 - g. Drive at safe speeds at all times and exercise extraordinary care in inclement weather;
 - h. Know and obey all motor vehicle laws and regulations and State Board of Education regulations; and
 - i. Not smoke, eat, or drink any liquid or perform any act or behave in any manner that may impair the safe operation of the school bus while it is transporting pupils.

C. General Emergency Rules

- 1. The school bus driver is responsible for the safety of the pupils on his/her bus. In the event of an emergency, the school bus driver must exercise responsible leadership. The safety and well-being of pupils must be the driver's paramount consideration. The bus driver will stay with his/her pupils at all times.
- 2. The bus driver may not leave the school bus when children are aboard except in an emergency and, then, only after he/she has stopped the motor, removed the ignition key, set the auxiliary brake and put the

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transmission in gear, for a standard transmission or in "Park" for an automatic transmission.

3. A school bus must be evacuated when:
 - a. There is a fire in the engine or any other portion of the bus;
 - b. There is a danger of fire because the bus is near an existing fire or a quantity of gasoline or other highly combustible material and is unable to move away; or
 - c. The bus is disabled for any reason and
 - (1) Its stopping point is in the path of a train or is adjacent to a railroad track,
 - (2) A potential exists for the position of the bus to shift thus endangering pupils, or
 - (3) the stopping point (e.g., on a hill, curve, or near an obstruction) fails to provide oncoming traffic with at least 300 feet visibility of the bus, thus creating the danger of a collision.
4. When a school bus is evacuated, pupils shall leave the bus by the exit(s) and in the manner that affords maximum safety in the circumstances.
5. Pupils who have been evacuated from a school bus shall be moved to a safe place at least 100 feet from the bus and remain there until the driver or, if the driver is incapacitated, another person in authority has determined that no danger remains or until other provisions can be made.
6. No pupil shall be allowed to request a ride with a passerby or proceed to walk home or leave the scene without the specific approval of the bus driver, a police officer, or other person in authority.
7. Whenever a school bus is disabled in the course of providing pupil transportation, the driver, or a responsible person appointed by the driver, will notify the Transportation Supervisor of the number and location of the bus and the circumstances of the disability.

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The Transportation Supervisor will make arrangements for the safety of the pupils involved, by substitute transportation or otherwise.

D. Specific Emergency Situations

1. In the event of an accident or vehicle failure the following procedures will be implemented.
 - a. The school bus driver shall, in person or through a responsible delegate, summon the police and emergency medical services, if necessary, and notify the Transportation Supervisor who in turn will notify the Principal of the receiving school and the School Business Administrator, or designee, of the district providing the transportation.
 - b. The school bus driver will attempt to make all pupils as safe and comfortable as possible. If necessary, the driver will administer emergency first aid to injured pupils.
 - c. Each pupil on a school bus involved in an accident must be examined for possible injuries, whether or not the pupil appears to have been injured. In the event the school medical inspector is not immediately available, pupils will be examined by the school nurse or by the pupil's person physician. A written report must be made of the medical condition of each pupil on the bus and submitted to the Principal of the receiving school.
 - d. If another vehicle(s) is involved, the bus driver will obtain the following information from the driver(s) of that vehicle(s): driver's name, driver's license number, vehicle owner's name and address, vehicle registration number, owner's insurance company and policy number, and a description of the vehicle (color, make, year, body type).
 - e. The driver will obtain the names and addresses of persons involved in the accident and, if possible, of witnesses.
 - f. The following notifications must be provided:

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- (1) The school bus driver must report immediately to the Principal or the receiving school and the School business Administrator or designee of the district providing the transportation, any accident that involves an injury, death, or property damage. In addition, the bus driver must complete and file the Preliminary School Bus Accident Report prescribed by the department of Education with the Principal of the receiving school. The written accident report must be accurate and complete.
 - (2) The Principal of the receiving school shall retain a copy of the Report and forward other copies of the Report as prescribed by the New Jersey department of Education.
 - (3) In addition, a school bus driver involved in an accident resulting in injury or death of any person or property damage in excess of \$500 shall, within ten days after the accident, complete and file a Motor Vehicle Accident Report in accordance with N.J.S.A. 39:4-130.
 - (4) The parent(s) or legal guardian(s) of pupils involved in a school bus accident shall be notified as quickly as possible commensurate with the severity of the accident and injuries, if any, and hospital placement of their child if transported per ambulance report.
2. In the event the school bus driver is incapacitated, the following procedures will be implemented:
- a. A school bus driver is incapacitated when he/she is unable to operate the school bus safely or when his/her driving ability is significantly impaired by the driver's physical or mental condition.
 - b. When the school bus driver is incapacitated, the pupil leader or school bus aide shall take charge of the bus and will be responsible for implementing these procedures.
 - c. If necessary, the bus will be stopped, with due consideration for the safety of its passengers, the motor turned off, the ignition key removed, and the auxiliary brake set.

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- d. If necessary, the pupil leader or school bus aide shall summon emergency medical services to aid the driver.
 - e. The pupil leader or school bus aide shall in person or through a responsible delegate, immediately notify the Transportation Supervisor who will then notify the Principal.
 - f. The Transportation Supervisor shall immediately arrange for the transportation of the pupils by substitute driver, substitute bus, or other means.
3. In the event of an injury to a pupil on the bus, at a bus stop, or along a transportation route, not incurred as the result of a school bus accident, the following procedures will be implemented.
- a. In the absence of another responsible adult in authority, the school bus driver will take charge of a pupil who has been injured or disabled on a school bus, at a school bus stop, or along the transportation route traveled by the school bus.
 - b. If necessary, first aid will be administered.
 - c. If the pupil's injury is serious, emergency medical services will be summoned; the school bus driver or a responsible adult appointed by the bus driver will remain with the pupil until emergency medical help arrives.
 - d. If the pupil's injury is not serious, and
 - (1) Occurs on the way to the school, the school bus driver will deliver the injured pupil to the school nurse for examination and such treatment or referral as may be required. The school nurse will notify the pupil's parent(s) or legal guardian(s).
 - (2) Occurs on the way to the pupil's home, the school bus driver will deliver the injured pupil to his/her parent(s) or legal guardian (s) or to a responsible adult at the pupil's home or if

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no one is home the injured pupil will be delivered to the nearest hospital emergency room.

- (3) Occurs on the way to or from an extracurricular event, the school bus driver will notify a professional staff member assigned to the activity, who will take charge of the pupil and notify the pupil's parent(s) or legal guardian(s).
- e. The school bus driver will immediately report the incident to the Principal of the school in which the pupil is enrolled. The Principal may request that the school medical inspector examine the pupil or may request the pupil's parent(s) or legal guardian(s) to submit the report, if any, of the examining physician.

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