

Procedure Title	Transportation - Bus Safety		
Date of Issue	June 29, 2004	Related Policy	BP 6501-D
Revision Dates	May 4, 2005; November 2, 2005; September 11, 2013; June 26, 2019	Related Forms	AF 6413
Review Date		Originator	Administrative Council
References			

1.0 RATIONALE

- 1.1 Principals, drivers, students and parents are collectively responsible for the safe transportation of our students.

2.0 PROCEDURE

2.1 ROLES AND RESPONSIBILITIES

I. Principal or Designate:

a) Annual Busing Issues Meeting

Principal will:

- i. hold annual meeting with bus operator/drivers by end of October to review expectations of patrollers, student behaviour, inclement weather procedures, emergency procedures etc. (In circumstances where buses carry students from more than one school - a central meeting would suffice)

b) Bus Evacuation

Principal will:

- i. Follow bus evacuation procedures (Appendix A)

c) Safe Departure Procedures

Principal:

- i. will generate daily bus manifests (in elementary schools), which is a list of all students that should get on each bus (in schools with a Grade 7-12 configuration, a daily bus manifest will NOT be generated for the elementary grades)
- ii. a note or parent contact is required before a student is taken off a bus
- iii. will ensure copies are retained at the school and on the bus until the next day

Note: groups of transfer schools should ensure that daily manifests exist for all home buses

2.2 BUS EMERGENCIES

- I. In the event of a bus emergency, the school administrator will be the bus company's contact.
 - a) All administrators will be equipped with pagers/cell phones or other reliable communication equipment, the cost of business use for this equipment will be borne by the board.
 - b) Each administrator will be required to carry the pager/cell phone during morning school delivery hours - 7:30 am to 9:30 am and afternoon school delivery hours - 3:30 pm to 5:30 pm.

- c) The confidential contact number of the communication equipment will be available only to the bus company, transportation department and superintendent for use in bus emergency situations.
 - d) An information mailbox will be added to the TMP phone system in each school that will contain the telephone numbers of all applicable bus companies in case of a parent call regarding a bus emergency. A reminder to parents will also be included in the monthly newsletters several times throughout the school year.
 - e) If a bus emergency occurs, the bus company will attempt to contact the home school, if this is not successful, the bus company will call the contact number for the pager/cell phone of the applicable administrator.
 - f) The administrator will respond to the situation as expeditiously as possible.
- II. As per BP 6501-D "Transportation", Bluewater District School Board is part of the Student Transportation Service Consortium of Grey Bruce, and where otherwise not specified within this procedure, will follow the procedures of The Consortium.

Appendix A - (AP 6502-D)
Elementary School - School Bus Evacuation

Bus Evacuation Drills:

- All elementary schools will conduct bus evacuation drills in October and May (the four methods of evacuation are listed below)
- For the purpose of bus evacuation, three responsible students will be required - two will be bus patrollers and one may be an alternate
- Schools **will practice front and rear door evacuation and discuss split door and window evacuations**

The students occupying the seats closest to the door will play a key role

Patrol #1 sits in the aisle seat closest to the front door, next to the driver

Patrol #2 and #3 sit in the aisle seats closest to the rear emergency door

These positions remain the same regardless of the type of evacuation to be used.

First Method - Front Door Evacuation

This method is usually used when there is little or no danger - if the bus breaks down, for example, or gets a flat tire.

Patrol #1 will stand at the bottom of the steps, assisting students as they exit the bus and direct them to a safe area.

Patrol #2 will control the order in which students evacuate the bus, starting from the rear, alternating sides

Patrol #3 will be the first to evacuate the bus and take charge of the students at the safe area.

A front door evacuation is the safest method, used primarily when time is not a factor and there is no immediate danger.

Second Method - Rear Door Evacuation

A rear door evacuation should only be used when a front evacuation is not practical or is impossible.

A front-end collision, for example, may cause the front door to become inoperable; or there may be a fire or smoke located at the front of the bus.

Always evacuate away from the danger.

Because of the potential danger at the front of the bus, these will be the first students to be evacuated.

Patrol #1 will control the order in which students evacuate the bus, starting at the front and again, alternating sides.

Exiting the rear of the bus is a little more difficult due to the distance to the ground.

Patrols #2 and #3 will stand facing each other and assist students down to the ground.

When exiting the bus, students crouch down to lessen the distance to the ground and to avoid bumping their head.

Students crouch with fists forward, just like a skier, and the patrols will help support their weight as they are assisted to the ground.

Follow the patrollers' directions and proceed in a single file to the designated safe area.

Remember:

Smoke can kill. Students should be made aware of the danger of smoke and should understand that it is one of the reasons why the front of the bus must evacuate first. Everyone must remain calm and follow procedures.

Third Method - Split Door Evacuation

The split evacuation method should only be used in real emergencies, where time is of the essence and you need to get off the bus fast

The split evacuation is a combination of the front and rear methods, with both exits being used simultaneously.

The front half of the bus will exit using the front door, while the back half will use the rear emergency door.

Because the split evacuation is a combination of the front and rear methods, three (3) patrols will be needed; one (1) at the front door and two (2) at the rear.

Students will evacuate starting with the seats closest to each door, alternating between sides, as directed by Patrols #1 and #3.

Patrol #2 and the first person off the rear of the bus will assist students down as in the rear evacuation.

The first students out each door will proceed to a safe area.

Although a split evacuation is the fastest method, it's also the most complex, so practice here is especially important.

Fourth Method - Emergency Window Evacuation

An emergency window exit should only be used when all other exits are not available.

If used, two students should hold the window open and two students should assist others in getting out.

Note: Students should be shown how to open the emergency window exit.

The driver or front monitor should make sure the bus is empty.

Children should be directed to a safe area away from all danger.

In all four (4) methods, the last person off the bus, usually the bus driver will check the bus to make sure everyone is out.