

BUSINESS OPERATIONTRANSPORTATIONSafety - Emergencies

The safety of school bus passengers is a critical component of school bus operations. With that in mind, the following suggestions are made:

1. License numbers of cars who pass a stopped school bus whose stop arm is extended and whose red lights are flashing, should be reported to police.
2. Bus emergency evacuation drills may be conducted with the assistance of the Marathon County Sheriff's Department to familiarize students and bus drivers with the proper procedures in the event of an accident or other emergency.
3. Each bus should carry a current student roster with telephone numbers and seating chart .
4. The bus contractor will contact the Supervisor of Administrative Services, the building principal, and parents or child care providers as delays warrant.
5. The Supervisor of Administrative Services should keep on file a copy of the bus contractors' safety procedures and recommend changes when appropriate.
6. All accidents and incidents must be reported to the Supervisor of Administrative Services and the building principal.

Emergency Procedures - Bus Accident

In the event of a bus accident:

1. The bus driver, after taking whatever emergency action is appropriate, shall contact his/her dispatcher to relate the situation and confirm the names of all children on the bus.
2. The Supervisor of Administrative Services will immediately inform the Assistant Superintendent, Business/Personnel Services and the Superintendent, collect copies of all accident reports and will contact the district's insurance company in the event of a major accident.
3. All students involved in a major accident shall be considered for treatment at a medical facility for examination even though they may appear unharmed. The protocols of the responding Emergency Medical Service (EMS) shall be followed.
4. The district nurse and/or health aid should evaluate any student coming to school directly from a bus accident before the student reports to class and contact the parent if the situation requires.
5. Teachers should be notified to monitor children involved in an accident.
6. Parents are to be notified of the accident by the bus contractor and informed of the medical facility to which their child was sent, if applicable.
7. The Superintendent or his/her designee shall be the only person to release additional information.
8. In the case of a major incident, the principal and his/her guidance counselor or psychologist will go to the hospital/s to meet with students and parents. These staff will also work with district officials to secure confirmation of admission to medical facility.
9. In the days following an accident, Pupil Services staff with the assistance of the principal shall provide whatever additional services to students and staff are deemed appropriate and reasonable.
10. The bus contractor shall secure personal belongings left on the bus.

Legal Reference: WSS 118.10

Policy Adopted: 6/27/78
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SCHOOL BOARD
 D.C. Everest Area School District
 6300 Alderson Street
 Weston, Wisconsin 54476