Insert Your School Logo Here

(SCHOOL NAME)
USD XXX
Transportation Crisis Plan

Approval Date

(School Name USD XXX) Transportation Crisis Plan

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**Purpose**

The purpose of this plan is to identify, guide and support the actions of the school transportation department when responding to incidents. These guidelines are meant to be flexible, revised and expanded to meet the needs of each school and situation. The contents of this plan must be regularly visited with additional training as necessary.

**Legal Responsibilities of the School District**

Kansas regulation 91-38-2 requires each school bus to contain:

* At least one 2A-10BC fire extinguisher. It must be mounted in full view of, and readily accessible to the driver.
Each driver is responsible during their pre-trip inspection to be sure it is in place, fully charged, and in good working condition.
* At least one readily identifiable first-aid kit in a removable, waterproof and dustproof container
* At least one readily identifiable body fluid clean-up kit in a removable, waterproof and dustproof container
* At least three reflectorized triangle warning devices, securely stored but in an accessible location; and
* At least one emergency seat belt cutter

K.A.R. 91-38-9 requires:

* emergency evacuation drills be conducted once each semester
* each emergency evacuation drill shall be supervised by the transportation supervisor or the supervisor’s designee
* these drills must be documented on a form and will be reviewed during your district’s transportation safety audit.
* Before each and every activity trip, the driver shall provide an explanation of the location and operation of the emergency exits of the bus.

School Bus Evacuations:

Kansas School Districts are required to have TWO school bus evacuation drills each year. One in the fall; one in the spring.

Evacuation is mandatory in each of the circumstances:

* The bus is on fire or there is a threat of fire
* The bus is stalled at, on, or adjacent to a railroad crossing
* The bus is in an unsafe position that may change and increase the danger
* There is imminent danger of collision
* There is a need to quickly evacuate because of a hazardous materials spill

Since an emergency could leave you incapacitated, it is also important to teach students how and where to get help if you are unable to.

If you are unconscious or injured after an emergency, students should be able to:

* Turn off the engine
* Ask bystanders for help
* Use the radio
* Be able to locate the emergency equipment and know how to use all of it

It is your responsibility to make sure your students are prepared for all of these in an actual emergency.

Be prepared…plan ahead. At the beginning of each new school year:

* Assign at least two responsible students to assist at emergency exit(s). (Recommend getting parent’s permission to assign helpers)
* These should be students who will ride the bus every day
* Teach them how to help other students off the bus
* Be sure ALL students know all ways to evacuate the bus, including using the “sit, hands, slide” technique when exiting the back of the bus

Emergency evacuations are stressful for everyone involved but conducting drills minimizes stress and prepares everyone for a real-life emergency. Well prepared passengers and drivers lower the risk in emergency situation.

Your Responsibilities:

* The purpose of the emergency evacuation drill is simply educating your students. The reaction of the students will be quicker and more exact with the knowledge you provide to them
* You must be prepared/knowledgeable of the subject and be able to get the message across to your students
* A driver must know the safety equipment on their bus and know it is in good working order. (Thorough pre-trips will ensure that all latches, buzzers, and exits work properly. Make sure the fire extinguisher is properly charged and that the first-aid kit is organized)
* A driver must know the methods of escape and how to pick the proper exit(s)

It is your responsibility to know what to do in an emergency situation, when an evacuation is necessary, and how to perform the evacuation. Sometimes, it is a decision that needs to be made quickly.

In other situations, you will need to consider:

* Would removing students expose them to speeding traffic, severe weather or other dangerous situations such as downed power line?
* Would moving students complicate injuries such as neck, back, or other fractures?
* Remember, evacuate only if students are safer off the bus rather than on the bus

How will you:

* Plan for evacuating students in wheelchairs?
* Plan for students in child restraints?
* Would you need to train certain students with social stories?

When evacuating the bus, and if time permits:

1. Select a good location to stop
2. Secure the bus:
 Activate hazard warning lights
 Put transmission in neutral or park
 Set the park brake
 Shut off the engine and remove the key
* If time allows, notify dispatch
(Talk slowly and clearly giving location and number of students on board. Advise if ambulance is needed)
* Use warning devices to prevent further accidents
* Depending on situation, dangle 2-way radio microphone out the window\*
(\*If radio is operable)

Then:

* Check students to make sure they are safe
* Check for any injuries

Steps for Evacuation:

* Direct students to the nearest safe place
* Walk through bus to ensure no students remain
* Take your student roster/student information and join your waiting students
* Account for all students and check their safety again

Selecting a Safe Location:

* At least 100’ away from the road
* Move upwind if fire or hazardous material is present
* Lead away from railroad tracks and in direction of oncoming train
* Move far enough away so bus cannot topple on students
* Avoid areas that are subject to flash floods

**Remember, if you evacuate the bus, your responsibility is to the students, not the bus.**

Specific Situations
(Items to be considered)

**In the event of a Crash:**

* Remain calm
* Secure the bus (hazard lights, set park brake, shut off engine, remove key)
* Call 911
 Advise if there are injuries and how many
 Determine the need to evacuate
* If evacuation is necessary, follow the steps outlined above
* Notify your school dispatch/district office
* Use warning devices
* Does your district have an accident report form?
If yes, be sure it includes date/time/location of the accident.
Were other vehicles involved? Make note of make, model, year, color of other vehicles.
Proof of insurance from others involved
Are occupants of other vehicles injured?
Any damage to any other property that you or someone else might be liable for?
(fence, bridge, etc.)
Witnesses? If possible, get names, addresses, phone numbers
* Get a card from responding law enforcement that gives a report number
* If possible, take photos of the scene. Include damage to all vehicles, the accident scene itself, any individuals, and license plate numbers

**Mechanical Breakdown**

* Stop the bus in a location as far to the right as possible, onto the shoulder or parking lot.
* Remove key and put in pocket
* Activate four-way hazard lights
* Set out warning devices
* If evacuation is necessary, follow the steps above.
* Do not allow students to leave bus or walk home
* Notify dispatch of your location and nature of breakdown
* Await a substitute bus to be delivered to your location
* If possible, notify parents of situation and how long delay will be
* Do not use bus again until all necessary repairs have been made
* If you are at another district, use the KBESS book for local assistance, maintenance or sub bus

When Transferring Students to Sub Bus:

* Have sub bus park in front of the disabled vehicle, headed in same direction, and on the same side of the road

**Is Inclement Weather Predicted?**

* Monitor the weather closely
* If severe weather is a possibility at the end of the day, delaying bus dismissal is an option. Students are safer at school than on the bus
* Ensure there is someone at the other end of the radio monitoring developing weather conditions.

**A “watch” means severe weather is possible in a designated area.
A “warning” means severe weather has been reported or is imminent.**

**In the event of lightning:**

* If possible, get to indoor shelter
* If not possible, get inside the nearest available hard-topped vehicle keeping all windows shut, and stay there for at least 30 minutes after the storm passes before returning outside.
* Or, get to low ground. Avoid hilltops and open areas. Lightning seeks the highest ground. Crouch down in the nearest, lowest, unexposed point.
* Distance yourself from tall objects. Never stand near tall structures, particularly metal ones. Avoid lone trees, flagpoles, fences and antennas.

 **In the event of a tornado - have a plan in place ahead of time:**
Are there residences on your route that you can evacuate your bus? (do your due diligence and make sure it is a safe place for students).

What about local businesses? Do they have storm shelters?

Consider weather alert radios (battery operated) on buses that are out on activity trips.

When evacuating the bus due to a tornado, take the first-aid kit.

Staying in the vehicle is an option if there are no places to take shelter. Keep doors and windows closed. Have the students get down on the floor under the seats to protect from flying debris. Tell them to protect themselves with coats, jackets or other clothing. Perhaps a book to cover their head.

Tornados typically travel from Southwest to Northeast. Drive away at right angles or 90◦ turns.

It is never recommended to “outrun” a tornado.

If you must evacuate the bus and no shelter is available:

* Find a flat space and have students bring something to cover their heads
* Lying in a ditch is an option provided there is no chance of flash flooding and there are no overhead powerlines
* Move upwind and be far enough away that the bus won’t topple over on you
* Never seek shelter under an overpass

**High Winds**

* Decrease speed and increase your following distance
* Ensure hands are in recommended positions on steering wheel (9&3 or 8&4)
* Maintain firm hold on steering wheel
* Don’t overcorrect if you get blown off course by a short gust. Be prepared for bursts when driving through underpasses, road cuts between hills and tunnels
* Once you’re at your destination, park away from trees and powerlines

**Dust Storm/Fog/Range Fires/Smoke**

* Decrease speed and increase your following distance
* Use low beam headlights and keep moving if possible
* Ensure strobe light is working and consider flashers
* If time permits, consider changing route or delay driving
* Use the painted highway markings to guide you
* In the event of range fires/smoke it is best not to drive into dense smoke. Pull to the shoulder of the road and wait until the smoke clears

**Ice, Snow, Blizzard**

* Make sure ice/snow are removed from all windows and lights
* Plan extra time to complete your route or trip
* Drive slow allowing more distance for driving actions
* Be aware of “black ice”
* Should you become stranded do not evacuate the bus unless other adequate shelter is available. Move the passengers together.
* Run the motor for using the heater sparingly. Open the down-wind windows slightly to allow for fresh air exchange

**Severe Thunderstorms, Heavy Rain, Hail**

* Inside a building or vehicle is the safest place during a storm
* When driving in heavy rain or hail, it is best to keep the bus moving if at all possible
* Heavy rain and hail can limit your vision and your visibility to other motorists
* Ensure strobe light is on and use your low beams if other motorists are nearby
* If you must stop, pull completely off the roadway
* Do not evacuate the bus unless it is absolutely necessary
* NEVER DRIVE THROUGH STANDING WATER UNDER ANY CIRCUMSTANCE

**Downed Power Lines**

* Stay in the bus if there is no other danger
* Advise students to move to the center of bus. Refrain from touching sides of the bus
* Rubber tires can act as an insulator
* Call 911 and follow instructions given
* Notify dispatch/district office

If you MUST evacuate:

1. Advise students to leave all belongings on the bus
2. Instruct students to cross their arms across their chests
3. Don’t touch handrail or any other part of the bus
4. “Hop” off the bottom step keeping both legs together and “hop” to a location at least 40’ away

**Fire**

* Determine best evacuation method based on source of fire
* Instruct students to stand and prepare to evacuate through (say location)
* Advise not to push or shove and to hold the hand of their seatmate
* If evacuating out the front, students should hold the handrail when using steps
* If evacuating out the back/side, students should use the “sit, slide, hands” technique
* Student helpers should help students at the door and count students out loud as they get off the bus
* Student helpers should lead students upwind, away from the bus, at a distance of at least 100’
* If time permits, someone should take fire extinguisher and first-aid kit with them to safe area
* Call 911
* Notify dispatch/district office

**Student Injured at the Bus Stop**

* Determine the severity of the injury
* If injury is life threatening or of a serious nature call 911
* Notify District Office
* Secure bus and perform first-aid/cpr until professional help arrives
* If injury is minor notify dispatch/district office to message nurse that student has minor injury and needs to be seen
* If time and location permits treat the student using first-aid kit

**Misconduct on the Bus**

* If possible, select a safe location to stop the bus
* Separate all students involved (move to different seats)
* Notify school district that there has been an incident that requires follow-up
* If you feel the offense is serious enough that you cannot safely drive the bus, call
for a school administer or contact 911 for assistance

Note: under no circumstances may you put a student off the bus except at school or his/her designated school bus stop.

**Parent Not Home / No One to Meet Student**

Refer to district policy. If policy does not address, consider the following

* Instruct the student(s) to get back on the bus
* Contact transportation office or student attendance center. Have them call the home to see if anyone is there
* If no one is home for the student(s), go ahead and proceed on route with the student and take other students home
* If dispatch/district office is unable to contact parent, return the student back to their attendance center to wait in the office until a parent comes to pick them up

**Suspicious Person at Bus Stop**

* Ask students if they know who that person is
* If student does not recognize this person and is apprehensive of getting off the bus, do not let the student off the bus
* Notify dispatch/district office and give a description of the person. Have them call home to see if they can confirm this person
* If no one, can confirm this person do not let the student off the bus
* Advise dispatch/district office that you will continue your scheduled route
* Follow any additional instructions given by dispatch/district office or call 911

**Unauthorized Individual on Bus**

* Stay calm; maintain control and don’t over react
* Do not confront individual if carrying a weapon
* Look for ways to diffuse the situation
* Look for ways to alert emergency response
* If bus is stationary, pretend bus is broken down
* Follow all instructions; avoid showing signs of outward panic
* Ask if students can de-board
* Look for ways to escape the vehicle
* Do not attempt to grab weapon or make sudden movements
* If bus is in motion, stay on route but make no regular stops
* If possible, park in a public place
* If situation presents itself, attempt to alert authorities
* Take no action to increase risk to self or others
* Ask if students can de-board if safe to do so
* Talk to the individual and try to create relationship
* Be patient
* Use common sense and follow instructions of individual

**To Avoid Vehicle Being Commandeered:**

* Survey area of pick up/drop off points for suspicious people/activities
* If they don’t belong on the bus, do not open doors or allow them to board
* Report concerns of suspicious and drive out of the area
* At railroad crossings, do not open service door if suspicious person/activity is present

**Weapon on the Bus**

If you believe, or have been advised by other students that a weapon has been brought on the bus:

* Notify dispatch/district office of the individual involved, type of weapon and location of the weapon
* Advise location of bus at the time of report. If possible, delay continuance with driving to avoiding adding more students to the situation
* Dispatch/district office should notify law enforcement authorities immediately
* Maintain composure until assistance arrives

**Suspicious Items**

* Move as far away from object as possible such as moving bus and/or students away from item
* Stay calm
* Do not touch, move or cover suspicious object/device
* Avoid cellphone or radio use within 300’ of object
* Call 911
* Notify dispatch/district office
* Remain alert

**Hazardous Materials**

* Consider all serious and life threatening
* Evacuate area immediately
* Call 911
* Notify dispatch/district office

**Activity Trips**

When using a school bus as transportation to/from any type of activity trip the school bus driver is in charge during the ride to and from the event. Each teacher/coach/sponsor shall maintain a folder of names and phone numbers for each student participating in the trip. A copy may be made available to the bus driver in the event an emergency occurs and the teacher/coach/sponsor is unavailable.

Provide teachers/coaches/sponsors with a copy of bus rider expectations. Any adults on the bus shall be prepared to assist with issues of student management/behavior. Teachers/coaches/sponsors should sit in different locations on the bus (ex. 1 in front, 1 in back, 1 in middle) to monitor students during the trip.

**Psychological/Emotional Recovery**

An employee involved in any of the crisis mentioned above may require professional assistance. Resources for those situations may include:

* Employee Assistance Program
* Local Clergy
* School Counselors
* School Resource Office
* KSDE School Bus Safety Unit