

# **REASONS FOR EVACUATION**

## *A school bus must be evacuated when:*

- There is a fire in the engine or any other portion of the bus
- There is a danger of fire because the bus is near an existing fire or a quantity of gasoline or other highly combustible material
- The bus is disabled for any reason
- Its stopping point is in the path of a train or is adjacent to a railroad track,
- A potential exists for the position of the bus to shift, thus endangering pupils,
- 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.

## *General emergency rules:*

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. He/She 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 break, and put the transmission in gear.

- When a school bus is evacuated, pupils shall leave the bus by the exit (s) in a manner that affords maximum safety in the circumstances.
- 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.
- No pupil shall be allowed to beg 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.
- 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 Supervisor of Transportation of the number and location of the bus and the circumstances of the disability. The supervisor of Transportation will make arrangements for the safety of the pupils involved, by substitute transportation or otherwise.

## *Specific Emergency Situations*

In the event of an accident or vehicle failure the following procedures will be implemented.

- The school bus driver shall, in person or through a responsible delegate, summon the police and emergency medical services, if necessary, and notify the Supervisor Transportation.
- 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.
- 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 the pupil's personal physician. A written report must be made of the medical condition of each pupil on the bus and submitted to the Supervisor of Transportation.
- 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).
- The driver will obtain the names and addresses of persons involved in the accident and, if possible, of witnesses.
- 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.

**In the event the school bus driver is incapacitated, the following procedures will be implemented (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.):**

- 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 break set.

**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.**

- 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.
- If necessary, first aid will be administered.
- If the 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.
- If the injury is not serious, and 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).
- If the injury 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 no one is home the injured student will be delivered to the nearest hospital emergency room.
- If the injury 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).
- 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.

***Reporting an Accident or Emergency situation***

**The school bus driver must:**

- Report immediately to the Principal of the receiving school any accident that involves a injury, death, or property damage.
- Complete the prescribed accident report in quadruplicate and deliver all four copies to the Principal of the receiving school by the conclusion of the next working day following the accident. The written accident report must be accurate and complete.
- In addition, a school bus driver involved in an accident resulting in injury or death of any person shall, within ten days after the accident, forward a written report of the accident to the Bureau of Security Responsibility, Division of Motor Vehicles, 25 South Montgomery Street, Trenton, NJ 08625.

**The Principal of the receiving school shall:**

- Retain the white copy of the report;
- Transmit the blue copy to the district Board of Education providing the transportation;
- Transmit the yellow copy to the County Superintendent; and
- Transmit the pink copy to the State Department of Education, 225 West State Street, CN500, Trenton, NJ 08625.