

<p><b>Kelsey School Division</b>  <b>Box 4700</b>  <b>The Pas, MB R9A 1R4</b></p>	<p><b>Code: EEAE</b></p>
---	--------------------------

## **BUS ACCIDENTS**

The following directives shall be followed and enforced by school division bus drivers.

### **A. SCHOOL BUS ACCIDENTS**

1. Keep all students on the bus unless circumstances (e.g. possibility of fire; dangerous position of the bus) dictate their evacuation.
2. Check for injured students, and if necessary administer first aid.
3. After an accident, set the park brake, place the transmission in park or neutral and turn off the ignition.
4. Keep a current list of contact names and phone numbers in the bus.
5. Contact the School Division using the two-way radio. If the radio is inoperable, it is most likely that someone on the bus will carry a cell phone. Provide a clear description of the situation you are facing and indicate whether a police and/or medical presence is required. Under no circumstances should a driver leave the bus unattended to go for help.
6. Protect the scene. By placing triangular reflectors around the bus or evacuating the bus you will protect your passengers from further accident or injury. Protect the scene to ensure evidence is not destroyed. The vehicles involved in the accident should not be moved.
7. While at the accident scene, do not release any of the students to anyone unless instructed to do so by school administrators, or unless medical aid is required.

### **B. SCHOOL BUS EMERGENCY EVACUATION PROCEDURE**

In carrying out the evacuation procedure, the driver will have at least three monitors, plus alternates. Their duty is to assist the driver in emergency situations and in the normal operation of the bus route. In case of an emergency evacuation:

1. All loose articles including jackets, books kits, etc. must be left on the bus.
2. Students will remain seated until it is their turn to unload.
3. When unloading, using the front door, students will unload from the front, beginning with the seat behind the driver; then the front seat across the aisle, moving back to second, third, etc. (Drivers are encouraged to use this procedure in the normal unloading of their vehicles.

<p><b>Kelsey School Division</b>  <b>Box 4700</b>  <b>The Pas, MB R9A 1R4</b></p>	<p><b>Code: EEAE</b></p>
---	--------------------------

4. When unloading, using the back door, students will unload from the last seat on the driver's side; then the last seat across the aisle, and thus alternating up the aisle to the front of the bus.
5. When using both front and rear doors, both of the above procedures will apply, using the center of the bus as the dividing point.
6. Students leaving the bus via the back door must crouch, extend their arms to the monitors and hop down.
7. Students will congregate at a safe distance 30 meters (100 feet) from the emergency scene, away from the traffic and act in a quiet orderly manner.
8. They must remain in this fashion until directions are given by either the driver or monitor.
9. The "Buddy" system will be used in order to facilitate a quick check so as to ensure that all passengers are accounted for. If driver is able, a head count should be done.
10. After the last student leaves the bus, the driver will walk through the bus to check that all have evacuated. He will be the last to leave and will remove the keys from the ignition.
11. In the event that the driver is injured, a monitor near the front of the bus will assume authority. He will turn off the key, assist passengers to remain calm; arrange for assistance for the driver. The driver may need to be removed by older students if he is assessed to be in further danger by remaining on the bus.
12. These rules apply to extra-curricular activities as well as regular bus trips.

The purpose of this exercise is not to see how fast the drill can be done; the purpose is to train the students to leave the bus safely and in an orderly manner.