

Business and Non-Instructional Operations

BUS SAFETY / EMERGENCY PROCEDURES

3541.35(a)

The Board recognizes that orderly and rapid evacuation of a school bus in an emergency may prevent injury or death of students.

The District shall ensure the bus contractor shall hold a quarterly safety meeting where each bus driver is kept up to date on all emergency procedures and is able to instruct students regarding safe riding practices along with evacuation of the bus in an emergency. This shall include instruction on the use of both emergency doors and windows if appropriate.

The Transportation Supervisor, along with school principals, shall establish a calendar for providing drills as set forth in the Connecticut State Statutes. At least twice during each school year, each pupil shall be instructed in safe riding practices and participate in emergency evacuation drills. Precautions shall be taken to prevent accidental injuries. To ensure compliance, the school administration along with the transportation supervisor shall oversee the implementation of these drills, taking appropriate precautions to minimize the risk of injury.

BUS ACCIDENT WITH CHILDREN ABOARD

In the event of an accident (which includes any kind of impact), the bus driver shall immediately contact the Fairfield County Regional Dispatch Center (“FCRD”) (911) by cell phone, radio, or other means and inform the dispatcher of the location of the accident, and provide information on injuries, if any. The bus driver shall then contact the bus depot and follow the current procedures as stated in the Administrative Regulations. The driver shall remain at the accident scene until a representative arrives from the bus contractor’s office and is released from the scene by the Authority Having Jurisdiction (“AHJ”) and the Executive Director of Operations or designee.

The bus depot dispatcher will immediately dispatch a backup bus to the incident location. While also relaying to the district’s transportation office the location of the incident, information on injuries, if any, and the name of the school the students were coming from or going to along with the bus number.

BUS ACCIDENT WITH NO CHILDREN ABOARD

In the event of an accident (which includes any kind of impact), the bus driver shall immediately contact the FCRD (911) by cell phone, radio, or other means and inform the dispatcher of the location of the accident, and provide information on injuries, if any. The bus driver shall then contact the bus depot and follow the current procedures as stated in the Administrative

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3541.35(b)

Regulations. The driver shall remain at the accident scene until a representative arrives from the bus contractor's office and is released from the scene by the AHJ.

The bus depot dispatcher will immediately dispatch a backup bus to the school the bus was on its way to. While also relaying to the district's transportation office the location of the incident, any injuries along with the bus number and the school that the bus was heading to.

BUS MECHANICAL BREAKDOWN

In the event of a mechanical breakdown the students shall remain on the bus if safe to do so and under the control of the bus driver until a replacement vehicle arrives or the problem is corrected. The bus driver will report the location of the breakdown to the FCRD (911) the location of the breakdown along with the bus depot dispatcher.

The bus dispatcher will immediately dispatch a backup bus while notifying the district transportation office of the breakdown, the location, number of students on the bus, the destination of the bus, the school the bus is servicing, and the bus number.

Legal Reference: Connecticut General Statutes
14-275c-16 Pupil instruction (Motor Vehicle Section)

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