

Crisis Management For Student Transportation

Cooperative Partnership Between

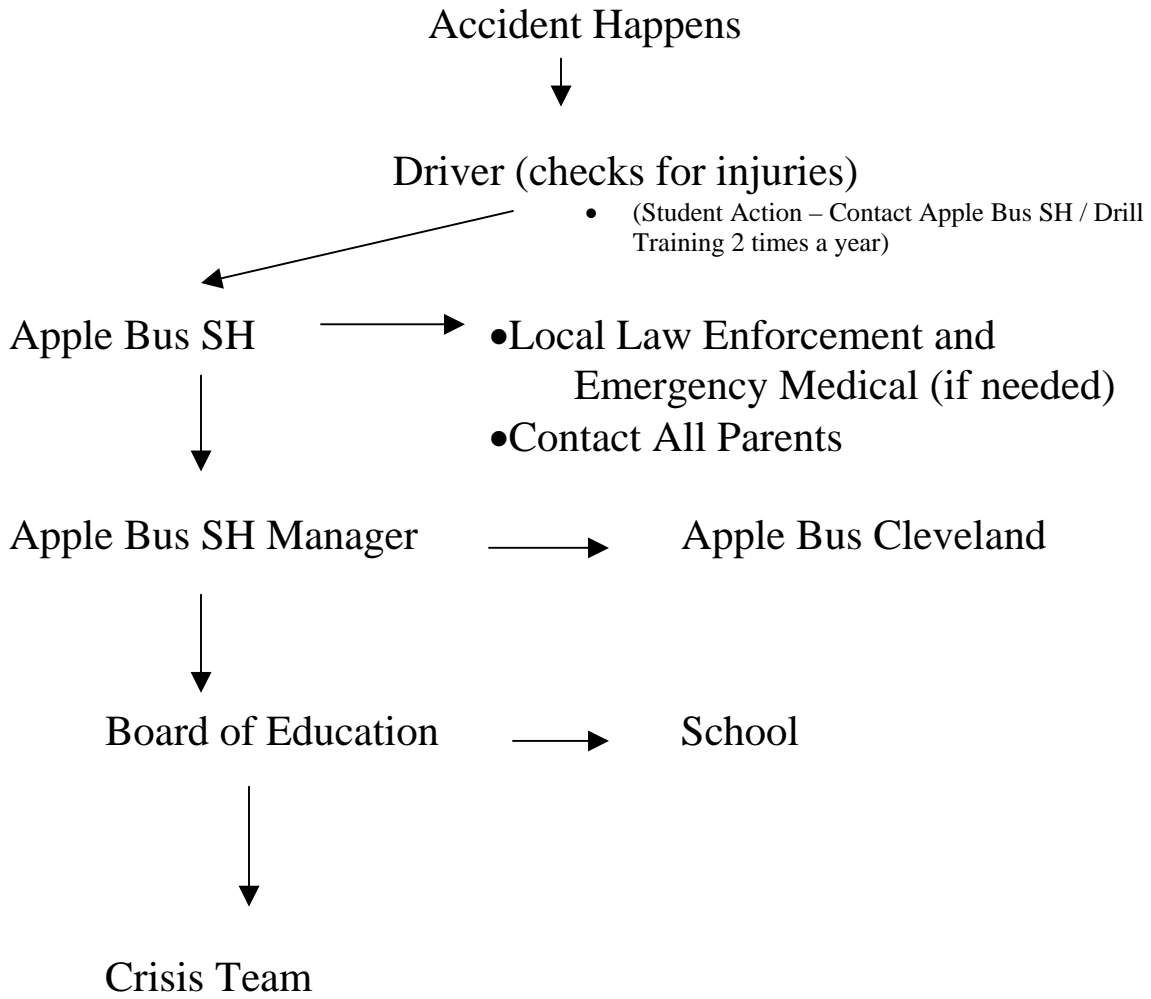
AppleBus Spring Hill

And

Spring Hill School District

Revised October 2008

Crisis Management Plan Procedures



***Serious (Injury or considerable damage):**

1. Bus Driver will assess students for injuries and apply first aid as needed.
2. Bus Driver (Student will contact ABSH if driver incapacitated) will contact Apple Bus SH office with injury assessments and accident details.
 - a. Accident location
 - b. Number of vehicles and types of vehicles involved
 - c. Amount of damage
 - d. Description of injuries and number of injured persons.
3. Bus Driver to get a complete list of injured and non- injured students on the bus.
4. Apple Bus SH will contact Local Law Enforcement, Emergency Response Vehicles and Apple Bus Manager.

(Above action will occur within 5 minutes of accident)

5. Apple Bus contacts the parents of the injured and non-injured students on the bus.
6. Apple Bus SH will contact BOE (between 7:30am and 4:30pm) with accident details and complete list of injured and non-injured students on the bus. (If after hours, contact Dr. Bart Goering directly)
7. BOE office contacts Greenbush if crisis team is necessary.
8. The school nurse will check on non-injured students throughout the day for latent injuries not discovered immediately at the scene of the accident.
9. Parents concerned about students should be encouraged to meet students at the school and/or hospital and not at the scene of the accident.
10. Drug and alcohol test will be administered to the driver based on Apple Bus criteria.
11. Bus driver involved in accident will be placed on administrative leave until safety review team has meet and if recommended, retraining has been completed.
12. Within 48 hours, Apple Bus will schedule a meeting with BOE, administration, LLE, and Apple Bus to evaluate events and procedures related to the accident.

***An accident is considered serious if bus passengers or others are injured, or there is considerable damage to vehicle(s).**

Non-serious (Non-injury):

1. Bus Driver will assess students for injuries and apply first aid as needed.
2. Bus Driver will contact Apple Bus SH office with injury assessments and accident details.
 - a. Accident location
 - b. Number of vehicles and types of vehicles involved
 - c. Amount of damage

3. Bus Driver to get a complete list of students on the bus.

4. Apple Bus SH will contact Local Law Enforcement and Apple Bus Manager.

(Above action will occur within 5 minutes of accident)

5. Apple Bus contacts (letter) parents within one working day to inform parents about the accident.
6. Apple Bus SH will contact BOE (between 7:30am and 4:30pm) with accident details. If after hours, contact Dr. Bart Goering directly.
7. BOE office will provide school buildings with a list of students on the bus.
8. The school nurse will check on non-injured students throughout the day for latent injuries not discovered immediately at the scene of the accident.
9. Parents concerned about students should be encouraged to meet students at the school and not at the scene of the accident.
10. Drug and alcohol test will be administered to the driver based on Apple Bus criteria.
11. Within 48 hours, Apple Bus will schedule a meeting with BOE, administration, LLE and Apple Bus to evaluate events and procedures related to the accident.

After school hours:

1. Bus driver will have phone number of **key individuals** to call (Building administrator / designee/ Dr Goering, Dr Meyers, Doug Schwinn, and Apple Bus). Sponsor / Coach will have a list of all students with emergency verification form (7-12 KHSAA requirement). This list will be provided to the bus driver.
2. **Contacts with parents, BOE, and administrators will follow the same crisis management plan that is followed during normal school hours.**

Additional Safety Procedures:

1. Teachers supervising students on field trips (during normal school hours) will carry **names and phone numbers** of all the students on the bus. Bus driver will receive a copy of the class list and phone numbers.
2. Apple bus will make arrangements with the administrators to **train all students**, including students who do not normally ride the bus, on the procedures to evacuate the bus, how to use the radio, and the use of emergency numbers.
3. Apple Bus will train **teacher and sponsors** the procedures to evacuate the bus, how to use the radio, and the use of emergency numbers.

After Hours Emergency Phone Numbers

<i>NAME</i>	<i>POSITION</i>	<i>OFFICE</i>	<i>HOME</i>	<i>Cell/Pager</i>
<u>AppleBus</u>		913-592-5121		
Liane L. Penichet	Manager	913-592-5121		913-406-4554
Gracie Brown		913-592-5121		913-963-2497
Heather Hedrick	Maintenance/ Driver	913-592-5121	913-686-2135	913-669-6463
Karen Boydston	Driver Trainer	913-592-5121	913-884-8420	913-302-6544
Mike Oyster	Owner	816-618-3310		816-522-3009
<u>District Staff</u>				
Bart Goering	Superintendent	913-592-7201	913-592-3562	913-485-5898
Joe Meyers	Director of Human Resources	913-592-7206	913-469-5924	913-660-4074
Karen Brack	Director of Curriculum	913-592-7214	913-294-5472	913-731-7625
Doug Schwinn	Director of Business	913-592-7204	913-592-2417	N/A
Tom Lawson	Director SPED	913-592-7252	913-754-6707	913-754-6707
Dr. Cocolis	SHHS Principal	913-592-7230	913-631-6775	913-634-9698
Jeff Miller	SHHS Asst.Principal Activities Director	913-592-7248	913-592-3957	913-963-8945
Steve Fler	SHMS Principal	913-592-7217	913-829-3298	913-908-3926
Pam Bevan	SHIS Principal	913-592-7207	913-686-3678	913-302-1031
Michelle Toon	SHES Principal	913-592-7111	913-782-6508	816-853-1894
Jody Cole	PCES Principal	913-592-7220	785-448-3575	785-481-7427
Officer Debbie Rogers	SRO Officer	913-592-7299		913-526-2564

