



## **Crisis Management for Student Transportation**

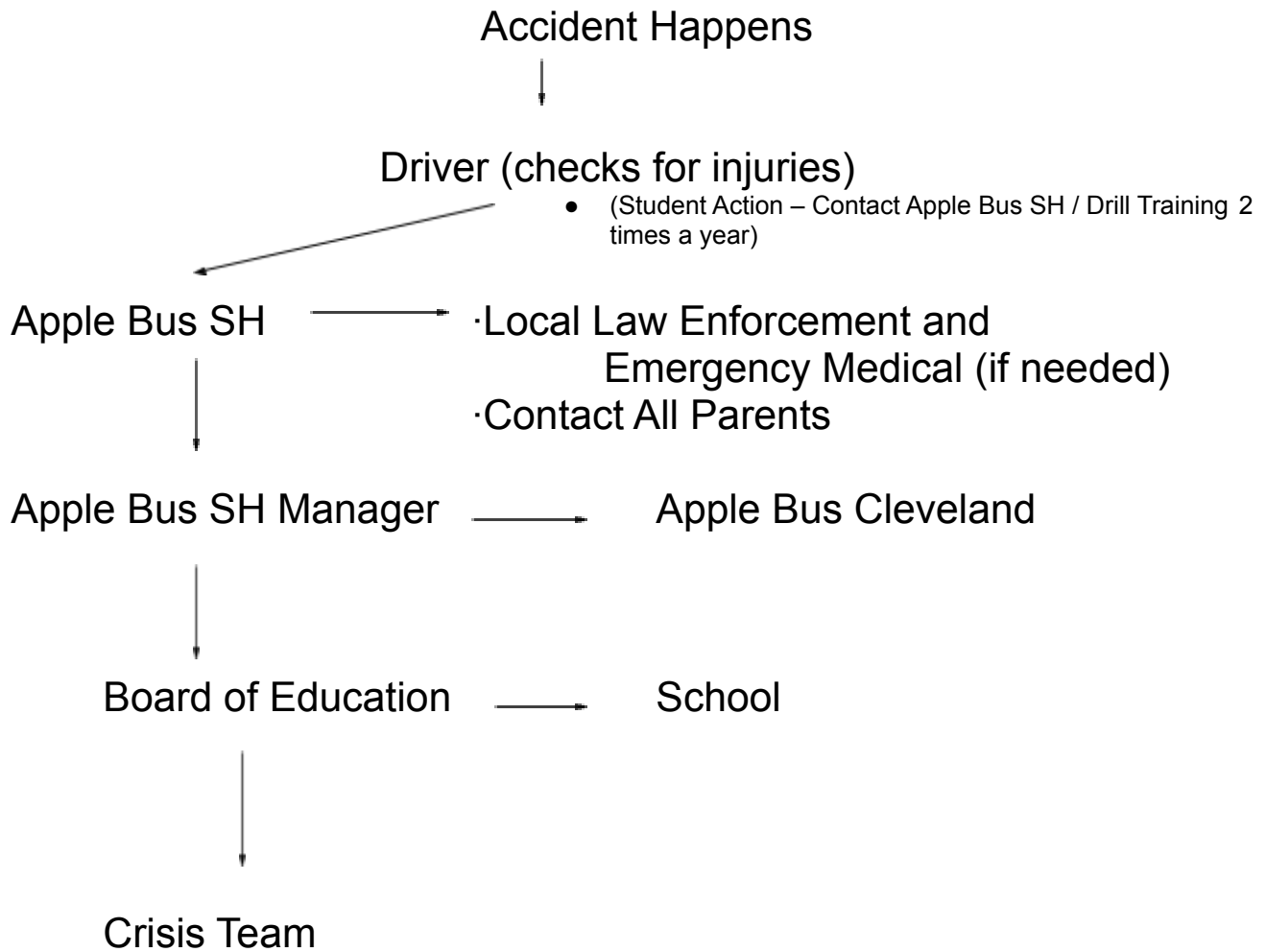
The Spring Hill School District and Apple Bus are committed to providing a safe travel experience for all students. We recognize that students must display appropriate behavior on the bus, follow rules for loading and unloading, not distract the bus driver, and make the experience of riding a school bus an event that is positive for all riders. A collaborative partnership with law enforcement, Apple Bus Transportation, Spring Hill staff, parents and students has been made to keep student transportation a very safe experience.

It is recognized that bus accidents can occur. An event that threatens a feeling of safety as a result from a simple fender-bender to a major accident with student injuries shall be considered a crisis. The crisis management procedures found in this publication are a step-by-step guide for preparedness, response and recovery for all bus accidents. Appreciation is expressed to Spring Hill administration, Apple Bus Transportation, and law enforcement for their input and guidance in the development of this publication.

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# Crisis Management Plan Procedures



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**\* Serious (injury or considerable damage):**

1. The bus driver will assess students for injuries and apply first aid, as needed.
2. The bus driver will contact Apple Bus SH office with injury assessments and accident details (student will contact Apple Bus SH if driver incapacitated).
  - 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. The bus driver will 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 the DAC (between 7:30am and 4:30pm) with accident details and the complete list of injured and non-injured students on the bus. If after hours, contact the Superintendent directly.
7. DAC contacts Greenbush if a 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 tests will be administered to the driver based on Apple Bus criteria.
11. The bus driver involved in the accident will be placed on administrative leave until the safety review team has met and, if recommended, retraining has been completed.
12. Within 48 hours, Apple Bus will schedule a meeting with DAC, 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).**

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### **Non-serious (non-injury):**

1. The bus driver will assess students for injuries and apply first aid, as needed.
2. The 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. The bus driver will 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 parents via phone, text and/or email within one working day to inform parents about the accident.
6. Apple Bus SH will contact the DAC (between 7:30 am and 4:30 pm) with accident details. If after hours, contact the Superintendent directly.
7. The DAC and/or Spring Hill Apple Bus will provide school buildings with a list of students on the bus at time of accident.
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 tests will be administered to the driver based on Apple Bus criteria.
11. Within 48 hours, Apple Bus will schedule a meeting with DAC, administration, LLE and Apple Bus to evaluate events and procedures related to the accident.

### **After school hours:**

1. The Bus Driver will have phone numbers of **key individuals** to call (Building administrator/designee/Superintendent, Assistant Superintendent, Director of Business, 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. Contact with parents, DAC, and administrators will follow the same crisis management plan that is followed during normal school hours.

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**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 **teachers and sponsors** on the procedures to evacuate the bus, how to use the radio, and the use of emergency numbers.

# BUS EVACUATION DRILLS AND PROCEDURES

## WHEN TO EVACUATE:

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Normally, passengers are safer inside the bus.

Evacuation may be necessary if the bus is located where there is a high risk of a collision, such as:

- near a blind curve
- just over the crest of a hill
- on a railroad track

## OR

There is some danger that threatens the passengers, such as:

- fire or smoke in any part of the bus
- danger of being submerged in water
- tornado/funnel sighting
- the bus has rolled or tipped over
- the bus is in danger of rolling or tipping over

## Evacuation Procedure:

There are **three standard** ways to evacuate a school bus although other methods can be used for extreme situations. Getting the passengers off the bus safely in the shortest possible time in an orderly fashion is the objective, regardless of which method is used.

The three methods are:

- Front exit
- Rear exit
- Both front and rear exits simultaneously

The following procedure is recommended:

- The preferred exit is the front door but the quickest method is using the front and rear exits simultaneously. However, either the front or rear exit could expose passengers to additional danger such as fire or traffic. In those cases only the safest exit should be chosen.

## Evacuation Procedure

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1. The bus will be parked as close to the shoulder of the road as possible and contact base regarding the details of your situation. The bus driver will do the following:

- Turn hazard lights on

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- Set the parking brake
  - Turn the engine off
2. Stand facing the rear of the bus.
  3. Give the command: "Remain seated, prepare to evacuate."
  4. Turn toward the front of the bus.
  5. Move backwards to the first occupied seat.
  6. Starting with either the left or the right seat:
    - Touch the shoulder of the person nearest to the aisle to indicate that the passengers in that seat are to move off.
    - Keep the passengers in the seat opposite in their seat by holding the hand palm out in a restraining gesture until the aisle is clear.
    - Move out the passengers in the opposite seat, using the same signal as above.
  7. Move backwards down the aisle, repeating this procedure at each seat until the bus is empty.
  8. Check the bus from the very back seat to the front, making sure it is empty.
  9. Have evacuating students move to a safe distance (at least 100 ft farther, if possible) and keep them there as a group, away from any dangerous area.
  10. Continue to check for students while removing the fire extinguisher or first aid kit, if needed.

### **Students should do the following during an Emergency Evacuation and Drill**

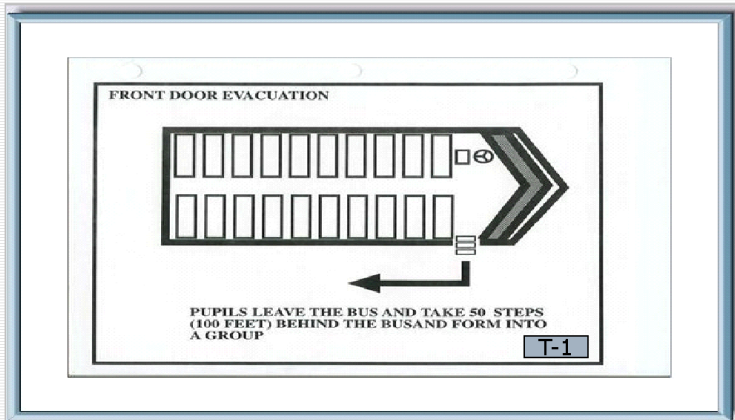
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Listen to the driver's instructions for the correct exit.

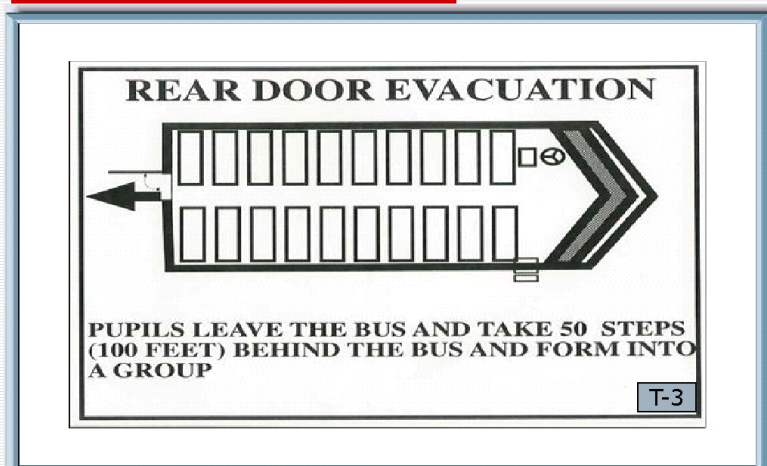
Be calm, quiet and don't panic.

- Leave your belongings behind.
  - Exit seat by seat alternating rows.
  - Leave the bus quickly without pushing, or shouting.
  - Walk to a safe place and stay together.
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- Students must remain seated until it is their turn to leave. The students closest to the area of danger begin evacuating first. The seats are emptied in an orderly left to right sequence.
  - All lunches, books, etc., should be left behind.
  - Students should walk in an orderly manner to the exit.

## Front Door Evacuation



## Rear Evacuation



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## Tornado

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### Tornado Preparedness

Every driver of a school bus should have some basic knowledge of tornado information and the precautionary measures to take when a warning or a sighting is made.

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**1. What is a tornado?** A tornado is a violently rotating column of air descending from a thunderstorm cloud and touching the ground. It nearly always starts as a funnel-shaped rotating extension from a thunderstorm cloud, builds downward to the ground and grows dark as it picks up debris.

**2. What precautions should a school bus driver take when tornado conditions exist?**

- Be aware that the spring and fall months are most conducive to tornado activity.
- Severe weather conditions should be discussed with authorized school officials before leaving the school; particularly if the area is under a “Tornado Watch.”
- If a “Tornado Warning” is in effect, buses should not be loaded and students should remain in the assigned shelter areas inside the school building. Routes will be delayed until the “all clear” has been issued from the district officials.
- If a “Tornado Warning” is announced at or near the dismissal of the school day students are to remain in the building in a designated safe area.
- If a “Tornado Warning” is announced enroute the school bus driver is to go to a pre-identified shelter or building closest to their current location depending on the immediacy of the tornado threat.

**3. What should a school bus driver do if a tornado is sighted when on the route?**

- The driver should be aware of any or all areas along the route, such as caves, ditches and ravines, basements and other substantial structures that could be used as a tornado shelter. It is recommended that you prepare in advance a plan for each section of the route. Contact locations in advance and ask if their facilities may be used as an emergency shelter point if the need should arise.
- Upon first sighting a tornado, determine in which direction it is traveling and whether it will hit you. If the tornado is moving toward the area you are driving toward, do not continue in that direction. Instead either stop if the storm is very close or retreat at right angles to the storm’s path if it is not nearby. **DO NOT** attempt to “outrun” a tornado.
- If there is a likelihood that the tornado will hit your bus and there is no escape route available evacuate the bus. If a tornado funnel is sighted, it is best to evacuate the students from the bus immediately into an appropriate shelter.
- If an adequate shelter area cannot be reached without further endangering the students, a ditch or depression in the immediate vicinity will have to be used. Avoid the side that contains power lines if at all possible. Evacuate the students into the shelter area, being sure that the bus has been positioned far enough, and in a direction, away from the students so that the wind will not overturn the bus onto them. **DO NOT** use above ground locations for shelter, such as a road or bridge overpass. Instruct passengers to lay flat face first and to protect their head with their hands and arms. Advise passengers to “not sneak a peek” at the tornado.
- If you are driving when you spot a funnel and there is no time to move the students to a ditch or shelter, have the students assume a protective position remaining in their seats with their heads below the window level. Shut off the vehicle, except for the lights, and get under the dash away from the door.

- Radios (AM, FM, or two-way) or other communication equipment should be in operation at all times during threatening weather conditions in order to communicate with dispatch, emergency personnel and school officials.
- After the emergency, account for all passengers, check for injuries and provide first aid, if needed. Obtain medical attention, if needed. Before leaving a shelter or the immediate area if out in the open the bus driver should monitor the local sky for a few minutes in the direction the tornado came from to ensure a second tornado does not follow a similar path. Be alert for continued storm activity, downed power lines, ruptured gas lines, or structural damage to trees, buildings, roads and bridges.

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# First Report of Bus Accident

Bus # & School(s)	Bus Driver's Name
/	

Date	Time	Location of accident
/ /	: (Circle one) a.m. p.m.	

# Vehicles involved	Types of Vehicles involved

## INJURIES

	Fatality	# of Injuries			# of non- injured
		Serious	Moderate	Minor	
# Students					
Bus Driver					
Others					

**Note:**

**Serious** - Any injury which prevents a person from walking, driving or continuing normal activities.

**Moderate** - Any injury which is evident at the scene of the accident.

**Minor** - Any injury which is reported on claim but is not evident at scene of the accident.

**Notes:** \_\_\_\_\_

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