

# REGULATION

# RANDOLPH BOARD OF EDUCATION

OPERATIONS  
R 8630/page 1 of 11  
Emergency School Bus Procedures  
Feb 15  
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## R 8630 EMERGENCY SCHOOL BUS PROCEDURES

### A. Staff Training

1. The Board of Education will administer a safety education program for all permanent and substitute school bus drivers and bus aides. At a minimum, the training shall include:
  - a. Student management and discipline;
  - b. School bus accident and emergency procedures;
  - c. Conducting school bus emergency exit drills;
  - d. Loading and unloading procedures;
  - e. School bus stop loading zone safety;
  - f. Inspecting the school vehicle for students left on board the bus at the end of a route; and
  - g. The use of student's educational records, including the district's responsibility to ensure the privacy of the student and his or her records, if applicable.
2. The district shall administer a safety education program to school bus drivers that includes defensive driving techniques and railroad crossing procedures.

~~The following procedures apply to all school bus drivers employed by the Board of Education or under contract with the Board of Education for the transportation of pupils to and from school or in the course of an activity sponsored by the Board of Education.~~

### BA. Emergency Bus Evacuation ~~Exit~~ Drills

1. The Principal of each school shall organize and conduct emergency bus exit drills at least twice each school year for ~~pupils~~ **students** who are transported to and from school and **all other students shall receive school bus evacuation**



**instruction at least once within the school year** ~~at least once per year for all other pupils.~~

2. ~~The S~~school bus drivers **and bus aides shall** ~~will~~ participate in the **emergency exit** drills.
3. Bus exit drills will be conducted on school property and **shall** ~~will~~ be supervised by the Principal or by a person assigned ~~by the Principal~~ to **act in a supervisory capacity** ~~supervise the drill~~. The drills will be conducted when weather is conducive to safety and preferably when the bus arrives at school with a full complement of **students** ~~pupils~~.
4. The portion of the drill involving the use of the rear emergency door, which requires **students** ~~pupils~~ to jump **from the bus to the ground** ~~a thirty-inch drop~~, **does** need not **to** be performed by every **student** ~~pupil~~; ~~a few pupils~~ **and may be demonstrated by** ~~for the~~ others.
5. The school bus driver or supervisor of the drill shall:
  - a. Describe and demonstrate the use of kick-out windows and split-sash windows;
  - b. Describe the location and use of flares, flags, fire ax, and other emergency equipment;
  - c. Give instruction in the opening and closing of front and rear doors, turning off the ignition switch, and setting and releasing the emergency brake;
  - d. Explain that the bus will be evacuated by the front door when the bus is damaged in the rear and by the rear door when the front door is blocked;
  - e. Demonstrate the use of the emergency exit door;
  - f. Instruct **students** ~~pupils~~ that lunches and books should be left on the bus in the evacuation procedure;
  - g. **Encourage** ~~Appoint~~ older, bigger **students** ~~pupils~~ to assist younger, smaller **students** ~~pupils~~ in their exit from the bus;



- h. Have **students** ~~pupils~~ leave **the** bus one row at a time, left and right sides alternating, in a prompt and orderly fashion;
  - i. Instruct **students** ~~pupils~~ to group in a safe place at least fifty ~~“giant steps”~~ **distance** away from the bus and to wait in that place until directed by the driver, a police officer, or other adult in authority; ~~and~~
  - j. Tolerate no **student** ~~pupil~~ misbehavior in the conduct of the drill; the failure of any ~~pupil~~ **student** to follow directions must be reported to the Principal; ~~and~~
  - k. **Provide any other training that will protect the safety of the students in the event the bus needs to be exited due to an emergency.**
6. **In accordance with the provisions of N.J.A.C. 6A:27-11.2(d), emergency bus evacuation drills shall be documented in the minutes of the Board at the first meeting following completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:**
- a. **The date of the drill;**
  - b. **The time the drill was conducted;**
  - c. **The school name;**
  - d. **The location of the drill;**
  - e. **The route number(s) included in the drill; and**
  - f. **The name of the Principal or assigned person(s) who supervised the drill.**

CB. Additional Precautions

- 1. **School bus drivers may, depending on the age of the students on a bus route, discuss with the students additional safety precautions that may be taken in the event of a bus emergency. The safety precautions to be discussed shall be approved by the Director of Transportation or designee.**



# REGULATION

## RANDOLPH BOARD OF EDUCATION

OPERATIONS  
R 8630/page 4 of 11  
Emergency School Bus Procedures

A \_\_\_\_\_ (~~pupil leader, school bus aide, adult monitor, or other~~) will be appointed to assist the school bus driver. A pupil leader will be selected on the basis of the pupil's maturity, ability to lead, and, where possible, residency near the farthest point of the bus route; ~~written parental approval must be secured.~~ The \_\_\_\_\_ will be trained to substitute for the bus driver in the event of the driver's incapacitation.

2. School bus drivers shall attend training workshops offered by the New Jersey Department of Education and this school district and shall be trained in first aid.
3. Each school bus shall be equipped with:
  - a. A list of the ~~pupils~~ **students** assigned to that bus;
  - b. A first aid kit approved by the school ~~nurse~~ **medical inspector** and inspected regularly by the **school bus driver** ~~school nurse~~;
  - c. Several emergency notice cards on which are printed the telephone numbers of the appropriate police department, the receiving school, and an emergency medical service and on which is provided a space for writing the location of a disabled school bus and the name of the bus driver; ~~and~~
  - d. Flags or flares or other warning devices; **and**
  - e. **Any other equipment or supplies determined to be included on the school bus by the administration.**
4. Each school bus driver shall:
  - a. **Inspect** ~~Daily survey~~ his/her bus for possible hazards **or safety concerns before driving the bus each day**;
  - b. Keep aisles and passageways clear at all times;
  - c. Maintain **student** ~~pupil~~ discipline on the bus;
  - d. Prohibit the presence of any **non-service** animal, firearm, ammunition, weapon, explosive, or any other dangerous **or illegal** material or object on the school bus;



# REGULATION

## RANDOLPH BOARD OF EDUCATION

### OPERATIONS

R 8630/page 5 of 11

### Emergency School Bus Procedures

- e. Report promptly to the **Director of Transportation** any potential driving hazard on his/her route, such as construction, road work, etc.;
- f. Report promptly to the **Director of Transportation** any deviation in the bus route or schedule;
- g. Drive at safe speeds at all times and exercise extraordinary care in inclement weather;
- h. Know and obey all motor vehicle laws and regulations and State Board of Education regulations; ~~and~~
- i. Not smoke, eat, or drink **while in or operating the bus at any time** ~~any liquid~~ or perform any act or behave in any manner that may impair the safe operation of the school bus ~~while it is transporting pupils.~~;
- j. Visually inspect the school bus at the end of each transportation route to determine that no student has been left on the bus; and**
- k. Not allow a student on board a school bus unless the bus driver or other employee of the Board or school bus contractor is also on board the bus. This shall not apply when a school bus driver leaves the bus to assist in the boarding or exiting of a disabled student or in the case of an emergency.**

#### DC. General Emergency Rules

1. ~~The School bus drivers~~ **are** ~~is~~ responsible for the safety of the ~~students pupils~~ **on their his/her bus**. In the event of an emergency, ~~the school bus drivers~~ must exercise responsible leadership. The safety and well-being of ~~students pupils~~ **must be the driver's drivers'** paramount consideration. ~~The School bus drivers shall will~~ stay with ~~their his/her students pupils~~ **at all times until another school staff member, law enforcement officer, or a first responder can assume responsibility for the safety of the students.**
2. ~~School The bus drivers~~ may not leave the school bus when children are aboard except in an emergency and, then, only after ~~he/she has~~ **they have turned off the engine** ~~stopped the motor,~~ removed the ignition key, **and safely secured the school bus** ~~set the auxiliary brake, and put the transmission in gear for a standard transmission or in "Park" for an automatic transmission.~~



# REGULATION

## RANDOLPH BOARD OF EDUCATION

OPERATIONS  
R 8630/page 6 of 11  
Emergency School Bus Procedures

3. A school bus must be evacuated when:
  - a. There is a fire in the engine or any other portion of the bus;
  - b. There is a danger of fire because the bus is near an existing fire or a quantity of gasoline or other highly combustible material and is unable to move away; ~~or~~
  - c. The bus is disabled for any reason and
    - (1) Its stopping point is in the path of a train or is adjacent to a railroad track,
    - (2) A potential exists for the position of the bus to shift thus endangering ~~students~~ ~~pupils~~, or
    - (3) 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; ~~or~~
  - d. **The risk of remaining in the bus poses a greater safety risk than evacuating the bus.**
4. When a school bus is evacuated, ~~students~~ ~~pupils~~ shall leave the bus by the exit(s) and in the manner that affords maximum safety in the circumstances.
5. ~~Students~~ ~~Pupils~~ who have been evacuated from a school bus shall be moved to a safe place **and distance** ~~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 **alternative safety** provisions can be made.
6. No ~~student~~ ~~pupil~~ shall be allowed to request 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.
7. **In the event** ~~Whenever~~ a school bus is disabled in the course of providing ~~student~~ ~~pupil~~ transportation, the driver, or a responsible person **designated** ~~appointed~~ by the driver, will notify the **Director of Transportation or designee who will then notify the School Business Administrator and the Principal of the receiving school** of the number and location of the bus and the circumstances of the



disability. The **Director of Transportation** will make arrangements for the **safety of the students** ~~pupils involved, by substitute transportation or otherwise.~~

## **ED.** Specific Emergency Situations

1. In the event of an accident or vehicle failure the following procedures will be implemented.
  - a. The school bus driver shall, in person or through a responsible **designee delegate**, summon the **Director of Transportation, who will then summon the** police and emergency medical services, if necessary, and notify the Principal of the receiving school and the School Business Administrator, or designee, of the district providing the transportation.
  - b. The school bus driver will attempt to make all **students** ~~pupils~~ as safe and comfortable as possible. If **possible and** necessary, the driver will administer emergency first aid to injured **students** ~~pupils~~.
  - c. ~~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 by 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 \_\_\_\_\_ (Principal of the receiving school, Transportation Supervisor, School Business Administrator, Other).~~

**In the event of an accident with no apparent or actual injuries and when law enforcement officials permit the bus to continue on its route after investigating the accident the school nurse will:**

- (1) **If the accident occurred on the way to school or during school hours, examine any student who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school; or**
- (2) **If the accident occurred on the way home from school, examine any student who is feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent**



of a student requests the school nurse examine their child the next school day.

- d. In the event of an accident where students are injured, a student(s) may be transported to a hospital if it is determined by law enforcement, medical, and/or first aid staff at the accident scene additional medical treatment is required.
- (1) If the accident occurred on the way to school or during school hours, the school nurse will examine any student not transported to the hospital who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school.
  - (2) If the accident occurred on the way home from school, the nurse will examine any student feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
- ed. If another vehicle(s) is involved, the bus driver will obtain the following information from the driver(s) of that vehicle(s) **or from law enforcement officers at the accident scene:** 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).
- ~~e. The driver will obtain the names and addresses of persons involved in the accident and, if possible, of witnesses.~~
- f. The following notifications must be provided:
- (1) The school bus driver must report immediately to the **Director of Transportation, who will notify the** Principal of the receiving school and the School Business Administrator or designee of the district providing the transportation, any accident that involves an injury, death, or property damage. In addition, the bus driver must complete and file the Preliminary School Bus Accident Report prescribed by the **Commissioner of Education** ~~Department of Education with the~~



# REGULATION

## RANDOLPH BOARD OF EDUCATION

OPERATIONS

R 8630/page 9 of 11

Emergency School Bus Procedures

~~Principal of the receiving school. The written accident report must be accurate and complete.~~

- (2) The ~~Principal~~ **Director of Transportation** ~~of the receiving school~~ shall retain a copy of the Report and forward other copies of the Report as prescribed by the New Jersey Department of Education.
  - (3) In addition, a school bus driver involved in an accident resulting in injury or death of any person, or **damage to property of any one person** ~~damage~~ in excess of \$500 shall **complete and file**, within ten days after ~~such~~ the accident ~~complete and file~~ a Motor Vehicle Accident Report in accordance with N.J.S.A. 39:4-130.
  - (4) The parent(s) ~~or legal guardian(s)~~ of **students** ~~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 **to a hospital by** ~~per~~ ambulance **or by other emergency personnel** ~~report~~.
2. In the event the school bus driver is incapacitated, the following procedures will be implemented:
- a. 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.
  - b. **If there is a bus aide on the bus, the bus aide will take steps necessary to have the bus pulled off the road to a safe location and shall contact school officials or emergency services for assistance.** ~~When the school bus driver is incapacitated, the \_\_\_\_\_ (pupil leader, school bus aide, adult monitor, other (see paragraph B1)) shall take charge of the bus and will be responsible for implementing these procedures. If a bus aide is not on the bus, the bus driver shall pull the bus off the road to a safe location and contact school officials or emergency services for assistance.~~
  - c. ~~If necessary, T~~he bus **shall** ~~will~~ be stopped, with due consideration for the safety of its passengers, the motor turned off, the ignition key removed, and **safely secure the bus** ~~the auxiliary brake set~~.



# REGULATION

## RANDOLPH BOARD OF EDUCATION

### OPERATIONS

R 8630/page 10 of 11

Emergency School Bus Procedures

- d. If necessary, the \_\_\_\_\_ (~~pupil leader, school bus aide, adult monitor, other (see paragraph B1)~~) shall summon emergency medical services to aid the driver.
- e. The \_\_\_\_\_ (~~pupil leader, school bus aide, adult monitor, other (see paragraph B1)~~) shall, in person or through a responsible delegate, immediately notify the \_\_\_\_\_ (~~Principal of the receiving school, Transportation Supervisor, School Business Administrator, Other~~) of the number and location of the bus and, to the extent that it is known, the condition of the driver.
- df. The **Director of Transportation** shall immediately arrange for the transportation of the ~~students~~ pupils by substitute driver, substitute bus, or other means.
3. In the event of an injury to a ~~student~~ 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.
- a. In the absence of another responsible adult in authority, the school bus driver will take charge of a ~~student~~ 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.
- b. If necessary, first aid will be administered.
- c. If the ~~student's~~ pupil's 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 ~~student~~ pupil until emergency medical help arrives.
- d. If the ~~student's~~ pupil's injury is not serious, and
- (1) Occurs on the way to the school, the school bus driver will deliver the injured ~~student~~ pupil to the school nurse for examination and such treatment or referral as may be required. The school nurse will notify the ~~student's~~ pupil's parent(s) or legal guardian(s).
- (2) Occurs on the way to the ~~student's~~ pupil's home, the school bus driver **or another school district staff member** will deliver the



# REGULATION

## RANDOLPH BOARD OF EDUCATION

(3) OPERATIONS

(4) R 8630/page 11 of 11

(5) Emergency School Bus Procedures

injured ~~student pupil~~ to his/her parent~~(s)~~ or legal guardian~~(s)~~ or to a responsible adult at the ~~student's pupil's~~ home or if no one is home the injured ~~student pupil~~ will be **transported back to a school district location until a parent or another responsible adult can be contacted. If it is determined the student may need medical treatment and a parent or responsible adult cannot be contacted, the child may be transported to the school physician's office or** to the nearest hospital emergency room.

- (3) 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 ~~student pupil~~ and notify the ~~student's pupil's~~ parent~~(s)~~ or legal guardian~~(s)~~.
- e. The school bus driver will immediately report the incident **and any injuries** to the **Director of Transportation, who will notify the School Business Administrator or designee** and ~~to~~ the Principal **or designee** of the school in which the ~~student 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.~~

Adopted: 15 January 2013

