

SCHOOL BUS BREAKDOWN OR ACCIDENT PROCEDURE

1. Bus drivers are to stay with the bus.
2. If students are required to leave the bus, they must remain in the proximity of the bus with the driver.
3. If ON ISLAND the bus driver will attempt to:
 - A. Call school or send an older child to the nearest house to call the school and inform the Superintendent or Principal of the
 1. Nature of the breakdown or accident
 2. Place of breakdown/accident
 3. Request another bus to transport remaining students
 - B. Request emergency services if necessary
4. If OFF ISLAND the bus driver or other adult will attempt to:
 - A. Call school and inform the Superintendent or Principal or stop a vehicle to request assistance in contacting school regarding the
 1. Nature of the breakdown
 2. Place of breakdown/accident
 3. Request another bus to transport students
 - B. Request emergency services if necessary
5. Superintendent/Principal will respond accordingly.
6. Parents will be notified as soon as possible and are to call school if his/her child has not arrived home at the estimated time.

Revised: **September 11, 2001**