

## **TRANSPORTATION**

### Eligibility of Students for Transportation

Upon receipt of any request for additional transportation service (new runs, route changes, or bus stop shifts), the Transportation Supervisor shall:

1. Consider the information given in the request in accordance with the safety provisions of the policy.
2. Consider the availability of the equipment necessary to honor the request.
3. Consider the overall effect of such request in keeping with the time schedules which need to be maintained.
4. Prepare a cost estimate of any additional services needed to grant the request, including additional buses, if any required.
5. Report to the Superintendent his/her recommendations and estimates of costs to be involved in the granting of such requests. (The recommendation for the refusal of any such request shall be made in writing, stating the reasons for same.)

Upon the recommendation of the Transportation Supervisor, the Superintendent will make the decision and report in writing to the Transportation Supervisor, who will in turn notify the original party of such decision.

### Eligibility Certification of Bus Drivers

The Turkeyfoot Valley Area School District requires that all school bus drivers meet all requirements for employment as listed in law and regulation. The Superintendent shall assure that proper documentation for employment is reviewed and maintained in the central office. The transportation contractor must provide the district with copies of all required documentation prior to the driver's first day of employment. It will be the bus contractor's responsibility to notify the Superintendent immediately of any traffic, drug or alcohol violations occurring during the school year.

ALL public and private schools are required to review the background check reports, including the federal criminal history record information (CHRI) reports of all prospective employees and independent contractors who will have contact with children. The higher education institution administrator is responsible for reviewing the reports of prospective student teachers. The school/higher education administrator must make a determination regarding the fitness of the individual to work in a position where he or she will have contact with children. The review and fitness determination is required PRIOR to the applicant working in a school.

Please note: In order for the school to review original federal CHRI online, the contractor should provide the school with a list of employee names and their respective Registration IDs. The Department is not authorized to provide independent contractors access to the online review system.

Once the clearances are approved by the district superintendent, the potential drivers name and credentials will then be taken to the next scheduled board of director meeting for approval as a driver for the district.

The district bus driver review list shall be maintained annually and shall include the following:

1. Driver's license.
2. Act 34 clearance.
3. Act 151 clearance.
4. Insurance certificate.
5. Physical examination documentation.
6. Bus driver's certificate of completion.
7. FBI Fingerprint

### Bus Accident Emergency Medical Treatment Procedures

#### Accident

The bus driver determines the extent of the accident and if medical treatment is needed. When in doubt, take the safest option and call for medical assistance.

#### Pre-treatment Activities

1. Call for help; dial 911 or radio for assistance.
  - a. The bus driver should stay with the bus and call the bus garage for help.

- b. If a mobile radio/phone is not available or not functioning, send the most responsible and capable person to the nearest telephone. (Instruct that person to dial 911 and give at least his/her name and the location of the accident.)
2. Give the following information:
  - a. Name.
  - b. Location of the accident. Be specific (i.e., 7<sup>th</sup> Street Road, near municipal building or Milligan Road near the brick yard).
  - c. Nature of the accident (i.e., collision between the school bus and a car).
  - d. Approximate numbers involved (i.e., fifty (50) students and three (3) passengers in an auto).
  - e. Extent of the accident (i.e., some injuries apparent).
  - f. Call back number, if available.
3. Bus driver may assist within scope of training only. If not trained, use good judgment. It is the bus driver's personal decision as to the extent of help to be given until emergency personnel arrive.

#### Treatment Activities

1. Emergency Medical Service (EMS) response:
  - a. Triage process by EMS team. The EMS team will categorize accident victims.
  - b. The EMS team will treat injuries by following the medical directions and/or medical commands from a physician.
  - c. Persons with obvious injuries requiring further medical attention will be transported to medical facilities as determined by the EMS team.
  - d. Apparently not injured. Leave the decision up to the EMS team whether to transport to medical facilities or whether to transport to a safe site (i.e., school, home, fire hall, etc.).
2. District response when an accident occurs on the way to school in the morning:
  - a. Call the bus company. Dispatch a backup vehicle to the accident to pick up apparently not injured students and personnel and transport to the school or other designated safe site as determined by the EMS team.

- b. Contact the Superintendent or the district person in charge.
  - c. Principal or the designated administrator reports to the accident scene, if needed. Identify oneself to the person in charge and assist as needed based on scope of training.
  
  - d. Contact the school nurse to be ready to accept students returning apparently no injured. The school nurse contacts the building principal informing him/her of the situation and notifies the child's parent/guardian.
  - e. If any student is transported to a medical facility from the accident scene, the bus company representative and/or school district official should notify the child's parent/guardian immediately.
3. District response when an accident occurs on the way home from school in the afternoon:
- a. Driver calls the bus company. Dispatch a backup vehicle to the accident to pick up apparently no injured students and personnel, and transport home or to another designated safe site as determined by the EMS team.
  - b. Bus company contacts the Superintendent or the district person in charge.
  - c. Bus company contacts the school building principal to inform him/her of the situation.
  - d. An administrator reports to the accident scene, if needed. Identify oneself to the person in charge and assist as needed based on scope of training.
  - e. If any student is transported to a medical facility from the accident scene, a bus company representative and/or district official should notify the student's parent/guardian immediately. All families with students or personnel involved should be notified by the school and/or bus contractor.

#### Post-treatment Activities

1. The injured are taken to the medical facilities as determined by the triage process conducted by the EMS team.
2. When the accident occurs on the way to school in the morning and the apparently not injured are transported to the school site:

- a. Students are taken to a central location (i.e., auditorium, library, and cafeteria).
  - b. Nurse monitors apparently not injured students, checking for latent reactions.
  - c. The nurse checks student's medical records to determine if any conditions exist that may be a factor in treatment or necessitate treatment.
  - d. The nurse, with the assistance of aides and other building staff, will telephone/contact the parents/guardians utilizing emergency cards. Inform parents/guardians of the accident and condition of their child.
  - e. If the parent/guardian requests or the student's condition changes to indicate a medical concern, transport the student to a medical facility. Use an ambulance to transport if conditions indicate that this is the safest and best possible procedure to follow.
  - f. If any student is transported to a medical facility from the school site, please notify the student's parent/guardian immediately.
  - g. Any questions regarding specifics related to the accident should be directed to the administrator in charge and to the Superintendent.
4. When the accident occurs on the way from school in the afternoon and apparently not injured are transported back to the nearest school or to a safe location:
- a. When the school nurse is not available, the district person responding or a bus company representative requests that a member of the EMS team or that a backup EMS unit be dispatched to monitor the apparently not injured students at the local safe site.
  - b. Parents/Guardians are to be telephoned/contacted by the district person responding or by a bus company representative. Inform the parents/guardians of the accident and condition of their child.
  - c. If a parent/guardian requests or the student's condition changes to indicate a medical concern, transport the student to a medical facility. Use an ambulance to transport if the condition indicates that this is the safest and best possible procedure to follow.
  - d. If the student is transported to the medical facility from the site, please notify the student's parent/guardian immediately.
  - e. Any questions regarding specifics related to the accident should be directed to the Superintendent.

- f. The Superintendent or designated backup person may prepare a written response to be sent home in a timely fashion, explaining the accident.

Other Administrative Actions to be considered -

1. The Superintendent should contact the school solicitor for advice on the proper handling of accident matters and related legal procedures as needed.
2. All insurance carriers should be properly notified of the accident as needed.
3. School personnel assigned to the accident will report and discuss observations only with proper school administrators, specifically the Superintendent.
4. All contact with the news media and the public should be addressed by the Superintendent or his/her designee.
5. Parents/Guardians may use the Removal From A Bus Accident Form to provide advanced notification or to remove their child(ren) if present at the scene of the accident. Any student must be deemed apparently not injured by EMS personnel and administrators on the scene or a student will not be released to a parent/guardian or family member.

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