

## **Business/Non-Instructional Operations**

### **Bus Driver Safety**

When a complaint is received from a bus driver concerning a discipline problem, the following procedure shall be utilized:

1. The administrator shall discuss the problem with the student. At that time a review of proper behavior will be discussed and a reminder given concerning the consequences of repeated acts.
2. Should a second complaint be made, the administrator will again discuss the situation with the student. At that time the parents will be notified of the problem and informed that continued misbehavior will result in a suspension of bus privileges.
3. A third complaint will result in a discussion with the administrator, notification of parents and suspension of bus privileges. Transportation during the period of suspension shall be the responsibility of the parents.

In cases where the offense is of such gravity as to endanger the safety and well-being of other occupants of the bus, the above procedure may be disregarded and immediate suspension be invoked. In all cases due process procedures shall be followed as described in Policy 5114.

Information concerning this policy shall be given to students and parents early in each school year.

### **Bus Drills**

Orderly and rapid evacuation of a school bus in an emergency may prevent injury or death of students.

1. The bus contractor shall be responsible for seeing that each bus driver instruct students regarding safe evacuation of the bus in an emergency. This shall include instruction on the use of both doors or windows if appropriate.
2. Bus contractors working with school principals shall establish a calendar for providing drills.
3. A drill shall be held during the first fifteen (15) days of the school year.
4. A second drill shall be conducted between March 15 and April 15.

(cf. 5114 - Suspension/Expulsion)

(cf. 5131.1 - Bus Conduct)

## **Business/Non-Instructional Operations**

### **Procedures for Emergencies; Safety - Transportation**

#### **Procedures to be Followed in the Event of an Accident to a Bus**

If a school bus is involved in a traffic accident, the following procedures shall be followed:

1. In the event of a serious accident, central office and the appropriate school(s) are to be notified immediately by the bus contractor identifying bus route numbers and location. Any student transportation vehicle involved in an accident will remain at the accident scene until a representative from Thomaston Public Schools arrives.
2. If the bus is en route to a school, the students will, upon arrival at school, be examined by the school nurse before returning to class.  
  
If injuries require further examination, the students will be immediately transported to the nearest hospital.
3. If a bus is en route from school and an accident occurs, the students will be returned to school for examination by the school nurse and/or an ambulance service if it is the decision of the representative from Thomaston Public Schools. If further examination is required, the students will be immediately transported to the nearest hospital.
4. Bus drivers are not to release anybody until all students and drivers have been accounted for and released by appropriate medical staff.
5. All parents of students in need of medical attention will be notified as soon as possible by school officials.
6. Transportation contractor will be responsible for supplying transportation from the scene of accident to home for students who have been released. Board of Education carryalls will be used, if need be, to transport students home from hospital.
7. The school Principal will be responsible for having staff available on the scene for the purpose of identification of students.
8. In the event of a serious school bus or school van accident, parents may call 283-4796 for further information.

**School Bus Incident Report to Parents****Thomaston Public Schools**  
**P.O. Box 166 Thomaston, Connecticut 06787**

Date: \_\_\_\_\_

DEAR PARENTS:

The purpose of this report is to inform you of an incident involving your child on the school bus, may have jeopardized the safety and well-being of your child and other students. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today.

Student Name: \_\_\_\_\_

**INCIDENT TYPE**

- |                                                                                               |                                                                 |
|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Improper Boarding Procedures/Departure Procedures                    | <input type="checkbox"/> Hanging out of Window                  |
| <input type="checkbox"/> Bringing Articles Aboard of Injurious or<br>Objective Nature         | <input type="checkbox"/> Throwing Objects in or Out of Bus      |
| <input type="checkbox"/> Failure to Remain Seated                                             | <input type="checkbox"/> Lighting Matches/Smoking on Bus        |
| <input type="checkbox"/> Refusing to Obey Driver                                              | <input type="checkbox"/> Spitting/Littering                     |
| <input type="checkbox"/> Fighting/Pushing/Tripping                                            | <input type="checkbox"/> Unnecessary Noise                      |
| <input type="checkbox"/> Tampering with Bus Equipment                                         | <input type="checkbox"/> Destruction of Property                |
| <input type="checkbox"/> Other Behavior Relating to Safety, Well-Being and Respect for Others | <input type="checkbox"/> Rude Discourteous and Annoying Conduct |

Specific Details

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PREVIOUS WARNINGS ☐ REPORTED 1<sup>st</sup> OFFENSE ☐ REPORTED 2<sup>nd</sup> OFFENSE REPORTED 3<sup>rd</sup> OFFENSE ☐

Disciplinary action to be taken:

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Additional Comments:

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Bus riding is a privilege which may be revoked. Parents are urged to appreciate the action taken and to discuss this with your child to prevent further occurrences.

|        |                    |             |                  |
|--------|--------------------|-------------|------------------|
|        | Student's Name     | Class/Grade | Date of Incident |
|        | Student's Address: | Bus Number  | Trip             |
|        | Phone Number       | Driver      | A.M. P.M.        |
| School |                    |             |                  |

\_\_\_\_\_  
Authorized Signature\_\_\_\_\_  
Title