



Additional Procedures for Various Bus Situations

For stranded motorists or if need help, call 1-800-525-5555 or DIAL “* DPS” on cellular phones.

Regarding flooded roadway information, call 1-800-452-9292.

BUS EMERGENCY

These procedures are for bus drivers in a serious bus accident or other emergency that occurs while transporting students for, or on behalf of, the schools/parishes within the Diocese of Victoria. The drivers might need to make spontaneous independent decisions, based on the nature of the emergency, age of children, location of bus, etc. Listed below are two scenarios with detailed procedures. A copy of these procedures shall be kept in the emergency packet of each bus. Also, included for your use, there are procedures for evacuation and lifting passengers, should the need arise.

SCENARIO 1: FLOOD

1. DO NOT drive through flooded streets and/or roads.
2. If needed, call 911 for immediate assistance.
3. Take an alternate route or wait for public safety personnel to determine safety.
4. Stay with disabled bus until help arrives.
5. Contact the Principal and/or Bus Dispatch to report location and condition of students.
6. In all instances, do not attempt to cross damaged bridges or overpasses.
7. The driver should account for all students and staff throughout the emergency.

SCENARIO 2: SERIOUS ACCIDENT OR BUS FIRE

1. Park the bus in a safe location, if possible.
2. Set the emergency brake and turn off the ignition and take keys.
3. Place three (3) emergency orange triangles at proper intervals for roadway and conditions.
4. Evacuate the bus in the event of a fire. (*refer to Evacuation Procedures*)
5. Check for injuries and provide appropriate first aid.
6. Call “911” to provide exact location and wait for arrival of emergency responders.
7. Contact the Principal and Bus Dispatch to report location and condition of students.
8. Stay with the disabled bus until help arrives.
9. Account for all students and staff.

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Evacuation Procedures (Clearing the bus)

1. Park the bus as close to the shoulder of the road as possible:
 - Turn hazard lights on
 - Set the parking brake
 - Turn the engine off and take keys
 - Place orange triangles.
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.
 - Move backwards down the aisle, repeating this procedure at each seat until the bus is empty.
 - Check the bus from the very back seat to the front, making sure it is empty.
7. Have evacuating students move to a safe distance (100ft) and keep them there as a group, away from any dangerous area.
8. Continue to check for students while removing the fire extinguisher or first aid kit, if needed.
9. Call or have someone call the fire department, the school, the pastor and the garage, as necessary.
10. A fire at the front of the bus may make the front entrance unusable and an alternate route of evacuation necessary. Normally, the front entrance will be available, but the emergency door can be used as the primary exit during an emergency.
11. Evacuation through both doors is fastest, with the rear monitor working forward seat by seat and the driver working backward seat by seat.
12. The windshield and rear windows can also be broken out to facilitate evacuation; use the base of fire extinguisher or other solid heavy object. If the bus is on the side, use the roof hatches and emergency windows as well as the emergency doors on the up side to evacuate students.

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PROCEDURES FOR LIFTING PASSENGERS

PURPOSE: The purpose of proper lifting techniques is to move the passenger without injury to you or the passenger.

Basic Rules

1. Tell the passenger what you are going to do.
2. Estimate the weight of the passenger. Never attempt to carry a student alone who weighs more than half your own weight unless the safety of the student is in immediate danger, and no assistance is available.
3. Always attempt to get help if you have any doubts about your ability to lift the student. If there is only a driver on a bus, and the necessity for an emergency evacuation develops, some dioceses/districts suggest that the driver activate the alternating red lights, as the evacuation procedure is truly an unloading procedure. Such action can draw attention from motorists that you need assistance.
4. Be sure your path is CLEAR.
5. Stand with both feet firmly planted, about shoulder width apart for good balance.
6. Always bend from knees, not from back, so that you use your thigh muscles rather than your back muscles to do the lifting.
7. When lifting and carrying, keep the student as close to your own body as possible.
8. Shift the position of your feet to move. **DO NOT TWIST YOUR BODY.** Take small steps to turn.

Single Person Lift

1. Follow the basic rules 1-8. Most strains, fatigue, and back injuries caused by lifting are due to using the **WRONG** muscles. Use your strong leg muscles (by bending at the knees and hips) **NOT YOUR BACK MUSCLES. KEEP YOUR BACK STRAIGHT.**
2. Keep equal weight on both feet and lower yourself to the level of the student by bending your knees before lifting.
3. Once in position, put one arm around the upper back and the other under both knees.

Two Person Lift

1. Follow basic rules 1-8.

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TO LIFT FROM A WHEELCHAIR:

- A. Position the wheelchair as close to your destination as possible. In an emergency situation, to save time and congestion, leave the chair where it is strapped and blanket pull or carry the student to the appropriate exit location.
- B. One person stands in front to the side, the other in back.
- C. The person in front removes the arm rest (if detachable), table top, and folds up the footrest.
- D. The person in back removes the seat belt and any other positioning device.
- E. The person in front, bending from knees, lowers himself or herself to place one arm under the student's knees and the other under the occupant's thighs.
- F. Person in back, places his or her arms under student's armpits, reaching forward to grasp both student's wrists firmly. (Your right hand to student's right wrist; left hand to left wrist.)
- G. Lift together on the count of 3. (Remember to use your legs to lift.)
- H. Walk to area where student is to be placed and lower on the count of 3, bending from the knees.

TO LIFT FROM A BUS SEAT:

- A. Use the same procedure as above, but first, slide the student to the edge of the bus seat near the aisle.

Blanket Lift

- 1. Fold a blanket in half, place on the floor as close to the child as possible.
- 2. Follow basic lifting rules 1-8 and lower the student to the blanket.
- 3. ONE PERSON LIFT: Place the student's head toward the direction of exit, lift the blanket from head and slide to safety.

To Assist a Person Upstairs

- 1. Follow basic rules 1-8.
- 2. Curl the student up as much as possible. Keep the student's arms and legs from flopping loosely. This flopping could throw you off balance, and cause a fall.
- 3. Support the student's head and neck as you would an infant's.
- 4. Do not lift student up by an arm or leg except in extreme emergency.
- 5. Slow rocking or a firm holding will help to relax a very "tense" student.

Basic Body Mechanics

- 1. Size up load and do not hesitate to ask for help.
- 2. Be sure that the passenger knows you are going to lift him/her.
- 3. Plan ahead: How you will lift and where you are going.
- 4. Bend your knees instead of your back. Keep your back straight.
- 5. Keep your feet apart while lifting to give a broad base of support.
- 6. Keep the person close to you.
- 7. If lifting with someone else, lift smoothly and together. Count 1, 2, 3.
- 8. Take small steps. Never twist your body while lifting or carrying.