



## **OLGC Transportation & Bus Use Safety Policy**

Students travel to school events via parent driver carpool and by rented bus. When doing so student's personal and medical information will be carried by the field trip leader (OLGC Staff) and assigned drivers. Privacy must be paramount in safeguarding this information. (See Student Field Trip ID cards)

Whether being transported by bus or by private vehicles, the field trip leader is to complete a list of students assigned to each bus or vehicle. A copy of this list is filed at the school. This list should be used to account for all students before leaving the school, and again when returning to the school.

### **For parent Drivers**

- All parent drivers are to have a valid BC driver's license, carry valid insurance, and be in compliance with all Motor Vehicle Branch requirements. Parent drivers must complete a *Driver's Certification of Insurance*. A record is kept, and teachers are to check that a form has been completed for any parent who volunteers to drive for a field trip/sporting event.
- All parent drivers are to have completed a *Criminal Records Check*. This must be on file in the school office.

### **Rules for Getting on the Bus Safely**

- Remember never to stand in the danger zone that surrounds the bus. The danger zone is anywhere close enough for you to touch the bus.
- If you need to cross the street to get on the bus, always wait until the bus has come to a complete stop. Look for the stop arm to come out and for the flashing red lights. Watch the driver. When the driver is assured that all traffic has stopped he/she will signal for you to cross the street – but continue to watch for traffic yourself. Always walk, don't run.
- Hold the handrail as you get on the bus. Do not push or shove.

### **Rules for Riding the Bus Safely**

- Take your seat promptly and sit properly, facing forward at all times.
- Place bags and parcels under your seat or on your lap.
- Keep the aisle of the bus clear at all times.
- Always keep your head, hands and arms inside the bus.
- Throwing objects inside or outside of the bus is not permitted.
- Talk quietly; the driver needs to concentrate to safely drive the bus. Fighting, shouting, or use of obscene language is not permitted.
- Be absolutely quiet when approaching a railroad crossing.
- Participate in all bus evacuation procedures.
- Dangerous, disturbing, or annoying objects are not permitted on the bus.
- Eating and drinking (this includes chewing gum) is not allowed on school buses at any time. This rule protects students or drivers that have food allergies and anaphylaxis, prevents choking, and maintains bus cleanliness.

- Be aware that other students, including the bus driver, may have allergies to scents such as perfume, etc.
- Smoking is not permitted on the bus.
- Always follow the bus driver's instructions

### **Rules for Leaving the Bus Safely**

- Remain in the seat until the bus comes to a complete stop.
- When you leave the bus, hold the handrail and take two large steps away from the bus. To cross the street in front of the bus, walk ahead at least ten giant steps (three meters). Cross only when the driver gives a signal. Proceed across the street, looking both ways for on-coming traffic. Cross the street in single file.
- If everyone is getting off the bus, the people at the front leave first. Do not push.
- If you drop something near the bus, do not pick it up. Tell an adult.

### **Safety Smarts – Know the Danger Zone**

- The 10 giant steps (or 3 meters) rule is a good measurement for children to identify the danger zone around the school bus, particularly when crossing in front of the bus.
- Children should never enter the danger zone unless the bus driver has given them permission.
- If a child can touch the bus, he or she is too close.
- Remember – if you cannot see the bus driver, the bus driver cannot see you.
- When near a bus, the children must have the attention of the bus driver.
- Children should never play around or near buses.

## **Evacuation Procedures**

### **FRONT DOOR EVACUATION**

Front door evacuation is usually used when there is little or no danger and when time is not a factor (i.e.: if the bus breaks down or similar problem). In considering a front door evacuation drill, the following steps should be used:

Bus driver will stop the bus, set parking brake, and turn off engine (remove key).

Stand, open the door, face the children, and get their attention.

Give the command: "EMERGENCY DRILL, REMAIN SEATED, FRONT DOOR EVACUATION" .

The driver appoints two (2) leaders who leave the bus and all students will follow to a safe place AT LEAST 35 METERS from the bus in an "evacuation drill" and remain there in a group until given further instructions by the leaders.

Appointed leaders are to stand outside the front door to count and assist passengers as they leave the bus. Standing between the first occupied seats, you will then turn and face the front of the bus. Starting with the right-hand seat, tap the shoulder of the student nearest the aisle to indicate that those occupants should move out. Say, "WALK, DON'T RUN – USE HAND RAILS." Hold your hand before the occupants of the left-hand seat in a restraining gesture. When the students in the right-hand seat have moved forward far enough to clear the aisle, dismiss the occupants of the left-hand seats. Continue evacuation procedures as described, right and left seats alternately, until the bus is empty. When the

last seat is empty, walk to the front of the bus checking to see that everyone is out. After you leave the bus, go to students and advise them of emergency status.

### **REAR DOOR EVACUATION**

Rear door evacuation is usually used when a front evacuation is not practical or is impossible (i.e.: a collision damaging the entry door, or hazards in the area of the front door). In considering a rear door evacuation drill, the following steps should be used:

Stop the bus, set parking brake, and turn off engine (remove key).

Stand, open the door, face the children, and get their attention.

Give the Command: "EMERGENCY DRILL, REMAIN SEATED, REAR DOOR EVACUATION."

The driver appoints two (2) children to leave first, stand sideways next to the emergency doors so that the students leaving the bus can use their shoulders as a help down to the ground.

Students will crouch/sit down at the back door with their arms extended in front of them to lessen the distance to the ground and to avoid bumping their heads as they exit and step (not jump) out of the bus with the assistance of the leaders.

Standing between the last occupied seats, you will then turn and face the back of the bus:

Starting with the right-hand seat, tap the shoulder of the student nearest the aisle to indicate that those occupants should move out. Say, "WALK, DON'T RUN – USE HAND RAILS." Hold your hand before the occupants of the left-hand seat in a restraining gesture. Ensure that students sit on the floor of the rear before exiting out the back door. When the students in the right-hand seat have moved forward far enough to clear the aisle, dismiss the occupants of the left-hand seats. Continue evacuation procedures as described, right and left seats alternately, until the bus is empty. When the last seat is empty, walk to the back of the bus checking to see that everyone is out. After you leave the bus, go to students and advise them of the status of the emergency.

### **FRONT AND REAR DOOR EVACUATION**

Front and rear door evacuation should be used in real emergencies, where time is of the essence.

Although this evacuation is the fastest method, it is also the most complex, so practice here is crucial. In considering a front and rear door evacuation drill, the following steps should be used:

Bus Driver Stops the bus, set parking brake, and turn off engine (remove key).

Stand, open the door, face the children, and get their attention.

Give the Command: "EMERGENCY DRILL, REMAIN SEATED, FRONT AND REAR DOOR EVACUATION."

Appoint leaders to lead the students to a designated safe location. As this evacuation is a combination of the front and rear methods, four leaders will be needed, two at the front and two at the rear door. The front half of the bus will exit using the front door, while the back half will use the rear emergency door.

Standing between the last (first) occupied seats, you will then turn and face the back (front) of the bus:

Starting with the right-hand seat, tap the shoulder of the student nearest the aisle to indicate that those occupants should move out. Say, "WALK, DON'T RUN – USE HAND RAILS."

Hold your hand before the occupants of the left-hand seat in a restraining gesture.

When the students in the right-hand seat have moved forward far enough to clear the aisle, dismiss the occupants of the left-hand seats.

Continue evacuation procedures as described, right and left seats alternately, until the bus is empty. When the last seat is empty, walk to the back (front) of the bus checking to see that everyone is out. After you leave the bus, go to students and advise them of the status of the emergency

## **EMERGENCY WINDOW EVACUATION**

The hired bus driver will demonstrate to all passengers how the emergency exit windows are opened and the location of the same. He/She will then instruct all passengers not to open these windows until required to do so.