



## ADMINISTRATIVE PROCEDURES

**SUBJECT: School Bus Emergency Communication Process**

### Background

Occasionally, serious incidents or emergencies occur before or after the instructional day, while students are being transported on a school bus.

### Procedures

1. The Principal will provide each School Bus Operator with an emergency communication protocol.
2. The emergency communication protocol will include the name and the telephone number of the Principal and/or designate.
3. In the event that no one in a position of responsibility is available at the school, an alternate telephone number should be provided.
4. **The School Bus Operator will determine the seriousness of the incident.** It is not considered an emergency situation where students can be transported to or from school safely and the situation dealt with the following day.
5. Should a serious incident or emergency occur, the Bus Driver would contact the School Bus Operator.
6. The Principal is responsible for disciplining students who misbehave while in transit on a school bus. Suspension of bus privileges may only be issued by the Principal or designate.

Implemented Date: December 12, 2001

Reference: Policies and Regulations