



School Bus Program Emergency Management

Procedures to be adopted in the event of a breakdown, accident, bushfire, or any other emergency.

POLICY DETAILS

Policy Title	School Bus Program Emergency Management
Creation Date	10 th November 2017
Review Date	October 2018
Ratified	By School Council November 2017

Forecast Emergencies-Bushfires

Pre-emptive arrangements will come into force for Harcourt Valley Primary School and Harcourt Valley Primary School's school bus route when a trigger based on the Fire Danger Rating (FDR) – Code Red is reached. The potential for a school closure and school bus service cancellation as a result of a Code Red Day will be flagged up to three days in advance and confirmed eighteen hours before closure. Harcourt Valley Primary School along with its associated bus route will be closed on a Code Red Day.

No school bus service will operate to or from a school that has been closed as a result of a declared Code Red Day. Buses will also not operate in or near an area determined by the regional director as high risk.

Rapid Onset Emergencies

A rapid onset emergency may affect the safety of a school and/or bus service.

When students are at school

During a rapid onset emergency the principal or delegate will take responsibility for decisions affecting the school bus while students are at school.

The bus service will be cancelled in full and students will not be permitted to leave the school without the approval of the principal or delegate.

All students normally using the bus service will be held at the school and parents/guardians of affected students will be notified of the situation and given advice as to when and where it is safe for their child to be picked up.

When students are en route

The bus driver will assume responsibility should an emergency arise while a bus service is en route to or from school. The bus driver is responsible for passenger safety and where practicable makes decisions with guidance from the principal.

The bus driver will:

- Operate in a manner to ensure the safety of passengers at all times
- If necessary, call 000
- Notify the principal of any emergency encountered en route and any anticipated delay
- Receive instruction, where possible, from the emergency services and/or Principal with regard to the bus service's destination (i.e. return to school or be directed to a safe area).
- Not allow students to alight from the bus unless parents/guardians are waiting for them at a designated bus stop. If no one is waiting and it is practical and safe to do so, students will be taken back to school or to the nearest safe area. Dependant on the location and the extent of the emergency, if the bus is unable to return to school, the likely safe area is to be the Harcourt Bowls Club or Harcourt ANA Hall.

- Continue on the journey or if the road is blocked, return to the school if safe and practical to do so or travel to an area deemed safe by emergency services. If emergency services are not at the scene and the driver is in doubt, they should call 000 for assistance
- Confirm arrival at destination with the Principal as soon as possible

The principal /delegate will:

- Contact emergency services to ascertain the status of any locally notified emergency. The Principal should advise emergency services of the status and location of the bus service and seek assistance if required
- Consider actions to be taken in line with the school's Emergency Management Plan
- Confirm or provide the bus driver with the destination
- Notify parents/guardians of all affected students of actions taken and other relevant information (such as when and where to collect their children)

Bus service affected overnight or before school

If the operation of a bus service is affected by an emergency occurring overnight or before school hours, the principal will assume responsibility for determining whether the bus service is cancelled or not. This decision is made based on where possible, advice from the regional office, emergency services and local knowledge.

The school will prioritise contacting families of all affected students to avoid them waiting at stops where services have been cancelled.

In the event of a breakdown of the school bus

In the event of a breakdown the bus driver assumes responsibility should an emergency or breakdown arise while a bus service is en route to or from school. The bus driver is responsible for passenger safety and where practicable make decisions with guidance from the coordinating principal.

The bus driver will:

- Operate in a manner to ensure the safety of passengers at all times
- The bus driver/depot will notify the principal/delegate of the breakdown

The principal/delegate will:

- Notify parents/guardians of all affected students of actions taken and other relevant information (such as when and where to collect their children)

In the event of a school bus accident

In the event of a school bus accident the bus driver assumes responsibility should an emergency arise while a bus service is en route to or from school. The bus driver is responsible for passenger safety and where practicable make decisions with guidance from the coordinating principal.

The bus driver (depot) will:

- follow the bus companies school bus emergency management procedure in a manner to ensure the safety of passengers at all times
- notify the principal of any emergency encountered en route and or any anticipated delay

The principal /delegate will:

- Enact the school's Emergency Management Plan
- Notify parents/guardians of all affected students of the situation, actions taken and other relevant information (such as when and where to collect their children).