

Star City School Bus Safety Plan

2012-2-13

- I. **Plan Authorization:** The Star City School district in conjunction with Lincoln County Sheriff's Office, Star City authorities, and the Arkansas Game and Fish have coordinated efforts to ensure that all students in the Star City School District are afforded a safe environment on all campuses and buses.
 - a. **Statutory Authority:**
 - i. The authority for this plan is Act 1206 of 2009, §27-51-1004 and §27-51-1005 which requires that the Superintendent and Director of Transportation of each school district, in conjunction with the appropriate law enforcement agency, the appropriate prosecuting authority and the appropriate city and county government agencies to develop a school bus safety plan designed to ensure the safety of children being loaded onto or unloaded from school buses.
 - b. **Applicable Participants:**
 - i. The plan is intended to foster a cooperative working relationship between the Star City School district, the local law enforcement agency and appropriate prosecuting attorney in relation to Lincoln county.
 - ii. "Law enforcement agency" is intended to include those agencies that have jurisdiction over the streets, roads and highways upon which the school buses operate in their normal course of business.
 - c. **Initial Plan and Updates:**
 - i. The plan will be formulated through a cooperative effort by the Star City School District and local law enforcement agencies. It is to detail the procedures of this cooperation, the commitments of the agencies and the periodic reviews to insure the plan is current.
- II. **School District Responsibilities:**
 - a. **Route Analysis:**
 - i. The school district will survey its routes for those road conditions they feel may be a hazard to bus operations. This survey should include bus stop locations and should take into account any school district policy and recommendations from the "Identification and Evaluation of School Bus Route and Hazard Marking Systems" produced by the National Association of State Directors of Pupil Transportation Services. This report may be found at: <http://www.nasdpts.org/documents/hazard.pdf>.
 - b. **Periodic reviews:**
 - i. The Star City School District superintendent or his/her designee will evaluate all school bus routes and stops at least annually to determine any safety issues that exist and make recommendations

to local authorities or any changes and/or modifications he/she determines is necessary to ensure the safety of students.

c. School District Training.

- i. The district will conduct an annual education program for all students regarding the safety procedures at all bus stops. The district will also instruct all bus drivers in procedures to be followed while loading and unloading students. This includes their responsibility to report any and all motorists who violate the provisions of Arkansas Code Annotated §27-51-1004 or §27-51-1005.
- ii. The District provides three hour state mandated Bus Driver in-service conducted by the Arkansas Division of Public School Academic Facilities and Transportation each year that covers such topics as drug abuse, bullying, bus evacuation drills as well as other safety issues and transportation laws..
- iii. The Transportation Director also provides in-service to all bus drivers annually on bus safety, daily pre-trip inspections, cameras, radios, evacuation drills, and other relevant topics.
- iv. All new bus drivers receive 24 hours of training prior to driving a bus. This training involves practice runs, driving skills, loading and unloading, rail road crossing, discipline, student relations as well as any other driving procedures, safety issues, or student conduct matters. Drivers have training on the cameras and use of bus radios.

d. Route Updates:

- i. The Star City School district will update its list of routes when necessary and if changes are made on a permanent basis to those routes, they will provide this update to local authorities. The school district will coordinate annually with local law enforcement agencies on current routes and hazards to those routes and stops that are beyond the control of the school district to correct.
- ii. All buses are equipped with radios and cameras.

e. School District Discussions with Local Officials:

- i. The superintendent and/or his/her designee shall periodically inform and consult with local law enforcement agencies, prosecuting authorities and public works departments of state and local governments regarding procedures to be implemented to improve and ensure the safety of students loading and unloading school buses. These discussions shall include the appropriate procedures for a person who observes an operator of a motor vehicle violating §27-51-1004 or §27-51-1005 to the appropriate jurisdictions. These discussions should also include the possibility of additional signage, traffic markings or electronic traffic control devices.

- ii. The School Resource Officer (SRO) coordinates radio frequencies and acts as the liaison between school and local law enforcement agencies.

III. Local Law Enforcement Agency Responsibilities:

a. Law enforcement compliance guidance:

- i. Law enforcement agencies should assist the school district by providing guidance to insure compliance with city, county, and state laws pertaining to motor vehicle operation.
- ii. The SRO acts as liaison between the school and local law enforcement agencies.
- iii. The SRO coordinates essential training for school safety both on campuses and on buses for law enforcement personnel from county agencies

b. Route Analysis:

- i. Law enforcement agencies should analyze bus safety plans, bus routing and pickup and discharge stops and make recommendations or suggestions on the safest way to conduct those operations.

c. Route Markings:

- i. City, county or state officials should assist the implementation of the plan with road markings, signs, lights or any safe driving area in their preview, to insure a safer bus operation.

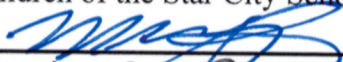
d. Law Enforcement Training:

- i. All law enforcement agencies provide the appropriate training for law enforcement personnel.
- ii. The SRO coordinates essential training for school safety both on campuses and on buses for law enforcement personnel from county agencies

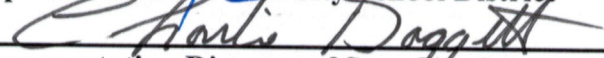
IV. Final Agreement:

- a. **School District Commitments:** The Star City School District commits itself to the continued training of all drivers, students and parents of bus-riders. The District is also committed to creating a safe policy for students who ride a school bus of the proper procedures and policies of bus riders. The School District will also continue to work closely with the city and country agencies for the Star City School District. Bus drivers will continue to be diligent in reporting traffic violations to the Transportation Director and the superintendent or his designee, who will then report all the information gathered to the appropriate law enforcement agency in conjunction to the locale of the offense.
- b. **Local Official Commitments:** The law enforcement agencies for Lincoln Country and Star City will continue in their efforts to apprehend all violators who are in violation of §27-51-1004 or §27-51-1005.

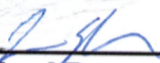
- c. **Signatories:** The Star City School district and the law enforcement agencies and the prosecuting attorney for the Lincoln County hereby agree to work coordinate their ongoing efforts to provide safe passage for the children of the Star City School District.



Superintendent of Star City School District



Transportation Director of Star City School District



School Resource Officer for Star City School District
Lincoln County Sheriff's Officer

Star City Public Schools Crisis Management Plan, a flip chart, outlines the steps that must be followed when an accident occurs. Under the first cover is Emergency Phone numbers. The third tab, Bus Transportation Accident, outlines the steps that must be taken if there is a bus accident. If there is an accident, Superintendent and/or Assistant Superintendent and the Transportation director always go to the scene of the accident. They also return to the Middle School where all uninjured students are brought for the nurse to check them out. Parents are called and they come the school, where they are greeted and are assured that their children have been

Bus Transportation Accident procedures:

The policy outlines what each person's responsibilities are:

Bus Driver

- Make a seating chart and keep it current.
- DO NOT allow students to leave with anyone.
- Notify school officials immediately.

Transportation Supervisor

- Notify the superintendent.
- Take a Walkie-talkie or cell phone to the scene.
- Go immediately to the scene of the accident.
- Assess the situation and call the police and /or ambulance if necessary.
- Go to the hospital to check on the needs of injured students.
- Escort all uninjured students to the Middle School Library to be observed by the school nurse.

- Keep in contact with the Superintendent.

Principal

- Accompany transportation supervisor if requested.
- Take a walkie-talkie or cell phone.
- Stay in contact with the assistant principal/crisis secretary at school.

Assistant Principal

- Tell the secretaries to put all calls which are related to the accident to the principal or assistant principal.
- Tell any callers that there has been an accident and that you do not have full details but you expect a report quickly.

Principal or Assistant Principal

- Notify any parents of injured students and tell them of the hospital location.
- Notify parents of uninjured students and tell them there has been an accident and that their child is unharmed.

State law requires that students stay seated at all times. They are not to be standing in the bus aisle. In the event of an accident, students are to listen closely to the driver for instructions. If bus evacuation is needed, the bus evacuation plan is implemented.

Bus Evacuation Procedures:

Bus drivers are required by law to conduct two bus evacuation exercises each school year. Star City bus drivers are required to conduct one evacuation practice in the fall term and one during the spring term. All drills are conducted on campus. Each driver knows that he/she must have an evacuation drill in the fall and spring, and he/she determines when that will be. There is a form titled "Division of Public School Academic Facilities and Transportation School Bus Evacuation Drill" that must be filled out and turned in to Transportation Director.

The Driver and the students must know and practice the following steps in order to have a safe and effective evacuation:

- Park the bus as close to the shoulder of the road as possible, turn on the hazard lights, set the parking brake, and turn the engine off.
- Stand facing the rear of the bus.
- Give the command, "remain seated; prepare to evacuate."
- Turn toward the front of the bus.
- Move backwards to the first occupied seat.
- Starting with either the left or the right seat. Touch the shoulder of the person nearest to the aisle as an indication 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. Using the same signal, move out the passengers in the opposite seat.

- 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 seat to make sure the bus is empty.
- Move evacuating student to a safe distance (100 feet) and keep them there as a group. Keep them away from any dangerous area.
- Continue to check for students while removing the fire extinguisher or first aid kit.
- Call or have someone call the fire department, the bus garage and the school.
- Additional precautions:
 1. If a fire is at the front of the bus making the front entrance unusable, the emergency door can be used as the primary exit during any emergency.
 2. Evacuation through both doors is fastest, with the rear monitor working forward seat by seat and the driver working backward seat by seat.
 3. The windshield and rear windows can also be pushed out to facilitate evacuation.
 4. If the bus is on the side, use the roof hatches as well as the emergency doors on the up side to evacuate students.

Students should be reminded during an emergency evacuation to:

- Listen to the driver's instructions for the correct exit.
- Be calm, quiet and don't panic.
- Leave belongings behind.
- Exit seat by seat alternating rows.

- Leave the bus quickly without pushing or shouting.
- Walk to a safe place and stay together.

Division of Public School Academic Facilities
And Transportation

SCHOOL BUS EVACUATION DRILL

DRIVER: _____ BUS #: _____

LOCATION OF DRILL: _____
(School)

DATE: _____

TIME: _____

EXACT TIME TO COMPLETE EVACUATION: _____ (minutes)

NUMBER OF STUDENTS _____

METHOD OF EVACUATION (CIRCLE):

- A. FRONT
- B. REAR
- C. SIDE
- D. COMBINATION (list) _____

State regulations indicate two (2) emergency evacuation drills per year.

1st drill should be completed by December 1st of each year.

2nd drill should be completed by June 1st of each year.

All evacuation drills will be held on school property. Return completed form to the districts transportation office.

Violations of Passing a Stopped School Bus

- (1) The school bus driver who observes an operator of a motor vehicle violating § 27-51-1004 or § 27-51-1005 shall report the license plate number, issuing state if different than Arkansas, and a brief description of the vehicle to the superintendent within two (2) hours after the end of the driver's shift for that period of the day.
- (2) Within forty-eight (48) hours of the observation, the superintendent shall provide the information to the local prosecuting attorney.
- (d) A school bus driver who fails to carry out the provisions of subsection (a) of this section is guilty of a Class C misdemeanor.
- (e) (1) The prosecuting attorney who is provided a report under this section shall provide written notice to the superintendent regarding the outcome of the report.
- (2) The superintendent shall provide information regarding the outcome of the report to the driver of the school bus who initiated the report.
- (f) Nothing in this section shall limit a person who observes an operator of a motor vehicle violating § 27-51-1004 or § 27-51-1005 from reporting the incident to the local prosecuting attorney