

STUDENT TRANSPORTATION: CNA-R
EMERGENCY PROCEDURES WHEN BUS IS DELAYED OR STRANDED ON TRIP

DELAY OF HOUR ONLY

1. Sponsor will notify principal, or his designated representative, first (if possible) if bus will return one hour or more later than originally planned. This will be done before parents are contacted, usually.
2. Principal or his designated representative will communicate with parents if he deems it an emergency. Principal, through sponsor, will design acceptable method of doing this and inform students and parents.
3. Principal or his designated representative will notify the transportation department (Bus Shop – 935-4710, Bobby Martindale – 935-2339, or Doug Williamson 934-0579) of your location and what has been done with the bus or other school vehicle. Any change in original plans should be communicated to the transportation department, immediately. The transportation foreman will be responsible for dispatching help, if needed.
4. Sponsors are to stay with stranded students until they are safely in Dumas or released to a responsible person.
5. The transportation department will be responsible for getting the bus back to Dumas, if it is not serviceable.
6. The driver is to notify the transportation department when the bus is safely back in Dumas if #3 above has been used and the driver is able to get the bus back to Dumas.

OVERNIGHT DELAY

1. Same as #1 above.
2. Same as #2 above.
3. Same as #3 above.
4. The sponsor will:
 - 1) Notify the principal.
 - 2) Secure suitable lodging for students.
 - 3) Notify the principal of any further change in plans.
5. The principal or his designated representative shall keep the Transportation Department informed of needs for replacement bus, towing, repairs, etc. The transportation department shall make decisions on disposition of transportation.
6. Same as #6 above.

THE SUPERINTENDENT AND/OR ASSISTANT SUPERINTENDENT FOR BUSINESS SHALL BE NOTIFIED OF ANY DELAY THAT IMPLEMENTS THE ABOVE PROCEDURES.