

SCHOOL BUS SAFETY PROGRAM

1. School bus drivers are responsible for safety of students while being transported on Staunton City School buses at all times, to include regular transportation to and from school and on special field and athletic trips. Bus safety is paramount in the duties of a bus driver.
2. Each time before starting on a school bus run, the driver shall make a thorough inspection of the bus following a prescribed checklist and in accordance with regulations set forth by the Virginia Department of Education.
3. If at any time the bus driver feels that the bus is in unsafe condition, the bus should not be moved and the Transportation Coordinator should be notified.
4. School bus driver safety training shall be performed by the Transportation Coordinator or designee prior to a new driver transporting students, at regular intervals prescribed by state regulations, and at other times as determined by the Transportation Coordinator.
5. Specific guidelines relating to routine bus operation, safety procedures required by state code, and other local school division requirements, are outlined in the **Staunton City Schools Bus Driver's Handbook** and shall be studied and followed explicitly.
6. The principals at each of the Staunton City Schools are responsible for:
 - Providing instruction to students on school bus safety and rules as prescribed by state code and directed by the Director of Operations.
 - Maintaining records of students transported to/from their school including bus number, route and area to be served. Student information should include name, address, phone number, grade, and route identification.
 - Providing the prescribed number of chaperones on field trips and insuring that these chaperones have a complete list of students attending. Chaperones should also have communication information in the event of an accident or severe illness.
 - Supervising loading zones and enforcing traffic regulations on school property.
 - Reporting overcrowding or other safety concerns to the Transportation Coordinator.
7. The location of crosswalks and crossing guards throughout the city is determined by the Staunton City Police Department and Staunton City Director of Public Works, with regular communication and consultation from the Director of Operations of Staunton City Schools.
8. The **Bus Driver** shall report any bus accident immediately to the Transportation Coordinator. If there are students on board, or if the accident caused injury to any other person, the following procedure shall occur.
 - Contact the police immediately and request ambulance service, if necessary.
 - Notify the Transportation Coordinator
 - Complete an Accident Report and appropriate information requested by the Transportation Coordinator in a prescribed timeframe.

9. In the event of a school bus accident, the **Transportation Coordinator** shall:
 - Notify the Director of Operations immediately.
 - Notify the Principal(s) of schools involved.
 - If students are injured, give the names of these students to the principal.
 - Arrange for a substitute bus to transport students to their home or school.

10. In the event of a school bus accident involving injury to students, the **Principal** shall:
 - Contact parents as soon as possible and provide all factual information known at that time.
 - Inform parents of any injury sustained by the student, even if the injury is slight.
 - Refer all questions by the media to the Superintendent's office.

11. In the event of a school bus accident, the **Director of Operations** shall:
 - Notify the Superintendent as soon as possible and provide known information.
 - Make arrangements for the bus driver to be transported to the hospital for post-accident drug/alcohol testing.
 - Assist the Superintendent as requested to notify School Board and/or to handle news inquiries.

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