

PUPIL TRANSPORTATION OFFICE 410-313-6732

School Bus Emergency Procedure Card

Bus # _____ Contractor Name _____ Phone _____

Name of Bus Driver _____ Name of Bus Assistant _____

1) School _____

Phone _____

2) School _____

Phone _____

3) School _____

Phone _____

4) School _____

Phone _____

POLICE & FIRE 911 POLICE AND FIRE 911 POLICE AND FIRE 911

EMERGENCY PROCEDURES

In case of accident:

- Secure bus (engage parking brake, activate hazard lights, take key from ignition)
- Check students for injuries
- Place fuses or reflectors appropriately
- Call or have someone call:
 - 1) Police 911
 - 2) Pupil Transportation office 410-313-6732
 - 3) Your contractor
- Remain at the scene until authorized to leave by the Howard County Police or the Pupil Transportation Office

In case of breakdown:

- Move bus off the road as far as possible
- Secure bus (engage parking brake, activate hazard lights, take key from ignition)
- Reassure students and evacuate if necessary
- Place fuses or reflectors appropriately
- Call or have someone call:
 - 1) Your contractor
 - 2) Pupil Transportation Office 410-313-6732