**Bishop Neumann Catholic Schools Safe Pupil Transportation Plan**

This Safe Pupil Transportation Plan sets forth the systems plan for providing safe

transportation to students being transported in pupil transportation vehicles.

**1. Weapons**—Upon becoming aware of a weapon aboard a pupil transportation

vehicle, the driver will make every attempt to:

A. The driver will make every attempt to telephone the school

from a cellular telephone or from the nearest safe haven location.

Examples of a safe haven include, but are not limited to, any school

building site, parish, emergency service station (law enforcement or fire

department), community service agency, etc.

B. Pull vehicle over to safe and secure area.

C. Confiscate weapon (if it doesn’t jeopardize student or driver safety).

D. Give description of weapon and participating parties to the school authority.

E. School authority will immediately notify appropriate law enforcement agencies

and school administration.

**2. Pupil behavior—**Students are expected to follow student conduct rules while in

a pupil transportation vehicle. The pupil transportation driver is responsible for

controlling behavior which affects safety and for reporting rule violations to

school administration. In the event a student’s behavior jeopardizes safety, the

driver will make every attempt to:

A. The driver will make every attempt to telephone the school

from a cellular telephone or from the nearest safe haven location.

B. First seek to resolve incident through discussion with the student(s)

involved.

C. Activate emergency flashers.

D. Bring vehicle to a safe stop. Seek to resolve the incident, using physical

force only as necessary to protect students or yourself.

E. Report and document discipline problems to the school administration on

a Bus Conduct Report/Incident Form.

**3. Terrorist threats—**A person commits a terroristic threat if the person threatens

to commit a crime of violence with the intent to terrorize another or with the

intent of causing evacuation of a building, place of assembly or facility of public

transportation or in reckless disregard of the risk of causing such terror or

evacuation. Upon becoming aware of a terroristic threat relating to a pupil

transportation vehicle, the driver will make every attempt to:

A. The driver will make every attempt to telephone the school

from a cellular telephone or from the nearest safe haven location.

B. Make every attempt to keep passengers calm (this may mean complying

with terrorist).

C. School Authority will immediately notify appropriate law enforcement agencies

and school administration.

D. Driver should wait for instructions from the school authority ***if possible.***

**4. Severe weather—**Upon becoming aware of severe weather while aboard a pupil

transportation vehicle, the driver will make every attempt to:

A. The driver will make every attempt to telephone the school

from a cellular telephone or from the nearest safe haven location.

B. Return to the school if less than five minutes away and follow the

directions of the school administrator.

C. If more than five minutes away from school, go to the nearest school or parish and

follow the directions of the school administrator or Pastor.

D. If more than five minutes away from the nearest school or parish or there is

immediate danger, get to the nearest basement or underground shelter

with all students.

E. If there is no shelter and there is immediate danger the driver and

passengers are to follow evacuation procedures and get everyone off the

vehicle into the nearest ditch or culvert at least 100 feet away from the

vehicle.

**5. Hazardous materials—**Upon becoming aware of a hazardous material aboard a

pupil transportation vehicle, the driver will make every attempt to:

A. The driver will make every attempt to telephone the school

from a cellular telephone or from the nearest safe haven location.

B. Pull vehicle over to safe and secure area.

C. Give description of hazardous materials in question to the school authority.

D. the school authority will immediately notify appropriate law enforcement and

school administration.

E. Driver should wait for instructions from the school authority ***if possible.***

**6. Medical emergencies—**Upon becoming aware of a medical emergency aboard

a pupil transportation vehicle, the driver will make every attempt to:

A. The driver will make every attempt to telephone the school

from a cellular telephone or from the nearest safe haven location.

B. School authority will immediately notify appropriate medical agencies and

school administration.

C. Driver should follow instructions from school officials, and

parents when such information can be obtained quickly enough. If not

available, follow emergency first aid procedures.

D. ***Only if necessary,*** the driver should move passengers only enough to get

them out of danger of traffic or fire. If moved, the driver and assistant **if**

**available** is to keep them where placed until a medical agency arrives,

unless a parent has taken charge of their child.

E. Driver should try to keep student passengers as calm as possible.

**7. Procedures in the event of mechanical breakdown of the vehicle—**Upon

becoming aware of a mechanical breakdown aboard a Pupil transportation

vehicle, the driver will make every attempt to:

A. Pull vehicle over to safe and secure area ***if possible.***

B. The driver will make every attempt to telephone the school

from a cellular telephone or from the nearest safe haven location.

C. Activate emergency flashers and place warning flares/reflectors in

accordance with safety guidelines, if not in secure area.

D. Driver should try to keep student passengers as calm as possible.

E.  If bus is not safely out of traffic, evacuate the students to a safe area away from harm.

F. School authority will arrange for assistance and a relief vehicle ***if needed.***

**8. Documentation under Safe Pupil Transportation Plan—**Each pupil

transportation driver is required to complete and submit to the school

administration a bus conduct report or incident report involving the pupil

transportation vehicle operated by the driver or any pupils transported in it.

Documentation is to include the occurrence of any of the following events:

weapons, student behavior which affects safety, terroristic threats, severe

weather, hazardous materials, or medical emergencies. Documentation of such

events shall be completed and submitted as soon as practicable after the

incident.

**9. Transportation of Unsafe Items—**Drivers shall not permit pupil transportation

vehicles to transport any items, animals, materials, weapons, or look-a-like

weapons or equipment which in any way would endanger the lives, health, or

safety of the children or other passengers and the driver. Look-a-like weapons

associated with a school sponsored or approved activity may be transported only

with written permission of a school administrator. Any items that would break

or could produce injury if tossed about inside the pupil transportation vehicle

when involved in an accident or sudden stop shall be secured.

**10. Supplemental Information—**A copy of this plan shall be placed in each pupil

transportation vehicle, kept at each school building, and made available upon

request.