

DISABLED VEHICLES

As outline in the Motor Vehicle Act:

“A vehicle with a seating capacity of more than 10 passengers or a commercial vehicle having an overall width exceeding 2.3m or a load exceeding an overall width of 2.3m must be equipped with approved warning devices for use in event of a breakdown. The devices will consist of at least two flares, reflectors, fuses or red lanterns for use during darkness, and at least two red flags a minimum of 30cm by 30cm or two warning devices of a type approved by the Superintendent of Motor Vehicles for a warning during daylight. If a vehicle becomes disabled it should be moved as far off the travelled portion of the highway as possible. Warning devices must then be placed approximately 30m ahead and 30m behind the disabled vehicle.”

Emergency Breakdown Procedure

- Put four way flashers on.
- Park bus in a safe place on the untraveled portion of the road, if possible.
- Notify dispatch of the location and nature of breakdown.
- Put on reflective safety vest.
- Place safety triangles out immediately.

Drivers are reminded of the following regulations pertaining to the mechanical condition of school buses:

Stall or Breakdown and Emergency Procedures:

If the school bus stalls or breaks down the driver must take the following actions to safeguard the passengers and other motorists:

- Bring the bus to a stop as far off the roadway as possible. The students shall remain on board the bus if it is stopped in a safe location.
- If the bus cannot be stopped in a safe position **ALL** students shall be immediately evacuated to a safe site.
- Inspect the bus and attempt to determine the nature of the problem and perform repairs, if they can be done safely.
- If you cannot determine or correct the trouble, stay with the bus and attempt to contact dispatch by radio or telephone.

Brake Failures

All brake systems are provided with one or more emergency back up systems.

Airbrakes: As noted in the pre-trip inspection, this system is equipped with low warning devices designed to protect against brake emergency. Wig Wag – Buzzer – Red light; all are located in front of the driver to warn him of a failure. These devices will activate whenever there is an air loss greater than 60 P.S.I. At this point there should be plenty of air in the emergency system to stop the bus safely.

Hydraulic: When this system fails and a brake application is being made, a light or buzzer located in the dash would indicate that a partial failure has occurred. Also, at the time of the failure, the brake pedal will fall away slightly but will recover. The emergency system will take over and the driver should be able to bring the bus to a safe stop. Do not proceed. Call for assistance.

Note:

The driver should not pump the brakes in either system but maintain a steady application until stopped. In the event that all systems fail, buses equipped with spring brakes will have another advantage. Spring brakes should apply automatically. Caution should be used when applying spring brakes as the rear wheels may lock up and cause the bus to go into an uncontrollable skid.

Procedures for Mechanical Breakdowns

Despite a good preventive maintenance program, your bus may occasionally have a mechanical failure. In such situations you must know what to do, how to do it and when it should be done. Knowing how to handle an emergency situation quickly and effectively is an important part of the bus driver's job. Be prepared to handle it by knowing your route and the best pull-off positions.

Engine Stalls on an Incline:

- a) Apply foot brake firmly at once. Do not pump the hydraulic brake pedal.
- b) Apply the emergency brake.
- c) Attempt to restart the engine after confirming that the emergency brake is holding. If the emergency brake is not holding and the foot brake is – evacuate the bus as quickly as possible using the front door entrance only. Instruct the passengers to stand on the incline above the bus. Release foot pressure gradually and slowly steer the bus off the road as sharply as possible.
- d) If the emergency brake is holding and the engine will not restart, follow the same procedure: evacuate the passengers first – then attempt to park the bus off the road.

When to Evacuate the Bus:

You must quickly decide if it is safe for your passengers to remain on board. Usually, passengers remain on the bus during an emergency but two situations require that you do evacuate the bus:

- Unsafe location (Will the students be safer on or off the bus?)
- Fire or danger of fire

Providing Emergency Assistance

Discretion must be used in leaving the bus to provide assistance. Your primary responsibility is to your passengers. If you do have to leave your vehicle, call dispatch and make them aware of your status.

This can either be done by using the PAN PAN PAN code in emergencies where life is threatened or by normal radio procedures in the event of non-life threatening situations. For relatively minor accidents (i.e. fender bender) call dispatch and advise them of the accident, the location and whether there are injuries to anyone and dispatch will call the local authorities.

Fire:

A bus shall be stopped and evacuated immediately if any portion of the bus is on fire. Passengers should move a distance of 35 metres (115 feet) or more in the safest direction from the bus. In case of an engine fire do not open the hood; to do so will add more air to the fire. Discharge the extinguisher through the radiator.

Immediate Action Steps:

- Secure the bus.
- Unload passengers using emergency evacuation procedures.
- Before leaving the bus, make a final check for any passengers left on board.
- Direct passengers to a safe location.
- Remove fire extinguisher after final check for passengers.
- Fight fire by any means available.
- Notify dispatch immediately.

Some Fire Fighting Tips:

- Discharge fire extinguisher through radiator for engine fires to prevent flash-up.
- Be aware that the bus may move forward if transmission left in a forward gear.
- Be aware of exploding tires when fighting fires or near wheels.

Under Dash (Electrical) Fires

The majority of fires starting under the dash are electrical fires. The smell of acid odor emanating from under the dash will be a strong indication that a fire may break out. Once a fire or over heated wire is detected, turn off all switches and direct the extinguishing chemical at any open flames.

CORE INFORMATION

Reasons For Emergency Drills

It is important to have an action plan for any eventuality. This helps all occupants of a school bus to know what to do in case of an emergency and how to do it resulting in a quick, calm and safe evacuation.

Methods of Leaving the Bus

The bus driver decides which exit will be used during an emergency evacuation. The most common evacuations are via the front door, the back emergency door, or a combination of both (“split evacuation”). During the actual evacuation drill the driver will also point out alternate exits (i.e. roof escape hatch, emergency windows) and their operation to the students.

Role of Students

The bus driver needs the help of students if the evacuation is to be carried out successfully. Therefore, it is up to the driver to assign students to the roles of *helpers*. Ideally, the students occupying the seats closest to the doors will play a key role. Helper #1 will be seated in the aisle seat closest to the front door to the right of the driver. Helper #2 and #3 are in the aisle seats closest to the rear door. The positions remain the same regardless of the type of evacuation. While this seating arrangement is ideal, it is not written in stone. We suggest that all students be made familiar with the various roles required on the bus.

Front Door Evacuation

A front door evacuation is the least complex and exposes students to little or no danger.

Helper #1 will stand at the bottom of the steps assisting students off the bus and directing them to a safe area.

Helper #2 controls the order in which students evacuate the bus, starting from the front (to alleviate congestion).

Helper #3 will be the first to evacuate and will take charge of the students at the safe area.

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Rear Door Evacuation

This method is only used when it is unsafe to conduct a front door evacuation.

Helper #1 controls the order of the evacuation (evacuating away from danger) and alternating sides.

Helpers #2 and #3 exit the rear door of the bus and stand facing each other outside the door, ready to assist the remaining students. The students will then follow the helpers' directions and proceed to a safe area in single file.

Split Evacuation

This is the fastest and most complex method and is used in an emergency when time is of the essence. The front half of the bus exits via the front door, the rear half via the rear door. The evacuation begins with students seated closest to the doors alternating sides. It is directed by helper #1 at the front and helper #3 at the rear. Helper #2 and the first student off at the rear of the bus will help the remaining students. The first students out each door after that will proceed to a safe area in single file. Check all seats to ensure that all students have been evacuated.

Evacuation

Although only a few students have been assigned specific roles by the driver, all other students must follow certain rules if an emergency evacuation and/or drill is to be successful. These rules are:

- Remain calm
- Be quiet
- Walk, don't run
- Leave all belongings behind
- Listen to the driver and follow his/her instructions

You must stay with your radio unit or advise dispatch if this is not possible.

Emergency Equipment

Flares and Reflectors

All buses must carry triangular reflectors. They are used to warn other drivers of a hazard ahead and help avoid further problems at the collision or breakdown scene. Whenever a collision or breakdown occurs you must display these devices in order to mark the scene. Be cautious.

Placement of warning devices is most important. The rules are:

- Place one device on the roadway side of the bus ensuring it is a safe distance from both the bus and oncoming traffic.
- Put a second device 35 metres (115 feet) behind the bus. On hills or curves increase the distance but never beyond 90 metres (300 feet).
- Place a third device the same distance in front of the bus.

Fire Extinguishers

Whenever a collision occurs, there is always chance of fire. Every bus has a fire extinguisher on board.

Dry Chemical Extinguisher

This type of extinguisher is used on a school bus. It has a pin release and gives off a snow-like powder. This powder is forced from the extinguisher by pressurized gas. A gauge on the top shows the air pressure is either red or green. Naturally green means all is okay. If the needle is on red, you should have your extinguisher recharged. The range of these extinguishers in the size likely to be on a school bus is four to five metres (13 or 16 feet). Direct the discharge at the base of the fire using a sweeping motion to cover the flames. Try to be upwind from the fire when using the extinguisher for maximum coverage and personal protection. School bus fire extinguishers will discharge in approximately eight to ten seconds, therefore proper technique is extremely important.

How Most Fire Extinguishers Work

Learn How:

- PULL – Pull the pin. Some units require the releasing of a lock latch.
- AIM – Aim the extinguisher nozzle (horn or hose) at the base of the fire.
- SQUEEZE – Squeeze or press the handle.
- SWEEP – Sweep from side to side at the base of the fire. Discharge the contents of the extinguisher.

Emergency Situations

In the past, school buses have been hijacked by passengers and by persons who were not passengers. Consequently, this is a subject that needs to be addressed. You must know both what to do in the event that you are ever faced with a hijacking situation or a kidnapping. Never open your door for/to an irate individual.

You should understand the following definitions:

- Predation: Kidnapping for money or personal gain. The traditional abduction for ransom and/or extortion is included in this meaning of the term.
- Pathological: Abduction for homicidal, suicidal or sexual motives is identified with this term. The child molester, the abduction murderer, the mentally disturbed person and the person with suicidal tendencies are examples of pathological behavior.
- Political or Social: Hostage taking as a means of securing political, social or personal objectives is included in this category.
- Escape: Abduction as a means of escaping capture or escaping confinement by legitimate authority is the motive for this act. The trapped felon or the sky-jacker are examples of escape-hostage situations.

All of the situations described could be dangerous to the hostages if the situations are not handled properly.

The following are important items:

- Do not try to be a hero. Accept your situation as it is and be prepared to wait until help arrives. However, if the situation presents itself and will not compromise the safety of the students or yourself, send (transmit) to dispatch the **Code 10-33**. In a hostage situation both the hostages and those holding hostages are under great stress. If the hostages are able to appear calm, the stress on the kidnapper may be reduced.
- The first 15 to 45 minutes may be the most dangerous. Therefore, you should follow the instructions of your captors without upsetting them. You should keep in mind that the longer you're together, the less danger there is that you will be harmed. However, the more tense the situation – the greater the danger that the captor may act in an unpredictable and dangerous way.
- Do not speak unless you are spoken to. Be calm and courteous in responding to questions and instructions.
- Do not make suggestions to your captors.
- Do not try to escape unless you are the only hostage. If you are the only hostage, be certain that you can make a good escape. Consider it very carefully before you try it.
- Observe everything that occurs, everything that you see and hear.
- If permitted to speak on the telephone you should follow the instructions of your abductor very carefully in what you say. Be prepared to answer "yes" or "no" only. The party to whom you are speaking may ask questions regarding what your location is and what your problems are.
- Do not turn your back on your captors unless ordered to do so, but do not stare at them either. However, eye contact can be beneficial. People are less likely to harm someone who is looking at them.
- Do not be argumentative. Exhibit a cooperative attitude and instruct other students to do the same.
- Avoid physical resistance. You have little chance of success in resisting and you may increase the risk of harm to everyone involved.
- If you have passengers, your main concern must be for their safety. If you have the opportunity, ask your captors to permit you to give necessary instructions to the pupils. If you are firm and remain calm, your students will be more likely to follow your instructions and not panic.
- Be patient and remember that time is in your favour.

Special Problems

- If you are driving a bus with special education students aboard, attempt to explain to the captors what type of students they are and what special care and special medication they need.

Motor Vehicle Accident and Offence Reporting

The following guidelines shall detail the steps to be taken when reporting accidents:

Accident reporting

Information gathered from the Vehicle Accident Report Form shall be compiled for statistical use by Managers and the Secretary-Treasurer.

Application

All vehicle accidents or damages to vehicles must be reported immediately.

The form reproduced on the next page may be used to record the details of the incident. Replacement pages are available from dispatch.



School District #27 (Cariboo-Chilcotin)
765 North Second Ave.,
Williams Lake, BC
V2G 4C3

Phone: (250) 398-3891
Fax: (250) 392-2202

Tony Poole
Assist. Manager of Transportation

ACCIDENT REPORT FORM

UNIT # _____

DATE: _____ TIME: _____ PLACE _____

POLICE INFORMED? _____ Y/N _____ DATE: _____ TIME: _____

Name, address and telephone number of 2nd or 3rd party:

Description of accident (please draw a map on reverse side):

Name (please print)

Signature

Note: Do not admit liability.
Hand in report immediately as dictated by office hours.

Accident Prevention/Reporting

Accident Prevention Measures

The following is a partial list of accident prevention measures for individual drivers:

- Knowledge: Acquire a thorough knowledge of traffic regulations for British Columbia by studying the provincial drivers' handbook. Learn all you can about safe and unsafe driving practices. Attend a defensive driving course whenever possible.
- Personal: There are a number of practices that the driver can perform on a routine basis that will enhance his or her ability to accomplish the task of driving in a safe, accident free manner.
 - a) Get your required amount of sleep, eat proper food, refrain from overindulgence in alcoholic beverages, and get an appropriate amount of exercise.
 - b) Should you wear glasses, have your eyes re-examined at the prescribed intervals.
 - c) Should you receive prescription drugs from the doctor, advise him that you drive a school bus and ask if they will cause drowsiness or have any other effect on your driving. If so, govern yourself accordingly.
 - d) Report ALL hazards regarding your vehicle or traffic which comes to your attention.
 - e) Start your day early enough to have time for breakfast and time to get to work without rushing.
 - f) Pre-plan your driving assignments, whether it's your regular route or an extra-curricular field trip. Know what you are going to do, the route, and destination before you start out.
 - g) Ensure that the bus to which you have been assigned is in a safe operating condition.
 - h) Ensure that any articles you may need on the trip are readily at hand to avoid pocket searching while driving.

Action to be Taken After an Accident

When a school bus is involved in an accident or when an accident occurs as a result of the presence of a school bus, the driver should take the following course of action:

- STOP IMMEDIATELY. No matter how slight or insignificant the accident appears to be, always stop.
- PROTECT THE SCENE. The driver should keep the accident from becoming worse. Immediately place the warning devices to avoid creating additional hazards. Safety triangles/flags should be placed 30 metres in front and rear of the bus. On a divided highway, two flags should be placed behind the vehicle; one at 30 metres and one at 60 metres. Conditions may dictate the positioning of additional warning devices as required.
- GET HELP. Enlist the aid of witnesses to get assistance to control traffic and help administer first aid as necessary.
- ENSURE ALL PASSENGERS ARE AS SAFE AND COMFORTABLE AS POSSIBLE.
- REPORT THE ACCIDENT. Notify the police and the dispatcher.
- GATHER ALL PERTENANT INFORMATION. Locate and identify witnesses and obtain their addresses. Write down any remarks by occupants of other vehicles concerning admission of fault, defective condition of their vehicles, extent of bodily injury and property damage.
- DO NOT ACCEPT LIABILITY. Do not give or offer money to anyone involved in an accident and take care that nothing is said or written that could be construed as an admission of liability. Never attempt to settle the action yourself; do not sign any statement or try to place the blame on anyone. Keep cool and be courteous with all persons involved.

- DEALING WITH POLICE. Should a statement of what happened be required by the police, ensure that it is made only to the police officer and remain at the scene until you are dismissed by the attending officer. All accidents involving third party vehicles or property must be reported to the Insurance Corporation of British Columbia within 24 hours.
- FRESH FACTS. When you return to the bus garage, complete the accident report while the facts and details are still fresh in your mind. Provide as much detail as possible. If you require assistance see the Transportation Manager.

Employees involved in a motor vehicle accident must report the accident immediately to police.

Formal Accident Reporting

It is imperative that immediately following any accident an employee must fill out and submit an accident form. If details or information are not available, an explanatory note must accompany the accident report. ALL ACCIDENTS MUST BE REPORTED TO ICBC. Employees will make every effort to obtain all the information required for the Accident Report and must report to the Transportation Manager at the start of work the next day, if not sooner. The Transportation Manager will commence his investigation immediately.

News Media

DO NOT TALK TO PERSONS ASSOCIATED WITH THE NEWS MEDIA FOR ANY REASON. Refer all such inquiries to the School Board office.

