

# Providence Schools

Bus Safety Handbook  
2024-2025



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## **Document Purpose**

The intended purpose of this document is to provide guidance to Providence Public Schools' Transportation team as it pertains to students' safety on the school bus. This bus safety handbook provides a system of operation to deliver public school transportation services that enables students to safely participate in all the curricular and extra curricular activities provided by Providence Public Schools. The handbook's objective is to provide a safe, efficient and reliable system of transportation for all eligible students. The objectives of the Team includes the following:

- Provide a safe, effective, efficient and reliable system of transportation for eligible students
- Recruit, train and employ highly qualified staff to support busing services and safety for all students

## **Vision**

The vision of the Providence Public Schools' Transportation Team is to be a team of caring people who work to ensure the well being of students they support each day. The transportation team is accountable for providing safe, quality services that are responsive to the communities they serve. The team is accountable for providing safe, quality services that are responsive to the needs of students. The team envisions to act ethically and responsibly in everything they do to support students and families.

### **School Bus Safety Tips For Drivers and Monitors**

- **Get to Know Your Students:** Smile and greet them by name each time they get on your bus.
- **Be a Positive Role Model:** Be friendly and polite. Say “please” and “thank you.” Show students the kind of behavior you would like to see from them.
- **Respect Students’ Personal Space:** Students have little personal space on a school bus. If you must approach a student, remain at least one leg-length away.
- **Be Aware of Your Body Language:** Avoid gestures, facial expressions, or movements that may appear threatening, such as scowls or finger pointing.
- **Establish Rules:** Keep your rules short and simple. Give a written copy to all riders and post them on the bus.
- **Set Limits When Rules Are Broken:** Tell the student what rule was broken and why that rule is important. Then, set limits by giving the student choices and explaining the consequences of each choice. Stress the choice you prefer the student to make.
- **Remain Calm:** Even when students are insulting or hostile, don’t allow them to “push your buttons.” Your losing control will only make the situation worse.

## **Bus Safety Procedures for Bus Drivers and Bus Monitors**

### Emergency School Bus Evacuation Procedures

#### **REAR DOOR:**

1. The driver will park the bus close to the shoulder (safest area) of the road as possible and then
  - a. Turn on hazard lights
  - b. Set the parking brake
  - c. Turn the engine off
2. Stand facing the rear of the bus
3. Give the command: "Please remain seated; prepare to evacuate."
4. Have 4 appointed staff, student helpers (whom should be given the assignment at the beginning of the school year) go to the rear exit and take their positions [You will have two staff/students helping the children exit from the rear of the bus and two staff/students watching down the left and right side of the bus making sure the exiting students get to a safe place until the driver can exit the bus].
5. Remind students to leave all belongings on the bus.
6. Move forward to the first occupied seat
7. Starting with either the left or the right seat:
  - a. Touch the shoulder of the person nearest to the aisle to indicate that the passengers in that seat are to move off.
  - b. Keep the passengers in the opposite seat by holding the hand palm out until the aisle is clear
  - c. Move out the passengers in the opposite seat, using the same signal as above
8. Move forward down the aisle, repeating this procedure at each seat until the bus is empty. Check all seats as you are evacuating to the REAR EMERGENCY DOOR exit to ensure that there are no remaining students on the bus.
9. Have evacuating students move to a safe distance (100 ft) and keep them there as a group, away from any dangerous area.
10. Continue to check for students while removing the fire extinguisher or first aid

kit, if needed. Call or have someone call 911, Transportation and the school, as necessary.

**FRONT DOOR:**

1. The driver will park the bus close to the shoulder (safest area) of the road as possible and then
  - a. Turn on hazard lights
  - b. Set the parking brake
  - c. Turn the engine off
2. Stand facing the rear of the bus
3. Give the command: "Please remain seated and prepare to evacuate out the FRONT DOOR."
4. Dismiss the students starting with the right-hand front seat; tap the shoulder of the student nearest the aisle. Direct the student to WALK; don't RUN, and use the handrail when exiting the bus.
5. Move forward down the aisle, repeating this procedure at each seat until the bus is empty. Check each seat of the bus as you are heading back to the FRONT DOOR exit, this will ensure no students remain on the bus.
6. Have evacuating students move to a safe distance (100ft.) and keep them there as a group, away from the dangerous area.
7. Continue to check for students while removing the fire-extinguisher or first aid kit, if needed. Call 911 or have someone call 911, the garage, Transportation office and the school as necessary.

**FRONT AND REAR-DOOR:**

1. The driver will park the bus close to the shoulder (safest area) of the road as possible and then
  - a. Turn on hazard lights
  - b. Set the parking brake
  - c. Turn the engine off
2. Stand facing the rear of the bus
3. Give the command: "Please remain seated and prepare to evacuate out the FRONT and REAR DOOR exits."
4. Walk to the center of the bus to a point where there are an equal number of seats in front and back of your position and face the direction of which exit needs to be evacuated first.
5. All the students at the front of the bus to the position where you are standing will leave using the front service door entrance upon your command.
6. All the students to the rear of the bus to the position you are standing will leave using the rear emergency door exit upon your command.
7. Use the same procedures outlined for front-door evacuation and rear-door evacuation, except they will have to leave out by themselves upon command.

In the event of an emergency when the front or rear doors cannot be used, there are other alternative emergency exits on the bus:



1. **SIDE WINDOWS:** On the left and right side of a bus there are windows that can be accessed in case of an emergency. The two windows will be clearly and visibly marked "EMERGENCY EXIT". If necessary to use the left or right emergency exit window, simply lift the red handle at the bottom of the window and push out. The exit will then open and you can evacuate. The side window emergency exits should be used when the bus is on its side. [Left side- left emergency exit, right side- right emergency exit].
2. **ROOF HATCHES:** On the roof of a bus there are two hatches that can be accessed in case of an emergency. The two hatches are clearly and visibly marked "EMERGENCY EXIT." If necessary to use the emergency hatches to evacuate, turn the red handle or red knob (depending on the bus) to the EXIT position. The emergency hatch will unlock, then push up and out. The roof hatch will open and you can evacuate. The use of roof hatch emergency exits should be used when the bus is on its right side.

\*With any emergency situation, please use your best judgment.

### **EMERGENCY EVACUATION:**

If an emergency situation should occur, it is important that drivers know what to do and how to evacuate students to a safe place. Students should remain on the bus if the bus is in no danger of fire or explosion, or if the vehicle is in a safe position with no danger of being struck by another vehicle.

### **Reasons to evacuate the bus:**

1. If there is a fire on the bus.
2. If there is a danger or threat of fire in the bus or outside the bus.
3. If there is an explosion inside or outside of the bus.
4. If there is a smell of leaking fuel.
5. If the bus is in an unsafe position, such as stalled on railroad tracks, near a ditch, embankment or near water.
6. If the students are safer outside of the bus.
7. After a crash or breakdown, if the bus is not visible for 300 feet around a curve or other obstruction.

There are several ways to evacuate a bus. The front door (service door), the back (emergency) door, side door, emergency windows, and roof hatches. Any combination of exits unless blocked.

Each driver needs to know where the emergency equipment is on the bus, its location, and how to use it. Drivers must check the emergency equipment when performing a pre-trip inspection to make sure it is accessible and in proper working condition.

### **Emergency Equipment:**

1. Two-way Radio

2. Fire Extinguisher
3. First Aid Kit
4. Reflective Triangles
5. Chock Blocks
6. Hazard Flashers

When performing a bus evacuation, the driver and passengers should panic but remain calm. Always use common sense.

Student passengers must follow the directions of the driver. Students should also be made aware of the emergency doors and windows, their location and how to release them if an emergency necessitates their use.

### **Evacuation Assistants**

The assistants help the driver lead the students to a safe location if evacuation is necessary. They also help the driver in the event they are incapacitated. Pick passengers who have a degree of maturity and are physically capable of assisting others.

### **Front Door Evacuation Assistant**

The front door helper assists the passengers off the bus and leads them to a safe place designated by the driver at least 100 feet (3 bus lengths) away from the bus.

They assist by keeping the passengers together and orderly. If the driver is incapacitated, the front door helper should make sure all passengers evacuate the bus when rear door procedures are utilized. The front door helper should be instructed on how to shut off the vehicle and use the two-way radio if necessary.

Drivers should pick one front door assistant and an alternate.

### **Rear/Side Door Evacuation Assistants**

These assistants will jump out of the rear and/or side emergency door and assist passengers out of the vehicle. One will take a position facing the emergency door with their back leaning on the open emergency door. The other will take a position directly in front of them on the other side. Each assistant will instruct the students to watch their heads as they exit and lend them a hand making sure they do not fall. Smaller children will need to sit down in order to exit the rear or side doors. Drivers should pick two back/side door assistants and two alternates. These assistants should sit near the rear of the vehicle and prevent other passengers from opening or touching the emergency door.

Assistants need to be instructed in evacuation procedures, their responsibilities and duties and how to proceed if the driver is incapacitated.

## **Safety Tips For A Safer Bus Ride: For Students and Families (First Students)**

School Buses are the safest mode of transportation to get students back and forth to school. Knowing proper behaviors in and around the school bus are equally important to ensure each student has the best fresh start to their school day.

- Be aware of moving traffic
- Leave plenty of time to get to the bus stop. **DON'T RUSH!**
- Pay attention to your surroundings; listening to your music player or playing handheld video games may lead to distractions and potential injury.
- Don't wear a hood as it makes it more difficult to hear and see traffic.
- Stay at a safe distance from the street and don't play around while waiting for the bus.
- Stay 10 GIANT steps away from the outside of the bus while the bus is pulling up so the driver can see you.
- Wait for the bus to stop completely before you move towards it to get on, or before you stand up to get off.
- Be cautious of clothing or backpacks with drawstrings, toggles, or key chains that can get caught on the bus handrails and doors.
- Hold the handrails going up and down the stairwell so you don't trip.
- Find a seat and sit down as soon as you're on the bus.
- Be courteous and respectful to your driver. Listen to directions.
- Don't put your head, arms, papers or anything out the window.
- Don't pick up anything you drop near the bus. The driver may not see you. Instead ask the driver for help.
- Wait to cross the street until the driver lets you know it's okay.
- Stay away from the bus wheels at all times- the driver cannot see you.
- If parents meet students at the bus stop, they need to make sure they wait on the same side of the street where they dropped off so students won't have to cross the street.

## **Student Management**

### **Bus Conduct**

- When meeting and entering the bus, students are expected to:
- Arrive at the bus stop ten minutes before the time for arrival. The bus cannot wait for late students.
- Wait in a safe place, clear of traffic and away from the where the bus stops
- When on the bus, students are expected to:
- Take their seats quickly and remain seated.
- Keep all body parts inside the bus at all times.
- Not throw objects inside the bus or out the windows.
- Not shout, wave or gesture to pedestrians or occupants of other vehicles from the bus windows.

### **Addressing Discipline Problems**

- A Student & Staff Discipline SOP exists
- 1st Violation (student) - Bus conduct report filled out by the bus driver/monitor and sent to the building administrator. Building administrator informs the parent(s)/guardian(s).
- 2nd & Repeated Violations (student) - May result in disciplinary consequences up to and including suspension from riding the school bus. Parent(s)/Guardian(s) will be informed. Parent(s)/Guardian(s) will be responsible for transporting the student to and from school

## Student Responsibilities

1. Students must arrive at the bus stop on time (at least 10 minutes before arrival time is recommended).
2. Wait in a safe place, clear of traffic and away from where the bus stops. Practice all behaviors for safety.
3. Cross the road or street in front of the bus only after the bus has come to a complete stop, and upon the direction of the driver.
4. When the bus arrives, get on the bus in an orderly line and avoid horseplaying.
5. Upon entering the bus, go directly to the available or assigned seat.
6. Remain seated throughout the bus journey and keep aisles and exits clear.
7. Obey all directions of the bus driver and monitor promptly and respectfully.
8. No objects and items must be thrown or passed around the bus. This includes any disorderly behavior that might distract the bus driver from transporting all students safely on the bus.
9. Students are permitted only to bring items on the bus that could be carried on their laps. For example, backpacks etc.
10. Eating and drinking is prohibited on the bus to ensure all students' safety.
11. Hazardous materials, objects, any type of weapon, or animals are prohibited on the bus. Weapons (or objects that look like and/or could be used as weapons) are not permitted on school buses or school grounds (National Standards for School Transportation, 2015).
12. Students must respect the rights and safety of others
13. Leaving or boarding the bus at locations other than the assigned stop at home or school is not permitted.
14. Extending heads, arms or objects out of the bus window is prohibited
15. It is important for students to remember that riding the school bus is an extension of the school days' rules that apply at school and also apply while on the bus.
16. It is the driver's responsibility to enforce transportation regulations concerning students, and to maintain discipline for the safety of all aboard.
17. Drivers and Monitors know that the following rules have been issued for all students: A. General, Bus riders will:
  - a. Ride on assigned buses.
  - b. School bus riders are expected to be courteous to bus drivers, monitors, chaperones, and fellow students.
  - c. Enter and exit from the assigned bus at the selected destination unless written permission from parent/guardian is granted to be left off at other than the regular stop or called the school to give permission.

Prior to loading, the bus riders will:

- Be at the designated bus stop on time.
- Stay off the road and conduct themselves in a safe manner while waiting for the bus.
- Stay back at least ten feet from the bus and wait until the bus comes to a complete stop and proceed only after the door is opened. Walk to the side of the road facing traffic to get to the

bus stop if there is no sidewalk or path.

- Be courteous, line up in an orderly single file manner and NOT rush to get on the bus. DO NOT take advantage of younger students in order to get a seat.
- When entering the bus, use the handrail and watch their step when boarding the bus.

**While on the bus, riders will:**

- Students are forbidden from throwing anything in, at, or from the vehicle.
- All bus riders shall keep their head, hands, and arms inside the bus at ALL times and must keep their feet on the floor.
- All bus riders shall remain seated facing forward in their assigned seats at all times. Leaving the seat or standing without permission from the driver or monitor is not allowed.
- Scuffling, fighting, horseplay or goofing around is not permitted in or around the school bus.
- Obscene language or gestures is not permitted in or around the school bus as well as towards other pedestrians or vehicles.
- Due to food allergies, food is not allowed on the bus and eating or drinking anything but water is strictly prohibited on the bus including candy, gum, sunflower seeds etc.
- Student riders shall not litter the bus with garbage or other debris.
- Spitting at anyone while on the bus will be subject to immediate suspension from the bus.
- The school bus rider shall keep all books, packages, coats, and other objects out of the aisle and not leave them on the bus. Articles such as bean shooters, water pistols, laser pens, and cap guns will be taken away by the bus driver and turned over to the Transportation Department.
- Riders shall bring no animals, firearms, knives, explosives, ammunition, or anything of a dangerous or objectionable nature on the bus.
- Conversation shall be carried on quietly while on the bus except when approaching a railroad crossing when quiet must be maintained.
- School bus riders shall not tamper with the bus or any of its equipment. Damage to seats, etc., shall be paid for by the offender and riding privileges shall be suspended until damages are paid.
  - Damage to the bus will be reported on a Bus Conduct form.
  - Any damage costs will be the parent's/guardian's responsibility to pay for and Suspension of riding privileges will be determined on severity and student's history of offenses.
  - Use or possession of tobacco products, drugs, alcohol, striking matches, or lighting cigarette lighters are prohibited. "Tobacco products" includes any product that contains tobacco, is derived from tobacco or contains nicotine (or lobelia), that is intended for human consumption, or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, or ingested by any other means. The term "tobacco products" includes e-cigarettes and other electronic smoking devices.
  - Any form of harassment directed toward other students, the driver, or bus monitor is forbidden and is subject to immediate suspension.
  - Unauthorized entering or leaving a bus through the emergency exit is forbidden.
  - Students will exit the bus at their designated stops only.
  - Cell phone use by students on the school bus shall follow [Providence Public School's Cell](#)

[phone Use policy.](#)

- If the rider is listening to music or playing games on cell phones, headphones/ear plugs must be used. Volume cannot be so loud that it creates a disturbance for those around.
- Using cell phones to take pictures on the bus is prohibited. Using a cell phone to record conversation without the permission of the individual being recorded is prohibited.
- Riding or attempting to ride the bus during a suspension is prohibited and may lengthen the suspension.

**After leaving the bus, riders will:**

- Walk, not run away from the bus.
- Cross the road at least 10 feet in front of the bus, but only after checking to be sure no traffic is approaching and/or receiving a signal from the driver.
- Help look after the safety and comfort of small children.
- Be alert for the prearranged danger signal from the driver.

In view of the fact that a bus is an extension of the classroom, the School District shall require students to conduct themselves on the bus in a manner consistent with established standards of classroom behavior. Every bus rider shall abide by these rules or be deprived of the right to ride the school bus.

### Bus Behavior Matrix

	Bus Stop	Loading	Riding	Unloading
Safe	<p>Wait in a safe place, clear of traffic and away from where the bus stops.</p> <p>Stand clear of traffic at the assigned stop.</p> <p>Be visible to the bus team.</p> <p>Cross the road or street in front of the bus only after the bus has come to a complete stop and upon direction of the driver.</p>	<p>Follow all directions given by the bus team.</p> <p>Wait in an orderly line for your turn.</p> <p>Sit in your seat as quickly as possible.</p>	<p>Sit in your designated seat the entire ride.</p> <p>Keep your body and belongings inside the bus and to yourself.</p> <p>Show courtesy and allow the bus team to concentrate.</p> <p>Remain seated.</p> <p>Keep aisles and exits clear.</p>	<p>Follow all directions given by the bus team.</p> <p>Wait your turn.</p> <p>Exit the bus quickly and safely.</p>
Respectful	<p>Use kind words and gestures at all times.</p>	<p>Follow all directions given by the bus team.</p> <p>Use kind words and gestures at all times.</p> <p>Wait your turn.</p>	<p>Follow all directions given by the bus team.</p> <p>Use kind words and gestures at all times.</p> <p>Keep body and belongings inside the bus and to yourself.</p>	<p>Follow all directions given by the bus team and school staff.</p>
Responsible	<p>Arrive to the bus stop 10-minutes before stop time on your scheduled day.</p> <p>Let the bus team know if you are not feeling well before entering the bus.</p>	<p>Go to your designated seat.</p>	<p>Stay in your designated seat.</p> <p>Keep all food and drink packed away.</p> <p>Remain seated and facing forward for the duration of the trip.</p> <p>Keep the aisle clear.</p> <p>Do not throw or pass objects on, from, or into the bus.</p>	<p>Remain seated until directed to leave the seat and depart the school bus.</p> <p>Check your seat for personal belongings.</p>



## **Bus Rules**

It is important for all students to be respectful on the bus and ensure everyone's safety by not engaging in the following on the School Bus:

- Eating and drinking- This is a safety concern and it can lead to choking.
- Indoor voices- Raising voice, screaming distracts the driver
- Swearing- Use kind words.
- Any type of bullying and harassment. It is important to respect one another. Be friendly and helpful to each other.
- Fighting or inciting a fight- Keep your hands to yourself.
- Destruction of any kind. Take care of the bus.
- Electronics can be used at the bus monitor's or driver's discretion.
- Standing or Changing seats - It is important for all students to remain in their seats at all times.
- Blocking of the aisle. It is important that the aisle is clear of items and body parts.

## **Parent Responsibilities**

### **Meeting and Entering the Bus**

The parents/guardians of all students being transported by Providence Public Schools are responsible for the following:

1. Make certain their child is ready and at the bus stop 10 minutes before the scheduled bus arrival time. The bus cannot wait more than 2 minutes at each stop for students. If a student has missed the bus then the parent/guardian must make arrangements to either get the student to the school or contact the school to see where the bus is to catch up to it.

2. Monitoring of students shall be the responsibility of the parent/guardian until the student boards the bus at the beginning of the day as well as when students exit the bus at the end of the day. It is expected that parents/guardians will support PPSD high standards of student behavior while students are on the bus and work with the Transportation Department to solve any problems.

3. If a student will not be riding the regular route to or from school, please contact the school. Emails can be sent any time during or after business hours. The bus monitor must be notified that the student will not be riding. Any bus changes for the afternoon route home must be called in to the school no later than an hour before dismissal. This is important to the student's safety so we can get the changes documented and the changes referred to the teachers and the bus monitors correctly.

4. Parents are expected to notify the transportation department any day the student does not ride the bus. When a student does not ride the bus for two (2) consecutive days and no notice has been made to the transportation department regarding the absence, the student's name will be removed from the database and he/she will be considered a non-rider. To request bus service for a student after he or she has been removed from the list, the parent must call their child's school to reinstate bus services.

5. Drivers cannot accept instructions for busing changes from children or parents. Parents must work through their child's school.

6. Parents must notify the school at least one day before any change of address in order for continuous service.

7. Due to food allergies that some students may have, students are not allowed to eat on the bus. Water is allowed as long as the student is responsible. Students will lose this privilege if they purposely squirt or dump their water on the bus.

8. Parents/guardians are not allowed to enter the bus unless they are approved by the school department.

9. Drivers and/or monitors/aides DO NOT enter a student's home.
10. The only band instruments and/or sports equipment allowed on the bus are those that can be safely held on the students' lap and not take up another seat. Also, no balls of any kind are allowed on the bus.
11. Students showing need of immediate first aid, examples include bloody noses, scrapes, etc. will not be allowed on the bus. This must be taken care of before the student enters the bus and must be tended to by a parent or guardian.

[Transportation Release Form](#) (also in Appendix B)

### **Bus Driver Responsibilities**

- The school bus driver shall follow the instructions of the Transportation Director who has direct authority to administer the transportation program.
- The school bus driver must keep informed of all laws, rules and regulations pertaining to operating the school bus and shall cooperate with their supervisor and school officials.
- The school bus driver shall attend and participate in all school transportation meetings.
- Keep and report accurate work time in accordance with current timekeeping procedure.
- The school bus driver assigned to drive a bus must accept the authority and responsibility for operating the school bus safely at all times.
- The school bus driver shall not use or permit the use of the bus for any purpose other than to transport pupils and school employees assigned by the transportation director to ride the bus to and from school on a regularly organized school day or an approved field trip.
- Drivers cannot alter or change in any way the bus route or schedule without permission from the Transportation Department.
- Drivers are not allowed to let students off at any other stop than what is on their bus pass.
- When a student's behavior is such that discipline becomes necessary, school bus drivers must follow the established procedure to implement disciplinary action.
- Bus staff are encouraged to work with school staff to support individual students needs for students with disabilities

### **Communication and Safety:**

- Learn how to use the microphone properly
- In an emergency, take a moment to assess the situation before calling on the radio report the incident

### **Bus Incident Report**

#### **Accidents:**

✓ In the event of an accident, parents/guardians of all students on the bus involved will be notified. It is important that parents stay clear of the scene so emergency authorities and School District representatives are able to handle the situation.

## **Bus Monitors**

Bus monitors work under the supervision of the Transportation Supervisor of Providence Public Schools. This position provides child pedestrian safety by facilitating safe passage of school children across high traffic streets and intersections. **Bus monitors are required to take attendance on a daily basis and to communicate with parents any concerns.** This position requires serious commitment to be a Bus Monitor on a bus each school day, before and after school hours.

### **Qualifications**

- Must have stamina to stand, walk, go and up down stairs, bend and sit for a long period of time, mobility to escort students across the streets; ability to work out doors in all weather conditions and with exposure to traffic; vision to read printed materials and license plates, and hearing and speech to communicate in person.
- Knowledge of basic safety rules; basic safe driving rules and procedures; and techniques for communicating with children and adults.
- Ability to obtain attention and cooperation of school children and other pedestrians; observing and recording license numbers and incident details accurately; following oral and written directions; and communicating and acting effectively with co-workers, the supervisor, and the general public.

### **Roles and Responsibilities**

- Must take attendance of students on the bus
- Assemble children behind curb lines awaiting traffic lulls or signal changes.
- Interrupt traffic and escort children into the streets allowing them to cross safely.
- Instruct children in proper procedures for safe street crossing.
- Observe vehicle movements and safety permitting, records license number of vehicles whose drivers are jeopardizing Safe Street crossing by operating their vehicles in an unsafe manner and reports them to the Police Department.
- Report students who do not adhere to safe transportation procedures to appropriate school officials.
- Must have a viable means of Transportation for themselves.
- Must have the ability to work in teams.
- Perform other duties of similar nature or level.
- Must attend training including, but not be limited to the following topics:
  - The bus and its equipment;
  - Use of emergency exits;
  - First aid;

- Safe loading and unloading of students at their stops and securement of passengers, as may be required (including when equipped with seat belts)
- Student management training and policy training, including state and federal regulations related to the transportation of students with disabilities, consistent with those required for school bus drivers;
- Safety, welfare and orderly conduct of passengers while in the bus;
- Bus staff are encouraged to work with school staff to support individual students needs for students with disabilities
- Handling emergency situations in accordance with generally accepted operating procedures
- Effective communications with school or Head Start staff, students, bus drivers, parents, law enforcement officials and the motoring public;
- Completion of required written reports;
- Requirements for reporting inappropriate behavior of other adults, including the bus driver
- Checking at the end of the route and at the bus storage location to ensure that all students have disembarked from the bus;
- Confidentiality; and other topics included in the bus attendant's manual/handbook and local policies.

**Other Requirements:**

- Dress professionally and appropriately. Closed flat shoes are recommended. Heels, mules, sandals and flip flops are not allowed due to safety reasons.
- Eating, drinking and chewing gum on the bus is not allowed.
- Leaving students unattended on the bus is not allowed.
- Bus monitors must not exit the bus at any time unless it pertains to their duties. For example a visit to a coffee shop while children are on board the bus is a violation and leaves students unsupervised.
- Offering food to students is not allowed as student allergy information may be unknown.
- Bus monitors' children cannot not ride the buses with them.
- Safety vest must be worn by bus personnel on every trip
- Cell phone use is only allowed during emergencies
- Conversations on the bus should always be professional and not of personal nature. This includes refraining from using profanity and any other unprofessional language.
- Sharing students' confidential information is unprofessional and a violation of [FERPA](#).
- Clear communication with the bus driver. This includes written communication, completing incident reports or student discipline reports, complaints etc. accurately and legibly.
- Do not argue. Listen to concerns. De-escalation when it comes to irate adults, i.e. parents, motorists etc. requiring a high degree of maturity and self- control. Find ways to defuse situations at the bus stop.

- If the driver is disabled due to an emergency, the bus monitor would be responsible to communicate over the radio to resolve the safety concerns.
- Body language- Crossing arms, tapping foot, or a bored slouch can sometimes communicate disrespect to another individual.
- Screaming at student does not improve behavior.

Tips for written communication:

- Strive for accuracy. Stick with facts and refrain from “stretching the truth” when reporting a problem.
- Be legible

**Safety Procedures for Bus Monitors:**

- A. Bus monitor must get off the bus first
- B. From his/her position at the front right fender, the bus monitor should be visually alert to any problems of students getting on the bus. Attention should be given to any late arrivals.

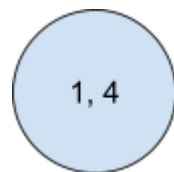
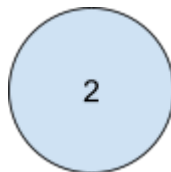
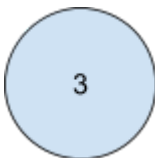
**BEWARE OF THE DANGER ZONE  
RIGHT SIDE/LEFT SIDE AND REAR OF THE BUS  
10 FEET AROUND AND UNDER THE BUS  
WHICH SHOULD BE CHECKED AT ALL TIMES**

- C. Bus monitors should assist the drivers to keep schedules. In the event the bus gets ahead of schedule, the bus monitor should alert the driver.
- D. There is NO SMOKING on the bus (RIDOT Regulations, Sec. 5.2 and 7.7).
- E. Student crossing after the bus has arrived:
  - The bus monitor shall get off and make sure all traffic has stopped, then walk to the middle of the road before allowing any children to cross. All children crossing the roadways should be properly instructed in safe crossing by the bus bus monitor.
- F. Bus monitor must look underneath the bus at every stop before getting back on the bus.



### Door Side Unloading Procedure

1. Bus monitor exits the school bus first and takes a position 5 feet forward and 3 feet to the side of the bus. Monitor remains in position while the students' exit the bus.
2. Monitor walks towards the rear of the bus, checks under the bus, and the area if the rear wheels.
3. Monitor walks to the rear of the bus, checking the area behind the bus.
4. Monitor returns to the original position, checks the area of the front bumper and wheels.
5. Monitor reboards the bus and informs the driver that the bus is clear



**Crossing Procedure (Unloading):**

1. Bus monitor exits the bus first and discharges any students that are not going to cross. Students not crossing should be directed to "head for home." Monitor walks students who have to cross 10 paces forward of the bus (on sidewalk or shoulder of road).
2. Bus monitor directs students to remain on the side of the road. Bus driver signals monitor to cross to the center of the opposite lane.
3. Bus monitor walks straight across the road to the center of the opposite lane and holds up the portable stop sign. Bus driver will signal students to cross with the PA system.
4. After the students have crossed, the bus monitor walks straight back across the road.
5. Bus monitor walks towards the rear of the bus, checks under the bus, and the area of the rear wheels.
6. Bus monitor walks to the rear of the bus and checks under and behind the bus.
7. Bus monitor walks back to the front of the bus and checks the area of the front bumper and wheels.
8. Monitor reboards the bus and informs the driver that the bus is clear.

3



6

5

8

7

1, 2, 4

### Safe Crossing:

After all children have safely crossed the road, the bus monitor shall check:

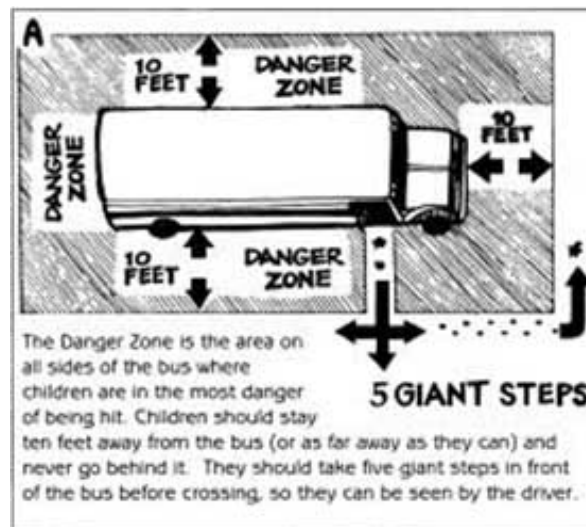
1. The FRONT of the bus
2. The REAR of the bus
3. The UNDERCARRIAGE of the bus by bending/crouching in front of the right rear wheels, LOOKING for:
  - Feet and legs of children near the bus.
  - Books and personal artifacts that may have been dropped, any item a child may be tempted to recross the road to recover.

Upon completion of all checks, the bus monitor reports to the school bus driver.

The **Danger Zone** is the area on all sides of the bus where children are in the most danger of being hit. Children should stay ten feet away from the bus (or as far away as they can) and never go behind it. They should take five giant steps in front of the bus before crossing, so they can be seen by the driver.

#### Driver would then:

- Ensure that the “**DANGER ZONE**” of the school bus is “**ALL CLEAR.**”
- Or
- Report any problem requiring immediate correction before the school bus can safely depart.



### **Crossing Procedure (Loading)**

1. Bus monitor exits the bus and walks 10 paces forward from the front of the bus.
2. Bus driver will signal the bus monitor to cross to the center of the opposite lane. Bus monitor holds up the portable stop sign. The bus driver will signal students to cross with the PA system.
3. After students have crossed, the bus monitor walks back across the road.
4. Bus monitor walks towards the rear of the bus and checks under the bus, and the area of the rear wheels.
5. Bus monitor walks to the rear of the bus and checks under and behind the bus.
6. Bus monitor walks back to the front of the bus and checks the area of the front bumper and wheels.
7. Bus monitor reboards the bus and informs the driver that the bus is clear.

2



5

4

7

6

1, 3

## Special Needs Evacuation

### In Case of a Collision

1. Radio Base-Seconds Count!
  - a. Give the bus number, exact location, any injuries, danger of fire, and if you have or need to evacuate your special students.
  - b. Do not move the vehicle unless informed by the police or company representative.
  - c. Assess the situation.
  - d. Reassure your students.
2. Checklist of items you should know to plan for an emergency evacuation:
  - a. Know your bus and know your equipment
    - i. Know and locate every exit
    - ii. Know how to safely exit from the emergency exits
    - iii. Know 'Emergency Door "Sit and Slide"'
    - iv. Know 'Emergency Window "Feet First Face Down"'
    - v. Know location of fuel tank
    - vi. Know location of seat-belt cutter and how to use it
    - vii. Know location of two-way radio, first aid kit, fire extinguisher, and fire blanket
  - b. Know your students
    - i. Know every student and their name
    - ii. Account for each student
    - iii. Assign seating if necessary
    - iv. Carry passenger list
    - v. Carry emergency phone numbers
    - vi. Have awareness of physical, mental, emotional, and medical needs
    - vii. Update information when needed
  - c. Have a plan
    - i. Stay cool and calm
    - ii. Know exactly what students will be evacuated in what sequence, and from what exit
    - iii. Utilize the bus graphic and update when necessary
    - iv. Know your own capabilities
    - v. Review plan with supervisors and substitutes
    - vi. Keep plan accessible
3. Creating a special needs route evacuation plan
  - a. Work as a team (driver and monitor) if applicable
  - b. Make a seating chart using the bus graphic
  - c. Draw in seats and wheelchair positions
  - d. Indicate passengers as ambulatory
    - i. In wheelchairs (WC)
    - ii. In car seats (C)
    - iii. In harness (H)

- e. Number passengers by sequence of evacuation; 1, 2, 3, etc.
  - f. Be careful to take into account whether an emergency exit might be partially obstructed by a wheelchair
- 4. Know your special passengers
  - a. Ask the parent/teacher if there is anything you should know about their child/student that would help make their ride more comfortable
  - b. Any information you know about your passengers is strictly confidential
  - c. These students may need an individual behavior support plan to ensure safety on the bus
  - d. A violation of confidentiality could lead to legal action against you and your employer
- 5. Do not assume that special needs children will be helpless
  - a. Many children with disabilities are entirely capable of getting off of a bus by themselves or helping other children
  - b. Try to understand each special passenger's needs and medical conditions and how they could be a factor in an emergency evacuation
- 6. Release passengers from restraints
  - a. In an emergency, immediately begin releasing disabled passengers in wheelchairs, harnesses, or car seats from their belts or restraints
  - b. Some children may be able to release their seat belts or restraints on their own
  - c. Ask disabled passengers how much help they need; they may be able to get off the bus on their own in an emergency
  - d. Do not assume everyone in a wheelchair is helpless
  - e. It may be faster to remove a child from a wheelchair than to remove the wheelchair from its restraints
  - f. Every child's situation is unique
  - g. Develop a specific plan before an emergency in order to assess what evacuation method will work best with each passenger
  - h. With some medically fragile children it may be dangerous to remove the child from the wheelchair
- 7. It may be faster to leave the child in the car seat to evacuate
  - a. With children in car seats, it's usually faster to unbuckle (or cut) the seat belt (securing the car seat to the bus seat)
  - b. You may be able to carry two occupied car seats at once towards an exit; however, you will need to walk sideways down the bus aisle to do this
  - c. You can practice this with two unoccupied car seats
- 8. Move physically disabled passengers to the floor of the bus
  - a. To safely lower a physically disabled passenger to the floor, kneel next to the wheelchair or seat and slide the passenger onto your knee, and from there to a sitting position on the floor. Then lower them down to the floor onto their back, supporting their head and neck as you lie them down.
  - b. If possible, lower the passenger directly onto a fire blanket (dragging a person on a fire blanket is much easier).



- c. Make sure the passenger's head is pointed toward the "best exit" you have selected
  - d. Drag heavy passengers head first, cradling their head and neck with your forearms to protect them
  - e. Dragging head first also prevents the passenger's arms from catching on seats in the bus\To drag a passenger, kneel at the head with one knee on the floor next to their head, grasp the passenger securely under their armpits, then "scoot" at a time, keeping your back as vertical as possible to avoid an injury to yourself.
  - f. Once at the exit, move the passenger from the bus floor to the ground outside
  - g. Work as a team with your bus monitor (if applicable)
  - h. If you must remove a disabled passenger from the bus yourself, stand outside the bus, grasp the passenger under their armpits, cradling their head with your forearms, and walk carefully backwards until the passenger's hips are nearly out of the bus, then circle their chest with your arms and their head on your shoulder, brace yourself for the weight, and pull the passenger all the way out of the bus onto your chest and knees.
  - i. Lower them to the ground
9. Move all passengers to a safe location
- a. Once all of your students are out of the vehicle, move them approximately 100 feet (3 bus lengths) away from the bus

## **Building Leaders**

### **School Leaders' Roles and Responsibilities**

- The building principal maintains the authority to modify a penalty depending on the circumstances involved or to immediately implement bus suspension or recommendation for expulsion from the bus, if the severity of the incident warrants.
  
- **Safety Plans**
  - Certain students may need an individual behavior support plan to ensure safety on the bus.
  - Safety plans for any student must be followed.
  
- **IEP/504 & Confidentiality**
  - As transportation is an IEP related service, or a 504 accommodation, students with disabilities may not be suspended from the bus for more than 10 days. If the student is unable to attend school, this may count as an out of school suspension, and should be recorded and monitored accordingly
  
- **Language Translation**
  - Roster w/ emergency phone numbers/contacts must always be available
  - Effectiff can be used for translation services should contact need to be made with students' parent(s)/legal guardian(s).

## **Bullying and Harassment Policy**

[\*Bullying Manual\*](#)

[\*District Bullying and Harassment Policy in English\*](#)

## **Sexual Harassment & Title IX Policy**

### [Sexual Harassment and Title IX Policy](#)

#### **Introduction**

Title IX is a federal law that prohibits discrimination based on sex (gender). Title IX states: *“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”* The District’s [Title IX Policy](#), provides procedures in addressing sexual misconduct and sexual harassment that occurs on/at any PPSD sanctioned building, bus, bus stop, event, or where PPSD has jurisdiction.

Title IX requires school District’s to respond promptly and effectively to complaints of all kinds of sexual misconduct, including sexual harassment and sexual violence. School Districts must take immediate action to eliminate the offending conduct, prevent its recurrence, and address its effects. PPSD is committed to promptly investigating the circumstances of a complaint to determine what occurred, ensure complainant safety, and provide remedies.

#### **Understanding Reporting and How to Submit a Report**

As a bus monitor if you witness or are made aware of sexual misconduct or sexual harassment you are responsible for reporting these incidents to the Title IX Coordinator. To make a report you can fill out the [Incident Report Form](#), email, or call, and use the information listed on the [website](#) that will be regularly updated. You should inform the Building Leader of your report to the Title IX Coordinator.

## **2024-2025 Mandated Reporting Protocol**

### **Reporting Known or Suspected Child Abuse and/or Neglect**

**As an employee of the Providence Public School District (PPSD), you must be familiar with RI General Law 40-11-3 and the protocols below for reporting known or suspected child abuse and/or neglect. If you witness or become aware of sexual assault, physical abuse or neglect of a child, you are a mandatory reporter and must take the following actions.**



#### **STEP 1: NOTIFY**

***School-based Staff Member:*** If incident of alleged child abuse or neglect **is reported to you** or **you suspect** child abuse or neglect, you must immediately contact the building principal. If your principal is unavailable, please notify the principal's designee, which includes any person designated by the principal to be in charge of the school in his/her/their absence. You must have a conversation with a live person; an email, voicemail or text alone will not suffice. Please note that School Social Workers, School Psychologists and School Nurses are appropriate staff for consultation.

***PPSD Staff Members who are not school-based:*** If you are a PPCD staff member who is not school-based, such as employees at central office, registration, out-of-district placements, etc., you must notify your direct supervisor. If your direct supervisor is not available, please contact the Senior Director of School Operations by phone at # 456-9243. You must have a conversation with a live person; an email, voicemail or text alone will not suffice. Please note that School Social Work Specialists, School Psychology Specialists, and School Nurse Leads are appropriate district staff for consultation.

#### **STEP 2: REPORT**

Once notified, the building principal/ district administrator, or their designee, **with** the reporting staff member will **call the Department of Children, Youth and Families (DCYF) Child Protective Unit hotline at 1-800-RI-CHILD (1-800-742-4453) within a 24-hour period**; and no later than by the end of the school day if reported/suspected before the child is sent home for the day. Please note this is a 24-hour hotline.

Every adult in Rhode Island is a **MANDATED REPORTER**. A call to the DCYF (Child Protective Unit) 24-hour hotline **MUST** be made if an individual suspects abuse and/or neglect. No staff person has the authority to prevent another staff member from calling the DCYF hotline, but an administrator designee should always be notified.

#### **Allegations and/or suspicion of physical abuse with noticeable marks:**

In cases where there are allegations and/or suspicion of physical abuse with noticeable marks, the building principal/district administrator, or their designee **with** the reporting staff member **MUST** immediately **call the DCYF (Child Protective Unit) 24-hour hotline at 1-800-RI-CHILD (1-800-742-4453)**. The principal will **call the Providence Police Department at (401) 272-3121**.

Consultation with School Social Worker and/or School Psychologist is best practice in supporting students, family, and staff through the process. The building principal or administrative designee will follow the *Human Resources Standard Operating Procedures (SOP) for DCYF Mandated Reporting*.

**Allegations and/or suspicion of sexual abuse:**

In cases where there are allegations/suspicions of sexual misconduct of any kind, including, but not limited to, student-to student or adult-to student, the building principal, district administrator, and/or their designee **with** the reporting staff member **MUST call the DCYF (Child Protective Unit) 24-hour hotline at 1-800-RI-CHILD (1-800-742-4453)**. The principal will **call the Providence Police Department at (401) 272-3121**.

Consultation with School Social Worker and/or School Psychologist is best practice in supporting students, family, and staff through the process. The building principal or administrative designee will follow the *Human Resources Standard Operating Procedures (SOP) for DCYF Mandated Reporting*.

**Allegations and/or suspicion of child abuse involving a PPSD staff member:**

In cases where there are allegations/suspicions of child abuse (physical or sexual) is made against a PPSD staff member, the building principal, district administrator, and/or their designee **with** the reporting staff member **MUST call the DCYF (Child Protective Unit) 24-hour hotline at 1-800-RI-CHILD (1-800-742-4453)**. The principal will **call the Providence Police Department at (401) 272-3121**.

Following these calls, the building principal, district administrator, or their designee must report the situation to their Human Resources designee and Transformation Officer and follow the Human Resources Standard Operating Procedures (SOP) for DCYF Mandated Reporting. If unable to make contact with the Human Resources designee, the building principal or administrative designee will **call the Chief Talent Officer at (401) 456-9100 X 11182**. A conversation must be had with a live person, an email, or voicemail or text alone will not suffice.

**STEP 3: DOCUMENT**

Per the School Emergency Preparedness Plan, a Critical Incident Report (CIR) must be submitted for **ALL** instances of alleged child abuse. The building principal or administrator designee must document the incident and conversation with the DCYF Child Protective Unit, and Providence Police Department if applicable, on the Critical Incident Report while including the following information:

- ✓ The date and time of your call(s)
- ✓ Name of the DCYF representative spoken with
- ✓ Name of Providence Police Officer/Staff spoken with if applicable
- ✓ Names of all PPSD Employees on the call(s)
- ✓ A description of what was shared on the call(s) by all participants
- ✓ Any guidance provided by DCYF representative and, if applicable, Providence Police representative

**Staff Acknowledgement of the 2024-2025 Mandated Reporting Protocol**

Reporting Known or Suspected Child Abuse and/or Neglect

I certify that I have received and understand the mandatory reporting protocol for reporting known or suspected child abuse and/or neglect during the 2024-2025 school year.

I agree to comply with the mandatory reporting protocols and related policies and procedures applicable to my job and understand that compliance is expected as part of my continued employment with the Providence Public School District. This acknowledgement is not an assurance of continued employment or association.

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PRINTED NAME

---

EMPLOYEE ID #

---

SIGNATURE

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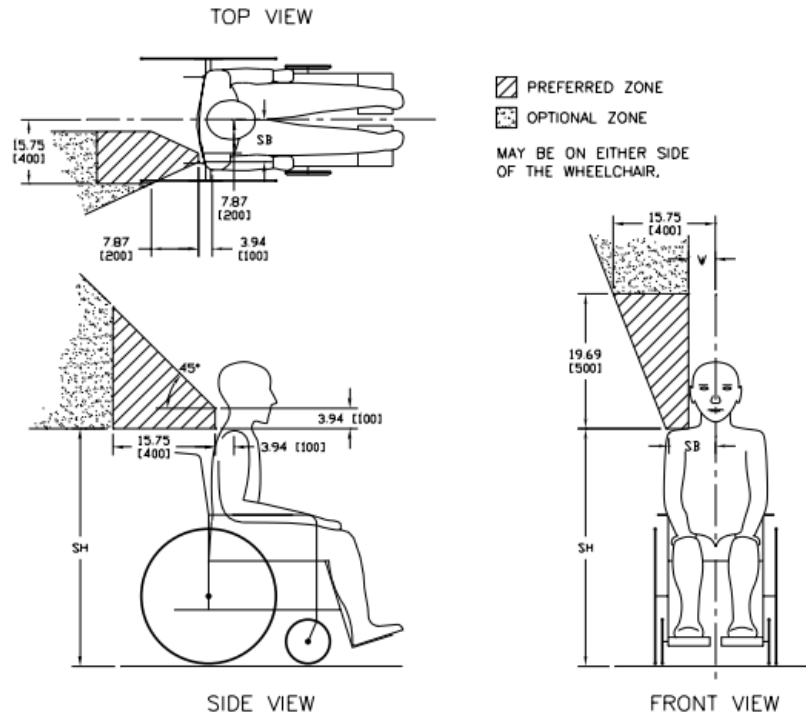
DATE

### **Additional Resources:**

- [NHTSA](#) offers [six training videos](#) for school bus drivers and school bus monitors to learn how to properly install, and place a child in, three types of child safety restraint systems (rear-facing, forward-facing, and safety vest). The videos illustrate various sections of the [Child Passenger Safety Restraint Systems on School Buses National Training \(PDF 32.14 MB\)](#) as an enhancement resource for trainers and attendees of this course.
- [Sexual harassment on the School Bus: Identifying and taking Action](#)
- [American Red Cross Reference Card](#)



## SHOULDER RESTRAINT APPLICATION



Occupant Size	Shoulder Height – SH in/mm	Half Shoulder Breadth – SB in/mm	Half Neck Breadth – W in/mm	Seat Height in/mm
6-YEAR-OLD	30.51/775	5.12/130	1.97/50	14.96/380
SMALL FEMALE & 14-YEAR-OLD	39.37/1000	6.89/175	2.95/75	17.72/450
MIDSIZE MALE	43.31/1100	7.87/200	2.95/75	19.69/500
LARGE MALE	47.24/1200	8.27/210	2.95/75	21.65/550

### UPPER ANCHOR POINT OF SHOULDER RESTRAINT

When L Track is used for upper anchor point, the track may be mounted either horizontally or vertically, with fastener spacing and requirements as shown for lengthwise L Track installation on page 28.

Upper anchor point of shoulder restraint may also be installed using Sidewall Mounting Kit FE200745.

Refer to applicable ADA, CSA, FMVSS, ISO, SAE, and vehicle manufacturers standards for additional information.

Above table and diagram are from SAE J2249, Appendix F. Refer to SAE J2249 for additional details.

## **Appendix A**

### **Emergency Preparedness Procedures**

Linked [here](#) are the emergency preparedness procedures for the following events:

- Choking Child or Adult/Allergic Reactions
- School Bus Accident
- Bus Driver Disaster Procedures

**\*Please also see below**

## ***Emergency Procedure***

# **CHOKING CHILD OR ADULT / ALLERGIC REACTIONS**

### **The Teacher/Staff Member will:**

- Check the scene and ask the victim if he or she is choking.
- Identify yourself and ask the victim if you can help.
- If the victim is coughing forcefully, encourage continued coughing.
- Notify the Providence Fire Department by dialing 9-1-1.
- If the victim cannot cough, speak or breathe – have someone notify the school nurse and the principal immediately.
- Give abdominal thrusts:
  1. Place the thumb side of your fist just above the victim's belly button.
  2. Grab your fist with your other hand.
  3. Give quick, upward thrusts.
  4. Continue until the object is forced out or the victim becomes unconscious.

### **The Principal or Designee will:**

- Notify the nurse or any other personnel trained in CPR and send them to the scene.
- Identify yourself and ask the victim if you can help.
- Notify the Providence Fire Department by dialing 9-1-1, if not already done.
- Arrange for a staff member to direct the Fire Department Emergency Medical Technicians to the scene.

### **Administering an EPI-PEN**

- Remove the Epi-Pen or Epi-Pen Jr Auto-injector from clear carrier tube.
- Grasp the auto injector in your fist with the orange tip (needle end) pointing downward
- With your other hand, remove the blue safety release by pulling straight up.
- Swing and push the auto injector firmly into the middle of the outer thigh until it clicks.
- Hold firmly in place for 3 seconds (count slowly 1,2,3)
- Remove and massage the injection area for 10 seconds.
- Call 911 and get emergency help right away.

## ***Emergency Procedure*** **SCHOOL BUS ACCIDENT**

These procedures are intended as guidelines for bus drivers and school personnel to follow in the event of an accident. It is understood that bus drivers may need to make spontaneous and independent decisions depending on the severity of the accident, age of the students, and the location of the bus, etc. A copy of these procedures shall be kept in the emergency packet of the school buses and included as an attachment to each school disaster plan.

### **The Bus Driver will:**

- Secure the bus.
- Call the Providence Police and Fire Departments by dialing 9-1-1 and give exact location of the accident.
- Check students for injuries.
- Do not move injured students.
- Insist that students stay on the bus unless it's too dangerous to do so.
- Notify the school and bus company. If necessary, request backup bus to relocate students.
- Do not move bus until police and/or company rep arrives.
- Record the names of passengers.

### **The School Nurse Will:**

- Go to site if possible or meet the school bus on arrival at the school.
- Immediately assess all students and school staff aboard for possible injuries and/or complaints.
- Act as a resource for the EMS team upon their arrival.

### **The Principal or Designee Will:**

- Notify the Director of Operations or designee to determine if additional notification is needed.
- Report to the scene.
- Prepare a list of students, parents and phone numbers.
- Notify parents of all students involved.
- Draft a fact sheet and written communication for staff, parents and public information liaison.
- Debrief and plan staff, student and parent follow-up.
- Complete a **Critical Incident Report (Form E, page 98)** and email to the Director of Operations

## ***Miscellaneous:***

# ***BUS DRIVER DISASTER PROCEDURES***

These procedures are intended as guidelines for bus drivers to follow in the event of a disaster. It is understood that drivers may need to make spontaneous and independent decisions, depending on the emergencies, age of children, location of bus, etc. A copy of these procedures shall be kept in the emergency packet of the school buses and included as an attachment to each school disaster plan.

### **I. EARTHQUAKE**

1. Issue "DUCK, COVER AND HOLD ON" command.
2. Stop the bus away from power lines, bridges, overpasses, buildings, possible landslide conditions, overhanging trees, or other dangerous situations.
3. Set brake, turn off ignition and wait for shaking to stop.
4. Check for injuries.
5. Contact school to report location and condition.
6. If instructed to continue route:
  - If enrooted to school, continue to pick up students.
  - If dropping students off, continue to do so if there is adult supervision.
7. If unable to contact school, complete number 6 above.
8. If it is impossible to return to school, proceed to nearest shelter. Notify school of location. Remain with children until further instructions are received from command center.
9. If the bus is disabled, stay with the bus until help arrives.
18. DO NOT ATTEMPT TO CROSS BRIDGES OR OVERPASSES THAT HAVE BEEN DAMAGED.

### **II. FLOOD**


1. DO NOT drive through flooded streets/roads.
2. Take an alternate route or wait for public safety personnel to determine safety.
3. Proceed to school, home, or designated shelter, as appropriate.

Bus Driver's Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

*Signature indicates procedure has been read and understood.*

**Appendix B**  
**Transportation Release Form**

 ANGELICA INFANTE-GREEN  
*Commissioner*

JAVIER MONTAÑEZ  
*Superintendent*



Providence Public School District  
Office of the Superintendent  
797 Westminster Street  
Providence, RI 02903-4045  
tel. 401.456.9211  
fax 401.456.9252  
www.providenceschools.org

**Parent/Legal Guardian Transportation Release Form**

**BUS # \_\_\_\_\_**

I, (Parent Name/Legal Guardian) \_\_\_\_\_, as the parent or legal guardian  
of Providence Public Schools' student (Student Name) \_\_\_\_\_, who attends  
\_\_\_\_\_ School, hereby

☐ **Give permission for the following individuals to take custody of my child:**

Full Name (First and Last Name)	Relationship

☐ **Give permission for my child to be dismissed from the bus at their designated stop without being released into the custody of a responsible adult.**

In doing so, I release Providence Public Schools, First Student Providence and all employees of both entities from all responsibility for any liability related to the leaving of the child. This release is only valid for the school year in which it was signed and will have to be renewed each year to continue to be in effect.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Providence Public Schools

\_\_\_\_\_  
Date