

Bus Driver Procedures

Radio Bus Garage and initial notification

Driver checks for injuries and damage.

"Remain calm. Help is on the way."

Secure vehicle and re-check passengers

Remain on the bus unless evacuation is necessary

Determine students on the bus from roster

Police and Emergency Personnel have jurisdiction

Students may not leave scene without law enforcement approval

Do not provide statements to media or bystanders

School Bus Accident Procedures

Bus Garage Procedures

Notify Police, and if necessary, emergency personnel

Notify Director of Business Services

Notify Transportation Supervisor

Notify Parents

Supervisor or designee proceeds to scene

Do not provide statements to media or bystanders

District Office Procedures

Notify District Administrator

Notify District Office staff and print bus roster

Notify principals

Notify parents if bus garage cannot

Notify insurance

Verify Communication Plan.
Only DA and/or designee can speak to media



Notes

Other drivers please limit radio contact.
Other drivers may pick up other students not picked up yet if directed.
Do not touch video camera.
Have spare roster sleeved in bus garage.
Driver meets with Joe Marquardt within 24 hours.
Please ask any passengers to not live stream any videos with phones.
Do not provide any statements to media.

Bus Garage: 920-982-8543
District Office: 920-982-8530
Joe Marquardt: 262-949-0249
Marc Marsh: 920-915-4782
High School: 920-982-8420
IS/MS: 920-982-8532
Parkview: 920-982-8538
Lincoln: 920-982-8540
Readfield: 920-250-6590
Sugar Bush: 715-752-4135
Josh Fischer: 920-585-5115
Scott Bleck: 920-407-2003
Tara Marsh: 920-915-7159