

WAIMATE HIGH SCHOOL

Procedures

1. Concern over roads routes
 - Mr Martin/Drivers to contact Mr Albrey
 - Parents to contact Mr Albrey
2. If bus(es) not to travel Mr Albrey to
 1. Use the phone tree. Message then to be relayed down the route. All Bus Monitors to be provided with a list of contact numbers for their run.
 2. Phone Principal
 3. Phone the primary schools affected and ask them to inform the parent/ caregivers of their bus students
 4. Phone the local radio stations
3. Principal
 - To inform staff asap
 - To post information on the Waimate High School Website and the Waimate High School Facebook page.
 - If school to close then phone the Chairperson of the Board of Trustees
4. Phone Tree
 - To relay message of bus cancellation down the route using the contact list provided.
 - If any problems please contact Stuart Albrey.
5. If conditions deteriorate and students need to be sent home:
 - Students to meet at a central point. (Hall) Primary schools to be notified and follow the same procedure.
 - Rolls checked
 - The school will attempt to contact the parents/caregivers of all affected students.
 - Radio stations informed
 - Last student on the route to phone in when he/she has arrived home.
6. In the event of an accident or breakdown:
 - The bus driver and monitors to instruct students to remain calm and stay seated until told to move.
 - Two senior students to warn traffic each side of the accident or breakdown scene.
 - Evacuate if necessary from the safest exit doors.
 - If evacuation occurs Monitors and /or senior pupils assemble the children in a safe place – away from the bus.
 - Bus driver to contact schools and the bus company in the event of a breakdown and emergency services if necessary in the event of an accident.
 - If the bus driver is incapacitated or has no cell phone then senior students should go to nearest available help and contact the above. Note location of accident or breakdown, e.g. road name, rapid number on mailboxes, name of area etc.
 - Bus driver, monitors, and senior students attend to any injuries. Do not move injured persons unless their lives are at risk.
 - Buses should have fire extinguishers and first aid kits on board. Ideally each driver should have a cell phone as well.

Stuart Albrey
Bus Manager

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