

SOP for School Transport

Before Disaster

– Establish an Emergency Operation Centre (EOC) for transport with at least one land line number, one radio connection , one mobile number one display unit on which you can track your transport
– Develop a format for communication from Transport EOC to individual transport and vice versa. Share format with transport manager
– Must record the GPS movement of buses at EOC
– Know school policy for procedures in the event an accident/ Fire/damaging earthquake occurs while buses with students are en route to or from school.
– Assist SDMC in providing 2-way radio communications capability between buses and school Administrators.
– Carry emergency number cards with information on contact numbers for the school EOC, and important district contact numbers (district administration, police, Fire , medical, etc.) driver/ attendant must take consent from EOC to call any outer assisting agency
– Take First Aid Training.
– Install at least one 4 kg Fire extinguisher in every bus
– Develop plans to assist special needs students.
– Organise a bus evacuation drill quarterly

During Disaster

– Stop your vehicle left side road if, possible in the open. (Not under an overpass or bridge or alongside buildings or trees.)
– In case of Fire and major hit evacuate the bus and inform EOC
– In case of Earthquake/ active shooting Instruct students to crouch down between seats and in aisle until shaking/ Firing has stopped.
– Ensure special needs students are assisted.

After Disaster

– Assist any injured students providing First Aid. in case of any medical emergency take
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whole bus to nearest hospital.
– Establish communications with School EOC
– If require ask another vehicle from EOC
– Implement school policy for earthquake/ Fire / accident / Active shooting occurrence while students are en route to or from school.
– If condition of bus and transportation routes, allow movement of bus proceed cautiously.