TRANSPORTATION DEPARTMENT

CHARTER BUS BREAKDOWN/EMERGENCY GUIDELINES

1. Contact: On call Transportation Dispatcher be prepared to give pertinent information and received directive.

   Please be prepared to be able to provide the following pertinent information:
   - What is the emergency?
   - What is your location?
   - Are there students on board?
   - Are there any injuries?
   - Is the Bus and/or students in a safe location?
   - Have Emergency Authorities 911 been contacted?

2. Charter Driver should call Charter Company and inform Trip Planner of the following:
   - Who is contact at Charter Company?
   - Will another bus dispatched?
   - Will another driver be dispatched?

3. Transportation on call Dispatcher will contact Charter Company for necessary documentation of new bus & driver dispatched, pre-trip inspection arrangements, and provide Trip Planner with any other further instructions.

4. Transportation on call Dispatcher will then notify Transportation Director of current situation

5. Transportation Director will notify Superintendent.

6. At all times Trip Planner will keep on call Transportation Dispatcher and respective administrator (i.e. Director of Fine Arts, Athletic Director, building principal) update on the situation.

7. If necessary, a School Messenger will be sent by Superintendent to all parents, advising them of the situation and anticipated return to District and/or destination

   **EMERGENCY CONTACT INFORMATION**
   (after Business Hours 6am-5pm)

   Shelley Lamas 715-1707 mobile
   Laura D’Arcangelis 506-0198 mobile
   Debbie Price 601-6005 mobile
   Dan Elderbroom 447-7890 mobile