

ROSEVILLE AREA SCHOOLS

District Staff Driver Handbook



**Transportation office phone number
651-635-1638**

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Section 1 - Introduction

This is a handbook for district drivers serving the Roseville Area School District. It contains information about responsibilities of staff members who drive district students. Please take the time to read and understand the information in this handbook, and keep it where you can find it in case you need clarification on some matter of rule, procedure, or policy. Our goal is to provide safe transportation for staff and students. In 2008-2009, legislation regarding Type III drivers was passed requiring competence and training for drivers. A type III vehicle is any vehicle with capacity for 10 or less passengers. An activity bus is a vehicle with capacity of 14 or less otherwise equipped as a school bus. Its use is different than a School bus. This handbook contains the information that you need to be a competent and safe driver, in addition to the driving skills that you already have.



MFSAB



Activity Bus



Type III

The school district wishes to clearly state vans/bus operational procedures and guidelines. District drivers shall transport students according to those policies and procedures.

Familiarity with the provisions in this handbook will help a driver make the proper choices while driving a van or a bus or in limited circumstances, driving your own car with students on board

If you have other questions, you may reach the Transportation Department at the Roseville Area Schools District Center, 1251 County Road B-2 West (across the street from the high school), or at 635-1638. You may also see us at the schools or on the streets, and we are available to talk at any safe convenient time that you can meet us.

Have a safe year, and make your own good luck through safe driving.

Jim Monroe, Transportation

Shari Thompson, Director of Business and Operations

Dr. Jenny Loeck, Superintendent

Section 2 - Driver qualifications

Qualification

Driver must meet State qualifications as well as conform to District driving rules and regulations and hold a valid driver's license, for the assigned vehicle.

Conditions of Employment

The driver must maintain the standards set by the School District.

Driver Training

All drivers operating District vans or school bus shall receive information according to the standards in Appendix 1 and elsewhere in this handbook.

The information shall include the subjects listed below.

Applicable State/Federal laws

District policies/procedures

Railroad crossings

Breakdown/accident procedures

Emergency/preparedness/evacuations/equipment

Driver Responsibilities and Behavior

General rules and responsibilities for drivers are below:

- 1) To allow no person to drive the vehicle without proper license or registering at the district office.
- 2) To exercise the utmost care in protecting children from injury or exposure.

- 3) To be alert and observe all laws and rules relating to travel on the public roads.
- 4) To observe all operating rules adopted by the State Board of Education, Commissioner of Public Safety, and local School Board.
- 5) To maintain order among the pupils at all times; to allow them to enter and leave the vehicle only when instructed.
- 6) To not use cell phone or other communication device while driving.
- 7) To use no profane or indecent language within hearing of the pupils and to tolerate none from them.
- 8) To abstain from the use of tobacco when driving the van or on school property and allow no children to use tobacco in any form.
- 9) To abstain absolutely from the use of intoxicating beverages and illegal drugs on days and/or at least 6 hours prior to when he/she transports children. Acceptable BAC while driving is 0.00
- 10) Seat belts - all persons shall be required to use the seat belt at all times when the vehicle is so equipped
- 11) When fueling the van or bus that all students exit the vehicle
- 12) To always wear your ID Card when entering any School Building or driving any district vehicle.
- 13) Speed Limits and safe driving
 - i) The driver shall not exceed the posted speed limit.

- ii) The driver will not drive a speed that is faster than reasonable under existing conditions.
- iii) The driver will not operate any school van or bus improperly equipped or in an unsafe condition.

14) Lighted Headlamps

- a) The driver shall display lighted headlamps (low beam) at all times including daylight hours, when transporting children.

15) Railroad Crossings

- i) All Activity school buses, whether carrying passengers or not, are required to stop at all railroad crossings. The 8 light system may not be used at a railroad crossing. The correct procedure for crossing at a railroad crossing is:



- (a) As you approach the railroad crossing, move into the right lane, and activate your hazard lights.
- (b) Stop at least 15 feet before the tracks or crossing gates.
- (c) Open the door and driver window, and look both ways
- (d) If no train is coming or can be heard, then you close the door, and move forward over the tracks
- (e) Turn off your hazard lights.

- ii) If you are driving the MFSAB, Maroon Ramp Van you do not need to stop at the railroad crossings unless there is a train approaching or crossing.



16) Reports

- i) The driver must report all accidents, however slight, to the District. If the accident involves another moving vehicle, the driver must report the accident before driving the vehicle again.

- ii) Driver must report all accidents involving personal injury or death, and/or property damage of \$100 or more to the Commissioner of Public Safety.

- 17) All Safety/Discipline report forms shall be submitted to the Building Principal in a timely manner – the next time you are at work.

Section 3 - EMERGENCY PROCEDURES

Every school bus contains emergency equipment, including, first aid kit, fire extinguisher, body fluids kit, and emergency triangles(Activity Buses only). A School Bus/Van Emergency Response Procedures pamphlet is also carried in each school district Type III vehicle or Activity Bus. Upon entering your vehicle ascertain the location of the emergency equipment and the pamphlet in case you are involved in an emergency situation. The driver must be responsible for complying with the procedures contained in the pamphlet.

Passenger Safety Comes First

- 1) Fire. In the event of a fire, the first priority is to evacuate the vehicle. Make certain your passengers are safe before attempting to put out the fire.
 - i) Know what type of fire extinguisher you have on your vehicle. Be sure to read the operating instructions beforehand. Know the proper method for using it against the various types of fires.
 - ii) Your vehicle's fire extinguisher should be the dry-chemical type for flammable liquid, electrical, and dry combustible fires.
- 2) Injuries. Be familiar with first aid and CPR procedures. The van or bus is equipped with a first aid kit. Be familiar with its location



in case you ever need it. You can best help an injured person if you remember:

- a) *Do not move the seriously injured.*
- b) *Ensure that the injured have a sufficient airway for breathing.*
- c) *Treat severe wounds and stop severe bleeding.*
- d) *Administer first aid for shock.*
- e) *Give the more severely injured priority.*

- f) If injured passengers are taken to the hospital, be certain you record the students' names, and also the name of the hospital.

Tornado. Encounter Procedures – Van/Bus Drivers

1. Upon first sighting a tornado funnel, determine which direction it is traveling, and whether it will hit you.

2. If the tornado is moving toward the area you are driving toward, do not continue in that direction. Instead, either stop, if the storm is very close, or retreat at right angles to the storm's path if it is not nearby. Do not attempt to outrun a tornado which is bearing down on your vehicle.
 - a. If there is likelihood that the tornado will hit your vehicle, and there is no escape route available, or else no time to escape: **EVACUATE THE VEHICLE, TAKE THE PUPILS TO THE NEAREST DEPRESSION OR DITCH UPWIND (ON THE STORM SIDE) OF THE VEHICLE FAR ENOUGH AWAY FROM THE VEHICLE SO THAT THE VEHICLE WILL NOT ROLL OVER ON THEM AND INSTRUCT THEM TO COVER THEIR HEADS WITH THEIR ARMS.** Do not allow pupils to take personal possessions. If the children are wearing coats or jackets, these can be used to provide additional protection for their heads and bodies. Take only the first aid kit from the vehicle.

 - b. If you are driving when you hear a tornado warning or spot a funnel, and there is no time to move the children when you stop the vehicle, have the children assume



the protective position, remaining in their seats, with their heads below window level. Shut off vehicle, except for lights, and get under the dash away from the door.

c. If there is a house or building nearby which offers shelter, and there is time enough to reach it, move to the basement of the building, and crouch against the wall nearest the approaching storm. If there is not a basement in the building, crouch against a central wall not exposed to windows facing the approaching storm.

d. After the tornado has passed, look for further funnel clouds. If none are apparent, see to the safety of your pupils. Return them to the vehicle to avoid severe rain/hail which often accompanies a tornado, and attend to injured students. Notify authorities as soon as possible.

e. DO NOT:

i. Attempt to escape a tornado by outrunning it.

ii. Drive at unsafe speeds to escape a tornado.

iii. Take on pupils if a tornado is nearby, or likely.

iv. Seek shelter in wooded areas.

f. WHAT TO DO AFTER A TORNADO HAS STRUCK:

i. Remain calm and try to keep the children calm.

ii. Apply first aid where necessary and as your training permits. Call for help if needed.

iii. Transport children to school or to alternate locations if appropriate.

iv. Continue to listen to your radio for weather bulletins and other emergency information.

3. Evacuation. Inform your passengers that there is an emergency, and in very calm and precise terms, tell them exactly what they are to do.

- i. Keep all evacuees a minimum of 100 feet from the vehicle. They should be loaded back onto the vehicle only when you have determined it is safe to do so.
4. Lights. In an emergency, you should turn on your four-way hazard warning lights, and running or clearance lights.
5. Getting Assistance. If you have a cellular phone, use it. Notify your school and the district transportation office.
6. Report the location and number of your vehicle, the nature of the problem, and the status of your passengers.
7. If you cannot use a radio to contact your school, ask a passerby or other motorist to call your school from the nearest telephone.
8. Write out the name and telephone number of your school, the number and location of your school vehicle, the nature of the emergency, and the status of the passengers in the emergency pamphlet page provided for that purpose.
9. Emergency Scene Conduct. Discuss the accident only with police and school district officials. Don't leave the scene of an accident until you are released by police. Before driving the vehicle again, notify the district transportation office of any accident you have involving another moving vehicle.

Section 4 - Passenger Guidelines

Seating. State law requires that all riders be seated while riding, this includes adults.

Behavior. All riders, student or adult, need to be familiar with the vehicle rules issued by the school district. When students misbehave on the van or bus, it is distracting to the driver which can be a safety hazard. It is the responsibility of adults on the vehicle to maintain safe behavior among the students.

Food. Eating on the vehicle can be a problem, and approval to eat on the vehicle should be discussed and agreed upon before the trip leaves. **After any trip where food has been eaten on the van or bus, the driver should go through the vehicle**

to make sure that the vehicle is clean and no possessions have been left in the vehicle.

Section 5 - Driver Procedures

Know the students and adults who are riding in your vehicle.

Know where you are going, including how to get there, and where to let students off safely.

Let your building know where you are going, and when you plan to return, and your contact information while you are gone.

Drive safely. Even if the group left late and might be late, drive at a safe legal speed to the event.

Park your vehicle in a safe area, and if you are authorized to leave it, secure it from tampering.

If you leave your vehicle during the activity, make sure that one of the adults in your charter group knows where you are, and how to get in contact with you. You never know when there will be an emergency need to leave. Also, return to the vehicle in plenty of time to let your riders on the vehicle.

If students are on your vehicle, you must be on it too. Never leave students on a vehicle unattended.

Remember, if a vehicle is stopped for a violation, the driver will be responsible for the ticket.

Fill out the pre-trip and post trip sheet located inside each vehicle (if there are any dents or missing equipment - it will be charged to your department. So make sure you check vehicles over when using them.)

Before turning in your vehicle, you should fill the gas tank if it is less than 1/2 full. There is a charge account at the Super America gas station located at the corner of Cty Rd B & Lexington Ave. Please sign the bottom of sales slip so we have the name of person getting gas. SA will keep the master copy and give you a second copy. Note on your pretrip sheet that you fueled the vehicle showing amount and \$\$\$. Students may not stay on the bus when it is being fueled.

Keys are located in the transportation office and they should be returned to the same location with trip sheets and gas ticket if you filled up.

If you return back after the district offices are closed please leave paperwork and keys inside the mailbox slot in the window by the main entry doors and we will get them the next morning. (Make sure all the lights are off and windows and vents are closed when you lock the vehicle.)

When pulling out of the parking spot of the vehicle please watch behind so you don't back into another vehicle across the driveway.

When leaving, back out of the parking spot and drive out the East driveway and when returning, drive into the West driveway and park the vehicle the same spot that you took it from.

If there is another vehicle parked in your spot please park your bus or van alongside of the West driveway and we will move it later.

Emergency Door – The emergency door may be used both in emergencies and at other times. There is a bracket that holds the door open with a catch. This catch may be released by opening the door to its full extent and then closing it. Under all circumstances, you should not force it to close as you will damage the door or hinges.

Deploying the ramp on the Maroon van



Open the gate, pull out the ramp by the handle,



The ramp rests on the ground, and the wheel chair rolls into the center where the tie downs are located



When not carrying a wheelchair, the bench seat folds down to hold two more students, total vehicle capacity 6 riders including driver.

Section 6 - Pre-trip Inspection:

You must fill out the pre-trip form every time you take a vehicle out and you need to make sure that everything works. (Lights, signals and 4 ways).

If you are stopped by a law enforcement officer, you should have a pre – trip form started showing that you checked everything listed on the form. Failure to do so could get you a ticket.

If the service engine light comes on you will need to pull over and check the engine dip stick and make sure you have enough oil. Make sure you know where it is if someone asks you and make sure you write it up on the pre-trip form. If the light stays on, check with the transportation office on what to do.

It doesn't matter how far you go, you will need to fill out a pre trip form every time you use a vehicle. Please also make sure that the inspection sheet is turned in to the transportation office and not left in the vehicle We need to ensure that vehicles are safe, and are required to keep all inspection reports on file.

Section 7 - . Emergency Door

The emergency door may be used both in emergencies and at other times. There is a bracket that holds the door open with a catch. This catch may be released by opening the door to its full extent and then closing it. Under all circumstances, you should not force it to close as you will damage the door or hinges.



Note the bracket at the top

MFSAB Emergency Door



Bracket at bottom of door.

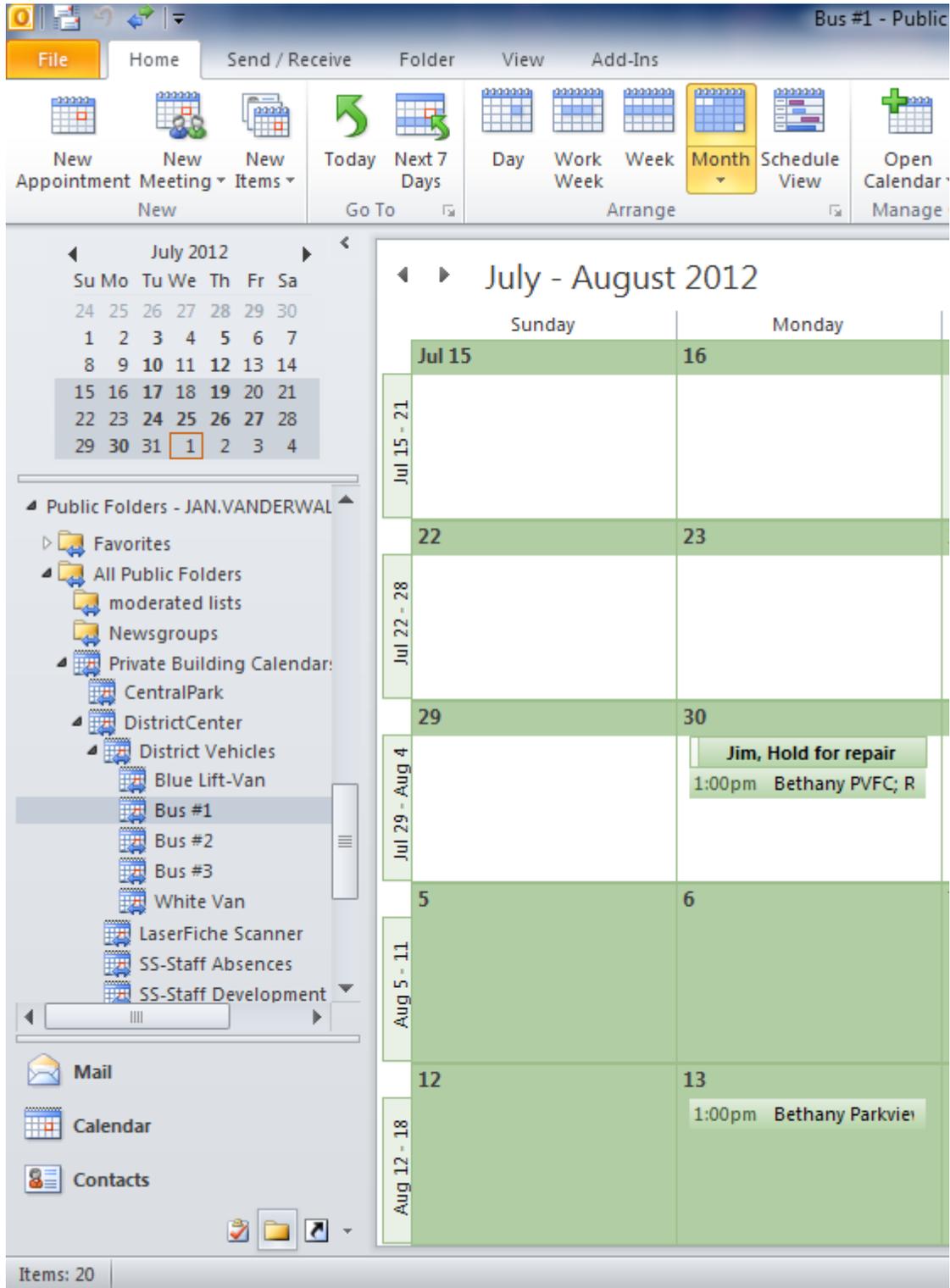


If it catches, "Push here"

Section 8 Scheduling trips on the vehicle calendars.

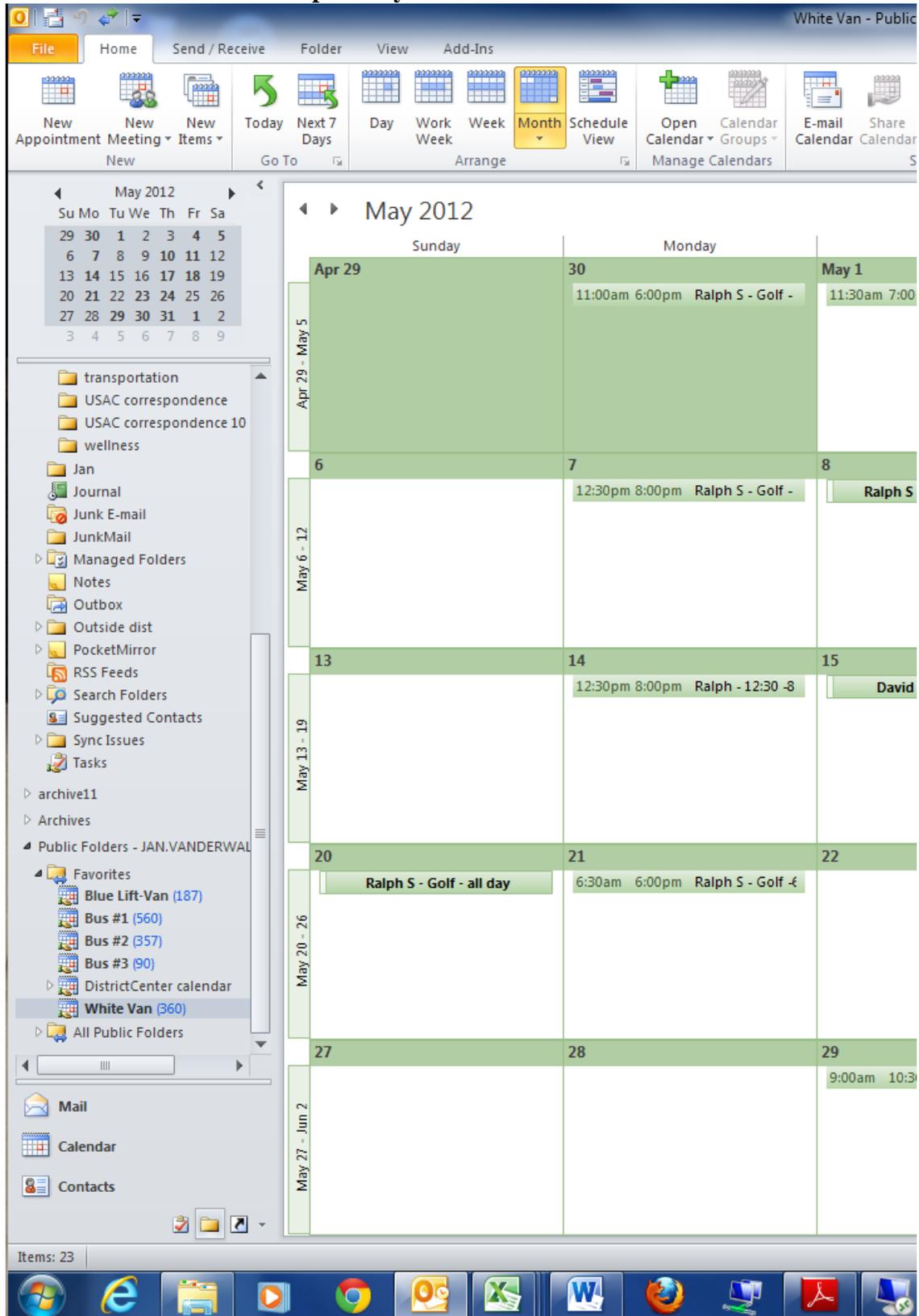
- 1) PC User Procedures In the folder view of Outlook, go to the public folders at the bottom of the list, open public folders, then open the All public folders, then open the Private Buildings Calendars folder, then open the District Center Calendar folder, then open the District Vehicles calendar, and you will see a calendar for each vehicle.
 - a) *You can schedule a trip by making an appointment in that calendar. Be sure to list your name, the program using the vehicle, the driver, and the origin and destination.*
 - b) *Make your appointment times so that you have time for your pre trip, and post trip inspections, and to ensure that you have fueled the bus if it is below half on the fuel gauge.*
 - c) *You can set up a shortcut for accessing the vehicle calendars by right clicking on each vehicle calendar and adding it to your favorites. The favorites folder appears just below the public folders so that it does not require going into all of the other nested folders.*
- 2) For Mac Outlook users, the procedures are similar to the PC Outlook users accessing through the nested folders.
 - a) *Open the Public Folders folder under the Tools menu. Then open the hierarchy shown in the first Mac screen print below*
 - b) *For a shortcut, you subscribe the folder and it will then appear in the subscribed folder that is in the Public Folders folder.(bottom screen print below) Note the subscribe button on the menu bar in the first screen print.*

**PC Outlook Screen shot showing the nested folders to open to get to the district vehicle folders.
 Note at the very bottom on the left that this is the folder view, not mail view.**

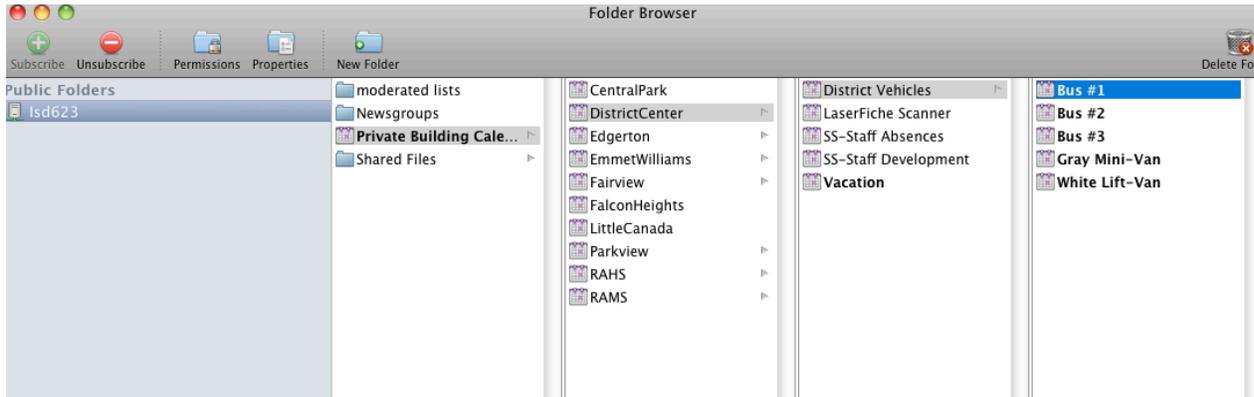


PC Outlook Screen shot showing the calendars in the Favorites folder as described in paragraph 8c above.

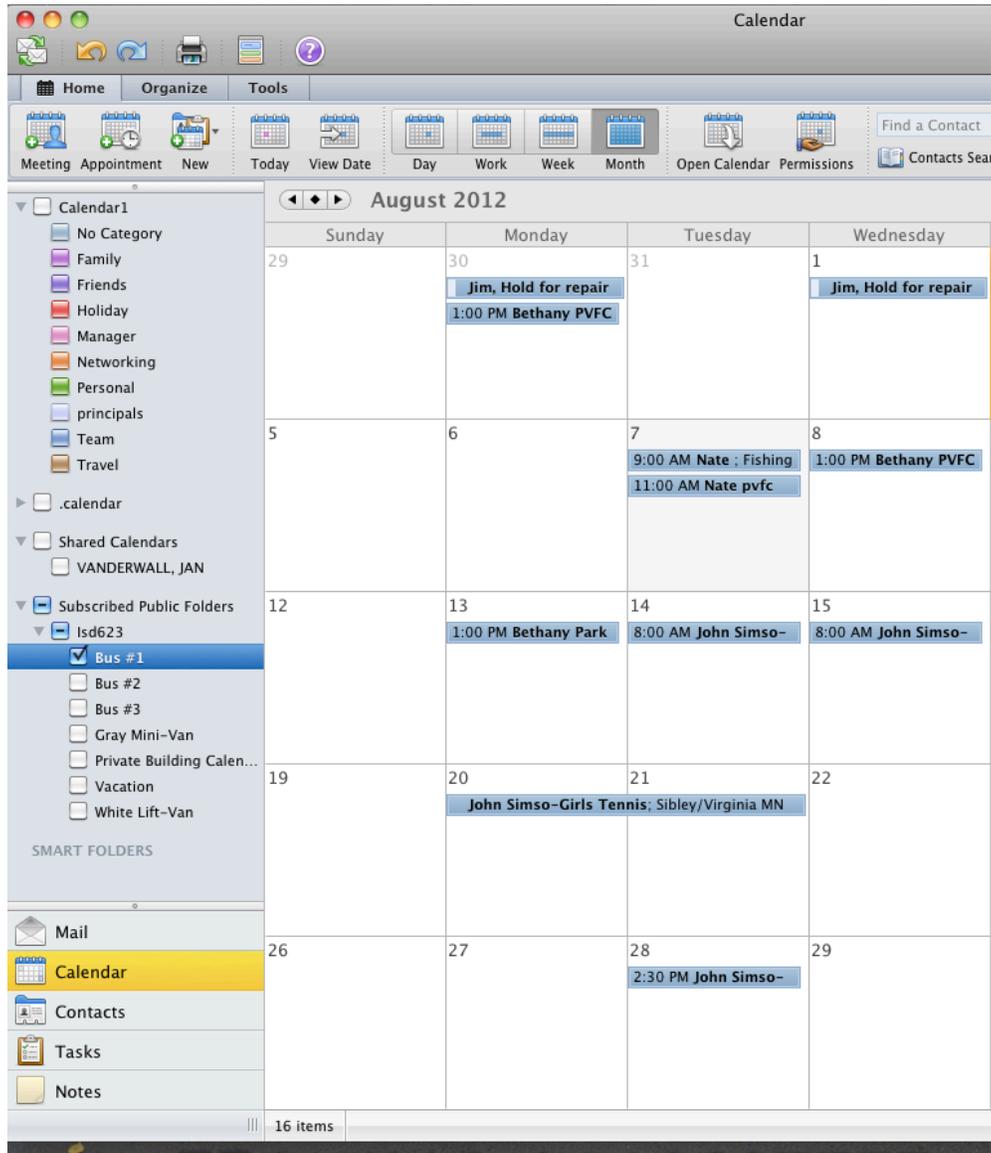
A much simpler way to access the vehicle calendars



Mac Outlook Screen shot showing the hierarchy of folders to get to the bus calendars. To subscribe, choose the folder you want to subscribe and then choose the subscribe button at the far left of the menu bar.



Mac Outlook Screen shot showing Subscribed calendar location in the Subscribed Public folders under isd623.



Appendix 1 - Driver Standards – Roseville Area Schools

Below are the requirements that all staff members must meet in order to drive students on school related activities.

1. They shall register annually in the District Transportation office so that background license checks can be conducted.
2. Staff members who drive any student shall annually attend a school district driver training workshop or other approved activity, and pass the post training assessment.
 - a. The state requirements for Type III Van or Activity Bus Drivers requiring training and evaluation in order to drive students. These competencies include
 - i. Driver can safely operate the school bus
 - ii. Understand student behavior including disabilities
 - iii. Encourage orderly conduct of students and handle misbehavior
 - iv. Understand laws of the road
 - v. Handle emergency situations
 - vi. Safely load and unload students
 - vii. During the all staff workshop, the transportation department will provide a training and evaluation session for staff members who will regularly drive students as a part of their scheduled work. This training/assessment will be mandatory for all drivers of Type III vans or Activity buses
 - b. New drivers shall also do a pre-service in bus driver training session.
 - c. Staff members who drive any student shall be familiar with the Roseville Area Schools Bus/Van Driver Manual and shall follow its guidelines in transporting students.
3. The Driver must have a valid driver license from the state in which he/she resides.
4. Each driver will also have their license record checked at least twice a year for driving violations. Drivers who are in an accident or receive a citation for a driving infraction must inform the Transportation Department prior to driving again.
 - a. Driver license records that indicate a driver who has had 3 moving violations in the past 3 years or less shall disqualify that driver from driving students for any school related activity.
 - b. Driver license records that indicate a driver who has had 4 moving violations in the past 4 years or less shall disqualify that driver from driving a school district vehicle for any school related activity.
 - c. **Drivers who receive a DWI conviction (169A.20) will be prohibited from driving District Vehicles for a period of 5 years from the date of the incident.**
5. Staff members who drive district vehicles shall inspect them and report any problems detected. **If the vehicle is damaged while in use, the driver must provide a written report of the damage, and the circumstances that caused it to happen.**
6. **Staff members who are in an accident or cause damage to a vehicle must report it immediately to the transportation office. If it involves another moving vehicle, the driver must report the accident before driving again.**
7. The district reserves the right to have a driver tested for alcohol or drug presence with any reasonable suspicion that these could be involved when a staff member is or has been driving on a school related activity.

Appendix 2 Pre-Trip Inspection Form – must be carried while driving students.

VAN PRE-TRIP INSPECTION REPORT

Today's Date: _____

Odometer start: _____

Odometer Finish: _____

Time Out: _____

Time Return: _____

Destination: _____

Van: _____

Lift Van: _____

Bus # 1 : _____

Bus # 2: _____

Bus # 3(lift) : _____

Name of group using the vehicle: _____

Driver Check:

Pre-Trip

Post Trip

Pre-Trip

Post Trip

_____	Checked Oil	_____	_____	Lights(low and High Beam)	_____
_____	Windows/Mirrors	_____	_____	Turn Signals	_____
_____	Brakes/Tires	_____	_____	Brake Lights	_____
_____	Inside Cleaned	_____	_____	Lift Door	_____
_____	Safety Equipment	_____	_____	Check Fuel	_____
	(Flares,First Aid Kit,Fire Ext.)	_____	_____	Vehicle clean inside	_____

(Fill tank on return trip if less than 1/2 full. Use the District Credit Card at the SA Station on Lexington & Cty Rd B. You must have your district ID with you to fill the vehicle)

Make sure all windows and vents are closed when returning the vehicle

Drivers notes: _____

Mechanics Notes: _____

Driver's Signature: _____

Mechanic's Signature: _____

Date of repairs: _____

Appendix 3

SCHOOL VAN DRIVER REGISTRATION FORM

The following rules apply to drivers of District Buses(Activity Buses and Type III buses(vans).

- The driver must have completed annual training and certification per state and district requirements.
- The driver must report any convictions to their employer within 10 days.
- The driver may not have more than 3 moving violations within any 3 year period.
- The driver may not have more than 4 moving violations within any 4 year period.
- The driver shall not fuel the vehicle with students on board.
- The driver of a school bus shall never drive at a speed that is faster than reasonable under existing conditions.
- The driver of a school bus shall not exceed the posted speed limits at any time.
- The driver, and all passengers shall wear seatbelts.
- The driver shall not allow passengers to exceed the manufacturer’s rated capacity and never more than 9 passengers plus driver in a type III bus.
- The driver shall display lighted headlamps (low beam) during daylight hours.
- The driver shall not load or unload in a vehicular traffic lane or on the shoulder. Loading and unloading shall be restricted to curb, non-traffic (normal parking lane), off street loading areas, driveways, yard service and other areas to avoid hazardous conditions.
- The driver shall not load or unload so that a child has to cross the road.
- The driver shall place the vehicle in “park” during loading and unloading.
- The driver shall not use a cellular telephone to engage in a call while the vehicle is in motion.
- A driver whose “normal duties” include driving the Type III vehicle shall be required to have a background check, physical examination and be subject to drug and alcohol testing.
- Vehicles shall be returned with interior cleaned or there will be an additional charge of \$20 to the program.
- The driver shall conduct a pre and post trip safety inspection of the vehicle and keep it on the bus while driving. If the bus is unsafe to drive the driver shall not drive it.

All Type III School Buses and Activity Buses must be inspected by the Minnesota State Patrol and contain the following equipment:

- A fire extinguisher.
- A first aid kit.
- A body fluid clean-up kit.
- A set of three (3) warning triangles (directions for placement are inside cover).
- Seat belt cutting knife (attached to cover of first aid kit).

I have reviewed **and am in compliance** with the “School Van Driver Instructions” and have a valid Minnesota driver’s license. I understand that the School District will check on the status of my Driver’s License during the school year. I will report any violations that I am charged with before driving students.

Signature

_____/_____/_____
Date

License #

Appendix 4

Student rider Roster for use in accident or emergency

Record the names of all persons on the bus when the incident occurred

If any were taken to medical care, identify their destination and the organization that took them to the medical care

#	Name	Issues	Taken to
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Appendix 5 Alcohol consumption while driving a school bus

169A.31 ALCOHOL-RELATED SCHOOL BUS OR HEAD START BUS DRIVING.

Subdivision 1. Crime described.

It is a crime for any person to drive, operate, or be in physical control of any class of school bus or Head Start bus within this state when there is physical evidence present in the person's body of the consumption of any alcohol.

Subd. 2. Gross misdemeanor alcohol-related school bus or Head Start bus driving.

A person who violates subdivision 1 is guilty of gross misdemeanor alcohol-related school bus or Head Start bus driving if:

- (1) the violation occurs while a child under the age of 16 is in the vehicle, if the child is more than 36 months younger than the violator; or
- (2) the violation occurs within ten years of a qualified prior impaired driving incident.

Subd. 3. Misdemeanor alcohol-related school bus or Head Start bus driving.

Except as provided in subdivision 2, a person who violates subdivision 1 is guilty of misdemeanor alcohol-related school bus or Head Start bus driving.

Appendix 6

EMERGENCY TELEPHONE NUMBERS

The phone number for all emergency police, fire, and ambulance calls is 911

When dialing from a district phone, dial 9-911.

Notification priority list when an accident or other incident of significance has occurred

1	Director of Operations	Shari Thompson	2	Assistant Superintendent	Melissa Sonnek
	SCHOOL	651-635-1615		SCHOOL	651-628-6444
	MOBILE	651-485-5919		MOBILE	763-238-6201
3	Director of Community Education	Cindy Arneson	4	Public Information	Carrie Ardito
	SCHOOL	651-604-3502		MOBILE	651-426-5600
	MOBILE	612-432-2168			

Then call your school/principal/administrator.

Jim Monroe phone: 651-635-1638/ cell 651-983-1527

Emergency During a field trip:

A. The Building Principal/Administrator has the full authority for action in the event of an emergency that threatens the safety and security of persons on a field trip unless specifically directed otherwise by the Superintendent or Supervising Administrator.

Appendix 7

**PUBLIC SCHOOLS 2021-2022
Contact Information**

	Administrator	Title	Office #	Cell #
RAHS	Christina Hester	Principal	651-635-1663	612-282-3012
	Andrea Schmidt	Activities Director	651-604-1475	
	Lee Thao	Associate Principal	651-604-1423	651-270-4076
	Heather Kay	Associate Principal	651-604-1665	
	Shlynn Hayes	Associate Principal	651-604-1429	612-408-5127
	Nadia Grussing Neitzel	Associate Principal	651-604-1464	612-242-8859
RAMS	Johnny Cook	Principal	651-482-5283	612-270-8549
	Garin Bogenholm	Associate Principal	651-482-5297	651-967-2277
	Joe Bue	Assistant Principal	651-482-5287	612-209-8517
FAHS	Laura Freer	Principal	651-304-3805	651-270-0569
Parkview	Kristen Smith Olson	Principal	651-487-4392	651-442-5165
	Nasreen Fynewever	Associate Principal	651-487-4343	616-204-1499
Brimhall	Ryan Vernosh	Principal	651-724-6203	651-226-6141
Central Park	Becky Suttin	Principal	651-481-9951	612-708-1852
Edgerton	Maura Weyandt	Principal	651-772-2565	
Falcon Heights	Beth Behnke	Principal	651-646-0021	651-307-2826
Harambee	Nathan Meyer	Principal	651-379-2501	
Little Canada	Jose Vecerra- Cardenas	Principal	651-724-6481	
Emmet D. Williams	Jen Wilson	Principal	651-482-8624	715-379-3962
ECSE	Jennifer Krueger	Supervisor	651-635-1637	
Friendship Conn.	Tom Krueger	Manager	651-604-3760	

Appendix 8 MISSING OR RUNAWAY CHILDREN

First Steps if a Child is not Located/Returned while on a bus trip:

1. Notify building office immediately. Explain situation and where child was last seen.
2. Principal with local staff/chaperones will determine when to notify authorities.
3. Gather all children in the group and ask if anybody saw the child leave
4. Using the available information, start a search of the local area concentrating on any exit areas from the immediate vicinity
5. If there is a restraining order in effect for this child, call 911 immediately.

Next Steps if Child is Not Located/Returned:

1. Notify parents
2. Call 911. Give this information to authorities:
 - Name of child
 - Time and circumstances of disappearance
 - Appearance and description
 - Last known location and possible destinations
 - Name, address, and phone numbers of legal guardians
 - Name, address, and phone numbers of close friends and relatives
3. **Contact Superintendent, District Center, 651-628-6452, and District spokesperson: Carrie Ardito – 651-426-5600**
4. **(All media requests should be referred to Carrie Ardito**
5. **Notify Superintendent, District Center, School, and Carrie Ardito as soon as child is located**
6. **School Bus Rider Roster – Accident or Incident reporting**

Bus/Van SAFETY RULES

1. Immediately follow the directions of your driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Behave safely (do not throw any object, do not stick your head or arms out of the window).
5. Keep your arms, legs and belongings to yourself.
6. Show respect for others (No fighting, harassment, intimidation or horseplay).
7. Treat the van or bus with respect (don't damage or write on the van or bus).
8. No eating, drinking or use of tobacco or drugs is allowed.
9. Do not bring any weapon or dangerous objects on the school van or bus.