

Crash and Emergency Preparedness

POLICE



A thorough knowledge of safety and crash procedures is a requirement of any professional driver.

- School bus drivers can face many different types of emergencies, most commonly a breakdown or a traffic crash.
- There are other types of emergencies that the driver must be prepared to handle, such as a student injury or illness.
- Any driver may face an emergency situation at any time.
- This unit has been developed to prepare drivers to address various emergency situations.

FIRE



An emergency situation can happen to anyone, anytime, anywhere. It could be a crash, a stalled school bus on a railroad-highway crossing or in a high-speed intersection, a fire, a medical emergency to a student on the school bus, etc. Knowing what to do in an emergency before, during and after an evacuation, can mean the difference between life and death.

911
Emergency

AMBULANCE



Crash and Emergency Preparedness

Each district must develop and implement a written policy to include emergency procedures. (Minn. Stat. 123B.91) **During an emergency, drivers should keep in mind:**



SAFETY – The driver is responsible for the safety of the passengers on board the bus



REMAIN CALM – The driver must remain calm under the pressure of an emergency situation to avoid unnecessary panic and confusion.

ASSESS THE SITUATION QUICKLY – The driver must be able to evaluate the situation quickly and determine what type of assistance is needed.



REQUEST ASSISTANCE – Via two-way radio or telephone.



Crash and Emergency Preparedness



EMERGENCY ACTION PLAN

Emergency Action Plans Include - Crash Procedures

Driver's immediate responsibilities

Reporting guidelines

A procedure for handling situations when the driver is injured and unable to supervise the students

Transferring students to a replacement bus

Use of warning devices



Crash and Emergency Preparedness

Emergency Action Plans Include - Vehicle Evacuation:

Reasons for evacuating the bus

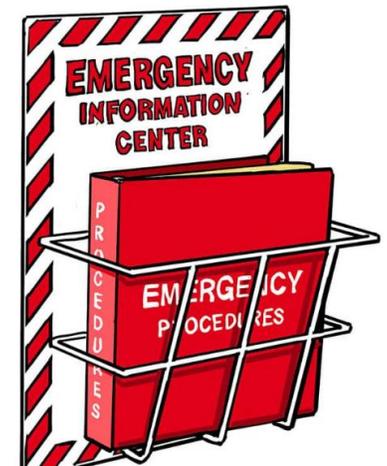
Evacuation procedures

Enlisting the help of Student Safety Assistants



Evacuation drills

Evacuation drills for special education students



Crash and Emergency Preparedness

Emergency Action Plans Include the following:

Emergency Equipment:

1. Required equipment to be carried on board the bus
2. Proper use of all emergency equipment

Emergency Medical Care:

Good Samaritan Law
(MN Stat. 604A.01
and 604A.015)

Security Breaches:

School Bus
Trespassing



Post Crash Procedures

The primary responsibilities of the school bus driver is the safety and care of all passengers. All crashes, regardless of severity, must be reported immediately.



This section discusses procedures for dealing with crashes, vehicle breakdowns, fire and the possibility of a driver becoming incapacitated, ill, disabled or the possibility of injured students.

Laws and Regulations

General Operating Rules: (MN. Stat. 169.447, 169.443, 123B.91, 123B.86 & MN. Rule 7470)

Reportable Crashes (MN. Stat. 169.09)

All crashes involving personal injury or death must be reported to the police. Drivers shall make reports as required by state law and district policies.

School Bus Crashes (MN. Rules 7470.1000)

In case of a crash or breakdown of the bus, the driver shall not leave the bus. The driver should use required communications systems in the school bus to make notification. Immediate reports of all crashes, however slight, involving the school bus must be made by the driver to the authorized person and to any other authorities as required by law, rule, or regulation. The driver shall prepare and keep all record and reports required by the authorized person.

Primary Responsibilities of the School Bus Driver

Assess your physical condition immediately after the crash

1. Check for injuries.
2. Determine if evacuation is necessary.
3. Students remain on the bus unless the bus is in a dangerous location, a fire exists, or the bus is too severely damaged.
4. Evacuate if (see section 3.8 Evacuation Procedures) fuel spilled, bus is overturned, fire danger exists, or potential for further hazards exists.
5. If evacuated, consider traffic and hazards while evacuating, move students a minimum of 100 feet from site, keep students together and supervise them.



Get help on the way immediately (EMS, police, fire, tow, company/district notification)

1. Radio or call your dispatch office.
2. Send for help if no other options are available.
3. Send any responsible adult who stops to assist.



Primary Responsibilities of the School Bus Driver

Secure the crash scene

- 1. Move to a place of safety if possible and do not move the vehicle again unless:**
 - a. Requested to do so by the police.
 - b. Vehicle is in an unsafe place.
 - c. Engage four-way flashers, strobe light, reflective triangles according to your district/company policy in conjunction with state law. Be prepared to use the on-board fire extinguisher if necessary
 - d. Set emergency brake.
 - e. Shut off ignition.
 - f. Remove the keys.

Secure the crash scene

- 2. Delegate an adult(s) or responsible student(s) (Supervise until emergency teams arrive).**
- 3. Use of lights:**
 - a. Emergency flashers on day or night.
 - b. Running and interior lights after dark.
- 4. Placement of triangles**

Primary Responsibilities of the School Bus Driver

Maintain Order

Remain calm
Students remain seated

Students hold noise down
Inform students of situation

Reassure students that
situation is in control

Primary Responsibilities of the School Bus Driver

Provide immediate first aid for severe or life-threatening injuries

Possible Student Injuries:

Check your specific school district or company policy.

Report all crashes immediately to a school official. If there is any indication that any student(s), although not outwardly showing it, could be shaken up or injured, internally or externally, they should be brought into the school nurse upon arrival at school.

Do not move unless necessary for safety

Breathing problems treated first

Stop bleeding next

Treat for shock after that

Continue to conduct health assessments and provide secondary care of passengers and /or injured victims as necessary.

Primary Responsibilities of the School Bus Driver

Gather information - (have someone supervise students)

1. Provide your name, address, driver license (DL) number, and insurance information to police and other driver(s).
2. Get other driver(s)/vehicle information: (name, address, phone number, DL number, and insurance information).
3. License plate number of all vehicles involved.
4. Name, phone number and address of witnesses.
5. Record names of students and seating position.
6. If students are transported to the hospital, record the time and, Record what hospital they were transported to.



Primary Responsibilities of the School Bus Driver

Transfer of students:

If another bus is necessary to transport students, do not release them until they have all been accounted for by name and their contact information has been recorded

Students must be released by emergency personnel before they can leave the crash scene

Safe conditions must exist before students are moved to another method of transportation. Students must walk in a single-file and orderly line to the replacement vehicle/bus.

Any transfer of students requires the supervision of an adult.

Double check to make sure all students have been transferred and/or accounted for.

Primary Responsibilities of the School Bus Driver

Other required procedures:

1. Only discuss the crash with the police, transportation department, school official or company officials.
2. Do not discuss or let passengers discuss crash with unauthorized people, such as the media or a passerby.
3. Do not leave crash site until authorized to do so.
4. Do not let anyone on your bus other than emergency personnel, school or company staff.

Crash reporting (MN. Statute 169.09 and MN. Rule 7470.1000 Subp. 4):

1. It is recommended that each bus be equipped with a packet that contains the following information: type of bus, including year, make, color, license number, company name, address, and phone number, and insurance company name and policy number. Also, company or district USDOT number, space for the driver's name, phone number, DL number, blank seating chart, emergency contact information, and company or district contact person.
2. A driver must report the crash to law enforcement in the event of a personal injury or death.
3. Complete other forms and reports required by company or district policy.



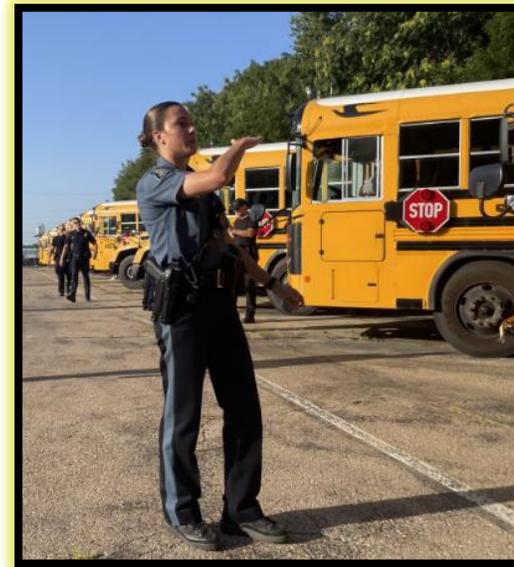
Laws and Regulations

General Operating Rules: (MN. Stat. 169.447, 169.443, 123B.91, 123B.86 & MN. Rule 7470)

School Bus Post Crash Inspection (MN. Stat. 169.4511)

A peace officer responding to an accident involving a school bus or Head Start bus must immediately notify the State Patrol if the accident results in:

- A. A fatality;
- B. Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
- C. One or more motor vehicles incurring disabling damage as a result of the accident, requiring a motor vehicle to be transported away from the scene by tow truck or other motor vehicle.

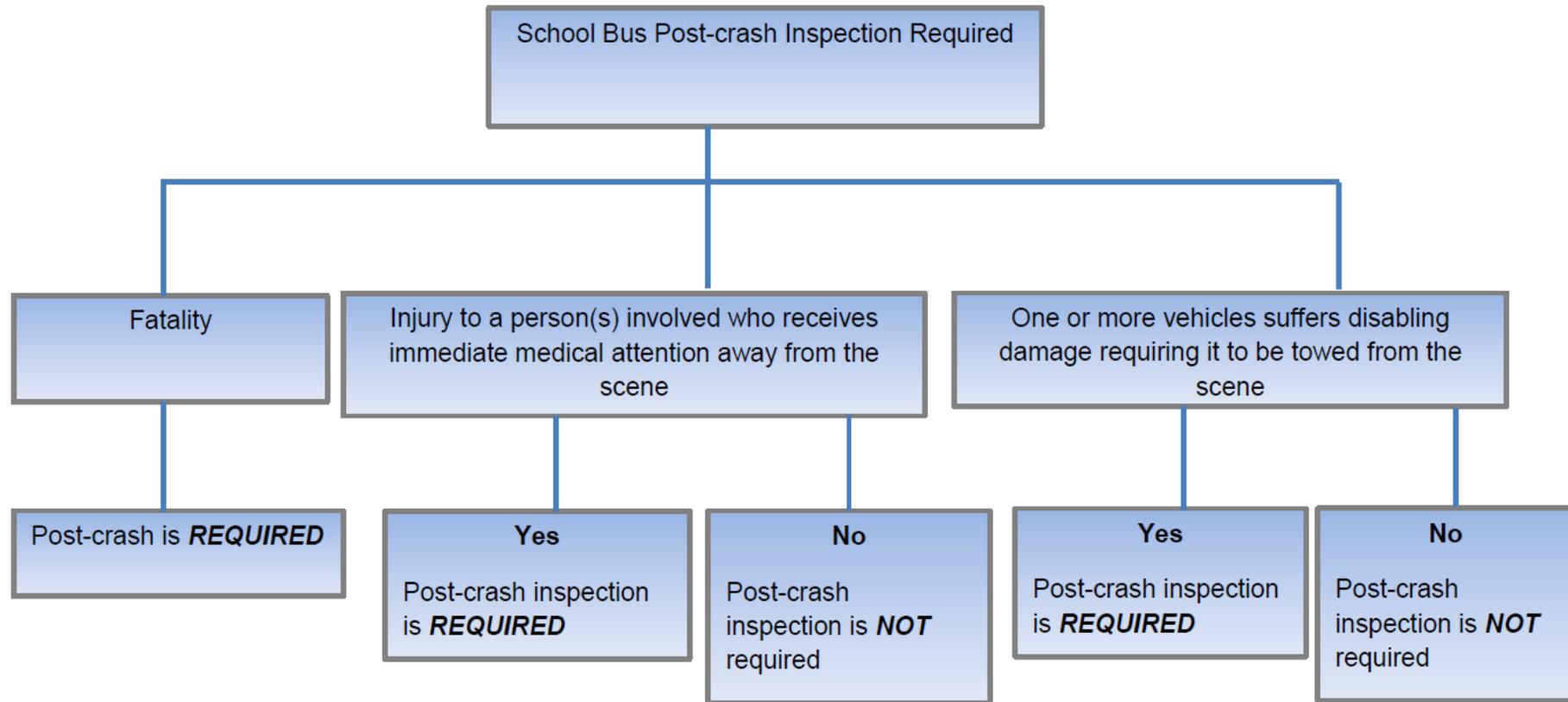


No person shall drive or knowingly permit or cause to be driven, for the purpose of transporting students, any school bus or Head Start bus after such an accident unless;

- A. The vehicle has been inspected by the Minnesota State Patrol and the State Patrol has determined that the vehicle may safely be operated; or
- B. A waiver has been issued by a member of the State Patrol

Primary Responsibilities of the School Bus Driver

169.4511 – Post-crash Inspection



Primary Responsibilities of the School Bus Driver

Post-crash alcohol testing (49 CFR 382.303)

As soon as practicable following a crash involving a CDL required vehicle each employer of the CDL driver shall test the driver for alcohol if:

1. The crash involved the loss of human life;

or

2. The driver receives a citation within 8 hours for a moving violation arising from the crash if;

a. bodily injury to any person who, as a result of injury, immediately receives medical treatment away from the scene of the crash;

or

b. one or more vehicles incurring disabling damages as a result of the crash, requiring the vehicle to be transported away from the scene by tow truck or other motor vehicle.



*** In addition to the federal requirements a company or school district may adopt a company policy that is more restrictive.**

Primary Responsibilities of the School Bus Driver

Post-crash-controlled substance Testing (49 CFR 382.303)

As soon as practicable following a crash involving a CDL required vehicle each employer of the CDL driver shall test the driver for controlled substances if

1. The crash involved the loss of human life;

or

2. The driver receives a citation within 32 hours for a moving violation arising from the crash and the crash resulted in;

a. bodily injury to any person who, as a result of injury, immediately receives medical treatment away from the scene of the crash;

or

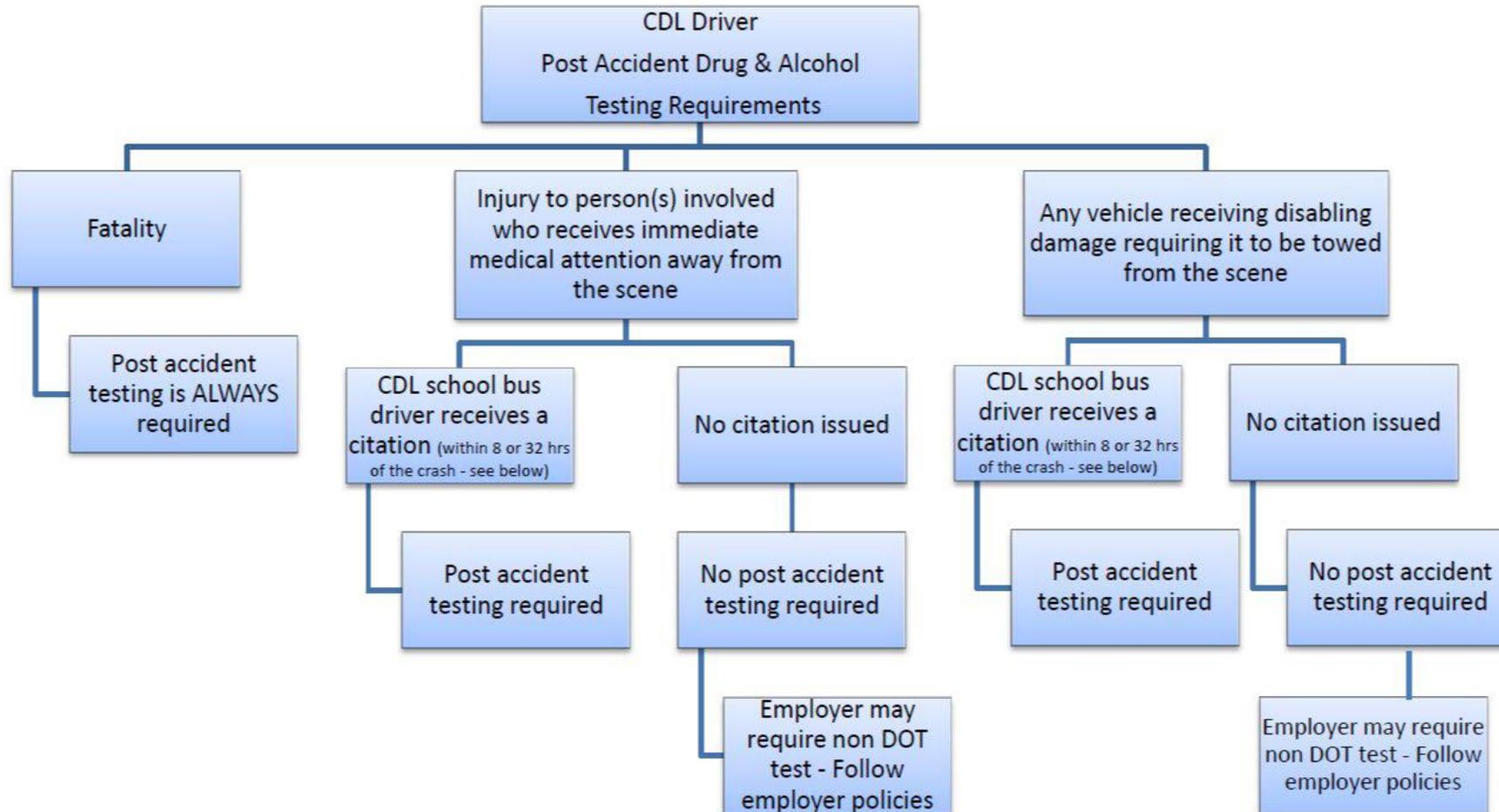
b. one or more vehicles incurring disabling damages as a result of the crash, requiring the vehicle to be transported away from the scene by tow truck or other motor vehicle.



*** In addition to the federal requirements a company or school district may adopt a company policy that is more restrictive.**

Primary Responsibilities of the School Bus Driver

382.303 – CDL Driver Post-Accident Testing Flowchart



Primary Responsibilities of the School Bus Driver

Vehicle Breakdown and Emergency Stops

Student care

1. Remain on the bus unless the bus is in a dangerous location or fire danger exists.
2. Maintain order – remain seated and hold noise down.
3. Inform passengers of the situation.
4. Reassure passengers that the situation is under control.

Safety and care of vehicle

1. Lights – emergency flashers day or night, running and interior lights after dark.
2. Pull off road as far as possible, considering conditions of shoulder.
3. Secure vehicle – set parking brake, shut engine off and remove keys.
4. Set out emergency equipment

Primary Responsibilities of the School Bus Driver

Vehicle Breakdown and Emergency Stops

Get Assistance

1. Do not leave bus if carrying students.
2. Radio or call Dispatch
3. Send for help if no other options are available (send an adult who stops to help).

****All buses manufactured after January 1, 1995, must have a two-way communication system. Prior to 1995, it is highly recommended that some type communication system be available.**



Primary Responsibilities of the School Bus Driver

FIRES – Electrical Malfunction, Crash, Fuel Ignition

Primary Responsibilities: safety of students, park vehicle properly (follow emergency stop or crash procedures), attempt to extinguish fire and assess fire danger, get assistance.



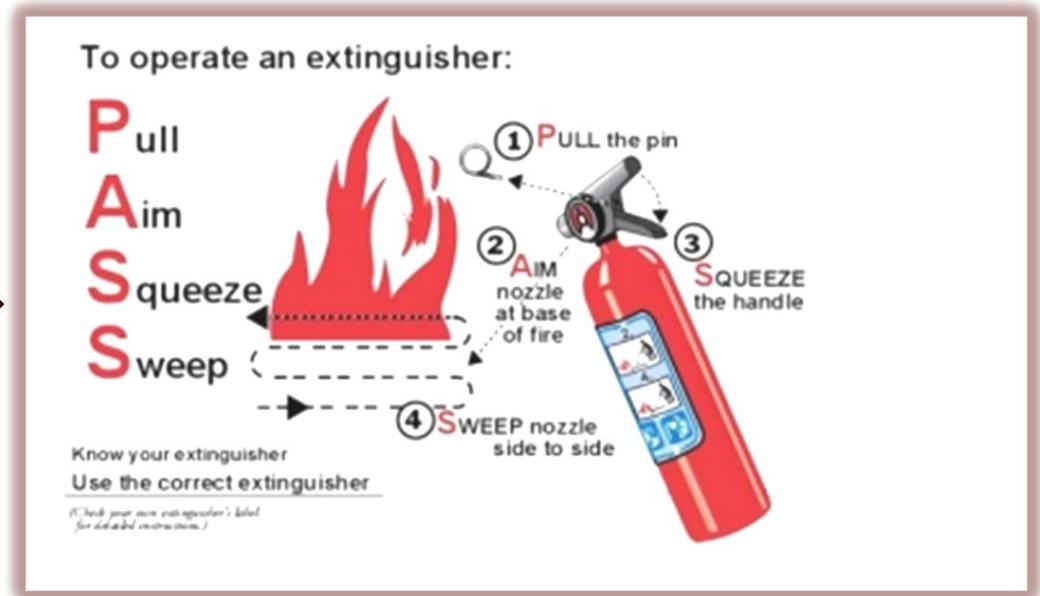
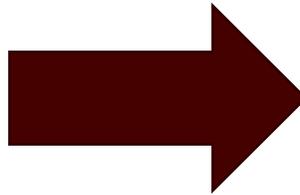
1. Secure Vehicle-Stop if moving
2. Evacuate students:
 - a. Use emergency doors as necessary
 - b. Consider traffic
 - c. Consider location of fire
 - d. Keep students away from fire and smoke
 - e. Keep students together a minimum of 100 feet from bus
 - f. Supervise after evacuation

Primary Responsibilities of the School Bus Driver

FIRES – Electrical Malfunction, Crash, Fuel Ignition

B. Use fire extinguisher if possible:

1. Do not endanger yourself or others in an attempt to fight fire
2. Dry chemical extinguisher only approved - useful on liquid, electrical and dry combustibles
3. Check for accessibility and operable condition daily
4. Use safely – avoid breathing chemical, do not aim at a person
5. Proper use – pull pin, hold upright, squeeze handles together to discharge, use back and forth sweeping motion at base of fire



C. Get assistance – radio/call dispatch or call 911 yourself

Primary Responsibilities of the School Bus Driver

Security Breaches

Do not allow anyone on your bus unless they are on the roster of students. Parents, strangers or others not authorized to ride the bus should not be allowed to board the bus at any time. Advise them that they are not allowed on the bus and they must exit immediately. A person who boards a school bus when the bus is on its route or otherwise in operation, or while it has pupils on it, and who refuses to leave the bus on demand of the bus operator, is guilty of a misdemeanor (MS 609.605).

*****Report all breaches by notifying the dispatcher or calling 911**



A person who boards a school bus when the bus is on its route or otherwise in operation, or while it has pupils on it, and who refuses to leave the bus on demand of the bus operator, is guilty of a misdemeanor.

Primary Responsibilities of the School Bus Driver

Bus Driver Who Becomes Ill, Disabled or Incapacitated:

If bus driver begins to feel ill or is disabled, the driver should stop the vehicle immediately in a safe location, set the brakes, remove the key from the ignition, and ask students for help. Call dispatch office for assistance. Bus assistants should be trained to use the radio, to send for help, and to keep order until help arrives.

Student Bus Assistants or Bus Patrols:

Injured driver plan – During the year it is important to instruct reliable students on how to use the two-way radio, and if the bus is so equipped, how to set the parking brake and to turn off ignition. If the driver is injured or becomes ill, it is very important that the students have had instruction on how to react and how to keep calm in emergencies.

****Take time to instruct students during school bus evacuation drills. Students are to stay with the bus until help arrives.*

Replacement Bus Drivers:

Replacement bus drivers should make sure that everything is secure and students walk safely to the replacement bus. Remember that the driver must park the replacement bus in a safe location, so students do not have to cross the street, or walk through or past any hazards, to get onto the replacement bus.

Primary Responsibilities of the School Bus Driver

Planning for Emergencies:

In order to quickly and effectively respond to emergencies drivers must have an emergency plan in place for various situations. It is recommended that these plans be reviewed with students and passengers as well.

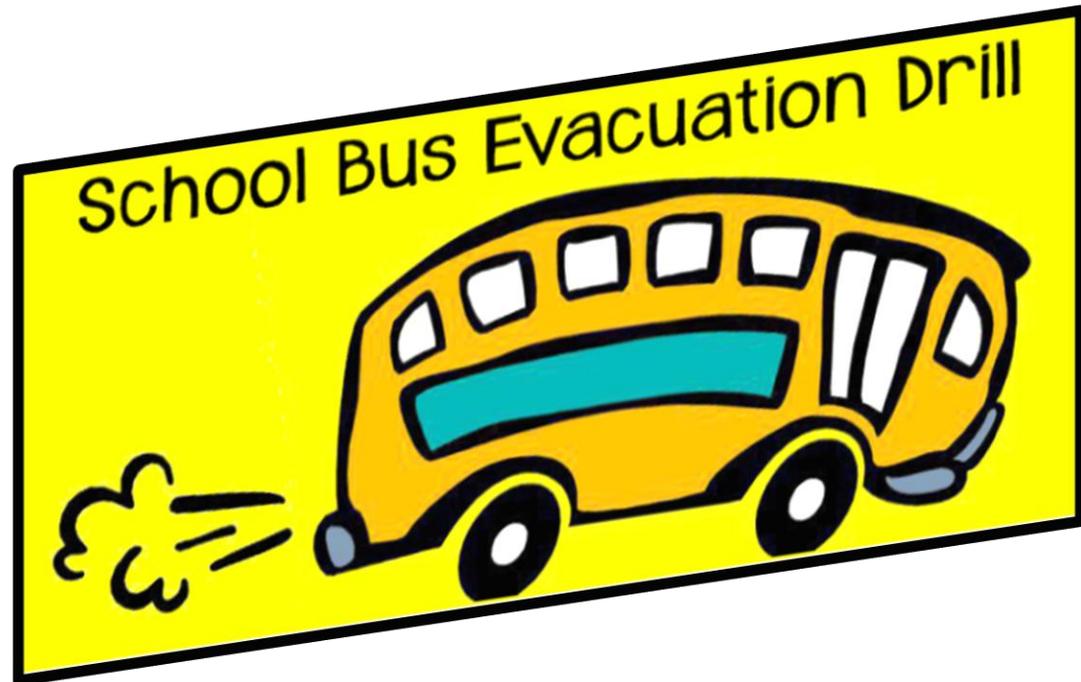


School Bus Evacuations:

The first and most important consideration is for you to recognize the hazard. If time permits, school bus drivers should contact their dispatcher to explain the situation before making a decision to evacuate the school bus.

As a general rule, student safety and control is best maintained by keeping students on the bus during an emergency and/or impending crisis situation. As long as doing so does not expose them to unnecessary risk or injury. Remember, the decision to evacuate the bus, must be a timely one.

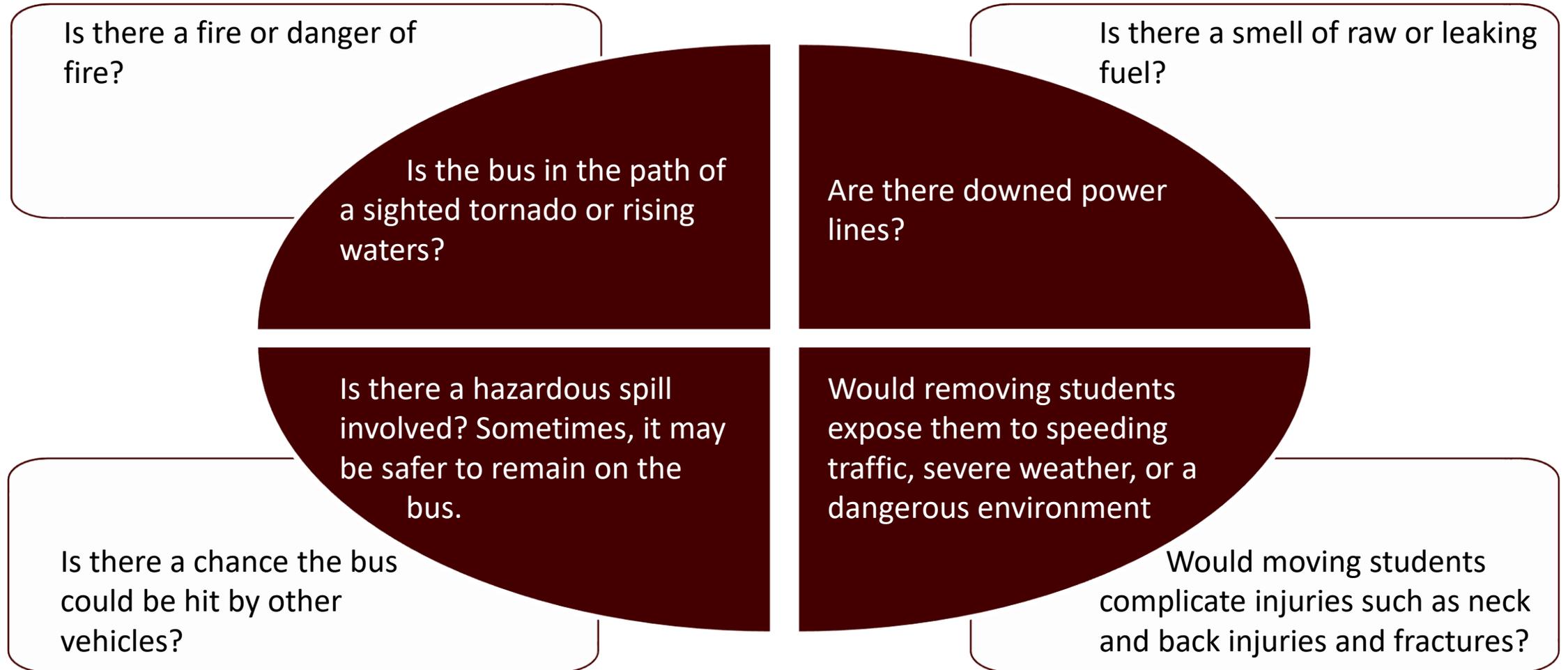
Primary Responsibilities of the School Bus Driver



- **Be Prepared and Plan Ahead:** When possible, assign two responsible, older student assistants, at each emergency exit. Teach them how to assist the other students off the bus. Assign another student to lead the students to a “safe place” after evacuating the bus. However, you must recognize that there may not be older, responsible students on the bus, at the time of an emergency. Therefore, emergency evacuation procedures must be explained to all students. This includes knowing how to operate the various emergency exits, the importance of listening to and following all instructions, given by the driver.

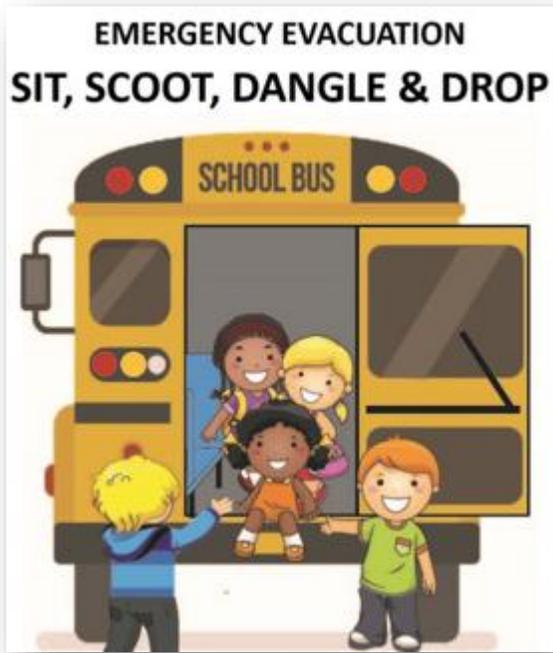
Primary Responsibilities of the School Bus Driver

Determining the Need to Evacuate the Bus



Primary Responsibilities of the School Bus Driver

The driver must evacuate the bus when:



Mandatory Evacuations

The bus is on fire or there is a threat of a fire

The bus is stalled on or adjacent to a railroad-highway crossing, whether or not a train is in sight

The position of the bus may change and increase the danger

There is an imminent danger of collision

There is a need to quickly evacuate because of a hazardous materials spill

Primary Responsibilities of the School Bus Driver



Some Tips to Determine a Safe Place

1. A safe place will be at least 100 feet off the road in the direction of oncoming traffic. This will keep the students from being hit by debris if another vehicle collides with the bus.
2. Lead students upwind of the bus if fire is present.
3. Lead students as far away from railroad tracks as possible and in the direction of any oncoming train.
4. Lead students upwind of the bus at least 300 feet if there is a risk from spilled hazardous materials.
5. If the bus is in the direct path of a sighted tornado shelter in a building. If a building is not readily available, escort students to a nearby ditch or culvert. Direct them to lie face down with hands covering their head. Move to a location furthest away from any potential flying debris, such as the bus and avoid areas that are subject to flash floods.

Primary Responsibilities of the School Bus Driver



1. Determine if evacuation is in the best interest of safety.
2. Determine the best type of evacuation:
 - a. Front, rear or side door evacuation, or some combination of doors.
 - b. Roof or window evacuation.
3. Secure the bus by:
 - a. Placing transmission in park, or if there is no shift point, in neutral.
 - b. Setting parking brakes.
 - c. Shutting off the engine.
 - d. Removing ignition key.
 - e. Activating hazard-warning lights.
4. If time allows, notify dispatch of evacuation location, conditions and type of assistance needed.
5. Dangle radio microphone or telephone out of driver's window for later use, if operable.
6. If no radio, or radio is not operational, flag down a passing motorist or area resident call for help. As a last resort, dispatch two older, responsible students to go for help.

Primary Responsibilities of the School Bus Driver



8. Evacuate students from the bus.
 - a. Do not move a student you believe may have suffered a neck or spinal injury unless his or her life is in immediate danger.
 - b. Special procedures must be used to move neck spinal injury victims to prevent further injury.
9. Direct a student assistant to lead students to the nearest safe place.
10. Walk through the bus to ensure no students remain on the bus.
Retrieve emergency equipment.
11. Join waiting students. Account for all students and check for their safety.
12. Protect the scene by setting out emergency warning devices as necessary and appropriate.
13. Prepare information for emergency responders

Primary Responsibilities of the School Bus Driver

Evacuation Drills

State statute requires students Kindergarten through 10th grade be trained annually in school bus evacuations and other emergency procedures. (See MN. Statute 123B.90 for requirements) These drills need to be carefully planned and supervised to provide meaningful experiences for emergency situations. Some points for consideration are:

- ★ Emergency drills for school buses should be organized in a manner similar to fire drills held regularly in schools
- ★ Drills should be held on school property or other safe location
- ★ All drills should be under the direction or supervision of the administrative office and building staff.
- ★ All students must be given an opportunity to participate.
- ★ Each student must be instructed in the proper safety precautions while riding the bus and during drills. All students must be trained if transported at public expense.
- ★ Awareness of emergency equipment location (i.e. fire extinguisher, seat belt cutter, first aid kit, and body fluid cleanup kit).

Primary Responsibilities of the School Bus Driver

Evacuation Drills Continued.....

- ★ Drivers must supervise the drill and be sure that the brake is set, ignition is off, and transmission is in neutral or park.
- ★ The major objective of a school bus evacuation drill is to get the children off safely, in the shortest possible time, and in an orderly fashion. Students should not be permitted to take lunch boxes, books, etc. with them as they evacuate the bus. Instruct them to leave those items on the bus and return through service door to retrieve them after the drill.
- ★ The students should move at least 100 feet from the bus and assemble there in a group. Instruct students on how and where to get help. Instructions and telephone numbers should be posted or otherwise carried in the school bus.
- ★ Document the day of drill and have the bus contractor or school administrator sign a statement that the drill took place.
- ★ Special education students, including students in wheelchairs, and preschool students, must be included in evacuation drills

Primary Responsibilities of the School Bus Driver

Emergency Equipment - MN. Statute 169.4501

Certain items of emergency equipment are required by Minnesota Statute.

They are:

Fire extinguisher – at least 2 ½ pound capacity (or equivalent) and with UL rating of at least 10 BC. The fire extinguisher must be mounted in manufacturer's bracket and located in driver's compartment in full view of or marked and readily accessible to the driver and students.



First aid kit – a removable, moisture proof and dust-proof container. Kits must be mounted in full view and marked to indicate their location and identity in the driver's compartment.



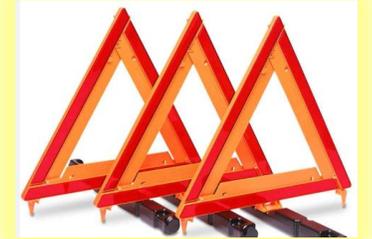
Body fluid cleanup kit - a removable, moisture and dust-proof container. Kits must be mounted in full view and marked to indicate their location and identity in the driver's compartment.

Primary Responsibilities of the School Bus Driver

Emergency Equipment - MN. Statute 169.4501

Certain items of emergency equipment are required by Minnesota Statute.

Emergency reflectors – each school bus must carry at least three reflectorized triangle road- warning devices, each of which must be capable of being seen and distinguished at a distance of 500 feet under normal atmospheric conditions. (MS 169.454)



Seatbelt cutters:

- Prior to Jan. 1, 2008, each bus equipped with seat belts for passengers shall contain a seat belt cutter.
- Buses manufactured on or after Jan. 1, 2008 shall be equipped with a durable webbing cutter having a full width handgrip and a protected, replaceable or non-corrodible blade.
- Specially equipped buses manufactured on or after Jan. 1, 2013 that are equipped to accommodate wheelchairs or other assistive or restraint devices shall contain an additional seatbelt cutter



Primary Responsibilities of the School Bus Driver

Emergency Equipment - MN. Statute 169.4501

Certain items of emergency equipment are required by Minnesota Statute.

Emergency Evacuation Device (Wheelchair equipped vehicles):

a. Buses manufactured after July 1, 2017, that are set up to accommodate wheelchairs or other assistive restraint devices should be equipped with an emergency evacuation device that is certified and tested to withstand at least a 300-pound load when used as an emergency stretcher or drag. This evacuation device shall be properly secured to the bus in a location to be determined by the purchaser.



Primary Responsibilities of the School Bus Driver

Use of Emergency Equipment

Fire extinguishers

- a. Remove extinguisher from mounting bracket. Hold in vertical position. Release safety device and squeeze the handle to discharge. Direct the discharge hose at the base of the fire in a sweeping motion, keeping in mind the direction of the wind.
- b. A fire extinguisher has approximately 10 to 12 seconds of continuous discharge. Once used, it may be ineffective to use again. Report any usage of extinguisher to immediate supervisor for replacement.



Emergency Blanket/Seatbelt Cutters

It is recommended on Special Education and Wheelchair buses to have blankets to be used to cover students, or to aid in evacuation, and an approved cutting device (REQUIRED) for cutting seatbelts, tie downs, etc.

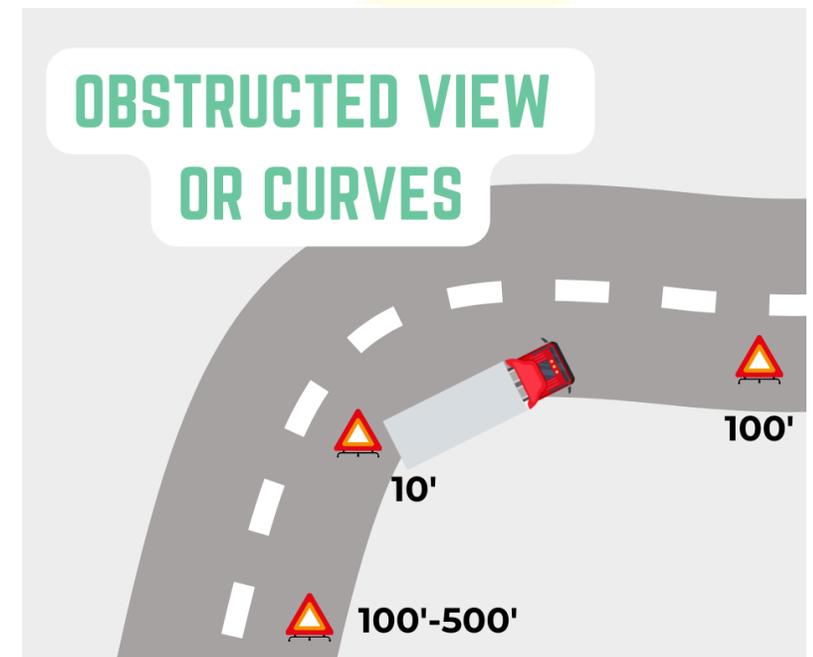
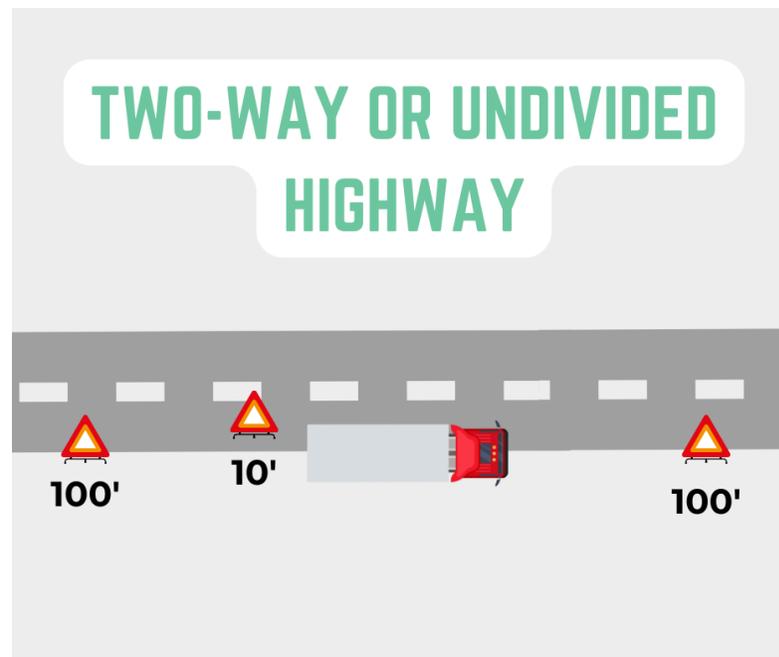
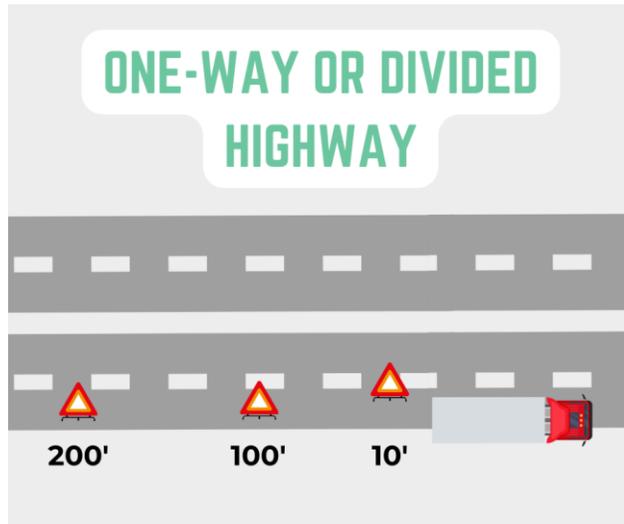


Primary Responsibilities of the School Bus Driver

Use of Emergency Equipment

Placement of warning devices

- Two-way traffic – one device is placed at the traffic side of the bus and 10 feet from the bus in the direction of greatest hazard. The second device is placed approximately 100 feet from the bus and in the center of the lane occupied by the bus. The third device is placed approximately 100 feet in front of the bus and in center of lane occupied by bus.
- One-way traffic – one device is placed on traffic side of vehicle and 10 feet from vehicle in direction of greatest hazard. The second device is placed 100 feet from vehicle, in center of lane occupied by vehicle. The third device is placed in center of lane occupied by vehicle and 200 feet from vehicle in direction of greatest hazard.
- If the bus is on hill or curve, placement distance can be greater but should not exceed 500 feet.



Primary Responsibilities of the School Bus Driver

Emergency Medical Care

The first objective of emergency medical care is to save a life. Many persons are hesitant or reluctant to provide emergency medical care because they are afraid they may be held liable for their actions. The laws of Minnesota protect people who render emergency care.

A. Good Samaritan Law: (MN. Stat. 604A.01 and 604A.015)

“No person who in good faith and in the exercise of reasonable care renders emergency care at the scene of an emergency is liable for any civil damages as a result of acts or omissions by such person in rendering the emergency care. For the purposes of this section, the scene of an emergency shall be those areas not within the confines of a hospital or other institution which has hospital facilities, or an office of a person licensed to practice one of more of the healing arts...”



Primary Responsibilities of the School Bus Driver

Emergency Medical Care

First Aid: First aid is the immediate and temporary care given to the victim of a crash or sudden illnesses until the services of a professional can be obtained. A person who is familiar with first aid procedures will be more likely to respond to emergencies in a confident and competent manner. A victim recognizes that a competent person is administering the treatment. Common sense and a few simple rules are the keys to effective first aid.



Reminder: Check around the victim's neck, wrist, wallet or purse for a medical alert identification tag or card that might help explain the victim's present condition.

Primary Responsibilities of the School Bus Driver

The most serious emergencies are conditions that affect a person's airway, breathing and circulation (ABC's).



Airway –Choking, allergic reactions that cause swelling which constricts the airway, asthma, trauma.



Breathing – Conditions that affect breathing or lead to respiratory arrest: cardiac arrest, head trauma, drowning, drug overdose, SIDS.



Circulation - Cardiac arrest, uncontrolled profuse bleeding, shock.

Primary Responsibilities of the School Bus Driver

Any condition that affects the A, B, C's is considered a serious emergency.

Initiate Emergency/Medical Services: The driver should immediately call for EMS whenever they feel a student is experiencing a medical emergency, whether or not the student admits to his or her condition. The students may not recognize the seriousness of their condition. Before providing any emergency medical care the bus driver must determine the safety of the scene in which the emergency is taking place. Determine if there are any hazards on the scene that may cause injury/illness. If the scene is unsafe, the driver should not enter to provide first aid.

B. Stoppage of Breathing: Review of the American Heart Association CPR guidelines.

Primary Responsibilities of the School Bus Driver

Bleeding: Bleeding or hemorrhage can be caused not only by severing a blood vessel, but also by a blood vessel that ruptures (aneurysm). The time it takes a person to bleed out varies depending on the age, size and current health of the victim as well as the type of bleeding occurring: arterial bleed, venous or capillary bleed. Death from profuse, uncontrolled external or internal bleeding can occur rapidly.

The following methods only cover external bleeding:

1. Direct Pressure – Never use your bare hand, use a gloved hand. Place a pad over the wound and press firmly with one or both hands. Direct pressure can be applied by your gloved hand, a dressing and your hand, or by a pressure dressing.



2. If dressing becomes blood stained DO NOT remove. Add additional layers of dressing, continue applying pressure until the bleeding is stopped.



Primary Responsibilities of the School Bus Driver

External bleeding continued:

3. **Elevation** – elevation is used in conjunction with direct pressure, not after bleeding has stopped. A bleeding extremity should be elevated so that the wound is above the level of the heart. Gravity helps to reduce blood pressure: thus bleeding is slowed. However, this method should not be used if there are possible fractures or dislocations to the extremity, objects impaled in the extremity, or possible spinal injury.



4. **Pressure Points** - A pressure point is a place where a large blood vessel passes over an underlying bone. Severe bleeding may be controlled by using the fingers or heel of the hand to press the blood vessel against the underlying bone. There are eight commonly used pressure points. (Pulse sites are common pressure points.) Pressure applied at any of these points will slow bleeding beyond that point. Pressure should not be applied any longer than necessary to stop the bleeding. (Even though there are eight commonly used pressure points used in pre-hospital care, there are actually more than eight).

Primary Responsibilities of the School Bus Driver

Shock: Shock, as classically defined, is a condition that occurs when tissue perfusion with oxygen becomes inadequate. The cells of the body are starving of oxygen. This condition, if it persists, will cause damage to organs and death.

There are many different types and causes of shock. Any condition that interferes with the body's ability to transport oxygen to the cells of the body produces the syndrome called shock. Some conditions that cause shock are severe bleeding, severe dehydration or loss of body fluid, heart attack, stroke, spinal or head injury, severe allergic reactions, sepsis (a toxic condition resulting from the spread of bacteria or their products from a focus of infection), salt balance and acid– base balance changes.



Primary Responsibilities of the School Bus Driver

A state of shock may be recognized by some of the following symptoms



- Cold and sweaty skin
- Pale face
- Victim complains of feeling thirsty
- Victim may have a feeling of impending doom



- Nausea or vomiting
- Shallow breathing
- Victim complains of feeling weak and/or dizzy



- Altered level of consciousness (confusion, restlessness, combativeness, unresponsiveness, faintness) Rapid and shallow breathing
- Rapid pulse
- Victim may complain of feeling cold

Primary Responsibilities of the School Bus Driver

After treating the cause of shock from bleeding, cardiac arrest, respiratory arrest, etc. the following procedures should be followed:



Step 1

- Monitor victim's airway and breathing. If the victim vomits, turn victim on their side and clear out airway of objects that are visible.



Step 2

- Place victim's body in a horizontal or slightly head-down position by elevating the legs slightly, about 12 inches. Do not move or elevate victim's legs if you suspect a spinal injury.



Step 3

- 3. If a spinal injury is suspected leave the victim in the position you found them in. Only move the victim to maintain their airway or if they are in imminent danger.

Primary Responsibilities of the School Bus Driver



Step 4

- Keep victim warm, but do not overheat

Continuously monitor the victim's airway and breathing.



Step 5

- Reassure the victim and keep them as calm and still as possible.



Step 6

- Do not give victim anything to eat or drink, even if they complain of thirst.

Primary Responsibilities of the School Bus Driver

Seizures

When the electrical activity of the brain becomes irregular, seizures can occur. A seizure is not a disease in itself, but rather a sign of an underlying defect, injury, or disease.

911 should always be called when a victim has a seizure or convulsions regardless of how long it lasts.

Never restrain a victim having a seizure. This action will make the victim's condition worse.

Be prepared to begin rescue breathing. Victims having a seizure may stop breathing.

Primary Responsibilities of the School Bus Driver

Seizures Continued:

Medical personnel should evaluate victims of a seizure. Let dispatch know of the situation so they can inform the school and/or parents.

Be sure to keep a victim of a seizure from hurting themselves on sharp objects or seats. If they vomit during or after the seizure roll them onto their side

Never put your hands or fingers in or near the mouth of a person having a seizure.

Primary Responsibilities of the School Bus Driver

Choking

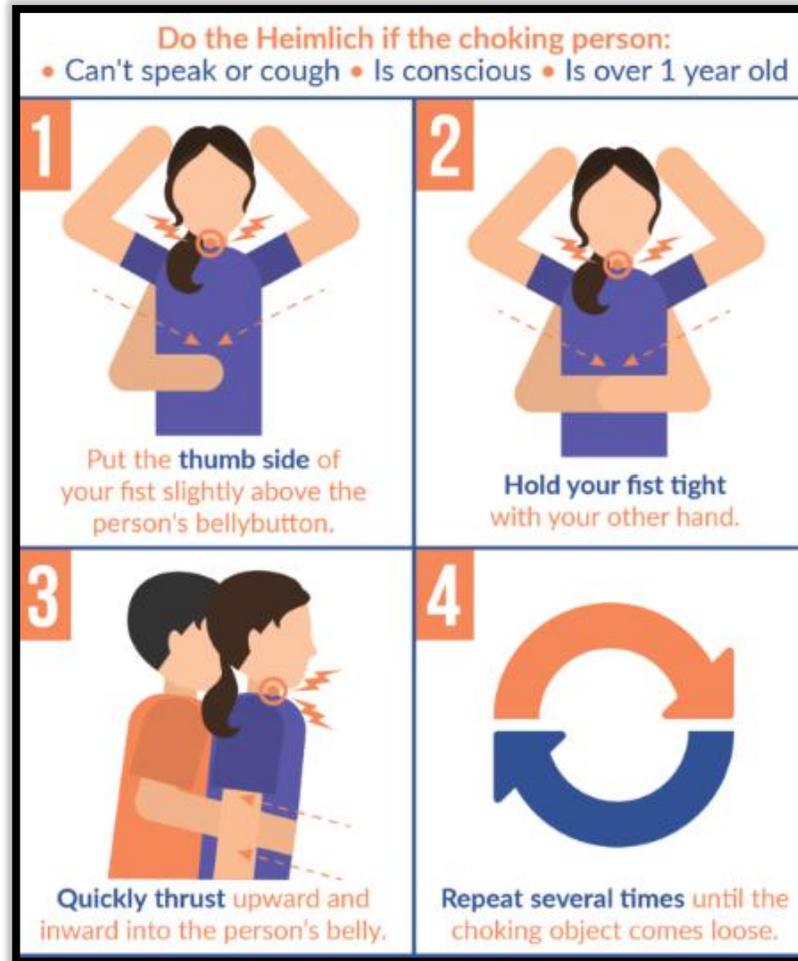
Choking: (Heimlich maneuver): For a victim who is conscious and choking follow these steps:

1. Determine if the person is choking – **ASK** them!!!
2. 911 should always be called.
3. When asking a person if they are choking, you should also ask if they can speak.
4. If you ask if they are choking, most people will just shake their head yes or no. You must ask if they can speak to determine if they are truly choking. If they can speak (even barely), breath or cough forcefully, they are not completely obstructed.
5. Encourage them to cough. You will not need to perform the Heimlich maneuver if the victim has only a partially blocked airway.



Primary Responsibilities of the School Bus Driver

Choking Continued:



6. Never hit a choking person on their back in an attempt to pop out the object. This could cause the object to lodge deeper.
7. Position yourself behind the victim.
8. Place thumb side of fist against the middle of their abdomen, just above their navel.
9. Grasp your fist with your hand.
10. Give quick upward thrusts.
11. REPEAT until the object comes out or person becomes unconscious.

*****If the victim becomes unconscious be prepared to do CPR if you are trained to do so. Even though CPR is not required by statute, it is important to know.**

Primary Responsibilities of the School Bus Driver

Crash Related Injuries a Driver May Encounter:

In case of involvement in a crash, the first concern of the person administering first aid, is to save lives. After this phase is past, it then becomes necessary to attend to other injuries of persons involved. These injuries may be of a serious nature, but not likely to cause immediate death. It is therefore necessary to be able to recognize and administer first aid to the following:

Spinal injuries: In case of injury or suspected injury to the spine or neck:

911 should always be called

DO NOT move the victim unless victim is in imminent danger the victim should not be moved.

Keep the victim warm and quiet.

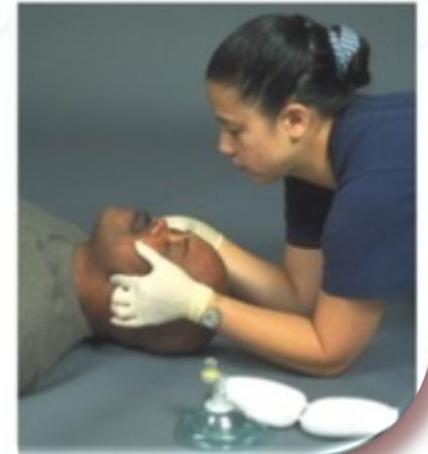
Primary Responsibilities of the School Bus Driver

Crash Related Spinal Injuries Continued

Watch breathing and be prepared to start rescue breathing. Do not move the head unless to open the airway while providing rescue breaths. Try to keep head movement to a minimum. Using the jaw thrust maneuver will open the airway and keep head movement to a minimum. You must open the airway if the victim is not breathing. Use current American Heart Association's guidelines for providing rescue breathing.

Jaw-Thrust Maneuver

- Kneel above patient's head.
- Place fingers behind angle of lower jaw.
- Use thumbs to position the lower jaw.

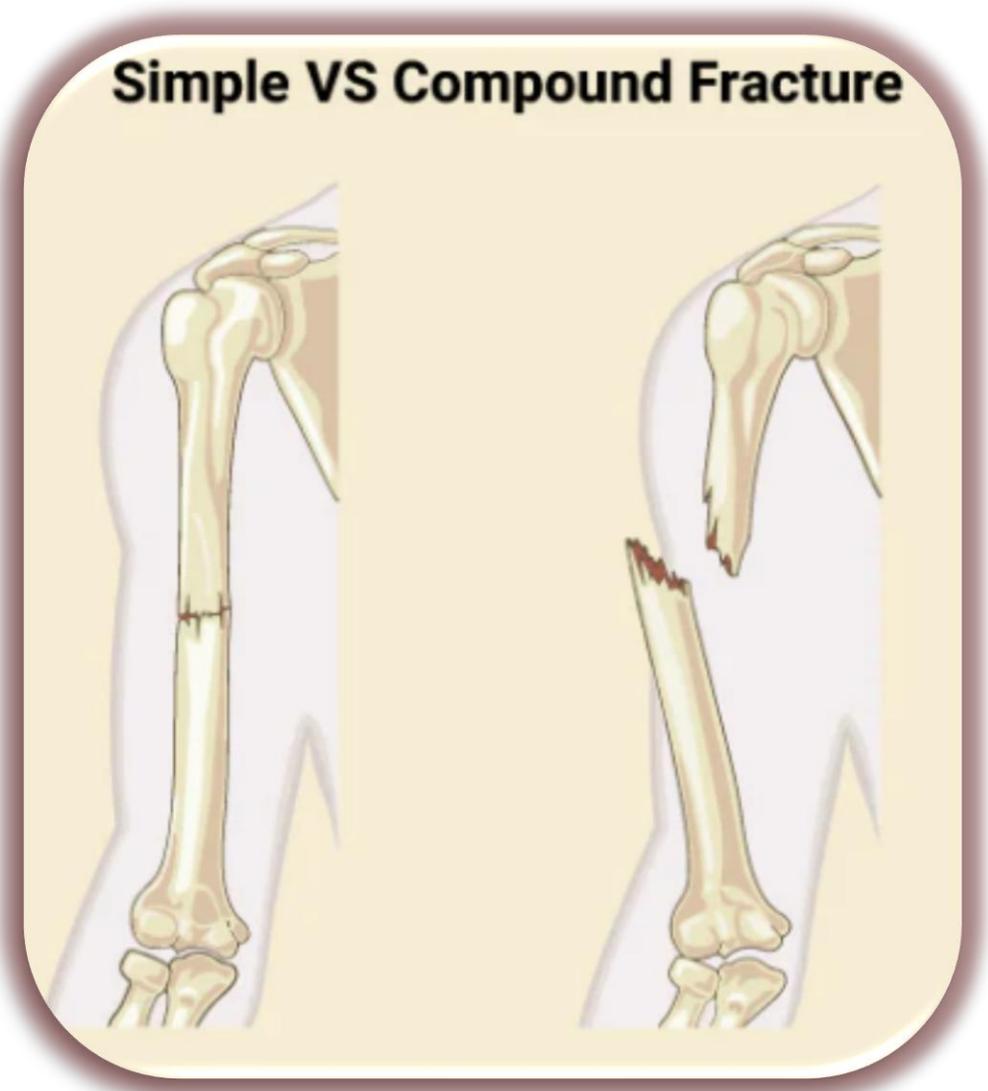


Primary Responsibilities of the School Bus Driver

Crash Related Injuries Fractures

First aid to broken bones should do no more than prevent further injury. There are two types of fractures:

- Simple (or closed) – The bone is broken but the skin has not been punctured.
- Compound (or open) – The skin is broken as well as the bone.



Primary Responsibilities of the School Bus Driver

Crash Related Injuries Fractures Continued



1. Do not move an injured person until the suspected fracture site has been splinted, unless the victim is in imminent danger. Place the limb in as natural a position as possible without causing discomfort to the victim.
2. Open wounds should be covered with sterile dressing, if possible, before apply a splint. Ideally, splints should be applied by medical personnel. A simple form of stabilization called manual stabilization can be used until professional help arrives. Manual stabilization is when you take your gloved hands and support the fracture site, preventing any movement and providing support to the injured limb. The goal is to prevent bone ends from moving and damaging surrounding tissue.
3. Broken bones in the hand or foot can be held steady with a pillow or blanket bound around it.

Primary Responsibilities of the School Bus Driver

Head injuries:

Consider anyone found unconscious to have a possible head injury and take the following precautions:



- a. Call for trained emergency medical personnel immediately. Keep the victim(s) lying down. Do not move them unless absolutely necessary: victim is in imminent danger, or moving is necessary to provide rescue breathing or CPR
- b. Keep victim warm, if weather is cold or damp.
- c. Control bleeding from a head wound by applying a pressure dressing. Wound should be treated as described in previous bleeding section, as well as using the same precautionary measures. Caution should be used in regard to using pressure over a possible skull fracture.
- d. Unconsciousness due to a head injury should be considered when the events leading to unconsciousness are not witnessed. Monitor the victim's airway. Rescue breathing may be necessary.

Primary Responsibilities of the School Bus Driver

Other potential injuries or illnesses that the school bus driver might encounter

Eye injuries: any eye injury is serious, and the bus driver should cautiously treat an injury of this nature. If necessary, the eye should be covered with a sterile gauze pad and attended to by a doctor or nurse as quickly as possible. If possible, cover both eyes to prevent excessive eye movement.



Nosebleed: Have the victim sit down and lean forward or lie down with their head and shoulders raised. Then pinch the soft part of the nose firmly for approximately 10 minutes. Do not have them put their head back.

Vomiting: vomiting is very seldom preventable, but some relief could be given both before and after vomiting by exposing the person to fresh air. Every bus is required to have a body fluid cleanup kit.



Allergies: Allergic reactions can be a serious condition. Signs and symptoms, could include; sneezing and an itchy, runny or blocked nose; itchy, red watery eyes; scratchy throat, wheezing, chest tightness, shortness of breath and a cough; a raised, itchy red rash (hives); swollen lips, tongue, eyes or face; abdominal pain, nausea, vomiting or diarrhea; dry, red and cracked skin. If a student has an epipen in their possession encourage them to use it, but you may have to assist them. While many reactions may be mild in nature, immediately medical attention should be sought.

Primary Responsibilities of the School Bus Driver

Other School Bus Security & Crime

HELP! Sent Email to Tony! We need to remove/update this slide. Need content or company procedures we have for these types of situations

School Bus Security & Crime

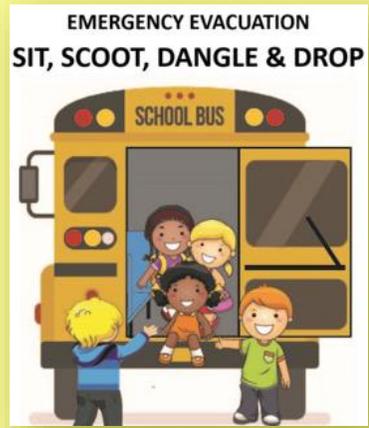
This unit must teach driver-trainees the security issues facing school bus drivers. Training providers must also teach trainees potential security threats, techniques for preventing and responding to security threats, how to recognize and report suspicious behavior or objects, and what to do in the event of a hijacking or attack, on a school bus. Additional training information can be reference through the TSA's [First Observer Plus](https://www.tsa.gov/for-industry/firstobserver) web page—<https://www.tsa.gov/for-industry/firstobserver>

Primary Responsibilities of the School Bus Driver

Severe Weather Awareness

Prior to leaving for a trip drivers should check the projected forecast, pay attention to severe weather alerts, stay in contact with administration and have a plan. Weather events can be unpredictable, and drivers should always remain aware of changing conditions. Drivers should not attempt to outrun an approaching storm or drive through standing water.





A school bus driver must be ready to react in a confident, decisive manner if and when, any emergency situation arises. Familiarity with correct crash reporting procedures, vehicle evacuation techniques, use of emergency equipment kept on board, and basic emergency medical techniques, are a must for all school bus drivers.

