

Bus Emergency Checklist

IMPORTANT INFORMATION

Emergency Contacts

Police 000
Fire 000
Ambulance 000

Hamlyn Views School	(03) 5215 5700
HVS School Principal – <i>Suzanne Armstrong</i>	0457 141 157
HVS Assistant Principal – <i>Michele Marcu</i>	0420 767 533
HVS Bus Coordinator – <i>Stephanie Caramanico</i>	0414 190 159
DET Emergency Management and Security Services Unit (SSU)	1800 126 126
Gold Bus	(03) 5335 5005
Gold Bus Operations Manager – <i>Simon Etherton</i>	0418 518 600
Red Bus (Clifton Springs Route)	0418 411 887
Blue Bus (Inverleigh Route)	0407 927 563

ANY EMERGENCY must be reported to:

- The relevant emergency service
- The bus operator
- The school bus coordinator and/or school principal

The principal will report the emergency situation to the SSU.

If the school cannot be contacted, then the bus or bus operator should notify SSU.

Messages are not to be left on answering machines.

In the event that a student or bus passenger requires urgent medical attention:

- The bus driver should act to immediately request an ambulance if the situation is serious, life threatening or is it warranted in the circumstances.
- Contact the school principal and bus operator.
- Do not leave the route until emergency services, school and bus operator have all been contacted.
- If and when it is safe to do so, the bus should resume its normal route.

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Extreme Weather or Natural Disaster

- Do not drive into smoke, fire or flooded areas.
- If in doubt DO NOT proceed.
- Follow directives from emergency service personnel or relevant authorities if the road has serious hazards which need to be avoided.
- If directed from the normal route by police, fire or other emergency services, you must inform the school principal.

Before Calling For Assistance

- Make the scene as safe as possible.
- Move the bus off the road where possible and/or warn other road users.
- Keep passengers informed of any actions.
- Always speak slowly using a clear and calm voice.
- Evacuate the vehicle only when necessary for passenger's safety.
- Conduct a head count.
- Render first aid if needed.
- It may be necessary to delegate tasks. Use responsible passengers or other people at the scene.
- Never leave the bus route without contacting the above emergency numbers.

Emergency Services Reporting Should Include The Following Information:

- Your precise location and nature of the incident, eg. Accident, fire, road obstruction.
- The number of the phone you are using and names of people involved.
- Description of the vehicle and registration.

Emergency Reporting To The School Principal, Bus Operator And SSU Should Include The Following Information:

- The precise location and nature of the incident.
- The time the incident occurred.
- The name and phone number of the person reporting the incident.
- The phone number and names of people involved.
- The emergency service which have been advised and their follow up.
- If a replacement bus is required to complete the route.