

# Bus Emergency Checklist

## IMPORTANT INFORMATION

### Emergency Contacts

**Police 000**  
**Fire 000**  
**Ambulance 000**

Hamlyn Views School (03) 5215 5700  
HVS School Principal (DOC) 0408 916 944  
HVS Assistant Principal 0432261752  
HVS Bus Coordinator & OHS Coordinator 0400921254

Reilly's Operations Manager 0437 702 260  
Reilly's – Yellow Bus (Inverleigh Route) 0484 111 308  
Christian's Bus Co. Operations Manager 0436 839 726  
Christian's Bus Co. - Red Bus (Clifton Springs Route) 0407 927 563  
Christian's Bus Co. - Blue Bus (Lara Route) 0418 411 887

### **ANY EMERGENCY must be reported to:**

- The relevant emergency service
- The bus operator
- The 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.*

### **If 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 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.

## 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.

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<b>Endorsed By</b>	Julie Brown – Acting Principal
<b>Endorsed On</b>	8/10/24
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