## **Wood County Board of Developmental Disabilities**

## **PROCEDURE**

Procedure #:

02-ALL-ALL-0596 (VH)

Subject:

**Emergency and Evacuation Procedures** 

For Vehicles

**Effective Date:** 

10-27-00

Last Revision:

4-20-22

Person Responsible:

Health & Safety Coordinator

Approvals/Date:

Superintendent, WCBDD

Data

Department Director

Date

- 1. In an emergency, the vehicle driver and/or bus aide will then contact the Transportation Supervisor and explain the situation that has occurred.
- 2. The Transportation Supervisor will contact Superintendent/Health & Safety Coordinator.
- 3. If the emergency occurs after hours, the vehicle driver and/or bus aide will contact the Transportation Supervisor or Health & Safety Coordinator. The Transportation Supervisor or Health & Safety Coordinator will then contact the Superintendent.
- 4. All cases of emergency, it shall be the responsibility of the vehicle operator or other staff person to determine the need for evacuation to assure consumer/rider safety.
- 5. Evacuation Drills will be conducted at least three times per year for each school bus route. The evacuation will be conducted with two front door drills for ambulatory students and one rear door drill. These drills will not involve removing students from their wheelchairs. If it is determined that a rear door evacuation drill is not safe for passengers, the Health & Safety Coordinator will hold a rear door evacuation drill utilizing department staff to role play as passengers.
- 6. Bus staff must be able to thoroughly describe what they would do to evacuate those students who are transported in wheelchairs.
- 7. This procedure meets the Ohio Department of Education (ODE) Rule 3301-83-15 for Ohio Pupil Transportation Operation and Safety Rules.

References:

OAC 3301-83-15

OAC 5123:2-1-03

Procedures:

02-ALL-ALL-0356 (VH)

Forms:

03-ALL-ALL-0240

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