

TPS TRANSPORTATION
SEVERE WEATHER SAFETY

***Safe practices for emergency preparedness:**

- 1. Carry a roster of passengers, whether on a daily route (route driver's responsibility) or activity trip (adult sponsor's responsibility).**
- 2. Carry a contact list of school officials and emergency responders.**
- 3. Conduct bus evacuation drills at least twice per year.**
- 4. On activity trips, advise ALL passengers of the following:**
 - a. Emergency exit locations AND their operation through demonstration.**
 - b. Location of the first aid kit, seat belt cutter, and fire extinguisher.**
 - c. Location and operation of the two-way radio.**
- 5. Familiarize yourself with routes and adjoining roads, whether on a daily route or an activity trip. Have a map available or download a map to a personal device.**
- 6. Pre-determine shelter options along the route; schools, businesses, buildings with awnings, etc.**
- 7. Know the difference between a severe weather *warning* and a severe weather *watch*.**
 - a. A *watch* indicates that the driver should be prepared for any sudden changes such as violent wind, rain, hail, etc.**
 - b. A *warning* indicates that severe weather is in the area and the driver is to immediately seek shelter for the passengers.**

8. When a severe weather *warning* is confirmed:

a. If at or near the dismissal of the school day, students are to remain in the building in the designated safe areas.

b. If students are loaded on the bus and the bus is still in the parking lot or pick-up line, evacuate the bus safely and lead the students back into the building.

c. If the bus is on the route to or from the school, go to the nearest pre-determined shelter and evacuate the bus into the shelter.

d. If caught in the direct path of a tornado and a pre-determined shelter is **NOT** accessible:

-Stop and evacuate the passengers. **DO NOT** attempt to “out-run” the tornado and **DO NOT** remain on the bus.

-Advise the transportation office of the bus number and exact location.

-Seek safety in a below ground level area such as a ditch, ravine, or depression that is away from the bus and as clear as possible of power lines, utility poles, trees, etc.

-Do **NOT** use above ground level shelter such as over-passes.

-Instruct passengers to lie down face-first and protect their head using jackets, hands and arms, etc.

9. Wait for confirmation of an “all clear”. AFTER the “all clear” is confirmed:

a. Account for all passengers by head count, rosters, etc.

- b. Check for injuries and provide first aid where needed. Call for medical attention if needed using the emergency responder contact list.**
- c. Establish communication with the transportation office; give an "all-clear", notify of any injuries or emergency personnel en route, determine the next steps to take with the passengers, etc.**
- d. Monitor the weather conditions and be on high alert for continued storm activity, downed power lines, ruptured gas lines, etc. Watch for damage to trees, buildings, roads and bridges along the route.**