

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 6.308

Bus Emergency Response Protocol

July 5, 2023

#	In the event of a BUS EMERGENCY, the following steps will be taken:
#1	<ol style="list-style-type: none"> 1. The bus driver will contact dispatch. 2. First Student Supervisor and bus driver will determine if bus route can be conducted safely or if they should immediately stop the bus. 3. If determined for bus to stop, driver is required to remain on bus to provide student supervision. 4. If appropriate, the bus driver will call 9-1-1 to request emergency support. 5. First Student Supervisor will contact the appropriate school(s) to share reported concern. 6. School representative will report to the scene to support bus driver, as appropriate. 7. If Oak Ridge Police Department has responded, they will manage the scene until all students/staff are safe. 8. Students will exit the bus ONLY if their immediate safety is in jeopardy by staying on the bus. 9. If students are required to exit bus, they are to be relocated a safe distance from bus and vehicle traffic. 10. School Administration and/or First Student will contact parents, as appropriate. 11. School Administration will be responsible for releasing students to confirmed parent/guardian.
#2	In the event of a BUS EMERGENCY involving violence, the following steps will be taken: <ol style="list-style-type: none"> 1. The bus driver will continue the scheduled bus route, unless the driver determines students are in immediate danger. The steps listed above will be followed if driver determines students are in immediate danger. 2. School Administration will notify the Oak Ridge Police Department (ORPD) and report threat. 3. School Administration and ORPD will address reported concern once bus arrives at school. 4. The student(s) being reported as potential threat will be separated and isolated immediately. The School Resource Officer (SRO) or ORPD will lead with separating/isolating student(s) if threat involves a weapon. 5. School Administration will investigate to determine appropriate action. 6. If reported threat is received during PM bus route, administration will contact parents/guardians while restricting their student from riding bus and attending school the next day until an investigation has been conducted to determine appropriate action.