



Section Lost or Missing Student	Page 1 of 4
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<p>Statement</p>	<p>In the event that a student receiving transportation is reported lost or missing, immediate response by all parties is required to ensure that the student is found as quickly as possible.</p>
<p>Records</p>	<p>It is the responsibility of the school to ensure that emergency numbers are accurate and up to date in their student data base.</p> <p>WESTS will ensure that the student records are accurately downloaded from the student data base to the BusPlanner route software so that immediate access to emergency numbers is available in situations of a lost or missing student.</p> <p>The bus operator must ensure that they access the up to date records from the BusPlanner route software in order to have current emergency contact information.</p>
<p>Roles & Responsibilities</p>	<p>When a student is declared lost or missing the following steps must be taken:</p> <p>School Administration</p> <ol style="list-style-type: none"> 1. Ask school staff to check the school premises, including washrooms and schoolyard to see if the student is on premises. 2. Contact the person in charge of students boarding the bus to determine if the student got on the bus. 3. Ask the student's teacher, or the person in charge when the students boarded the bus, to provide an accurate description of the student's clothing that day and forward this information to the school bus operator and WESTS. 4. Ensure that the school bus operator and WESTS have the correct emergency contact information. 5. In the event that the student could have been



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	<p>dropped off or gotten off at a different stop, provide the school bus operator with the names of the student's friends who reside in the area.</p> <ol style="list-style-type: none"> 6. Stay at school and remain in constant contact with the bus operator and WESTS until the student is found. 7. If the student is found, immediately contact WESTS and the bus operator so that the search can be stopped. <p>Bus Operator</p> <ol style="list-style-type: none"> 1. As soon as a student is declared missing contact the drivers of the other buses serving the same school, to check whether the student boarded the wrong bus. 2. Check any buses that are parked in the yard that had been operational during the day. 3. Contact the school immediately to request that they check to see if the student is still on the school property. 4. Contact WESTS to inform the manager that a student is deemed missing. 5. Contact the family to find out if the student is at home or if other arrangements had been made to pick up the student that the school may not have been aware of. 6. If the student is found at school, notify the parents that their student is still at school and that they should make arrangements to pick them up. <p>If the student has not been located after contacting the school and the parent/guardian notify the police (911) immediately and follow their instructions.</p> <ol style="list-style-type: none"> 7. Order the bus driver to remain wherever they
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	<p>are, and send a second bus to finish the route, and post delay of route in BusPlanner.</p> <ol style="list-style-type: none"> 8. Ask all the bus drivers to keep the radio lines open and to use them only in cases of emergency. 9. Speak calmly to the bus driver and explain the procedures to follow, being cognizant of the fact that the students may be able to hear the conversation. 10. Ask all the bus drivers in the area to remain available after their routes, if necessary. 11. In the event that the student was dropped off by mistake at the wrong bus stop, ask the school about the student's friends and contact them if applicable. 12. Send someone, preferably by bus so that they will be easily identifiable, to retrace the trip in the reverse direction, from the point where the student was deemed missing looking for any signs of the student. 13. Maintain contact with the school principal, WESTS, and the police during the search. 14. Immediately notify the school principal, WESTS, and the police if the student is found. 15. Submit a written report to WESTS within 24 hours of the incident, outlining the facts and the root cause of the incident. <p>Bus Driver</p> <ol style="list-style-type: none"> 1. As soon as a student is identified as lost or missing, immediately notify the bus dispatcher by radio. Give the exact location of the bus. 2. Move the vehicle to a safe location and wait for the dispatcher's instructions. Bring the vehicle to a complete stop and keep the radio on.
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	<ol style="list-style-type: none">3. Ask the students to remain in their seats and inspect the bus, looking under seats to verify that the student is not on the bus.4. Ask the students on the bus for information on the missing student:<ul style="list-style-type: none">• Had anyone seen the student aboard the bus• Did they get off before their stop• What were they wearing?5. If the student is found at school, the bus driver shall inform the parent/guardian if they are at the bus stop and advise them to contact the school.6. Remain calm when speaking with the students aboard the bus and, if applicable, when speaking with the parent/guardian.7. Refuse to allow any adults, including parents or guardians, to board the vehicle. Do not let the other students get off the bus, except for safety or emergency reasons. <p>WESTS</p> <ol style="list-style-type: none">1. Maintain contact with the school, bus operator, police and parents/guardians until the student has been found.2. Provide whatever information is required to assist in locating the missing student.3. Follow up with operator once student has been found and report has been filed. Assess the circumstances leading to the situation to determine what, if any, remedial action needs to be taken.4. Document the incident in the Centralized Reporting System (CRS).
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