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| <p><b>Statement</b></p>                            | <p>Windsor Essex Student Transportation Services (WESTS) recognizes that situations may arise during the course of home to school transportation where the student may experience an emergency situation that requires immediate medical intervention.</p> <p>Bus drivers are trained in First Aid and Cardi-Pulmonary Resuscitation (CPR). Any driver that performs such interventions does so "in loco parentis" not as a health care provider.</p>  |
| <p><b>Responsibilities</b></p>                     | <p><b><u>Bus Operators</u></b></p> <ol style="list-style-type: none"> <li>1. Ensure that all bus drivers receive initial and annual training in First Aid and CPR.</li> <li>2. Provide proof to WESTS that all drivers have successfully completed the training.</li> </ol> <p><b><u>WESTS Responsibility</u></b></p> <ol style="list-style-type: none"> <li>3. Verify that the training has been completed annually for each driver. Verification will be done through the Centralized Reporting System as well as annual file audits.</li> </ol>   |
| <p><b>Administration of Emergency Measures</b></p> | <p>Whenever the driver becomes aware that a student is experiencing a medical emergency:</p> <p><b>The Bus Driver will:</b></p> <ol style="list-style-type: none"> <li>1. Pull the vehicle over and stop in a safe location and ensure the bus is turned off.</li> <li>2. Assess the situation and determine if immediate intervention is required.</li> <li>3. Perform emergency intervention such as CPR or First Aid if required.</li> <li>4. Contact dispatch to advise of their location, name of the student and request emergency services be dispatched.</li> <li>5. Stay with student until emergency services arrives.</li> <li>6. Relay information from emergency services regarding where the student is being taken to dispatch.</li> </ol> <p><b>The Bus Operator/Dispatch will:</b></p> <ol style="list-style-type: none"> <li>1. Confirm with the bus driver their exact location or</li> </ol> |



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|  | <p>identify it through their GPS system.</p> <ol style="list-style-type: none"><li>2. Call 911 emergency services identifying the location of the bus.</li><li>3. Contact the School Principal or designate identifying the name of the student involved in the emergency as well as any information received from emergency services regarding where the student will be taken.</li><li>4. Contact WESTS emergency line.</li><li>5. Remain in contact with the bus driver and determine if a replacement bus is required to finish the bus route.</li><li>6. Send a replacement bus and driver if required.</li><li>7. Post delay on BusPlanner delays application.</li><li>8. File a report in CRS within 24 hours following the incident.</li></ol> <p><b>The School Principal or Designate will:</b></p> <ol style="list-style-type: none"><li>1. Notify the parent/guardian of the student involved in the incident and provide any information regarding where the student will be taken.</li><li>2. Follow their procedure regarding notification to parents of other students on the bus regarding the emergency situation.</li></ol> <p><b>WESTS will:</b></p> <ol style="list-style-type: none"><li>1. Contact the appropriate School Board to advise of the situation.</li><li>2. Provide guidance and support to the school and bus operator as requested.</li><li>3. Debrief with bus operator after the incident to identify any concerns or issues that arose during the incident.</li></ol> |
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