



**Allen County Educational Service Center**

# **VAN DRIVER**

**HANDBOOK**

**Governing Board Approved on November 20, 2023**

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## EMERGENCY PHONE NUMBERS

POLICE & FIRE:..... 911

OHIO STATE HIGHWAY PATROL:.....Allen County: 419-228-2421

### ACESC Office:

**In Case of Accident call: 911, then call:**

**SUPERINTENDENT: Craig Kupferberg**

**Office: 419-222-1836 ext: 104      Cell: 567-429-8428**

### **For all other questions or concerns call:**

**DIRECTOR OF SPECIAL EDUCATION: Keith Baumgartner**

**Office: 419-221-1262, ext. 6005      Cell: 419-230-1372**

\*\*Insurance and registration cards are in the glove box of each vehicle.

\*\* Fueling: Superintendent or Superintendent designee will refuel vehicles.

- a. Vehicles shall not be fueled while the engine is running.
- b. Vehicles shall not be fueled with students on board.
- c. Smoking shall not be permitted while fueling.

**Any unauthorized use of the of the vehicles, fuel, or fueling station, will result in disciplinary action, including the possibility of termination and/or prosecution.**

\*\*Use of alcohol and non-prescribed drugs is prohibited on school vehicles. Smoking, juling, vaping, vape pens, and/or tobacco use of any kind is prohibited on vehicles.

\*\*Eating and drinking in the vehicle is prohibited by State Law.

\*\*Maximum number of passengers per van: 8 or less (excluding driver) (ORC 3301-83-19 C).

Every passenger must have their own age/size appropriate restraint device as per state law.

\*\*Van requests must be made 1 week prior to departure unless of emergency. If less than 1 week, please contact the Superintendent to explain the emergency.

## EVACUATIONS

- If an incident occurs on the school vehicle or in the surrounding area that would harm the students if they stay on the vehicle, evacuate the students to a safe location immediately.
- Call 911, if necessary.
- Call the Superintendent (*see page 1*).
- Advise the students of the evacuation process.
- Describe exactly how you want the students to evacuate the vehicle.
- Give explicit instructions on where students should assemble once they leave the vehicle.
- Search the vehicle and ensure everyone is off the vehicle before exiting the vehicle.
- Mark vehicle if empty.
- Immediately take written attendance.
- Check for injuries and calm students.
- Report any missing or injured students to Emergency Personnel when they arrive.
- If possible, try to find the students a safe location where they can sit and are protected from outside elements (example: church, store, community center).
- Stay with the students and assist to get them seated on additional vehicles when they arrive.
- Call the Superintendent (*see page 1*) once the situation is under control and notify them of the current status of events.

## DISABLED VEHICLE

- Stop vehicle in a safe location and activate hazards.
- Call the Superintendent (*see page 1*) and report the breakdown or other incident.
- Check for injuries and calm students.
- Evacuate all students to a safe location, if necessary. Follow the Evacuation Procedures (*see page 2*)
- Protect the scene of the accident by employing safety devices. Place triangles or fuses (only if liquids are not present). Refer to the Safety and Emergency Procedures.
- Stay with the students and assist them when boarding on the backup vehicles when they arrive.
- Call the Superintendent (*see page 1*) once the situation is under control and update them of the current status of events.

## PHYSICAL ALTERCATIONS

- Stop vehicle in a safe location and activate hazards.
- Call 911.
- Stand up and give verbal commands for participants to stop fighting immediately.
- If at all possible, try to protect other students and the student(s) being assaulted.
- Check for injuries and calm students.
- Evacuate all students to a safe location, if necessary. Follow the Evacuation Procedures (*see page 2*).
- Call the Superintendent (*see page 1*).
- Stay with the students, take written attendance, and wait for the police department and school administrators to arrive on the scene.
- Report any missing or injured students to Emergency Personnel when they arrive.
- Provide the police department with a complete description of the incident.
- Call the Superintendent (*see page 1*) once the situation is under control and update them of the current status of events.

## FIRE

- Stop vehicle in a safe location and activate hazards.
- Evacuate all students to a safe location immediately. Follow the Evacuation Procedures (*see page 2*).
- Call 911
- Call the Superintendent (*see page 1*)
- Move the students to a safe location at least 500 feet away from the vehicle.
- Take written attendance and account for all students.
- Check for injuries and calm students.
- Report any missing or injured students to Emergency Personnel when they arrive.
- Call the Superintendent (*see page 1*) once the situation is under control and update them of the current status of events.
- Never return to the vehicle until proper authorities have advised an “All Clear”.

## BOMB THREAT

- Stop vehicle in a safe location and activate hazards.
- Evacuate all students to a safe location immediately. Follow the Evacuation Procedures (*see page 2*).
- Call 911.
- Call the Superintendent (*see page 1*)
- Move the students to a location at least 500 ft. away from the vehicle.
- Take written attendance and account for all students.
- Check for injuries and calm students.
- Report any missing or injured students to Emergency Personnel when they arrive.
- Call the Superintendent (*see page 1*) once the situation is under control and update them of the current status of events.
- Never return to the vehicle until proper authorities have advised an “All Clear”.



## WEAPON ON A SCHOOL VEHICLE

- Stop vehicle in a safe location and activate hazards.
- Call 911.
- Call the Superintendent (*see page 1*).
- Do not touch the weapon. A gun may accidentally discharge. Handling the weapon may destroy latent fingerprints as well.
- Move students away from the area where the weapon is located.
- Evacuate all students to a safe location, if necessary. Follow the Evacuation Procedures (*see page 2*).
- Stay calm. Avoid calling attention to the scene.
- Take written attendance and account for all students.
- Check for injuries and calm students.
- Report any missing or injured students to Emergency Personnel when they arrive.
- Cooperate with the police department officials and provide all pertinent information.
- Call the Superintendent (*see page 1*) once the situation is under control and update them of the current status of events.
- Never return to the vehicle until proper authorities have advised an “All Clear”.

## SHOOTING OR STABBING ON A VEHICLE

- Stop vehicle in a safe location and activate hazards.
- Call 911.
- Call the Superintendent (*see page 1*).
- Evacuate all students to a safe location, if necessary. Follow the Evacuation Procedures (*see page 2*).
- Check for injuries and calm students.
- Advise any injured students that medical help is on the way.
- Try to protect the students from further injury.
- Take written attendance and account for all students.
- Report any missing or injured students to Emergency Personnel when they arrive.
- Call the Superintendent (*see page 1*) once the situation is under control and update them of the current status of events.

## MISSING STUDENT

- Stop vehicle in a safe location and activate hazards.
- Ask the students if they saw the student on the vehicle.
- Take written attendance and account for all other students.
- Immediately search the entire vehicle and area for the student.
- Call 911. Provide the dispatcher with the name and physical description of the student (clothing, height, weight, etc.).
- Call the Superintendent (see page 1) once the situation is under control and update them of the current status of events.

## MEDICAL INCIDENT

- Stop vehicle in a safe location and activate hazards.
- Call 911.
- Call the Superintendent (see page 1).
- Do not attempt to move a person who is ill or injured unless they are in immediate danger of further injury.
- If possible, provide first aid before trained assistance arrives.
- Use personal protective equipment (gloves) when exposing yourself to bodily fluids (e.g. blood, vomit, etc.).
- Comfort the ill person and reassure them that medical attention is on the way.
- Keep other students away from the ill/injured student.
- After the ill person's immediate needs have been taken care of, remain to assist medical services with pertinent information about the incident.
- Preserve the scene in the event the incident will require an investigation by school or police officials.
- Call the Superintendent (see page 1) once the situation is under control and update them of the current status of events.
- Fill out an Incident Report when you return to campus.

## SEVERE WEATHER / TORNADO

- Drivers should identify protective areas along each part of their routes where they and the students can take cover (such as a store, another school, or recreation center) if overcome by a tornado or high winds. Do not hesitate to take cover in ditches or other places below ground level.
- Keep in contact with the Superintendent (*see page 1*) to receive updated weather conditions and follow their directions.
- If vehicle is caught in open area and a tornado is approaching, **DO NOT STAY IN THE VEHICLE**. Escort students to a ditch or ravine (low ground), lie face down with hands over their heads. Students and driver should be far enough away from the vehicle in the event the vehicle might topple over in high wind.
- Do not seek protection under an overpass or bridge.
- Do not attempt to outrun tornadoes or other severe weather.
- If possible, find a safe location that can offer shelter in a basement or find a room with no windows.
- Have students sit on the floor along interior walls, as far away from any windows as possible. Calmly demonstrate the “Duck and Cover” procedure to students, especially those of elementary school age. Tell students they are to remain in the “Duck and Cover” position until it is safe to move away from the area.
- Avoid spaces that are opposite doorways or openings into rooms that have windows in the exterior walls, particularly facing south and west.
- Avoid corridor intersections (stay at least 10 feet away).
- Avoid skylights, atriums, and areas with large roof spans.
- Unless there is an imminent hazard in the area, keep the students from leaving the area until emergency crews arrive. If the location is significantly damaged, several hazards such as exposed electrical wires, sharp or falling debris may be present.
- Once the tornado has passed, assess the situation with respect to injuries and take attendance to account for all students.
- Call 911.
- Call the Superintendent (*see page 1*).
- Check for injuries and calm students.
- Report any missing or injured students to Emergency Personnel when they arrive.
- Call the Superintendent (*see page 1*) once the situation is under control and update them of the current status of events.

## DEALING WITH THE MEDIA

- The school district's Superintendent coordinates access to all public information, photography, and videography regarding students, staff, and crisis response during an emergency.
- If you are approached by the media, direct them to the Superintendent. These individuals will serve as the key spokesperson for the school district and will work directly with any media. All media requests will be processed through the Superintendent.
- Drivers and other transportation personnel should refer all requests for information regarding emergencies and crises to the Superintendent (*see page 1*).
- If any news media personnel are observed on school grounds, notify the Superintendent's office (*see page 1*) immediately.
- The Family Educational Rights and Privacy Act (FERPA) precludes school staff from disclosing a student's name, grade, or other personal identifying information.
- No photographs are allowed of students unless there is written permission from their parents/guardians.



