

<b>Title:</b> Unaccounted for Student	<b>Procedure #:</b> 029 <b>Page :</b> 1 of 4	<b>Section:</b> Emergency Procedures
<b>Effective:</b> Nov 5, 2010	<b>Last Review:</b> May 2019	<b>Next Review:</b> May 2022

<b>Statement</b>	In the event that a student transported by STSBHN is deemed lost/ missing by the parent/guardian, school, bus driver/operator or STSBHN staff, the following steps for locating the student must be followed.
<b>Responsibilities</b>	<p><b>The School, Parent(s) and STSBHN must:</b></p> <p>Ensure that the list of emergency phone numbers for students is kept up-to-date. The Manager of Transportation will act as the central point of contact for the bus operator, bus driver and outside emergency services; the school Principal will act as the central point of contact for school staff and the parent(s)/ guardian(s) of the unaccounted for student.</p> <p><b>The School Bus Operator must:</b></p> <p>Inform STSBHN immediately upon becoming aware of the possibility of a student being unaccounted for.</p>
<b>Procedures</b>	<p>Steps to Take When a Student is reported unaccounted for:</p> <p><b>The School Principal must:</b></p> <ol style="list-style-type: none"> <li>1. Ask the school staff to check the school premises, including the washrooms and schoolyard, to see whether the student is still on site.</li> <li>2. Contact the person in charge when the students boarded the bus(es), to check whether the student did indeed get on the bus.</li> <li>3. Ask the student's teacher, or the person in charge when the students boarded the bus(es), to provide an accurate description of the student's clothing that day and forward this information to STSBHN.</li> <li>4. Stay at school and remain in contact with the parent(s), school bus operator, and STSBHN until the student is found.</li> </ol>

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<b>Procedures...continued</b>	<p>5. If the student is found, immediately make contact with the parent(s), STSBHN and the school bus operator in order to notify them that the student has been found so that the search can be stopped.</p> <p>6. Contact the family to find out whether the student is at home or whether someone else came to pick up the student from school without informing the appropriate authorities.</p> <p><b>The School Bus Operator must:</b></p> <ol style="list-style-type: none"> <li>1. As soon as a student is suspected of being unaccounted for , contact the other drivers who serve the same school, to check whether the student might have boarded another bus.</li> <li>2. Contact the school immediately so that the staff can check whether the student is at school.</li> <li>3. Contact STSBHN to inform the Manager of Transportation that a student is lost/ missing.</li> <li>4. Ask all of the bus drivers to keep the radio lines open and to only use them in an emergency situation.</li> <li>5. Send someone, preferably by bus so that they will be easily identified, to retrace the trip in the reverse direction from the point where the student was known to be lost/ missing. Examine the surroundings at each bus stop.</li> <li>6. Maintain contact with the school principal and STSBHN during the search.</li> <li>7. Immediately notify the school principal and STSBHN when the student is accounted for, so that the search can be stopped.</li> <li>8. Submit a written report to STSBHN within 48 hours of the event detailing the steps that were taken and the result(s) of the investigation.</li> </ol>
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<b>Procedures...continued</b>	<p><b>The Bus Driver must:</b></p> <ol style="list-style-type: none"> <li>1. As soon as they become aware that a student is lost/missing, immediately notify the dispatcher. Give the exact location of the bus.</li> <li>2. Drive the vehicle to a safe place and wait for the dispatcher's instructions. Bring the vehicle to a complete stop and keep the radio transmitter turned on.</li> <li>3. Secure the bus, and turn the bus into the auxiliary position. Ask the students to remain in their seats and inspect the bus, looking under the seats, to determine whether the student is actually on board.</li> <li>4. Ask the students on the bus for information on the lost/missing student:             <ol style="list-style-type: none"> <li>5. Was they really aboard the vehicle?</li> <li>6. Did they get off before their schedule stop?</li> <li>7. What were they wearing?</li> </ol> </li> <li>8. If the student is found at school, the bus driver shall inform the parent/guardian waiting at the bus stop and ask them to contact the school principal in order to make arrangements to retrieve the student.</li> </ol> <p><b>STSBHN must:</b></p> <ol style="list-style-type: none"> <li>1. Gather as much information as possible on the student (height, weight, current clothing, frequently visited locations, etc) from school, and operator.</li> </ol> <p><b>If the student still cannot be found after the first search (phone calls made to the school, family, and the operator), notify the local police detachment immediately and follow their instructions.</b></p> <ol style="list-style-type: none"> <li>2. Maintain contact with the school bus operator, the school and, if applicable, with the police, and parent/guardian, until the student has been found.</li> </ol>
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<b>Procedures...continued</b>	<ol style="list-style-type: none"> <li>3. The Manager of Transportation Services, or their designate, will remain in the transportation office until such a time that the student is found.</li> </ol>
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