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| Type<br><b>General</b>                                    | Date<br>Sept 1, 2009 |

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| <b>Statement</b>        | In the event that a child transported by STSBHN is deemed lost by the parent/guardian, school, bus driver/operator, or STSBHN staff, a series of steps for locating the child must be followed in order to minimize delays and pressure on the people involved.  |
| <b>Responsibilities</b> | <p><b>The School and STSBHN must:</b></p> <p>Ensure that the list of emergency phone numbers for all students is kept up-to-date, based on each Boards' student database.</p> <p><b>The School Bus Operator must:</b></p> <p>Inform STSBHN immediately upon becoming aware of the possibility of a child being lost/ missing.</p>  |
| <b>Procedures</b>       | <p>Steps to Take When a Child is Declared Missing:</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 child is hiding.</li> <li>2. Contact the person in charge when the students boarded the bus, to check whether the missing child 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, to provide an accurate description of the child's clothing that day and forward this information to the school bus operator and STSBHN.</li> <li>4. In the event that the child could have been dropped off mistakenly at a different bus stop, and if possible, provide the school bus operator with the names of the child's friends who reside in the area.</li> <li>5. Stay at school and remain in constant contact with the parent(s), school bus operator, and STSBHN until the</li> </ol> |

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| <b>Procedures...continued</b> | <p>child is found.</p> <p>6. If the child is found, immediately make contact with the parent(s), STSBHN, and the school bus operator in order to notify them that the child has been found so that the search can be stopped.</p> <p><b>The School Bus Operator must:</b></p> <ol style="list-style-type: none"> <li>1. As soon as a child is declared missing by a bus driver, contact the other drivers who serve the same school, to check whether the child might have boarded the wrong bus.</li> <li>2. Contact the school immediately so that the staff can check whether the child is at school.</li> <li>3. Contact STSBHN to inform the Manager of Transportation that a child is deemed missing.</li> <li>4. Ask all of the bus drivers to keep the radio lines open and to use them only in case of an emergency.</li> <li>5. Ask all of the bus drivers in the area to remain available after their routes, if need be.</li> <li>6. Send someone, preferably by bus so that he/she will be easily identified, to retrace the trip in the reverse direction from the point where the child was deemed missing. Examine the surroundings at each bus stop.</li> <li>7. Maintain contact with the school principal and STSBHN during the search.</li> <li>8. Immediately notify the school principal and STSBHN if the child is found, so that the search can be stopped.</li> <li>9. Submit a written report to STSBHN within 48 hours of the incident.</li> </ol> <p><b>The Bus Driver must:</b></p> <ol style="list-style-type: none"> <li>1. As soon as they become aware that a child is missing, immediately notify the dispatcher by radio. Give the exact</li> </ol> |
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| <b>Procedures...continued</b> | <p>location of the bus.</p> <ol style="list-style-type: none"> <li>2. Move 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. Ask the students to remain in their seats and inspect the bus, looking under the seats, to determine whether the child is hiding.</li> <li>4. Ask the students on the bus for information on the missing student: <ul style="list-style-type: none"> <li>• Was he/she really aboard the vehicle?</li> <li>• Did he/she get off before his/her stop?</li> <li>• What was he/she wearing?</li> </ul> </li> <li>5. If the child is found at school, the bus driver shall inform the parent/guardian waiting at the bus stop and ask him/her to contact the school principal in order to retrieve the child.</li> <li>6. Refuse to allow any adults, including parents/guardians, to board the vehicle. Do not let the other students get off the bus, except for safety or emergency reasons.</li> </ol> <p><b>STSBHN must:</b></p> <ol style="list-style-type: none"> <li>1. Contact the family to find out whether the child is at home or whether someone else came to pick up the child from school without informing the appropriate authorities.</li> <li>2. If the child is found at school, notify the parents that their child is still at school and that they must pick him/her up.</li> <li>3. Gather as much information as possible on the student (height, weight, clothing that was wearing, frequently visited locations, etc) from school, family, and operator.</li> </ol> <p><b>If the child still cannot be found after the first search (phone calls made to the school, family, and the operator), notify the police immediately (911) and follow their instructions.</b></p> |
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| <b>Procedures...continued</b> | <ol style="list-style-type: none"> <li>4. Maintain contact with the school bus operator, the school and, if applicable, with the police, and parent/guardian, until the child has been found.</li> <li>5. The Manager of Transportation Services, or their designate, will remain in the transportation office until such a time that the child is found.</li> </ol> |
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