

# STUDENT TRANSPORTATION OF PEEL REGION STOPR

STOPR016

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| Section<br><b>Procedures in the Event of a Lost Child</b> | Page<br>1 of 3      |
|   | Date<br>August 2011 |

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| <b>Statement</b>  | In the event that a child transported by STOPR is declared missing, everything must be done to find the student quickly and calmly.  |
| <b>Premise</b>    | <b>Responsibilities of the School and STOPR:</b><br>Ensure that the list of emergency phone numbers for all school administrators and students is kept up-to-date based on each Board's student database.  |
| <b>Procedures</b> | Steps to take when a child is declared missing:<br><b>Responsibilities of the School Principal:</b><br><ol style="list-style-type: none"> <li>1. Contact School Support/Administrative staff at School Board office;</li> <li>2. ask the school staff to check the school premises, including the washrooms and schoolyard, to see whether the child is on the property;</li> <li>3. 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>4. 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>5. 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 STOPR;</li> <li>6. in the event that the child could have been dropped off mistakenly at a different bus stop, the school would contact the child's friends who reside in the area;</li> <li>7. 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> </ol> |

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| <b>Procedures</b> | <ol style="list-style-type: none"> <li>8. stay at the school and remain in constant contact with the school bus operator and STOPR until the child is found;</li> <li>9. if the child is found, immediately make direct contact, over the phone, with the parent, STOPR and the bus operator in order to notify them that the child has been located, so that the search can be stopped; and</li> <li>10. Contact and involve police as required.</li> </ol> <p><b>Responsibilities of the School Bus Operator:</b></p> <ol style="list-style-type: none"> <li>1. as soon as a child is declared missing, contact the drivers of the other buses and STOPR to notify other bus companies serving the same school, to check if the child may have boarded the wrong bus;</li> <li>2. ask all of the bus drivers to keep the radio lines open and to use them only in case of an emergency;</li> <li>3. ask all of the bus drivers in the area to remain available after their routes, if needed;</li> <li>4. maintain contact with the school principal and STOPR during the search;</li> <li>5. immediately notify the school Principal and STOPR if the child is found so that the search can be stopped; and</li> <li>6. submit a written report to STOPR within 24 hours of the incident, explaining the facts and reasons for the incident.</li> </ol> <p><b>Responsibilities of the Bus Driver:</b></p> <ol style="list-style-type: none"> <li>1. as soon as a child is missing, immediately notify the dispatcher by radio. Give the exact location of the bus;</li> <li>2. move the vehicle to a safe place and ask the students to remain in their seats. Inspect the bus, looking under the seats, to determine whether the child is hiding;</li> <li>3. 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?; and</li> </ul> </li> </ol> |
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| <b>Procedures</b> | <p>4. if the child is found at school, the bus driver shall inform the parent/guardian if they are waiting at the bus stop and ask him/her to contact the school principal in order to retrieve the child;</p> <p><b>Responsibilities of STOPR:</b></p> <ol style="list-style-type: none"><li>1. contact other bus companies serving the same school, to check whether the child boarded the wrong bus;</li><li>2. contact the school immediately so that the staff can check whether the child is at the school;</li><li>3. maintain contact with the school bus operator and the school until the child has been found; and</li><li>4. Contact and involve Police as required.</li></ol> <p><b>Responsibilities of the Parent/Guardian”</b></p> <ol style="list-style-type: none"><li>1 Notify the school immediately if the child is found.</li></ol> |
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