

MISSING BUS – STUDENT PROCEDURES

Category	Transportation		
Subject	Missing Bus - Student Procedures		
Adopted		Revised	March 2021
Policies Used / Referenced			

Policy Statement

Procedures

Procedures for School Administrators

When a report of a missing student is received; school staff must:

- Refer to the attached Appendix “A” – “Missing Student Information Sheet” to ensure all the proper steps are taken.
- The school will check all emergency numbers.
- Check with the Homeroom Teacher for any relevant information.
- Confirm with the person reporting the missing student that relatives, friends, and neighbors have been contacted.
- The school will contact the Assistant Transportation Manager at the Education Centre to determine whether the student was on a bus and/or where the student got off the bus. If no one is available at the Education Centre, the school should contact the Transportation Manager and/or Clerk at the Office of the Superintendent.
- The school will contact police if the student is not located within 30 minutes of their normal arrival time.
- The school will call off operations once the student is located.

Procedures for Transportation Staff

When a report of a missing student is received; transportation staff must:

- Gather as much information as possible
 - Name of student
 - School
 - Grade
 - Bus number
 - Home Address
 - Alternate contacts
- Call parents, after school care or caregiver for more details as soon as it is determined the student is missing e.g. description of student, clothing he/she is wearing, etc
- Contact driver via two-way radio
 - Check to see if student was on the bus;
 - If so, ask if the student has been dropped off and, if so, where;

MISSING BUS – STUDENT PROCEDURES

- If driver cannot determine that the student was on the bus, then contact school for more information, i.e. phone numbers
 - Contact other school buses that service that particular school to see if the student is on their respective school bus.
- Notify parents, school, after school care facility or caregiver as soon as the student is located.
- Call police if the student is not located within 30 minutes of their normal arrival time
- If the bus is more than 30 minutes late and is expected to arrive after 4:30pm the District Office answering service will be notified of all pertinent information to inform parents who may call, such as bus number and expected arrival time.

Attachments:

- Missing Student Information Sheet to be completed by School Administrator

Appendices

- Appendix A – Missing Bus – Student Procedures

Anglophone South School District Missing Bus - Student Procedure Form

To be completed by School Administrator

School Information

Recorded By:	
Date:	Time:
School:	

Callers Information

Name:	Contact Phone Number(s):	Relationship to Student:

Missing Student Information

Student Name:	Age:	Grade:	Normal Time of Arrival:
Homeroom Teacher:			
Transportation Information (If Applicable, Enter "No Busing" if no busing)			
Bus Number:	Regular Drop-Off Time:	Stop Location:	
Home Address Information			
Civic Number:	Street Name:	Municipality:	
* If missing for greater than 30 minutes police must be notified.			

Questions for Caller

Has parent/guardian been notified?	YES	NO	
Have family and friends been contacted?	YES	NO	
Does the student normally travel with someone?	YES	NO	
Does the student go to an alternate location?	YES	NO	

Questions for Homeroom Teacher

Does the student take a yellow bus?	YES	NO	
Was the student present in school today?	YES	NO	
Were there any special travel instructions for the day?	YES	NO	
Did the student get on the bus?	YES	NO	
Was the student picked-up by someone?	YES	NO	
Did the student walk off school grounds?	YES	NO	

Procedural Information

If bus student, what time was district transportation office contacted?	
If bus student, time received call from transportation office with update?	
Time Parent/Guardian Updated:	
Time Police Contacted:	Time Police Arrived:
Time Operations Called Off:	
Outcome:	