



# HSTS Operating Procedure

## Halton Student Transportation Services

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<b>HS-4-001 – Emergency Procedure – First Aid - Cardiopulmonary Resuscitation (CPR)</b>	Effective Date: <b>Sept 2013</b> Revised: <b>Sept 2016</b>

### Preamble

HSTS recognizes that, while transporting students, it may be necessary for bus/taxi drivers to perform emergency first aid or cardiopulmonary resuscitation (CPR) on a student in distress.

### Responsibilities

School bus/taxi operators will ensure that every driver, upon completion of their probationary period, will have Emergency First Aid/CPR training. Operators must confirm all of its bus/taxi drivers have successfully completed the training sessions.

In accordance with the following procedure, a bus/taxi driver may perform CPR emergency procedures as required.

### Implementation

Whenever a student appears to experience discomfort, breathing difficulties or other difficulties:

#### **The bus/taxi driver shall:**

1. pull over, stop the vehicle and ensure that it is completely immobilized (stopped and secured);
2. assess the situation and determine whether to perform emergency CPR or First Aid on the student;
3. contact the dispatcher immediately to indicate the location of the incident and to request that emergency services be dispatched;
4. ensure that all passengers are safe; and
5. watch over the student until the arrival of the emergency services team.

#### **The dispatcher shall:**

1. confirm with the bus/taxi driver the time and location of the incident;
2. inform the 911 emergency service, the school and HSTS;
3. remain in contact with the 911 emergency service staff and with the bus/taxi driver; and
4. provide updates to HSTS.



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### **HSTS shall:**

1. remain in contact with the bus/taxi operator and the school;
2. assist the operator in contacting the Principal (or designate) of the school to inform them about the incident, if required; if the incident occurs on the afternoon route, the operator (or HSTS if necessary) will make every effort to contact the Principal (or designate) and if unsuccessful, will contact the parent directly;
3. inform the appropriate Operations Committee members.

### **The school principal (or designate) shall:**

1. contact the parent/guardian of the student to inform them of the situation; and
2. contact the parents/guardians of the students who were on the vehicle at the time of the incident to inform them of the incident, if required.

### **The bus/taxi operator shall:**

1. within 24 hours following the incident, submit an Incident Report to HSTS, describing the incident and any known outcome involving the use of emergency CPR or First Aid.