



Section <b>Lost Child</b>	Page 1 of 4
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<b>Statement</b>	In the event that a child receiving transportation is deemed lost, immediate response by all parties is required to ensure that the child is found as quickly as possible.
<b>Records</b>	<p>It is the responsibility of the school to ensure that emergency numbers are accurate and up to date in their student data base.</p> <p>WESTS will ensure that the student records are accurately downloaded from the school data base to the GeoQuery route software so that immediate access to emergency numbers is available in situations of a lost child.</p> <p>The bus operator must ensure that they access the up to date records from the GeoQuery route software in order to have current emergency contact information.</p>
<b>Procedures</b>	<p>When a child is declared missing the following steps must be taken:</p> <p><b>School Administration</b></p> <ol style="list-style-type: none"> <li>1. Ask school staff to check the school premises, including washrooms and schoolyard to see if the child is on premises;</li> <li>2. Contact the person in charge of students boarding the bus to determine if the child got 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 WESTS;</li> <li>4. Ensure that the school bus operator and WESTS have the correct emergency contact information;</li> </ol>



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	<ol style="list-style-type: none"><li>5. In the event that the child could have been dropped off or gotten off at a different stop, provide the school bus operator with the names of the child's friends who reside in the area;</li><li>6. Stay at school and remain in constant contact with the bus operator and WESTS until the child is found;</li><li>7. If the child is found, immediately contact WESTS and the bus operator so that the search can be stopped.</li></ol> <p><b>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 serving the same school, to check whether the child boarded the wrong bus;</li><li>2. Contact the school immediately to request that they check to see if the child is still on the school property;</li><li>3. Contact WESTS to inform the manager that a child is deemed missing;</li><li>4. Contact the family to find out if the child is at home or if other arrangements had been made to pick up the child that the school may not have been aware of;</li><li>5. If the child is found at school, notify the parents that their child is still at school and that they should make arrangements to pick him/her up;</li></ol> <p>If the child has not been located after contacting the school and the parent/guardian notify the police (911) immediately and follow their instructions.</p> <ol style="list-style-type: none"><li>6. Order the bus driver to remain wherever he/she is, and send a second bus to finish the route, and post delay of route in BusPlanner;</li></ol>
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	<ol style="list-style-type: none"><li>7. Ask all the bus drivers to keep the radio lines open and to use them only in cases of emergency;</li><li>8. Speak calmly to the bus driver and explain the procedures to follow, being cognizant of the fact that the students may be able to hear the conversation.</li><li>9. Ask all the bus drivers in the area to remain available after their routes, if need be;</li><li>10. In the event that the child was dropped off by mistake at the wrong bus stop, ask the school about the child's friends and contact them if applicable;</li><li>11. Send someone, preferably by bus so that he/she will be easily identifiable, to retrace the trip in the reverse direction, from the point where the child was deemed missing looking for any signs of the child;</li><li>12. Maintain contact with the school principal, WESTS and the police during the search;</li><li>13. Immediately notify the school principal, WESTS and the police if the child is found;</li><li>14. Submit a written report to WESTS within 24 hours of the incident, outlining the facts and the root cause of the incident.</li></ol> <p><b>Bus Driver</b></p> <ol style="list-style-type: none"><li>1. As soon as a child is missing, immediately notify the bus dispatcher by radio. Give the exact location of the bus;</li><li>2. Move the vehicle to a safe location and wait for the dispatcher's instructions. Bring the vehicle to a complete stop and keep the radio on;</li></ol>
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	<ol style="list-style-type: none"><li>3. Ask the students to remain in their seats and inspect the bus, looking under seats to verify that the child is not on the bus;</li><li>4. Ask the students on the bus for information on the missing child:<ul style="list-style-type: none"><li>• Had anyone seen the child aboard the bus</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 if they are at the bus stop and advise them to contact the school;</li><li>6. Remain calm when speaking with the children aboard the bus and, if applicable, when speaking with the parent/guardian.</li><li>7. Refuse to allow any adults, including parents or 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>WESTS</b></p> <ol style="list-style-type: none"><li>1. Maintain contact with the school, bus operator, police and parents/guardians until the child has been found.</li><li>2. Provide whatever information is required to assist in locating the missing child.</li><li>3. Follow up with operator once child has been found and report has been filed.</li></ol>
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