Pupil Transportation Disaster Preparedness
Purpose

To provide aid to local education agencies (LEA’s) in order that minimal disruption of transportation service before, during and after disaster events, while ensuring student safety. To achieve this goal the primary focus of this plan is to ensure availability of bus operators and school bus equipment in the K-12 public school systems. This booklet further provides LEA’s with disaster response forms designed to inform Alabama State Department of Education of current conditions and needs.

Contents:

Forward

SDE Contacts

Volunteer Driver Contact List

Disaster Preparedness Check List

Disaster Response Form (Natural Disaster Needs and Damage Assessment Report)

Alabama Tier Map

LEA Key Personnel Contact Form
Forward:

The following pages are to be used to help local education agencies develop a disaster preparedness plan. It primarily focuses on those LEA’s most likely to be affected by hurricanes, but may also be used to develop preparedness plans for a number of disasters including tornadoes, ice storms, flooding, chemical/biological spills, nuclear exposure, etc.

It is not required to send copies of your plan to the Alabama State Department of Education (SDE). It is recommended that copies be disseminated to key personnel in your school system, in particular transportation personnel.

The SDE does need a copy of the LEA Key Personnel Contact Form. This will help the SDE respond in a timely manner should your LEA need assistance. This form should also be disseminated to key personnel and to whomever the LEA feels is pertinent.

The Volunteer Driver Contact List should be those drivers possessing a valid commercial driver license (CDL) with the proper endorsements and an Alabama School Bus Driver Certificate. Be sure that these drivers know they are volunteering their time as well as any risks they may be taking by driving into a possible dangerous environment. Please be sure that all volunteer drivers have signed the form indicating their agreement. A copy of this list should be sent to the SDE if you are in Tiers 1-3 (see map).

The Disaster Preparedness Checklist is a guideline to help in the development of a local plan. Check with local emergency management officials of their plans to lessen the possibilities of conflict and/or the duplicating of procedures.

The Disaster Response Form (Natural Disaster Needs and Damage Assessment Report) is to be sent to the SDE as soon as is possible by a LEA key personnel contact. This may be accomplished by FAX, email, US Postal Service, hand mail, or by telephone. It is important that this information be received by the SDE as soon as possible to prevent any delays in assistance.

The Alabama Tier Map displays the counties most likely to be affected by a hurricane. Tier one (1) represents the counties which are historically more likely to be affected severely. Tier two (2) represents the counties that may also be severely damaged by the effects of a hurricane. Tier three (3) represents counties which may be somewhat affected and need assistance. Each tier will act as response teams called upon if assistance is needed by providing volunteer drivers, etc.

The LEA Key Personnel Contact Form should be at least three persons in depth. Any and all means of contact should be listed and kept up-to-date. Please note: The information provided to the SDE on the LEA Key Personnel Contact Form will be held strictly confidential and will not be released to outside sources. A copy of this form, as stated earlier, should be sent to the SDE.
SDE Contacts:

Mr. Craig Pouncey – Assistant State Superintendent

Phone: 334-242-9755
FAX: 334-353-5388
Email Address: cpouncey@alsde.edu
Mailing Address:

Mr. Craig Pouncey
Assistant State Superintendent
Alabama Department of Education
5119 Gordon Persons Building
Montgomery, Alabama 36130

Mr. Joe Lightsey – Director of Pupil Transportation

Phone: 334-242-9730
Cell #: 888-307-7830
Southern Linc ID#: 1*635*458
FAX: 334-353-7953
Email Address: joel@alsde.edu
Mailing Address:

Mr. Joe Lightsey
Alabama Department of Education
5303 Gordon Persons Building
P.O. Box 302101
Montgomery, Alabama 36130-2101

Mr. Frank Williamson – Prevention and Support

Phone: 334-353-4448
FAX: 334-353-5962
Email Address: fwilliamson@alsde.edu
Mailing Address:

Mr. Frank Williamson
Alabama Department of Education
Prevention and Support Section
5227 Gordon Persons Building
Montgomery, Alabama 36130
The persons listed below are properly licensed CDL drivers and current holders of an Alabama School Bus Driver Certificate. By their signature, each has agreed to serve as a volunteer driver, if called upon, should a disaster befall their area or another area in the state of Alabama. Each driver has been informed of their possible risks as well as their rights while performing this volunteer act. Please make additional copies, if needed.

### LEA Volunteer Driver Contact List

<table>
<thead>
<tr>
<th>Driver Name</th>
<th>Address</th>
<th>Home Ph.</th>
<th>Cellular Ph.</th>
<th>Email Address</th>
<th>Other Contact Number</th>
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Goal: Minimal disruption of transportation service before, during and after a disaster event, while ensuring student safety. To achieve this goal the primary focus of this plan is to ensure availability of bus operators and school bus equipment in the K-12 public school systems.

A. Disaster Preparation Checklists:

1. Alabama State Department of Education Pupil Transportation Office:
   - Train all SDE Transportation staff in the Department’s emergency management plan and review before storm landfall.
   - Monitor progress of storm as it approaches.
   - Call and email districts in the path of the storm, instructing them to review the Checklist below.
   - Call and email districts to communicate schedule and expected protocol for post-storm callbacks to the Department.
   - Designate SDE Transportation staff assignments throughout storm and recovery.
   - Establish and communicate SDE staff callback schedule and protocol
   - Plan on site assessment arrangements and supplies:
     - Notify SDE staff of assignment(s)
     - SDE ID cards and driver license for purpose of identification
     - Assure SDE staff have fueled PV’s
     - Transportation (rent 4-wheel drive vehicle, if possible/needed)
     - Arrange lodging to nearest non-affected areas
     - Camera (digital) and supplies
     - Flashlight, batteries
     - Cell phone/Southern Linc radio, Blackberry
     - Personal supplies: water, food, clothing, hygiene, protective clothing and shoes
     - Contact information, maps
     - Portable GPS and locations database (if available).

School Districts:

- Train all district transportation staff in the district’s emergency management plan and review. Provide local EMA’s, surrounding LEA’s, and SDE with list of volunteer drivers’ contact information.
- Renew communications and commitments related to district’s emergency plan with all identified internal and external contacts.
- Ensure all staff has and are told to use time and effort logs that will be needed for FEMA reimbursement and are instructed in their use.
- Notify/remind local emergency management agencies of available buses and their locations for use in community evacuation.
- Provide county emergency management officials contact information for bus compound personnel in different areas of county/state.
- Decide when to cease operation of buses (e.g., maximum wind speed for safe operation, ice formulation, flooding, road debris, etc.)
- Secure buses if possible in areas least likely to incur storm damage (not around trees or less durable buildings).
□ Prepare buses by lowering roof hatches, parking buses close together in protective groups using older buses for storm-side wall, closing all windows and doors, parking on high ground, etc. If possible, secure doors, hatches, stop arms, and pupil crossing arms to prevent damage.
□ Park buses in front of garage doors to deflect wind forces. Park buses away from possible tree or limb damage.
□ Charge all air compressors in garage, including portable air tanks.
□ Fill fuel storage tanks and fill all available buses and equipment to ensure ability to operate after storm when fuel supplies may be disrupted.
□ Request after hours and emergency numbers for fuel suppliers in the event normal operations are affected by storm.
□ Ensure functional backup power generation for fuel island, garage facility.
□ Ensure adequate supply of high risk parts (stop arms, roof hatches, pupil cross arms).
□ Request emergency numbers for post-storm contacts with vendors and other districts for emergency parts procurement.
□ Ensure all staff, including drivers and technicians, have communications list with emergency phone numbers of all key people and their areas of responsibility.
□ Prepare a supply of mounted bus tires.
□ Establish standard times and schedules for drivers, technicians, and other employees to report in following the storm.
□ Establish back-up information outlets for employees and the public, such as: radio stations, newspapers and television depending on the severity of damage in your area.
□ Place one radio-equipped bus at each school that will serve as a shelter to accommodate post-storm communications.
□ Secure and weatherproof critical records and equipment (including computers) in garage, training rooms, transportation administration, and other transportation facilities.
□ Back up critical computer files in offsite location.
□ Turn off all natural gas and propane gas supplies at the source.
□ Unplug electrical equipment.
□ Ensure transportation facilities are equipped with other preparedness supplies (radios, batteries, water, etc.)
□ Provide all employees time and assistance in implementing personal preparedness plans and resources.

B. Disaster Checklist (during storm; local districts and SDE):

□ Follow established local district or SDE emergency management plan.
□ Staff school-based evacuation centers as assigned.
□ Staff county, district, or state EMA’s, as assigned.

C. Disaster Recovery (post-storm):

Note: Standard scripts will be used by SDE transportation staff to mobilize post-storm assessment of status, needs, and proposed solutions, based on outline below.

1. Local District Status Assessment:
   a. Opening Questions:
      - Were any of your drivers, technicians, administrators or their families injured? If so, what is their condition?
      - Did any of your personnel suffer significant damage to their homes?
• Has your district superintendent communicated to you the target date and general plan for reopening schools? If so, what is it?
• Do you know the status of the school facilities and the plans for reopening them, relocating students, getting damage repaired, power turned back on, etc?
• Please tell us anything else we might need to know right away.

b. Personnel and Routing

• How many routes do you anticipate will be required to meet the school opening plan?
• When will needed route changes be established, if applicable?
• How many of your drivers do you anticipate will be returning to work?
• When will you be contacting drivers to assess their status? When will they be required to report to work?
• What duties will be assigned to drivers before the first day of restarting schools (e.g., pre-trip inspections, cleaning of buses, and dry-runs of routes)?
• Are drivers being paid their regular pay while they are out? If not, how and when will they be paid?
• Repeat certain questions from above as they relate to technicians/mechanics.
• Are you advertising within the community for new driver applicants that you may need?
• Have you arranged for rapid training, licensure, and qualification of driver applicants?

c. Equipment (school buses and maintenance fleet, aka “white” fleet).

• Have all your buses been inspected following the storm?
• How many buses are road-ready without further repair (keeping in mind that some waivers of specific equipment requirements will be granted upon request)?
• How many buses need repairs? Please list by repair category:
  1)
  2)
  3)
• Do you have sufficient parts to accommodate above repairs?
• Do you have damage to your service trucks or other non-school bus vehicles? If so, please describe.

d. Transportation Facilities

• What is your current communications status (two-way radios, land lines, cell phones).
• What is the condition of your transportation garage? Offices? Fueling facilities? Parking compounds? Site security and lighting?

2. Local District Needs Assessment:

• How many buses do you need from outside sources? What types, capacities, and configurations?
• Do you need any outside assistance with routing or route hazard identification
• What parts do you need to repair buses?
• Do you need fueling capacity that you do not have?
• Do you need assistance with labor to inspect and repair buses? If so, what kind of specific expertise do you need?
• Do you need more bus drivers? If so, how many?
• Will you pay outside bus drivers their prevailing or requested rate of pay and hours?
3. Proposed Solutions

a. Assistance to Local Districts:

Establish proposed solutions as follow, including identifying roles and reconfirming contact information for SDE staff, local district staff, and other sources of assistance (other districts, vendors, associations, other agencies, etc.):

- Assist with inspection and repair of bus fleet, including securing technicians, service trucks, and tools, as needed, from outside sources (primarily, other districts).
- Secure drivers and technicians, as needed, from outside sources (other districts, private contractors, public transit, charter operators, church bus operators, National Guard).
- Assist with driver and technician lodging, pay issues, logistics.
- Assist with school bus driver training and preparation for licensure.
- Secure buses from outside sources (primarily other school districts).
- Assist district in seeking and securing necessary waivers and indemnification agreements.

4. Departmental Reporting:

Establish and implement protocol related to reporting of above status, needs, and solutions to the SDE, SDE Disaster team members, state and local EMA’s, and other outside contacts. Protocol should include expected schedule for reporting, reporting format, establishment of contacts and chain of command, and process for incorporating feedback and revisions requested by management.

Thanks to Mr. Charlie Hood, Florida State Pupil Transportation Director, for the use of Florida’s Hurricane Outreach Plan.
1. System Name: ______________________________

2. Are schools in system closed?

   All schools: Yes □ No □
   Some schools: Yes □ No □

   If some schools are closed, please list those below:
   ________________________________
   ________________________________
   ________________________________

3. Did any school sustain damage? Yes □ No □

4. If schools are damaged, please list below and indicate severity of damage:
   ________________________________ Minor □ Med □ Severe □
   ________________________________ Minor □ Med □ Severe □
   ________________________________ Minor □ Med □ Severe □
   ________________________________ Minor □ Med □ Severe □

5. Are utilities (water, electricity, and gas) affected at any schools? Yes □ No □

6. List schools below which have lost utilities services:
   ________________________________
   ________________________________
   ________________________________

7. Are any school buses damaged? Yes □ No □

   No. of buses damaged: __________
   No. of buses inoperable: __________

8. Is fuel available for buses? Yes □ No □
9. Are bus routes open? Yes □ No □ 

Are farm-to-market roads and dirt roads open? Yes □ No □

10. If not open, when do you expect these roads to reopen?

________________________________________________________________________

11. What date is projected for schools in your system to re-open? ________________

12. Please list 3 contact persons for your system (include your transportation supervisor as one of these contacts):

1) Name: __________________________________________________________________
   Phone: ____________________________  
   Cell: ____________________________  
   E-Mail: __________________________

2) Name: __________________________________________________________________
   Phone: ____________________________  
   Cell: ____________________________  
   E-Mail: __________________________

3) Name: __________________________________________________________________
   Phone: ____________________________  
   Cell: ____________________________  
   E-Mail: __________________________

13. Do you have other needs/requests at this time? Yes □ No □

Please list below:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Please fax this information to: FAX: 334-353-4497
Or contact this department at 334-242-9755
E-mail at jwest@alsde.edu

Name of person submitting this report: ______________________________________
Tier Groups 1, 2, and 3
**LEA Key Personnel Contact Form:** Please complete the following form. If any updates are needed once this form has been submitted to the SDE, please send an updated form as soon as possible. Forms may be sent to Mr. Joe Lightsey, State Director for Pupil Transportation.

Contact # 1:
   Name: _______________________________________________
   Address: __________________________________________________________________
   Home Phone Number: (   ) _____________________________
   Office Number: (   ) _____________________________
   Cellular Number: (   ) _____________________________
   Other Numbers: (   ) _____________________________ (   ) _____________________________

Contact # 2:
   Name: _______________________________________________
   Address: __________________________________________________________________
   Home Phone Number: (   ) _____________________________
   Office Number: (   ) _____________________________
   Cellular Number: (   ) _____________________________
   Other Numbers: (   ) _____________________________ (   ) _____________________________

Contact # 3:
   Name: _______________________________________________
   Address: __________________________________________________________________
   Home Phone Number: (   ) _____________________________
   Office Number: (   ) _____________________________
   Cellular Number: (   ) _____________________________
   Other Numbers: (   ) _____________________________ (   ) _____________________________

Other Contact:
   Name: _______________________________________________
   Address: __________________________________________________________________
   Home Phone Number: (   ) _____________________________
   Office Number: (   ) _____________________________
   Cellular Number: (   ) _____________________________
   Other Numbers: (   ) _____________________________ (   ) _____________________________