

# Emergency Transportation Documentation

# Policy 3.404

---

(School Name)

---

(Student Name)

---

(Date Transported)

Reason for Transportation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I verify that I followed all the Emergency Transportation Procedures.**

---

(Teacher's Signature)

---

(Accompanying Teacher)

### Emergency Transportation Procedures:

It is the opinion of the policy committee that teachers should not transport students as noted on item 3 in Policy **3.404**. Realizing that teachers may be placed in the situation where students are left behind after a school-sponsored event, with no transportation, the procedures listed below were developed. "In the event of an emergency the following procedures should be followed:

#### Emergency Transportation Procedures:

1. If it is a medical emergency: Call 911.
2. If it is not a life-threatening emergency, call all emergency numbers listed on the student emergency card.
3. If all emergency telephone numbers for a student have been called, and no one is available to transport a student:
4. Contact your building administrator, if unavailable, notify ASAP.
5. Seek another employee to ride with you.
6. Document the reason transportation was needed; both employees sign the document, and file the document with the building administrator."

