



Michigan Association for Pupil Transportation

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Attention: Pupil Transportation Professionals

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RE: Special Needs Student Emergency Information Packet

The packet is a joint venture between the Michigan State Police Office of Highway Safety Planning (OHSP) and MAPT Special Needs Committee with input from the Michigan Department of Community Health-EMS & Trauma Unit. Its purpose is to provide a statewide uniform enclosure and student emergency information form should children on the school bus become involved in a serious vehicular accident. This packet will identify critical information and protocols of the bus's students that EMT/First Responders need in an emergency.

The packet is provided free of charge to Michigan's school bus transportation providers, funded by an OHSP Project Grant. To order packets, please contact the MAPT office 517-886-0881.

Recommended Usage:

- The packet includes two (2) template forms that can be modified to include your district information- name, contact persons, phone numbers, etc. These emergency forms have been developed as a template to identify important student information critical to each student.
 1. The **Passenger Emergency Information Form** template serves as a roster of all passengers on this bus with medical, behavior or physical issues.
 2. The **Transportation Information/Emergency Sheet** template can be modified to contain other student information the provider may feel is also important. It can also include a picture of the student for ease of identification.
- These emergency form templates can be found on the MAPT website under Resources- Special Needs section. Again note they can be modified to include other student information the provider may feel is also important.
- Suggested placement of the packet enclosure is above the driver's area, preferably on the left bulkhead area across from the passenger doorway. Due to the reflective material on the outside of the packet, it would be readily visible should responders enter this doorway.
- Securing the packet inside the bus is left up to the provider but ease of removing the packet should be considered due to the need of confidentiality, form updating, wear and tear of the enclosure and usage by EMT/First Responders.
- Remember to notify your local EMT/First Responders to make them aware of this helpful packet of information. Communication with them is essential. **The State of Michigan Medical Control Authorities Directory** is also posted on the MAPT website under Resources- Special Needs section.

We hope the Special Needs Student Emergency Information Packet will enhance the safety of our students should ever an emergency arise when EMT/First Responders are needed.