



# TRANSPORTATION DIRECTOR

## JOB ACTION SHEET

### OVERVIEW

Your job is to activate the busing plan to transport students and staff from Impacted Site.

1. You may be working with drivers from other districts
2. Develop bus routes
3. Mobilize buses and drivers
4. Assign off-site Staging Area for buses
5. Set up and deliver briefings to Bus Drivers and Bus Controllers
6. Complete Job Action Sheet

### REPORTS TO

Impact Site Incident Commander

### SUPERVISES

Bus Drivers and Controllers

### PRIORITIES

- Student and staff safety and well-being
- Student and staff whereabouts and conditions
- Reunification Site Safety

### OBJECTIVES

- Every student has been accounted for
- Every staff member has been accounted for
- Ensure safety transport of students and staff

### STRATEGIES

- Standard Reunification Method

### FIRST 15 MINUTES COMPLETE THESE ITEMS

- Obtain initial briefing from Impact Site Unified Commander
- Review this Job Action Sheet in its entirety
- Request 2 persons from Command Post for:
  1. Bus Controller 1 (at Impacted Site)
  2. Bus Controller 2 (at Reunification Site)
- Review responsibilities with Drivers and Controllers
- Provide transportation for Reunification Personnel to Reunification Site if parking area is limited

### FIRST 30 MINUTES COMPLETE THESE ITEMS

- Brief Bus Drivers on the location of Reunification Site, Off-Site Staging (if needed) bus routes, and any other concerns
- Retrieve copies of Red/Green Roster Assembly cards from the Command Post and give to Bus Controller 1 to bring to Impacted Site

### FIRST 60 MINUTES COMPLETE THESE ITEMS

- All transportation needs should be addressed and plans implemented.
- Buses should Staging off-site until summoned by Bus Controller 1 to approach impacted site

### ONGOING TASKS AND CONSIDERATIONS

- Stay in communication with Exterior Operations Director and Transportation staff
- Resolve any issues that arise with Bus Drivers, Bus Controller 1, Bus Controller 2
- Have a contingency plan in place for break-downs, blocked route and rotating drivers as needed
- If a security issue arises, contact the nearest Law Enforcement Officer

### DEMOBILIZATION AND TEARDOWN

- Return all materials still in your possession to Staging Area

- Sign-out

### MANIFEST

- Wristband
- Vest
- Role ID Badge

### RADIO CHANNELS

School Radio                      Law Enforcement

Fire                                      EMS

Transportation



# TRANSPORTATION DIRECTOR SUPERVISOR TEAM LIST

Title/Position	Name	Cell Phone Number
Impact Site Unified Commander		
Bus Controller (Impact Site)		
Bus Controller (Reunification Site)		
Other		



# TRANSPORTATION DIRECTOR

## JOB DESCRIPTION

### OVERVIEW

Your job is to facilitate the transportation of students and staff to the Reunification Site. You will coordinate with Exterior Setup Director for setup, Perimeter Control Leader for security, and Traffic Control Leader for traffic flow. Make adjustment as needed. Your main function is to ensure students and staff arrive safely at the Reunification Site.

1. Execute checklist
2. Supervise the bus controllers at impact and reunification sites
3. Understand each Transportation roles responsibilities
4. Ensure all staff has been checked in at Command Post and issued a green reunification ID pass
5. Read pages titled "Reunification Process" in the back of this folder for more details on reunification
6. Law Enforcement is an external function but Law Enforcement is not a part of your supervising structure. If a difficult problem arises report to Incident Command who may escalate it.

### REPORTS TO

Impact Site Incident Commander

### SUPERVISES

Bus Controllers and Drivers

### PRIORITIES

- Student and staff safety and well-being
- Student and staff whereabouts and conditions
- Starting the recovery process

### OBJECTIVES

- Every student has been accounted for
- Every staff member has been accounted for
- Every student still in the school's control is reunited with their parent or guardian

### STRATEGIES

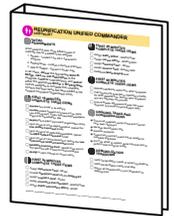
- Standard Reunification Method

### TACTICS

- See Checklist

### EXPLANATION OF BINDERS

Binders are for top level supervisory roles and include an overview of what each position entails and a process to briefly explain where their position fits into Reunification. Binders also contain materials for subordinates.



Supervisors must read their designated binder first, understand what is being asked of them, request needed staff from staging, and then conduct briefings of their own subordinates.

### EXPLANATION OF JOB ACTION SHEET

Binders contain Job Action Sheets for subordinates. The Job Action Sheets contain the Job Description and Checklist for the task.



### EXPLANATION OF ROLE ID BADGES

Role ID Badges display the role of the staff member on the front and contain a summary of job duties on the back. Some staff may only receive a Role ID Badge. For example: Greeters can be verbally briefed and can refer to their job duties on the back of the ID.



### EXPLANATION OF WRISTBANDS

Every Reunification Staff member should be issued a wristband during check-in at the Responder Staging Area.



Pink bands are used at the Reunification Site, Green bands are issued to the adults at the impacted site.

# REUNIFICATION INCIDENT COMMAND ORGANIZATION CHART EXTERIOR OPERATIONS DIRECTOR

