

Business/Non-Instructional Operations

Procedures for Emergencies; Safety - Transportation

Procedures to be Followed in the Event of an Accident to a Bus

1. In the event of an accident (any kind of impact) the driver or bus management shall contact, by radio or other means as soon as possible, the Office of the Superintendent and inform them of the location and information on injuries, if any. If the driver is unable to contact the bus management, he/she shall contact the police. The driver shall remain at the accident scene until a representative arrives from the office.
2. If necessary, dispatch or bus management will immediately contact emergency medical services. Anyone in need of immediate medical attention and/or hospitalization, they will be taken to the nearest hospital.
3. The driver, officers at the scene, and/or administrators on the scene, will take student names, seating arrangements, and provide police with dates of birth and addresses.
4. Bus drivers are not to release students until directed by an administrator or police.
5. Parents of students in need of medical attention will be notified as soon as possible by a school district administrator. An administrator, at an appropriate time, may send written correspondence to parents briefly describing the situation. Initially, only information pertaining to location, date, time, and seriousness of reported injuries should be transmitted.
6. Bus management will arrange, if necessary, alternate transportation from the scene of the accident to home or school as appropriate.

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If a school bus is involved in a traffic accident, the following procedures shall be followed:

1. In the event of a serious accident, central office and the appropriate school(s) are to be notified immediately by the bus contractor identifying bus route numbers and location. Any bus or van involved in an accident will remain at accident scene until a representative from the bus contractor arrives.
2. If the bus is en route to a school, the students will, upon arrival at school, be examined by the school nurse before returning to class.

If injuries require further examination, the students will be immediately transported to the nearest hospital.

3. If a bus is en route from school and an accident occurs, the students will be examined by the ambulance service, if it is the decision of the representative from the bus contractor. If further examination is required, the students will be immediately transported to the nearest hospital. The representative from the bus contractor can make the decision to continue the bus route if it was a minor accident.
4. Bus drivers are not to release anybody until all students and drivers have been accounted for and released by appropriate medical staff and the bus contractor's representative.
5. All parents of students in need of medical attention will be notified as soon as possible by school officials.
6. The bus contractor will be responsible for supplying transportation from the scene of accident to home for students who have been released.
7. The school Principal or designee will be responsible for having staff available on the scene for the purpose of identification of students.