

BUS ACCIDENT

BUS DRIVER

- Secure vehicle & secure display appropriate warning signs
- Survey all individuals involved in accident for injuries
- **CALL OR RADIO CENTRAL DISPATCH**
 - Report your location, bus & route number
 - Report the school which students attend
 - Report any injuries & if an ambulance is needed
- Keep all students on the bus, unless it is unsafe to do so
- **IF THE THREAT OF FIRE**, move everyone to a safe location, at least 100 feet from the road
- Administer first aid if needed
- Do **NOT** move the bus until instructed to do so
- Account for all students & record extent of injuries on proper form
- Get & give all pertinent information to those involved in accident
- Get names, addresses & numbers of all witnesses
- Make absolutely no statements to the media or bystanders

BUS GARAGE

- Receive the emergency call from driver & record all accident information
- **CALL 911**
- Director of Operations will act as safety investigator
- **NOTIFY THE CENTRAL ADMINISTRATOR**

CENTRAL ADMINISTRATION

- **NOTIFY THE PRINCIPAL** about the accident & continue to inform as new information becomes available
- Obtain the names of students on the bus from bus route files
- Obtain a list of injuries as soon as available
- Contact the insurance carrier to authorize treatment at the hospital
- Provide another bus & drive, if needed

BUS ACCIDENT (Cont'd)

PRINCIPAL

- Call the Superintendent's office who will ensure that the necessary administrators are notified
- Collect health information from enrollment cards for all students on the bus
- Appoint a staff member to go to the accident site to report any special health considerations to medics
- In the event of a serious injury or fatality, the Principal or designee will go to the accident site & hospital
- Appoint staff to **CONTACT PARENTS** & as information is available, inform them:
 - That their child is uninjured or injured & to what extent
 - Of the medical facility to which students have been taken
 - To contact the hospital
- Refer incoming media calls to the Superintendent
- Inform staff

SAFETY INVESTIGATOR

- Go to the scene of the accident ASAP
 - Take guidelines & forms with you
 - Take camera & radio or cellular phone
- If medics have not arrived, assist in first aid
- Get a list of students involved & injuries & report new information to the Central Administration
- Take pictures of the accident & gather information
- Go to the hospital & stay until everyone has been seen by a physician
- Complete an accident report & forward to the District Safety Department with a copy to the Transportation Department