OFFICE PROCEDURE FOR BUS ACCIDENTS

**10-50 accident without injuries & location**

**10-55 accident with injuries & location**

**1). Clear radio and office of noise/chatter** if necessary

**2). Question driver:**

* Any injuries?
* Do you have students on?
* How many?
* Confirm location again?

## 3). Notify 911 indicating emergency (immediate medical assistance) or non-emergency

4). Notify Supervisors: (Designated Supervisor) (Phone Number) and (Director of Operations) (Phone Number)

(Designated Supervisor) or (Director of Operations) will go to the site and call (Designated Person) at (Phone Number) with location of accident, injuries, number of students, school involved

In their absence, then notify: (Designated Person) (Phone Number), (Designated Person) (Phone Number), or (Designated Person) (Phone Number)

5). Instruct driver to stay with students:

* Confirm physical/mental condition of each student (get out of your seat and make eye contact with each student)
* Check each student off student list
* Prepare seating chart of where the students were sitting at the time of the accident

## 6). Dispatch 2 employees to the site: mechanics or office staff to assist and they must take:

## Camera

## 2-way radio

## Nextel

## Federal drug kit/plastic envelope and a Business Health Services post-accident authorization form

7). Dispatch another driver to location to continue route if necessary. They need to take:

* Route directions
* Student lists

# **8). Notify all parents/guardians of students on the bus at the time of the accident** (try not to leave messages with siblings)

# **9). Notify building principal**

## 10). Call a family member of the driver if necessary

**11). Send the driver for a mandatory Post Accident Drug/Alcohol Test if any of these apply**:

* There is a fatality
* The driver is cited with a traffic violation
* There is an injury that required the injured person to leave the scene of the accident for immediate medical treatment
* There is a vehicle that received enough damage to cause that vehicle to be towed away from the accident
* The supervisor questions the driver’s judgment

Testing must be done within a 2-hour period. A transportation employee must transport the driver to and from the testing site. Secondly, the supervisor may determine that the driver cannot drive a school vehicle until the drug/alcohol results are available.

Testing locations: Testing Agency, address, phone, hours

After 6:00 pm go to: Testing Agency, address, phone, hours

12). Upon return, the dispatcher will assist the driver in completing the proper forms. The driver must provide:

* A completed vehicle accident report
* Employee/student accident reports if necessary
* A student list with a seating chart

13). Supervisor on site will obtain the State Police accident card with report number

* Make a copy for our records
* Give original card to (Designated Person)