

NON-INSTRUCTIONAL OPERATIONS

Procedures for Bus Driver in Accident or Bus Breakdown Situations

1. The driver is to control the events after a crash or breakdown and must stay calm.
2. The driver must judge the situation accurately and proceed quickly.
 - a. The driver shall stop the bus immediately even if the problem is unclear to the driver. ..The driver shall set the parking brake, put the transmission in neutral, and turn off the ignition and remove the key.
 - b. The driver shall quickly evaluate the situation to prevent another accident.
 - 1) If the position of the bus is hazardous, the driver shall move it to a safer location
 - 2) If there is danger of fire, or if stalled on railroad tracks, the driver shall evacuate the bus promptly while keeping students in a group.
 - c. Passengers are usually safer if they remain on the bus. Drivers have to be the judge and make the best decision for the safety of the passengers.
3. In an accident, the driver shall quickly determine if anyone is injured. The driver shall not move a badly injured person but shall call for an ambulance.
4. The driver shall call dispatch as soon as possible and give information and location to get emergency responders on the way. .
5. The driver shall set up his/her traffic warning triangles.
6. The driver shall get back to the bus, and send someone to call for help only if unable to reach dispatchers and cell phones do not work. If students are used, the driver shall send two students together and make sure the person making the calls has this information:
 - a. Exact location of the crash or breakdown and bus number.
 - b. If there are injuries that are severe, ask for an ambulance and request that the school administrator and the transportation manager assist immediately.
 - c. Ask for another bus if needed.
 - d. The driver will work on filling out a seating chart.

Dispatchers will make a phone call to 911 to get emergency responders on the scene as well as appropriate police officers. Then the dispatchers will call the business office at the administration building and relay all pertinent information. The business office staff will call and inform the appropriate school administrators.

Administrative Regulation No. 8124.1

Procedures for Bus Driver in Bus Accident or Bus Breakdown Situations - Continued

6. In accident cases where there are injuries or damage to property in excess of \$100, a traffic enforcement agency must be notified along with Washington State Patrol for the bus to be inspected.
7. In every case where injuries, death or property damage occur, a report must be filed as soon as possible.

Revised: September 2019