

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963  
POLICY  
3402

**TRANSPORTATION: BUS ACCIDENT/EMERGENCY RESPONSE POLICY**

This policy applies to all bus contractors and companies doing business in the Milford School District. It establishes a system for reporting bus accidents. All school bus and district vehicle accidents must be reported immediately. This includes non-collision type accidents that result in any damage to the bus, injury to the bus driver, or passengers.

In case of a bus accident, Emergency 911 (Fire Company, EMS, Police) shall be called by the driver/contractor as quickly as possible. The top consideration is the safety and well-being of all students. The Superintendent of Schools and the Transportation Supervisor are to be notified by phone by the driver/contractor as soon as possible at the number provided to all bus drivers and contractors. School Board members will be notified as soon as possible through the Superintendent's Office.

The Superintendent of Schools or designated person at the District Office shall notify all administrators of the school(s) involved in the bus accident, answer or refer all inquiries, and investigate the accident. Following the investigation, a written report shall be given to the Superintendent of Schools.

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963  
POLICY

3402-R1

**TRANSPORTATION: BUS ACCIDENT/EMERGENCY RESPONSE REGULATIONS**

Bus Accident/Emergency Procedures and Chain of Responsibilities Rules and Regulations

Bus Driver Instructions:

1. Remain calm and call 911 immediately.
2. Contact the superintendent and transportation supervisor immediately. Contact the bus owner/contractor immediately (Exhibits 2 & 3). The supervisor of transportation will immediately go to the accident/emergency scene.
3. The driver should care for the immediate needs of his passengers to the extent possible.
4. The driver should care for the needs of non-passengers involved in the accident to the extent possible.
5. The driver should cooperate with and assist emergency responder personnel (Fire, EMS, district staff, and police) to the extent possible.
6. Preserve the accident to the extent possible.
7. The driver may not authorize any passenger to leave or be taken from the accident scene.
8. REMAIN CALM. Help is on the way.

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963  
POLICY

3402-R2

Supervisor of Transportation Instructions:

1. Proceed immediately to accident scene and assist at scene as requested by Fire Company, EMS, and MPD or Delaware State Police. The supervisor will bring emergency files and required documents. The MSD will be responsible for student accountability.

2. Prior to departure or en-route, the Supervisor of Transportation shall notify (Exhibits 2 & 3):

\_\_\_\_\_ Superintendent of Schools \_\_\_\_\_ Transportation Secretary \_\_\_\_\_ Bus Contractor  
\_\_\_\_\_ School Principal

3. At Accident Scene the Fire Company will respond with the Officer In Charge (OIC). The Supervisor of Transportation will introduce self to the Officer In Charge (OIC). Upon arrival EMS will implement Special Operations Section-Standard Operating Guidelines and will assist with triage and patient care coordinated with medics on the scene. Once scene has been secured and all patients treated and removed from the scene, it will be turned over to the appropriate Police Agency.

Accountability will be coordinated through the Milford School District's representative(s), Medics, and the Fire Company Personnel. The Supervisor of Transportation shall:

\_\_\_\_\_ Check with Fire Company Commander and ask that the following people be authorized admittance to scene as needed:

- Bus Contractor
- Back-up bus to transport students to school– if necessary
- Back-up bus to finish route
- Other school official(s) as required

*NOTE: Potential problems if parent/guardian is fireman, policeman, EMS, bystander, prohibited*

4. The Supervisor of Transportation shall Identify and Introduce self to Fire Chief /Commander:

\_\_\_\_\_ Obtain list of injured students to be transported to hospital  
\_\_\_\_\_ Obtain list of students involved without complaints of injury  
\_\_\_\_\_ Relay lists to Transportation Secretary

5. Provide emergency file for involved bus to:  
 Fire Chief/Commander  Police Agency  EMS responder(s)
6. Provide "script" to Transportation Secretary with Superintendent's approval to use when responding to info requests
7. The Transportation Supervisor shall coordinate transportation needs:  
 Coordinate students involved without complaints of injury to transport to school.  
 Coordinate completion of route with substitute bus.  
*Students without complaints of injury are to be transported to the school whether AM or PM trip.*
8. The Transportation Supervisor shall instruct the bus contractor representative to address:  
 Towing needs  Contact Insurance Company ASAP  
 Driver Post Drug/Alcohol screening required  
 Discuss details of accident ONLY with Police, EMS, Fire and School Administrators
9. Obtain names and address of parties who assisted  
 Party #1

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Party #2

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10. Proceed to hospital once all students have departed scene and contractor representative is on scene to secure damaged bus. The Transportation Supervisor shall notify:  
 Superintendent of Schools  
 Transportation Secretary  Bus Contractor  School Principal
11. Assist families and guardians as they arrive. Assist hospital staff as necessary.
12. Assist with full accounting for all students.
13. Following the accident investigation, a written report shall be given to the Superintendent of Schools (Exhibit 1).

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963  
POLICY

3402-R3

Transportation Secretary Instructions:

1. Contact the affected school (Exhibits 2 & 3):

- \_\_\_\_\_ Fax school an up-to-date bus student roster
- \_\_\_\_\_ Provide school list of injured students being transported to hospital
- \_\_\_\_\_ Provide school list of students without complaints of injury to be transported to school
- \_\_\_\_\_ Provide school the approved "script" to use for general inquiries

2. Arrange for a 2<sup>nd</sup> bus if needed to transport students without complaints of injury to school.

3. Arrange for 3<sup>rd</sup> bus to complete run if AM run.

4. Contact hospital and alert them to bus accident as warranted

5. Reconcile student lists with the school to determine:

- \_\_\_\_\_ PM Run students dropped off before accident
- \_\_\_\_\_ AM Run students not yet picked up
- \_\_\_\_\_ Provide AM Run not yet picked-up students to 3<sup>rd</sup> bus operator

6. Receive answer and route calls and inquiries:

- Use approved "script" for general inquiries obtained from Superintendent of Schools
- Media calls forward to Superintendent or designee

7. Be available to provide administrative support to:

- Supervisor of Transportation • School Building Principal and/or Administrators
- Contractor Involved in Accident

8. Follow-up:

\_\_\_\_\_ Work with contractor and school to determine that all students are in school or legitimately out sick with parental knowledge/permission

\_\_\_\_\_ Prepare accident file:

- Police report • Copy of MCI Patient Log (where available)
- Copies of parent letters sent by building Principal

\_\_\_\_\_ Prepare accident report for Superintendent and Operations Director

\_\_\_\_\_ Prepare letters of appreciation to parties who assisted with accident

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963  
POLICY

3402-R4

Building Principal Instructions:

The Principal or designee has authority to direct and manage the staging area (school) once non-injured students are transported to the school. These procedures assume the school/student handbook has information directing parents to report to the school in the event of a confirmed bus accident with personal injuries.

1. Prepare staging area to receive students not injured (gym or cafeteria):

- Receive parents and family members at staging area.
- Private changing area – inclement weather conditions.
- Private area with seating for students/families to meet with EMS and psychologist/counselor.

2. Proceed (or send designee) to the hospital to assist Transportation Supervisor:

- Designee (or Principal) to remain at school staging area to receive non-injured students and family as well as manage staging area activities.

3. Notify/recall nurse and may need to call psychologist/counselor to assist with medical and emotional needs of incoming students and families:

- EMS may arrive with students and perform a post-accident screening with school nurse.
- Obtain and have ready emergency medical information regarding incoming students.
- Involve the crisis team at the principals' discretion.

4. Obtain list from Transportation Secretary:

- \_\_\_\_\_ List of students without complaints of injury in route to school
- \_\_\_\_\_ List of injured students in route to hospital
- \_\_\_\_\_ Assist with student count reconciliation

5. Notify faculty/staff of incident.

- Injured students • Students without complaints of injury • Students who will be tardy

6. Parent Notification (in this order or concurrently if sufficient staff is available):

- \_\_\_\_\_ Injured Students in route to hospital

- Inform parents that students were transported and at which hospital they can meet their child(ren).

\_\_\_\_\_ Students without complaints of injury in route to school

- Inform parents that students were checked at the scene and will be re- screened upon arrival to school.

for latent injuries upon arrival to school.

- Inclement weather conditions – parents to bring dry clothes for student
- Request parents report to school to receive students, if necessary, to meet with EMS personnel about student’s physical condition.

- PM Runs – parents MUST report to pick up students at school

\_\_\_\_\_ AM Run Students not yet picked up

- Inform parents that 2<sup>nd</sup> bus is in route and will be off-schedule.

\_\_\_\_\_ PM Run Students dropped off before accident

- Inform parents of accident and that their child(ren) were not involved FYI to control rumors.

7. Receive students without complaints of injury to the prepared screening area (cafeteria or gym) for post-accident screening by school nurse, and other assessment(s) by school psychologist and EMS personnel if available:

- Identify students upon arrival
- Compare to students without complaints of injury list received in #4 above, checking in all students

8. Once screenings are complete, release students as follows:

- Released students to attend class --- Number of students \_\_\_\_\_
- Transported students to Hospital --- Number of students \_\_\_\_\_
- Students signed out by parents --- Number of students \_\_\_\_\_

9. Make an age appropriate school-wide announcement, informing all faculty, staff and students of the bus accident:

- When and where the accident occurred • Nature of the accident
- How many students were on the bus • How many students were transported to hospital
- How many students were received without complaints and had negative findings at the time of the post-accident screening was conducted.

10. Follow-up Exhibits 4, 5, and/or 6):

\_\_\_\_\_ Letters to parents of injured students.

\_\_\_\_\_ Letters to parents of students without complaints of injury but on bus at time of accident.

\_\_\_\_\_ Letters to parents of students assigned to bus but not on bus at time of accident.

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963  
POLICY

3402-E1

**EXHIBIT 1: TRANSPORTATION: BUS ACCIDENT EMERGENCY PROCEDURES**

Initial Bus Accident Report Data – Completed by Transportation Supervisor

All bus accidents are to be reported immediately to the Superintendent of Schools and Operations Director whether or not there are personal injuries or property damage. Please obtain the following information to the extent possible:

General Description of Accident: Date: Time:

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1. What was the exact location of the accident?

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2. Were personal injuries evident? YES \_\_\_\_\_ NO \_\_\_\_\_

Description of injuries \_\_\_\_\_

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3. Was property damage evident? YES \_\_\_\_\_ NO \_\_\_\_\_

Description of property damage \_\_\_\_\_

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4. Has 911 been called?

YES \_\_\_\_\_

NO \_\_\_\_\_ CALL 911 IMMEDIATELY (if property damage or personal injuries are evident) 9

5. School being serviced by the bus involved in the accident:

\_\_\_\_\_ High School \_\_\_\_\_ Central Academy \_\_\_\_\_ Middle School

\_\_\_\_\_ Mispillion \_\_\_\_\_ Banneker \_\_\_\_\_ Lulu Ross \_\_\_\_\_ Morris ECC

6. Bus Contractor and Bus # involved in accident:

7. Persons Contacted:

\_\_\_\_\_ Superintendent of Schools

\_\_\_\_\_ School Principal \_\_\_\_\_ Transportation Secretary

\_\_\_\_\_ **School Nurse** \_\_\_\_\_ **School Counselor** \_\_\_\_\_ **School Psychologist**



MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963  
POLICY

3402-E2

**EXHIBIT 2: TRANSPORTATION: BUS ACCIDENT EMERGENCY PROCEDURES**

Milford School District Emergency Contacts List – 2010

***Building Phone Numbers and Administrative Cell Phones***

Superintendent of Schools: 422-1607

Supervisor of Transportation: 448-6171; 382-9238

Milford High School: 422-1610

Milford Central Academy: 430-7900

Mispillion Elementary School: 424-5800

Benjamin Banneker Elementary School: 422-1630

Lulu Ross Elementary School: 422-1640

Morris Early Childhood Center: 422-1650

***Emergency Contacts***

All Emergencies: Dial 911

Milford Police: 422-8081

Delaware State Police Troop #7:

***Milford School District Bus Contractors:***

Alexander's Bus Service: 422-4887; 632-6805

Bowman Bus Service: 422-4040; 422-0550

D&N Bus Service: 422-3869; 242-8317

Hills Bus Service: 422-0219; 745-5094

Jor-Lin Bus Service: 424-4445; 270-8153

Mills Bus Service: 422-9199; 542-9055

RJK Transportation: 422-3188; 270-8329

Steve Peterman Bus Service: 422-7512; 745-7512

Young's Bus Service: 684-8207; 422-5548

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963  
POLICY

3402-E3

**EXHIBIT 3: TRANSPORTATION: BUS ACCIDENT EMERGENCY PROCEDURES**

*Directory – School Bus Transportation 2013-2014*

**Please refer to the District 2013-2014 Personnel Directory**

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963  
POLICY

3402-E4

**EXHIBIT 3: TRANSPORTATION: BUS ACCIDENT EMERGENCY PROCEDURES**

***Sample Letter***

Date

We are writing to inform you that on date, your child's school bus # was involved in a traffic incident. There was (description of the incident) and there were (number of) injuries reported at the scene of the incident. Your child was transferred to his/her school by Milford School District Bus # and then transported safely home.

As always, please feel free to contact our office with any questions or concerns you might have.

Sincerely,

Name

Supervisor of Transportation

302-424-6476

Policy 3402-E5: Sample Letter – School Nurse - Proposed  
**Milford School District**  
612 Lakeview Avenue – Milford, DE 19963  
(302) 422-1600

Date \_\_\_\_\_

Dear Parent / Guardian,

Your child was involved in a motor vehicle accident today while riding the school bus.

Emergency

personnel were called to the scene and evaluated your child. Based on their findings, it was not deemed necessary to transport your child to the hospital at that time. Emergency personnel made the decision that your child could be safely transferred back to school. Upon arrival to the school, your child received a “post-accident” screening by the school nurse / medic. This screening was performed at \_\_\_\_\_ am / pm, and was directed at identifying any immediate life-threatening conditions. This “post-accident” screening is not to be confused with a full medical evaluation by a physician. School personnel are communicating that at the time of the screening, the child did not complain of any pain or injury, nor demonstrate any indication that an emergency condition existed. Your child’s vital signs were within normal limits for his/her age at that time as well.

**I understand that my child has only received an initial evaluation by emergency personnel and a “post- accident” screening by the medic /nurse.**

**I understand that a full medical evaluation has NOT been performed.**

**I understand that if my child complains of pain, or I notice a change in my child’s condition. I need to immediately take my child to the nearest hospital emergency department.**

\_\_\_\_\_  
Parent / Guardian Signature  
\_\_\_\_\_AM / PM

Time

\_\_\_\_\_  
School Nurse / Witness

***Commitment to Excellence***

The Milford School District is an Equal Opportunity Employer and does not discriminate in employment or in educational programs, services, or activities on the basis of race, color, national origin, sex, sexual orientation, age, disabilities, marital status, genetic information or Veteran Status. Contact the Title IX Coordinator or the District 504 and ADA Coordinator, 906 Lakeview Avenue, Milford, Delaware 19963. Telephone (302) 422-1600. 14

# Milford School District

612 Lakeview Avenue – Milford, DE 19963  
(302) 422-1600

Date \_\_\_\_\_

Dear Parent / Guardian,

Your child was involved in a motor vehicle accident today while riding the school bus. Emergency personnel were called to the scene and evaluated your child. Based on their findings, it was not deemed necessary to transport your child to the hospital at that time. Emergency personnel made the decision that your child could be safely transferred back to school.

Upon arrival to the school, your child received a “post-accident” screening by paramedic personnel. The School Nurse was not present at the school and did not participate in the post-accident screening. This screening was performed at \_\_\_\_\_am / pm, and was directed at identifying any immediate life-threatening conditions. This “post-accident” screening is not to be confused with a full medical evaluation by a physician. School personnel are communicating that at the time of the screening, the child did not complain of any pain or injury, nor demonstrate any indication that an emergency condition existed. Your child’s vital signs were within normal limits for his/her age at that time as well.

**I understand that my child has only received an initial evaluation by emergency personnel and a “post- accident” screening by the medic.**

**I understand that a full medical evaluation has NOT been performed.**

**I understand that if my child complains of pain, or I notice a change in my child’s condition.**

**I need to immediately take my child to the nearest hospital emergency department.**

\_\_\_\_\_ / \_\_\_\_\_

Parent / Guardian Signature  
\_\_\_\_\_AM / PM  
Time

School Nurse / Witness

### *Commitment to Excellence*

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ADOPTED: 2/25/02

REVISED: 5/17/10; 03/26/2012; 6/24/13