

EMERGENCY ACCIDENT PROCEDURES: 6606P2

In the event of an accident, it is essential that certain steps be taken immediately, especially if anyone has been injured.

A. Driver Responsibilities:

Assuming that s/he is in physical condition to discharge these duties, the driver shall:

1. Shut off motor, set hand brake, leave bus in gear or Park position and pull keys.
2. After calming students and seeing if there are any serious injuries that require immediate attention, notify the Director of Transportation/designee immediately, whether or not there are any injuries. If unable to reach anyone in transportation, take immediate steps to notify the appropriate law enforcement agency, school officials, and emergency services if necessary.
3. Keep students in the bus if it has not been badly damaged, is in a normal position, and is not in further danger.
4. Place reflectors and/or emergency equipment per State guidelines.
5. No matter how minor the accident, obtain the data necessary for making an accident report. Either the driver or designated District personnel shall obtain the names and addresses of witnesses, if any.
6. Talk to no one regarding the accident, except to the law enforcement agency and designated school district personnel, and then not in the presence of others.
7. Do not drive the bus from the scene of the accident until authorized to do so by the law enforcement agency or the Director of Transportation/designee, unless it is jeopardizing the safety of others.
8. Go to the transportation office or the Director of Transportation/designee as soon as possible after the accident to complete the appropriate reports for the police or state patrol and for the insurance company representing the District.

B. Director of Transportation/Designee Responsibilities:

Upon notification of an accident, the Director of Transportation or designee shall:

1. Contact emergency services (if not already contacted) if there is reason to believe that there are injuries that require immediate attention;
2. Notify the appropriate law enforcement agency and school authorities as soon as possible.
3. Go to the scene of the accident and gather the names of all students and witnesses.
4. Dispatch another bus to transport the students to their destinations if necessary
5. Contact the parent(s) or guardian(s) of any students who are injured.