

## **Business/Non-Instructional Operations**

### **Procedures for Emergencies; Safety - Transportation**

#### **Procedures to be Followed in the Event of an Accident to a Bus**

If a school bus is involved in a traffic accident, the following procedures shall be followed:

1. In the event of an accident, central office and the appropriate school(s) are to be notified immediately by the bus contractor identifying bus route numbers and location. Any bus or van involved in an accident will remain at accident scene until a representative from central office arrives.
2. If the bus is en route to a school, the students will, upon arrival at school, be examined by the school nurse or school physician before returning to class.

If injuries require further examination, the students will be immediately transported to the nearest hospital.

3. If a bus is en route from school and an accident occurs, the students will be returned to school for the examinations by the school nurse, or school physician, or an ambulance service, or a local hospital, if it is the decision of the representative from the central office. In the event of a serious accident requiring immediate medical attention and/or hospitalization, the students will be taken to the nearest hospital.
4. Bus drivers are not to release anybody until all students and drivers have been accounted for and released by appropriate medical staff and a representation of the school district.
5. All parents of students in need of medical attention will be notified as soon as possible by school officials.
6. Transportation contractor will be responsible for supplying transportation from the scene of accident to home for students who have been released. Board of Education carryalls will be used, if need be, to transport students home from hospital.
7. The school Principal will be responsible for having staff available on the scene for the purpose of identification of students.
8. In the event of a serious school bus or school van accident, parents may call 203-397-4811 for further information.