


Standard Operating Procedure

Subject: In-District Bus Accidents/Incident Response	Effective Date: May 1, 2017 REVISED October 20, 2022	Page(s): 1 of 3
Department(s): Office of Central Registration, Student Assignment Services & Transportation	Approved: Eileen F. Shafer, M.Ed. Superintendent of Schools	Superintendent's Signature: 

I. Purpose:

To establish District Guidelines for proper use by Paterson Public School District staff and provide a standardized approach in the management of in-district school bus accidents.

NOTE: This SOP should be integrated into each school's safety plan.

II. Authority:

The Superintendent of Schools

III. Terms and Conditions:

PROCEDURE: CENTRAL ADMINISTRATION FOR TRANSPORTATION

- a. NOTIFY THE PRINCIPAL about the accident and continue to inform as new information becomes available
- b. Obtain the names of the students on the bus from bus route files
- c. Obtain a list of injuries as soon as available
- d. Provide another bus and driver, if needed

IV. Reporting Procedures:

PRINCIPAL

- a. NOTIFY THE UNIT ASSISTANT SUPERINTENDENT'S Office who will ensure that the necessary administrators are notified.
- b. Notify the Director of School Safety's Office to determine if a security response is necessary
- c. Assign the school nurse to go to the accident site to ensure safety for all non-injured students as determined by EMTs to return to school as quickly as possible this applies to local accidents only (after EMTs has made an assessment)
- d. If a school nurse is not available, the Supervisor of Nursing Services will report to the scene of the accident and carry out the school nurse's responsibilities
- e. In the event of a serious injury or fatality, the Principal or designee will go to the accident site and hospital

- f. Principal will appoint staff to CONTACT PARENT(S) and as information is available, inform them:
 - That their child is uninjured or injured and the medical facilities to which student(s) have been taken.
 - To contact the hospital.
 - Refer incoming media calls to the Director of Communications at (973) 321-0811.

SCHOOL NURSE

- a. Reports to location upon request by an Administrator
- b. Screen students at the scene
- c. Take report from first responders and complete district documentation
- d. Administrator (as per the Principal or designee) and School Nurse sign off on students returning to school
- e. Obtain a list of students going to the hospital from emergency responders at the scene
- f. Inform Principal and/or Supervisor of Nursing of incident updates
- g. The Supervisor of Nursing will be notified by an administrator and report to the scene of the accident between 7:30am-8:30am and 3:15pm-4:00pm

ACCIDENT REPORTING – BUS DRIVER

- a. Contractor shall ensure that every school bus driver will:
 - Immediately inform the Principal(s) of the receiving school(s) and the Paterson Public Schools District's Transportation Department in the event of **any** accident, whether or not it involves an injury, death, or property damage
 - Complete and file the accident report as prescribed by the Commissioner of Education and deliver it to the Principal(s) of the receiving school(s) by the conclusion of the next working day; and
 - Deliver the accident report to the Transportation Department designee after it is signed by the Principal of the receiving school in accordance with N.J.A.C. 6A:27-12.2. In addition, the driver must also complete and file a motor vehicle accident report in accordance with N.J.S.A. 39-4:130.
- b. Failure to immediately inform the Principal of the receiving school and the Transportation Department following an accident, or failure to complete and file the preliminary report by the conclusion of the next working day or failure to complete and file the report may result in disciplinary action, up to and including termination.
- c. The accident report(s) may be downloaded from the State of New Jersey Department of Education website at www.state.nj.us/njed/finance/transportation/trans.htm.

PROCEDURE FOR GENERAL OPERATIONS

- a. Emergency services agencies (Police, Fire, EMT, if called, will take charge of the accident upon their arrival. A school district representative (the Superintendent, or person designated by the Superintendent to have decision making authority) will be dispatched to the accident scene (distance and time permitting) and will report to the Superintendent/Designee.
- b. All injured and potentially injured persons as determined by EMT personnel will be transported to area hospital. The number of ambulances utilized, and hospital destinations will be determined by the on-scene emergency services personnel.

- c. Then, the school administrator/designee and school nurse will sign off on the students to return to school.
- d. Post evaluation by the emergency responders' students not requiring an ambulance will be screened by the school nurse.
- e. If it has been determined by the emergency response authorities at the scene that the accident is minor in nature (estimated force involved suggest no mechanism for injury, no complaints, or signs of injury, little or no damage to school bus), every effort will be made to avoid unnecessary transport of the children to area hospital. In that event, the nurse in consultation with emergency responders will make the decision that students can be transferred back to the school, the administrator and school nurse will sign off at the scene and return to the school with the students and follow up with district post school bus accident procedures.

SECURITY INVESTIGATOR (SHOULD THIS BE INCLUDED)

- a. Go to the scene of the accident ASAP if requested
- b. Ensure guidelines and complete forms on the scene
- c. Camera and cellular phone should be accessible
- d. If EMT have not arrived, assist in first aid
- e. Ensure a list of students involved and injuries via School Nurse if present who will report new information to the Supervisor of Nursing/Central Administrator/Unit Assistant Superintendent/Deputy Superintendent/Superintendent
- f. Take pictures of the accident and gather information
- g. School Administrator will go to the hospital and stay until everyone has been seen by a physician
- h. Complete an accident report and forward to the District's Department for the Director of School Safety with a copy to the Transportation Department
- i. Notify the Director of Communications if media is onsite

- V. **Dissemination:** Superintendent's Cabinet, Principals, Certificated Directors, Vice Principals, Supervisor of Nursing, Certificated Supervisors, Director of School Safety, Director of Student Assignment Services/Transportation, Director of Communications, Transportation Personnel and School Nurses.