UNION COUNTY PUBLIC SCHOOLS
TRANSPORTATION

3319 Goldmine Road
Monroe, NC 28110
704.296.3015
704.226.1895
www.ucpsnc.org

IN CASE OF EMERGENCY OR ACCIDENT
FOLLOW THESE INSTRUCTIONS

MECHANICAL BREAKDOWN

1. Notify the following:
   a. From 5:30 am – 5:30 pm (Monday – Friday) call the Bus Garage 704 296 3015
   b. After Hours/ Weekends and Holidays:
      i. Mechanic on Call 704 589 3612
      ii. Fleet Manager 704 516 7237
      iii. Transportation Specialist 704 292 0323

ACCIDENTS

1. Notify the following:
   - From 5:30 am – 5:30 pm (Monday – Friday) call the Bus Garage 704 296 3015
   - After Hours/ and Holidays:
      i. Transportation Specialist 704 292 0323
      ii. Fleet Manager 704 516 7237
      iii. Mechanic on Call 704 589 3612

2. Notify Law Enforcement – Dial 911

3. Notify the involved School's Administrator.

4. Complete the accident packet located in the vehicle to include:
   - # of students on board
   - # and type of injuries
   - Vehicle # and condition
   - Driver statement
   - Obtain pictures of bus damage as well as other vehicles/property involved
   - A seating chart will be required for the investigating officer

5. Refer Media to Tahira Stalberte at 704 296 5188 ext. 4116.

6. If the bus driver is at fault with students on board, an alternate driver must complete the trip.

7. Driver may be required to complete post-accident drug testing

8. Forward completed accident packet to michael.stegall@ucps.k12.nc.us

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