PATERSON PUBLIC SCHOOLS

Preparing All Children for College and Career

Standard Operating Procedure:

Subject: In-District Bus Accidents	**Effective Date:** May 1, 2017 REVISED May 15, 2026	**Page(s): 1 of 3**
Department(s): Transportation, Nursing Services, School Safety	**Approved:** Dr. Laurie W. Newell Superintendent of Schools	**Superintendent's Signature:** Laurie W. Newell

I. Purpose:

To establish district guidelines for Paterson Public School District staff in the management of in-district school bus accidents.

NOTE: This SOP should be integrated into each school's safety plan. Please refer to Regulation R8630 Emergency School Bus procedures.

II. Authority:

The Superintendent of Schools

III. Terms and Conditions:

A. Emergency services agencies (Police, Fire, EMT) must be called and will take charge of the accident upon their arrival. The Principal (or Administrative Designee) will be dispatched to the scene of the accident.

B. If it has been determined by the emergency response authorities that the scene of the accident is minor in nature (no complaints or signs of passenger injury, little or no damage to bus), the principal, in consultation with the emergency responders, will make the decision that students can be transported back to the school. The administrator will sign off at the scene, return to the school, and follow the district post school bus accident procedures.

C. 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 responders.

IV. Reporting Procedures:

A. Bus Company/Contractor

1. Immediately inform the Principal of the receiving school 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.

2. Complete and file the accident report as prescribed by the Commissioner of Education and deliver it to the Principal of the receiving school by the conclusion of the next working day. 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.

3. Deliver the accident report to the Transportation Department 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. Transportation Department

1. Contact the Principal about the accident and continue to update them as new information becomes available.
2. Obtain the names of the students on the bus.
3. Maintain contact with school and bus company or Principal.

C. Principal

1. Report to the scene of the accident.
2. Notify the unit Assistant Superintendent's office who will ensure that the necessary administrators are notified.
3. Notify the Director of School Safety's office to determine if a security response is necessary.
4. Notify the school nurse.
5. Principal will appoint staff to contact parents as information is available.
6. Compete the NJDOE County Office Incident/Issue Report for the County.

D. School Nurse

1. In the event of an accident with no apparent or actual injuries and when law enforcement officials permit the bus to continue its route after investigating the accident, the school nurse will:

   (a) If the accident occurred on the way to school or during school hours, examine any student who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school; or

   (b) If the accident occurred on the way home from school, examine any student who is feeling or displaying any symptoms of any injuries from the accident the next school

day, or if the parent of a student requests the school nurse examine their child the next school day.

(c) Complete student incident/accident report and send it to Risk Management.

2. In the event of an accident where students are injured, student(s) may be transported to a hospital if it is determined by law enforcement, emergency medical services, and/or at the scene that additional medical treatment is required.

   (a) If the accident occurred on the way to school or during school hours, the school nurse will examine any student not transported to the hospital who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school.

   (b) If the accident occurred on the way home from school, the nurse will examine any student feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.

V. <u>Dissemination:</u>

District Cabinet members, Principals, Supervisors, Transportation Department, Nursing Department