

Business and Non-Instructional Operations**Auxiliary Services****Safety Plan for Bus Accidents****Role of the Driver**

- A. In the event of an accident, the driver will use the radio to inform a bus company official of the accident. Location and known injuries will be given.
- B. If a minor mishap and no known injuries have occurred, the bus will proceed to its destination after receiving clearance from a law enforcement official.
- C. If a serious mishap has occurred:
 1. A serious mishap is any incident or accident which causes noticeable injury to a passenger or driver, or which causes the bus to be inoperable or unsafe for further operation.
 2. The driver will set up reflectors at appropriate distances to protect the scene and to warn oncoming traffic.
 3. The driver shall apply limited first aid to injured students.
 4. Students will remain on the bus until assistance arrives. If evacuation is necessary, emergency evacuation procedures should be followed.
 5. No statement will be made to anyone except law enforcement officials and emergency response personnel, bus company or a District official.

Role of Bus Company Official

- A. Upon notification of any accident, a bus company official, or designee, will immediately notify the appropriate law enforcement agency, EMS, and the District office.
- B. If necessary, a relief bus will be dispatched. A bus company official, or designee, will go to the scene of the accident. In addition, if deemed necessary, a District official shall respond.
- C. At the accident scene, the bus driver, or designee, will record the names of all students and note which students have sustained injury. This information will immediately be forwarded to the District office.
- D. All uninjured passengers will be conveyed on a relief bus to respective destinations.
- E. A bus company official shall notify parents of all children involved in the accident.

Role of the District

- A. The District will follow all procedures outlined in the District Crisis and Safety Plan.
- B. Parents of children seriously injured will be notified by the appropriate emergency personnel.
- C. Appropriate District personnel will assist in coordination of activities at the medical center.

Policy Approved: March 17, 2005

Policy Revised: December 21, 2015