

Bus Accident Procedures

Section 1. Procedures. In the event of an accident involving a school bus, the following procedures shall be observed:

1. The driver shall call the Transportation Office with the following information:
 - A. Bus number and driver's name
 - B. Location of incident
 - C. Number and type of vehicle involved (car, semi, pick-up, train, etc.)
 - D. Number and type of suspected injuries (conscious or unconscious, severe bleeding, pinned, etc.)
2. Personnel from the Transportation Office shall call 911 and give the following data:
 - a. Location of incident
 - b. Name of school system
 - c. Bus number and bus driver's name
 - d. Number and type of suspected injuries
 - e. Number and type of vehicles involved
3. Drivers shall keep all students on board the bus unless the bus is in danger of fire, tipping over, etc.
4. If needed, an additional bus for transporting of pupils shall be sent by the Transportation Office.
5. Injured students shall be transported to the hospital, either by ambulance or by another bus. Names of students and destination should be reported to the Transportation Office, who will contact parents.
6. Uninjured students shall not be released at the scene of the accident for continuing transportation unless approved by the Director of Transportation, Transportation Manager, Chief Financial Officer, or the Superintendent.

7. If there are injuries or if there is a chance that the accident was caused by bus mechanical problems, the State Police shall be contacted by the Transportation Office.
8. Names of all students on the bus shall be recorded and reported to the Transportation Office.
9. Names of students continuing to school shall be given to the principal. Where appropriate, he will contact their parents.
10. Students continuing to their home will, where appropriate, have their parents contacted by the Transportation Office.
11. The following information should be gotten regarding the driver of the other vehicle:
 - a. Driver's name, address, license number
 - b. Type and make of vehicle, license plate number, vehicle identification number
 - c. Insurance carrier
12. Each bus shall carry the following information:
 - a. Map of route
 - b. List of student names and addresses on the route