

***Bus Accidents***

**Regular Transportation**

In the event of a bus accident, whether minor or serious, the bus driver shall immediately contact the bus company to notify of the accident. The bus driver shall not leave the students unattended and should not move the vehicle until authorized to do so, or unless its location may result in further danger. The bus company shall immediately contact emergency services (911), as warranted, as well as the District's Director of Transportation and Building Administrator of the school covered by the bus. The Building Administrator will immediately dispatch an Administrator and the School Nurse to the scene of the accident to conduct an initial assessment of the accident and any injuries. The Bus Driver shall take attendance and provide the list of students to the Administrator. Upon arrival at the scene by EMS, the Administrator and School Nurse will defer to EMS and will advise the Building Administrator and the Superintendent or designee that EMS is assuming jurisdiction over the accident.

If EMS and/or the Administrator and School Nurse determines that the accident is minor and that there are no serious injuries, the bus shall continue to the destination school or the nearest school, at the discretion of the Administrator. In the event there is structural damage to the vehicle, a replacement bus will be immediately dispatched to the scene of the accident. The children will be moved from the damaged bus to the replacement bus, which shall continue to the destination school or the nearest school or home, at the discretion of the Administrator. The Administrator shall verify the student attendance list and the School Nurse shall interview and examine each student to determine his/her condition. Parents/guardians shall be contacted by any reasonable means of communication to notify them of the accident and the condition of their child. Parents/guardians will be notified that they may pick-up their child and take them to their family physician.

In the event of a serious accident involving injuries to students, the Administrator and School Nurse shall cooperate with the police and EMS to identify students, notify parents/guardians and assist with parent/guardian contact at the hospital. The Administrator shall immediately notify the Building Principal and Superintendent of Schools or designee of the accident. All inquiries regarding the accident shall be channeled through the Central Office to ensure that information being delivered is accurate and as current as possible.

An accident report shall be completed as soon as practicable after the accident, and must be submitted to the District's Director of Transportation within 24 hours of the accident. The District's insurance carrier shall be immediately notified of the accident.

**Special Transportation**

If an accident occurs while transporting students on a field trip, athletic or academic competition or other school-related trip or activity, the bus driver and/or the staff member in charge shall immediately notify the bus company, the District Director of Transportation and the Building Principal. The bus company and/or the Director of Transportation shall immediately contact emergency services (911). District personnel shall cooperate with the police and emergency services personnel. Attendance shall be taken and a list of students will be provided as required. The Building Principal shall notify parents/guardians of the incident. All inquiries regarding the accident shall be channeled through the Central Office to ensure the accuracy of the information.