

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 751.21 - BUS ACCIDENT—EMERGENCY PROCEDURES

A. BUS DRIVER

1. Report the accident to Transportation Supervisor or call 911 if unable to contact the Transportation Supervisor or District Office.
 - a. Give all pertinent information.
 - b. Report whether an ambulance is needed.
2. Remove passengers to a safe location, at least 100 ft. from the side of the roadway, if safety conditions warrant their removal.
3. Survey all passengers regarding possible injuries and administer critical First Aid.
4. Make a list of all passengers and possible injuries and radio that information to the District Office if radio communication is possible.
5. Insure that no passengers leave the bus or the scene until transported by ambulance, if necessary, or released by one of the following: Transportation Supervisor, Director of Business Services, District Administrator, or law enforcement.
6. Provide law enforcement at location with all information as requested.
7. Get name, address, phone number, and insurance information if another vehicle is involved.
8. Assist Transportation Supervisor or law enforcement as directed.
9. Make no statements to the media or bystanders; refer to District Administrator.
 - a. Give information to investigating officers and school officials **only**.
10. Complete accident report as soon as applicable.

B. TRANSPORTATION SUPERVISOR

1. Receive the emergency call from bus driver and write down all accident information.
2. Call 911 to report the accident.

- a. Give location of accident and all known information regarding possible injuries.
3. Notify the Director of Business Services.
4. Assist bus driver in completing the accident report as soon as possible and forward to Director of Business Services.
5. Make no statements to the media or bystanders; refer to District Administrator.

C. DIRECTOR OF BUSINESS SERVICES OR DESIGNEE

1. Notify the District Administrator about the accident and continue to inform as new information becomes available.
2. Obtain the names of students on the bus from the bus route files.
3. Obtain a list of injuries as soon as available.
4. Provide another bus and driver, if needed.
5. Appoint staff to contact parents and, as the information is available, inform them:
 - a. That their child is uninjured or injured, and to what extent.
 - b. Of the medical facility to which student has been taken.
 - c. To contact the hospital.
6. Contact the insurance carrier.

D. DISTRICT ADMINISTRATOR

1. Notify the principal(s) about the accident.
2. Inform Board members about the accident prior to making any statements to the media if time permits.
3. Prepare an appropriate media or public relations statement.
4. Receive any calls from the media regarding the accident. See Policy/Procedure 724, Media Contact During School Emergency.
5. If District Administrator is unavailable, the above will be the responsibility of the Director of Business Services.

E. PRINCIPAL

1. In the event of a serious injury or fatality, the principal or designee will go to the accident site and to the hospital.
2. Make no statements to the media; refer media calls to District Administrator.
3. Determine in consultation with the Director of Pupil Services the involvement of the Crisis Team.
4. Inform staff.

ADOPTION DATE: March 8, 2004

REVISION DATE(S): March 14, 2005

REVIEW DATE(S):

CROSS-REFERENCE: Policy 751.21 Bus Accident - Emergency Procedures
Policy 724 Media Contact During School Emergency

LEGAL REFERENCE: