

School Bus Accident Protocol

- 1) In case of an accident:
 - a) The driver will communicate immediately, word of the accident to the Transportation Department, conveying location, seriousness of the accident, injuries, etc.
 - b) The bus driver will account for all students; the driver will evacuate students if it is unsafe for them to remain on the bus.
 - c) The Transportation Department will immediately call "Emergency 911."
 - d) The Transportation Department will call the Building Principal and Superintendent's Office to report the accident.
 - e) Information about the accident with bus number, school involved and location will be given to the affected school principal and request that he/she stand by in case assistance is needed.
 - f) The Transportation Department will initiate the procedure outlined below if students are transported to the hospital.

- 2) Morning Runs
 - a) If the accident involves injuries, Ask 911 center to dispatch an ambulance.
 - b) If the bus is involved in a minor fender-bender ask all students if any one is injured or has any pain.
 - c) If they report pain, request an ambulance from 911.
 - d) If no student reports being injured, and the bus is going into school, have the nurse check the students out upon arrival to school.
 - e) School Principal/Staff contact all parents on the route to let them know that the bus was involved in a motor vehicle accident and their child's status.
 - f) If parents have, any questions feel free to contact the school or Transportation Department.

- 3) Afternoon Runs
 - a) *If the accident happens on the way home, the same protocol is followed.*
 - b) *The exception is, that the School Nurse does not check out the students and parents are advised to contact their doctor if their child exhibits pain later in the evening.*
 - c) *If accident happens between the time the bus departs the school up to 45 minutes later, School Principal/Staff contact all parents on the route to let them know that the bus was involved in a motor vehicle accident and their child status.*
 - d) *If accident happens after the 45-minute period has elapsed, the Transportation Department will commence parental notification.*

4) Evening/Away Trips

- a) Driver Responsibilities:
 - i) Work with coach to determine whether there are injuries to any bus passengers.
 - ii) Immediately contact 911 to report accident and any injuries. Be sure to know your location, direction and what you need.
 - iii) Contact Dispatch Office (518-439-3830) or Transportation Director (518-858-0535 cell) (518-373-1768 home) or the Assistant Director (518-858-0533 cell) if unable to make contact at the primary number to report accident. Be sure to know your location, direction and what assistance you need.
 - iv) Provide assistance with basic first aid and comforting students.

- b) Coach Responsibilities:
 - i) Prior to departing for trip, be sure you have a copy of emergency procedures, emergency permission forms signed by a parent/guardian, emergency phone numbers for athlete's home, parent/guardian workplace.
 - ii) Have an accurate roster of all athletes' and an accurate head count. Seating location is also useful for police department reports.
 - iii) Notify Director of Athletics as soon as possible.
 - iv) Assist driver with basic first aid, comforting students and making contact calls.
 - v) Determine whether to continue to athletic event or return to school.
 - vi) Arrange for medical check of all students.
 - vii) Assist with contact of parents/guardians and provide location of pick-up if necessary.
 - viii) Complete a post-accident review, evaluation, and report.

- c) Athletic Director Responsibilities:
 - i) Notify Superintendent / Assistant Superintendent as soon as possible.
 - ii) Be prepared to respond to accident location to provide guidance and support.
 - iii) Assist with parent/guardian contact, providing location for pick-up if necessary.
 - iv) Make determination whether to continue to athletic event or return to school.
 - v) Arrange for medical check of all students.

- d) Role of support personnel:
 - i) Director of Transportation and Head Trainer will go to the scene of the accident. The Director of Transportation will be the lead district official at the accident/incident site.
 - (1) Take charge of bus driver
 - (2) Speak with law enforcement
 - (3) Complete report on accident

- (4) Sign off on the release form for EMT (if there are no injuries reported)
 - (5) Other duties as needed
- e) The Superintendent of Schools will be informed of the accident(s) and all details of students involved, injuries, etc. Reports to hospital if students are transported.
- i) Work with hospital personnel in identifying students and parents
 - ii) Communicate with school personnel at accident scene
 - iii) Conduct press conference with hospital personnel
- f) Assistant Superintendent will report to the school when needed. Reports to second hospital if students are transported to multiple facilities.
- i) Work with hospital personnel in identifying students and parents.
 - ii) Communicate with school personnel at accident scene
 - iii) Communicate with school personnel at the school
- g) Director of Pupil Personnel Services will report to the hospital when needed. Reports to third hospital if students are transported to multiple facilities.
- i) Work with hospital personnel in identifying students and parents
 - ii) Communicate with school personnel at accident scene
 - iii) Communicate with school personnel at the school
 - iv) Provide counseling services as necessary
- 5) Chief Business and Financial Officer will remain at the Central Office to assist with the emergency.
- a) Will assume the role of Public Information Officer
 - b) Release information to press as provided by Superintendent
- 6) School Principal If asked to do so will report to the scene of the accident. Principal and Assistant Principal will report to hospital after accident scene has been secured.
- a) Wear some form of school personnel identification
 - b) Take an Emergency Care Kit (emergency care forms, bus roster, cell phone, notepads & pencils)
 - c) Report to responding Emergency Medical Technician for directions
 - d) Assist as directed in tagging students with I.D. before transported to hospital
 - e) Students not taken to hospital MUST be checked by emergency personnel before released to parent.
 - f) Control and document the dismissal of students with parents (take notes on all children)
 - g) Communicate with the Superintendent at the hospital
 - h) Communicate with the school, names of students being transported to the hospital
 - i) The school is to refer all calls from the news media to the Public Information Officer (Chief Business and Financial Officer).
- 7) School Nurse(s) shall remain on standby at the school(s) to assist with the emergency as needed.

- a) Evaluate students returning from the accident to school
 - b) Confer with parents on conditions to watch their children for at home
 - c) Assist school staff with medical conditions that may arise in the building with staff, parents and students
 - d) If more than one nurse is needed, Transportation Department will make arrangements to have additional nurses at the school
- 8) In the event of an absence of one or more assigned duty administrator(s), substitute assignments are noted below:

<u>Administrator</u>	<u>Designee</u>
Superintendent	Assistant Superintendent
Assistant Superintendent	Director of Pupil Personnel Services
Director of Transportation	Assistant Director of Transportation
Chief Business and Financial Officer	Assistant Superintendent
Director of Pupil Personnel Services	Assistant Superintendent

- 9) Medical reports on injuries will be released by the hospital.
- 10) The police will release legal charges, if any, involving the driver.
- a) Note: In the event of a massive casualty accident, we would probably request a principal and the nurse come out to assist with calming and identifying students. However, as general rule we do not request (or allow) school personnel at our accident scenes as too many “chiefs” adds for confusion at the location. Emergency personnel need to have a single point of contact from the school district, and that should be the Director of Transportation.

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