

Non-Instructional Operations

Transportation: Accident Reporting Procedures

In any cases where a vehicle transporting students is involved in an accident the driver is responsible for the following procedures:

1. Immediately use the two-way radio to report the accident to the bus company and to the Transportation Coordinator in Central Office.
2. Inform the police and arrange for whatever medical help is necessary.
3. Ensure that students remain in a safe place, either on the bus or off the road, while waiting for other transportation.
4. Check student attendance against the updated list of bus passengers to ensure that all students have been accounted for after an accident.
5. File a written report of the accident with the bus company, with the school principal, and with the Transportation Coordinator.

The Transportation Coordinator will notify the school principal and the Superintendent, upon receiving notice of an accident involving students. The principal will make every reasonable effort to notify the parents/guardians of each child on the bus involved in the accident.

If a bus accident occurs when schools are closed and the principal is not available, the Transportation Coordinator will be responsible for contacting the parents/guardian of any students involved in an accident and for informing the Superintendent of Schools about the accident. In this case, the Transportation Coordinator is required to notify the school principal within twenty-four (24) hours of the accident.