

Guidelines for Bus Accidents

All drivers before any run will check to make sure they have a seating chart, current contact information for students assigned to their bus or those that will be on the run they are driving. All drivers will have a form of communication so they may make a contact/call if necessary. All buses will have a first aid kit. All buses will have personal protection equipment for the driver gloves and face shield. All drivers should have an emergency medical listing of the students that are on their roster if that student may have a life threatening condition that could cause injury to themselves or others. Drivers will be in-serviced on how to deal with the medical conditions of the students on their bus.

1. If the driver is capable after the accident he or she will conduct the initial investigation to determine if there are possible injuries or if the bus needs to be evacuated. The driver will call 911 first and then the school contact.

The following information should be provided:

- Bus number
- Driver name
- Exact location
- Number of students on the bus
- Number of injuries or non injury status
- Extent of injuries
- If there is entrapment
- How many vehicles are involved?

After providing information to the district supervisor the driver will mark the seating chart, noting all students on the bus and their seat location at the time of the accident. Students will stay on the bus until police arrive or other responding emergency personnel, unless safety concerns dictate otherwise.

2. **NOTE:** As soon as the emergency responders are on the scene this will be a mass casualty scenario and a command center will be established and a unified command post will be formed as other personnel arrive.

- If the situation is of severity to need extra school personnel for assistance the responders will notify the school to send additional personnel.

3. The transportation department will notify the following personnel:

- Dispatcher or transportation secretary
- Vehicle maintenance - will remain on duty until released by the supervisor. They will make initial preparations, contacting a tow service if needed, collecting chains or other equipment they feel will be necessary and wait for further direction.
- Building administrators - who will then notify the health room staff
- Superintendent - who will notify the board of directors?
- Any other essential district personnel necessary

4. The supervisor of operations or the designated administrative personnel will go to the scene of the accident. Once on site the assigned staff will report back to the district with specific information about the location, extent of injuries, and amount of damage.

5. The superintendent will inform the public relations contact person to remain at the district and be available in order to coordinate and provide information and assist from this location. When sufficient facts are available an appropriate statement will be disseminated to the media by the superintendent or their designee. Updates will be provided to keep all persons informed.

6. Building administration, assistant, and or designee will remain at their building to await information from the scene. They will assign persons to contact parents once they have been informed of the students' involved, coordinate response to area hospitals to meet parents of involved students. If they go to a hospital site the building administration will have phones staffed prior to their departure. Staff arriving at hospitals will report back on the number of students arriving, names, extent of injuries, and student status.

7. Health room staff will check each student involved in the accident as follows:

- Normal School Hours: All students that are brought to the building will report to the nurse's office. The nurse will examine and take information on all students involved. Parents will be informed of their status after they are checked. Complete all appropriate documentation and call for assistance if needed.
- After School Hours/ weekend/ activity run/file trip/sports trip: Contact 911 and EMS will respond and take charge of the situation. If there had been an accident after school has been dismissed the nurse will examine all students involved the following school day. If a student involved in the accident is absent the nurse will make a home contact for follow-up. Complete all appropriate documentation and call for assistance if needed.

NOTE: all off site trips for any reason the coaches or advisors should have in their possession a roster of participants with emergency contact information.

8. Off site accident after school hours EMS shall be requested for evaluation on scene.

NOTE - All emergency certified responders should have picture ID's that indicate that they are emergency management personnel. They should display their ID in visual view so they can be identified from other persons that may come to the site.

The first emergency responder will contact district personnel to inform of the accident.

District should file with 911 a priority call list of names and phone numbers.

District will contact parents/guardians of students as soon as possible.

9. Parents are asked prior to and when they go to the bus accident scene:

Prior to:

- Provide emergency contact numbers and ensure that are on file in school and up to date.
- Talk to your child and have a plan in place if needed in case of an emergency during school hours, on the bus, after school hours and during field trip or sporting events..
- If your plan includes giving permission for your child to be able to be picked up by a person other than yourself, this **MUST** be on file in the school office.
- Reinforce with your children that in an emergency it is important for students to follow the directions of the staff and to not try to leave on their own.

On scene:

- Have personal identification to verify who you are when requested
- Do not panic, do not call 911.
- Refrain from calling your child or trying to take your child from the scene
- Listen to the news or information being provided and follow instructions
- Please - Wait for communication by the school to you about the situation.
- At scene you may take only your child or those that you have permission to take on the filed emergency card.
- Follow the direction of the emergency responders or school personnel and we will try to unite you with your child as soon as possible.
- If your child has been sent to a hospital we will inform you of where you should proceed to meet your child

10. Procedures while on scene:

- Students will be kept on the bus if at all possible.
- NO STUDENT will be released to parents until necessary student information is obtained
- Police report must be filed.
- A log will be maintained of all released students including who they were released to if possible.
- School personnel will be responsible to log students and who they are released to.
- Students will be tagged and a log will be kept to where students have been sent for further medical attention.

11. If there has been a fatality on the bus:

- All students will be moved away from the casualty
- All students will be transported to area hospitals
- Coroner will be contacted and will oversee the casualty
- The scene will be secured for many hours including the vehicle

12. If the accident has rendered the driver incapable of action after the accident students should follow the procedure that has been relayed during bus evacuation drills. If students have cell phones they should call 911. If the bus is not in danger the students should remain on the bus until emergency responders arrive on the scene. No student should leave without being released by emergency personnel.

13. Post a traumatic accident, injury or fatality the trauma team should be contacted and put into operation to address the issue. Staff briefed by the administration and support provided for students as well as staff, parents and community.

14. Written reports will be completed after any incident/accident and will be prepared by the driver and provided to the office of transportation. A copy will be sent to the superintendent and business manager.

15. Bus evacuation/emergency drills will be practiced to prepare students to respond appropriately in the event of an accident.