

BUS ACCIDENT PROCEDURES

Level I: In the event of a bus incident/injury which results in a minimal damage or minor complaints (i.e., slipping into ditch, _____ on the bus), the following procedures will be followed:

- A. The contracted bus service (or in the event of a district-owned bus, the district employed bus driver) will notify the district administrator or, in his/her absence, the director of student services. The administrative assistant to the district administrator assigned to transportation may be contacted if an administrator listed above is not available.
 - 1. Fischer Bus Service will contact each parent of a student rider with information about the incident.
 - 2. Fischer Bus Service will provide: 1) a list of students and injuries/complaints if any (via fax, e-mail, or hand delivery); 2) a description of the incident, including time of day, location, injuries, structural damage (and follow-up by law enforcement, if any).
 - 3. The district nurse will follow-up with students (and where appropriate, parents) within 24 hours of the notification of the incident or the next available school day in the event of a holiday. The nurse will provide a written account of that follow-up to the district office.

Level II: In the event of a serious incident involving multiple injuries, the following procedures will be followed:

- A. The district will verify notification of a bus accident in one of the following ways:
 - 1. Verification from transportation contractor.
 - 2. Verification from law enforcement.
 - 3. Verification from an adult rider (i.e., coach/chaperone/teacher) and a principal.
- B. Once verified, the district will assemble/procure the list of riders as well as an emergency form.
- C. The district administrator or his/her designee will determine what details are available, where students will be located/transferred to, and who will be available at the site or assigned to assist students.
- D. Parents/guardians will be notified via telephone of the accident when sufficient information is available to inform them of the likely location(s) of their child. It is not prudent to call parents/guardians before some details are known, as this will necessitate a second call while dealing with incoming calls, walk-ins, etc. In the event that there is no answer at the number of a parent/guardian, the following message will be left, "This message is for [parent/guardian name]. Please call [school at #] as soon as possible.

Emergency contacts other than the parent/guardian will also be called; however, messages will be left for parents/guardians only to limit confusion during call-backs.

- E. The district administrator will develop and provide the official district response for media or others.

- F. The district nurse will follow-up with students (and where appropriate, parents) within 24 hours of the notification of the incident or the next available school day in the event of a holiday. The nurse will provide a written account of that follow-up to the district office.
- G. The district administrator will direct a response review team to review details of the procedure, outcome, follow-up, and implement changes as necessary.
- H. As soon as practical, the district will procure and review copies of the accident reports related to the incident.

*The order of events E-H may or may not take place as listed above.

*All other procedures regarding student contact with media, etc., will follow those as outlined in the district safety response plan.

APPROVED: May 10, 2006