

## VEHICLE ACCIDENTS

In case of an accident or breakdown, the following procedures are to be followed. The bus drivers are to have at least one drill in the fall and one in the spring with the students. During these drills, the students are to be shown how to operate the radio in case the driver should be injured and where the first aid kit is located. The bus supervisor will document these drills.

### Driver Responsibilities

1. The driver is to remain with the vehicle.
2. The driver is to notify the home base via radio immediately and is to specify the location and extent of driver and student injuries.
3. The driver is to request police notification and to request ambulance and medical assistance if it is needed.
4. The driver will evacuate the bus if it appears that is necessary.
5. The driver will administer first aid to those students needing it.
6. The driver will confirm with the bus supervisor the names of all students on the bus.
7. If the accident is major, all students on the bus, even if they appear unhurt, are to be checked at the nearest available emergency room.
8. The bus driver and bus supervisor are responsible for completing any "Injury Reporting Forms" for any students injured and the driver is responsible for completing the form for employees, "Employer's First Report of Injury".

### Bus Supervisor Responsibilities

1. The bus supervisor, or mechanic if the supervisor is unavailable, will place emergency calls as requested.
2. The bus supervisor or mechanic will notify the district administrator immediately.
3. The bus supervisor will go to the site to assist with identification of which students were on the bus and where they are being transported and how the transporting is being done.
4. The bus supervisor will notify the principals of the names of the students on the bus and where the students will be transported.
5. A second bus will bring the students back to the school if the accident is minor and the first bus is unable to continue. Students will not be released to class until parent permission is obtained to do so. Preferably, parents will come to the school to see their student in person and to determine whether the student should remain in school for this day.
6. The bus supervisor will secure all personal items from the bus involved in the accident and will make an effort to get the items to their owners.
7. The bus supervisor and bus driver are responsible for completing all injury reporting forms for any students injured on the bus.

### Principal Responsibilities

1. The principals will notify parents of students on the bus and tell them where to meet their student - at the medical facility or at the school.

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2. The principals are to take charge of any students returned to the buildings.
3. The principals are to help parents determine whether students should remain in school for the remainder the day or spend the remainder of the day at home.
4. In case of a major accident with students hospitalized, at least one principal and one counselor will go the hospital to assist with parents and students. At least one principal will stay at the school to deal with parent and student concerns on site.

### District Administrator Responsibilities

1. The district administrator will handle all media requests for information. The only statement anyone else may give to the media is “no details are available at this time”.
2. The district administrator will notify the insurance company.
3. The district administrator will notify the school board.

Approved: March 1, 2007