**BUS ACCIDENT PROCEDURES 2020JAN23**

Teachers/Coaches/Advisors must give an updated, accurate roster to the Athletic Office/Principal’s Office/Transportation Office the day before the trip. This roster must include everyone going on the trip along with their contact telephone numbers.

In the event of an accident, the following procedures **must** occur:

1. Driver **must** contact 911, who will contact police and EMT services.
2. Driver **must** contact the Bus Company.
3. Rohrer **must** contact Transportation Department and notify Administrators.
4. Transportation Department **must** contact Superintendent.
5. Superintendent prepares message for all secretaries to share with public inquires.
6. Superintendent prepares message for board members and administrators.
7. One district office administrator operates command center at district office or at respective school.
8. Transportation Department must contact all parents.
9. If able, the teacher/coach/advisor should contact all parents (2 calls are better than 1).
10. Transportation Department **must** contact Athletic Director/Principal.
11. Principal and nurse from school/campus, if on duty, will report to the scene.
12. Bus Company, Director of Support Services, or both will report to the scene.
13. One District Office Administrator reports to the respective school.
14. Driver will **never** leave the scene of the accident.
15. A second bus is dispatched to the scene.
16. Teacher/Coach/Advisor should **never** give directions to the driver.
17. In the event of a minor accident, the police may not come, but the students must be examined by a first responder.
18. Once students are cleared by a first responder and/or police, they return to school, continue on route, or are released to parent/guardian.
19. Driver must be drug tested and does not drive until cleared.
20. Bus in accident is returned to base.
21. Bus needs to be inspected before future usage.
22. When notifying the parties listed above, please report the details about the accident:
* Are there any injuries?
* The location of the accident;
* The approximate time of accident;
* Is the bus drivable?
* A telephone number (cell number) to contact the driver/coach/advisor if there are any additional questions.

\*\*\*Note: When contacting the Transportation Department, please identify the students from your roster who are **not on** the bus.