

BUS ACCIDENT

Bus Company Duties:

- Protect student passengers from injuries and the bus from further damage.
- Quickly and accurately contact the school district and provide the following information:
 1. Bus name
 2. Who (last names, first names)
 3. When
 4. Where (location, nearest address, last drop off)

Superintendent or Designee:

- Dispatch the district business manager, school administrator, or designee to the accident location.
- Collect student names from the bus company.
- School official(s) at the scene will assess level of support needed and convey this to the Superintendent's office.
- The Superintendent or designee at the scene will confirm the names of student passengers, their conditions, disposition, and location(s) where injured were taken to the district office so parent notifications can be made.
- District staff will notify and record contact with families.
- Direct school official(s) at the scene to accompany injured students to the hospital.
- The Superintendent or designee will ensure any special health information or medication for any injured student who is sent to the hospital.
- If multiple hospitals are used, the Superintendent's office will send a school representative to each hospital.
- The Superintendent or designee will notify the parents/guardians of students involved, and if injured, the name/location of the hospital the student was taken.
- District staff will assess counseling needs of victim(s) or witness(s) and implement post-crisis procedures.
- Direct the district public information officer to prepare a media release and parent letter of explanation for the same day distribution, if possible.