

## **SCHOOL BUS ACCIDENT GUIDELINES**

### **1. Remain calm under all circumstances.**

- Your calm leadership will benefit all involved parties in any accident.

### **2. Quickly assess the health and safety of all students and staff involved in the accident.**

- If the vehicle is in a precarious situation (i.e.: on fire; stuck on a railroad track; in a river, etc.), get all passengers out of the vehicle and to a safe location at a safe distance away from the vehicle.

### **3. Notify the authorities!**

- Contact law enforcement officials and/or emergency officials.
  - ✓ Location of the accident
  - ✓ How many vehicles were involved
  - ✓ Type of accident i.e.: fire, personal injury, etc.
- Contact a school district official.
  - ✓ Location of the accident.
  - ✓ How many vehicles were involved.
  - ✓ Type of accident i.e.: fire, personal injury, etc.
  - ✓ How many students and teachers are on board your vehicle.
  - ✓ Have the school district notify parents and guardians.

### **4. Secure the scene!**

- Set up the emergency reflective triangles.
- Help assist the injured if needed
- Help to direct other traffic around the accident.
- Get a list of all persons, both students and staff, who were on the bus.
- Every bus should carry a disposable camera. Take pictures of the entire scene.
  - ✓ The general area and accident scene
  - ✓ Specific shots of vehicle damage to ALL vehicles.
  - ✓ Tire marks, brake skid marks or anything else that seems relevant to the accident.
  - ✓ ALL injured parties, both yours and the other vehicles involved.
- Determine if your driver needs to be drug and/or alcohol tested

### **5. NEVER talk to the media or claim responsibility for the accident.**

- Even if you were at fault, DO NOT voice that opinion to anyone!
  - ✓ The courts can use this as an assignment of fault in the event of a lawsuit.
- The Superintendent or district designee shall deal with all matters involving the media.
  - ✓ If asked a question by the media, simply respond "No comment, you need to talk to our district representative."

### **6. Document, Document, and Document!**

- Document EVERYTHING!
  - ✓ Time of day
  - ✓ Weather conditions
  - ✓ Road and traffic conditions
  - ✓ All damage and all injuries to ALL parties involved
  - ✓ Student names, staff names, other party names, addresses and phone numbers
  - ✓ Law enforcement names and numbers
  - ✓ Emergency crew names
  - ✓ Document absolutely everything!