

**BOARD PROCEDURE**

**Descriptive Code: EDG**

**BUS ACCIDENT PROCEDURE:**

**Date: August 7, 2000**

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BUS ACCIDENT PROCEDURE

Upon the occurrence of a bus or van accident, when one or more students are on the bus or van at the time of the accident, the following action will take place.

1. Driver will initiate a call to the emergency number and request that emergency medical technicians be dispatched to the scene if students are on the bus and inform the dispatcher whether or not there are injuries.
2. Driver will initiate a second call to the Columbia County Sheriff's Department, informing them of the driver's name, bus number, school served, location of accident, injuries and extend of damage. The Department of Transportation will then notify the principal/assistant principal of the accident. Another call will be made by the Department of Transportation informing the Superintendent's Office of the accident.
3. If the driver has been injured and cannot make the calls as required, the Department of Transportation will call the emergency number along with notifying principal/assistant principal and superintendent's office.
4. The senior professional administrator on site will evaluate the condition of the student's for reporting purposes. Administrator will notify the principal/assistant principal of the status of all students on board of include the condition of those injuries.
5. School system personnel at the scene will conduct an accurate inventory of passengers and see that this list is delivered to the sheriff's department. Department of Transportation, Business Department and principal/assistant principal of the appropriate school.
6. In the case of a morning accident or a field trip accident where the students are delivered to their school post-accident, the students will be evaluated by a school administrator immediately upon their arrival at the school. The driver will keep all students on the bus until the principal/assistant principal indicates that they are prepared for the students to disembark from bus.
7. Once all students have been evaluated, the school will notify all parents/guardians of all students concerned and apprise them of the accident and subsequent evaluations of their child or children. Notifying parents/guardians may be by phone or letter (see letter A).
8. In the event of an accident where the students are en-route home, steps 1-7 (inclusive) above will still be followed. Letters and/or calls informing parents of accident will be handled by the Department of Transportation.
9. All accidents involving a school bus even if considered minor must be reported to the Department of Transportation whether or not students are on the bus.

**ADOPTED: 01/09/96**

**REVISED:**

**Columbia County Board of Education**

**PAGE 2 – EDG – Bus Accident Procedure**

**Bus Accident Procedure**

LETTER A

Dear Parent/Guardian:

Regrettable your child's bus was involved in an accident on \_\_\_\_\_  
(date of accident)

Your child was evaluated by school personnel and emergency medical technicians at the scene of the accident.

If you have any questions or need further information, please contact your local school or the Department of Transportation at 541-0657 between 7:30 a.m. and 4:30 p.m., Monday - Friday.

Sincerely,

Principal

Director of Transportation

