

Bus Incident/Accident

In the event of a dangerous incident during school transportation, the safety of the driver and passengers is the most important factor. Follow County School Board policy and refer to any of the previously mentioned school safety responses for direction. Calls to the bus garage, 911 and/or the school Principal should occur in every emergency situation.

Bus Drivers:

- Check for any injuries
- Call dispatcher with the accident location and report any injuries
- Secure the bus and display warning signs
- Keep all passengers on the bus unless it is unsafe to do so. If the threat of fire exists, Evacuate everybody to a safe location
- Account for all passengers
- Complete necessary incident/accident forms following the incident

Bus Garage:

- If emergency call is received, record all accident information; keep open communication with the driver
- Call 911 or local police if not already done by the bus driver
- Notify the BOE Director of Transportation
- Director of Transportation should notify County School Superintendent's Office
- Provide another bus and driver to assist
- Notify school of estimated time of arrival for students

Principal's Office:

- Contact appropriate staff
- Dispatch a school representative to the scene if possible
- Contact parents and/or guardians and inform them of the following:
 - » List of injured, once available
 - » Medical facility that injured students are being transferred to

If any injuries, see also the Medical Emergency Event Aid and Flow Chart.

Incident Commander	<ul style="list-style-type: none"> • Dispatch a school representative to the scene, if possible • Notify BOE/Superintendent of the incident. • Ensure that parents and guardians are aware of the incident
Head Custodian	<ul style="list-style-type: none"> • Report to the IC for instructions
School Nurse	<ul style="list-style-type: none"> • Report to the IC for instructions • Provide external emergency responders with any medical information that will assist their assessment of injured riders
School Counselor	<ul style="list-style-type: none"> • Follow school protocol to support all students especially those with disabilities and emotionally vulnerable students. • Assist with contact of parents, as needed. • Activate Mental Health Response Team to support distressed students and families and to assist with the recovery process
School Resource Officer	<ul style="list-style-type: none"> • Respond to the scene if within the incident is local to assist with the response
Evacuation Coordinator	<ul style="list-style-type: none"> • Report to the IC to receive initial instructions
Reunification Coordinator	<ul style="list-style-type: none"> • Report to IC for further instructions

BUS INCIDENT/ACCIDENT - FLOW CHART

