# **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> <li>Dispatch a school representative to the scene, if possible</li> <li>Notify BOE/Superintendent of the incident.</li> <li>Ensure that parents and guardians are aware of the incident</li> </ul>
Head Custodian	Report to the IC for instructions
School Nurse	<ul> <li>Report to the IC for instructions</li> <li>Provide external emergency responders with any medical information that will assist their assessment of injured riders</li> </ul>
School Counselor	<ul> <li>Follow school protocol to support all students especially those with disabilities and emotionally vulnerable students.</li> <li>Assist with contact of parents, as needed.</li> <li>Activate Mental Health Response Team to support distressed students and families and to assist with the recovery process</li> </ul>
School Resource Officer	Respond to the scene if within the incident is local to assist with the response
<b>Evacuation Coordinator</b>	Report to the IC to receive initial instructions
Reunification Coordinator	Report to IC for further instructions

#### DISCOVERY

Bus Driver determines type of incident, including:

- Serious vehicle accident
- 2. Vehicle accident hazardous materials
- 3. Medical emergency
- 4. Act of violence
- 5. Other



#### **NOTIFY**

Bus Driver notifies:

- 1. 911
- 2. Principal's Office
- 3. Transportation Department / BOE

#### ACT

Incident Commander obtains:

- Description of incident, what happened, location and time of incident
- Number and type of injuries (if any, see also Medical Emergency Event Aid and Flow Chart)
- 3. Number of people involved
- 4. Does the threat still exist?
- 5. Action(s) taken

Incident Commander will:

- Call 911 if not already contacted
- 2. Notify or update the BOE / Superintendent
- 3. Notify CRT
- 4. Send a school representative to the incident site if possible
- 5. Notify parents or guardians

Incident Command is in effect

### ASSESS

Incident Commander assess situation:

(See Event Aid for more information)

## ACT

Incident Commander will:

- Notify PIO to contact parents
- 2. Assist the Director of Transportation

If accident is out of the area, Incident Commander will:

- Notify BOE/ Superintendent and CRT
- Meet students when they arrive back at the school

## •••• NOTIFY

Crisis Response Team will notify:

- Affected faculty and staff
- 2. School counselor/ mental health crisis team manager

#### • POST-INCIDENT

Incident Commander, Crisis Response Team and/or County School Administrator will:

- 1. Initiate Incident Report
- Debrief BOE and school staff
- 3. Debrief with school counselor/mental health crisis team manager
- 4. Implement critical stress debriefing program if needed
- 5. Conduct Post Incident Critique and take corrective action(s)