

### Accidents

If the school bus is involved in an accident, the following procedures are to be followed by the bus driver:

1. Set the parking brake.
2. Turn off ignition and remove the keys.
3. Remain calm and reassure the pupils.
4. Notify Central Office.
5. Use emergency reflectors to “protect the scene”, as appropriate.
6. Unless the bus is on a railroad track or is in danger of another collision, do not move the vehicles involved until law officers advise you to do so.
7. Check for injury to pupils. If there is an injury, move the person from danger and give First Aid. Caution must be observed if neck or back injury is indicated.
8. Keep all pupils on the bus unless there is a fire/possibility of a fire or the vehicle is in danger of further collision or the position of the bus is such that the passengers or others are endangered.
9. Account for all pupils.
10. Notify school administrators and appropriate law enforcement agency of the location and nature of the accident. In reporting the accident, give the following information:
  - a) The exact location of the bus,
  - b) If another bus is needed to transport students, and/or
  - c) If a wrecker is needed.
11. Fill out an accident report and file it with the Director of Transportation within twenty-four (24) hours of the accident. Failure to do this constitutes negligence on the part of the driver.
12. Do not discuss the facts of the accident with anyone except the investigating officer and school officials.
  - a) The driver is not to admit that an accident is his/her fault. The driver may say, "I'm sorry the accident happened, and you must speak to my supervisor."
  - b) Do not offer to pay any damages to the other party involved. If the bus driver is at fault, the Board's insurance company will handle any claims.
  - c) Never say, “The Board's insurance company will pay for the damage.” The Board's insurance adjuster will make that decision. If the representative of another insurance company or an attorney representing the other party involved visits the driver and requests a statement either written or verbal, the driver shall refuse. The driver should tell them that he/she has filed the accident report with the Director of Transportation and they will have to see him/her or the Board's insurance agent. (This is very important in settling claims.)

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13. Be sure to get the names, addresses, driver's license numbers, tag numbers and insurance information of all persons involved in the accident. It is very important to get the names and addresses of any witnesses to the accident.
14. Keep cool. Don't panic. Don't exaggerate. The less said, the better.

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