



M.S.A.D. #4

STANDARD OPERATING PROCEDURE

BUS ACCIDENT

BUS DRIVERS WILL:

1. **Radio the Director of accident**
2. **Give your name, bus number, type of accident, injuries, and damages.**
3. **Request the police, ambulance, fire, rescue, and replacement vehicle if necessary.**

AT THIS POINT THE DRIVER NEEDS TO:

1. **Evaluate injuries – your own, students, and property.**
2. **Evaluate status of your bus. Move students to a safe location if necessary.**
3. **Evaluate and secure the scene, place flares/reflectors if necessary.**
4. **Get the other drivers name, injuries, and try to insure his/her safety.**

You as the driver must stay in focus of what is happening around in order to get the job done, with as little confusion as possible.

THE DIRECTOR WILL DO THE FOLLOWING:

1. **Check on the driver and students.**
2. **Get the seating plan with the names of the students.**
3. **Inform the Superintendent's Office of all injuries and property damage.**
4. **Make sure that all involved have been taken care of and made comfortable.**
5. **Keep in touch with all employees as to what the expectations from them are and how to help.**
6. **Get the names and conditions of the students transported to the hospital.**
7. **Check with hospitals on condition of the injured.**
8. **Review the accident with the driver, thoroughly. This needs to be done the same day, so all the facts are in order.**
9. **Notify insurance company of injuries and damages.**
10. **Have the driver drug/alcohol tested immediately. This will protect the driver of any later accusations.**
11. **Make sure all paperwork is in order, the bus secured, and all ends tied up before driver and director go home after the accident.**
12. **Call parents to follow up on the care of their children.**

RADIO OPERATOR WILL DO THE FOLLOWING:

1. **Monitor all radio communications.**
2. **Make all necessary phone calls directed by the Transportation Director.**
3. **Find and locate all necessary special equipment the operator requested.**
4. **Will keep the Superintendent updated on the latest information.**
5. **Call all drivers' wives/husbands to advise that their spouse is not involved but still working.**
6. **Make no statements or press releases, but refer to the Superintendent's Office.**
7. **Any and all other request made by the Director or Superintendent.**

SUPERINTENDENT'S OFFICE WILL:

1. **Call the school nurse to report to a specific location.**
2. **Call the crisis team to assemble at a specific location.**
3. **Call the Guidance Directors from the High and Middle School.**
4. **Call in secretaries to prepare to call parents and advise them of the situation.**
5. **Make all statements to the radio and television stations.**
6. **Call and advise the insurance carrier of the accidents.**
7. **Keep the Transportation Director informed of all that has taken place at the office.**

**This section has been omitted from the public version of the Emergency Plan for security and confidentiality purposes.*