

ACCIDENT PROCEDURES**Bus Driver**

In the event of a bus accident, appropriate procedures shall be followed to ensure the safety of students and school employees. Every bus driver is required to promptly report any school bus accident. All accidents, regardless of damage involved, must be reported immediately to the Supervisor of Transportation.

When an accident occurs, the bus driver must use good judgment under the conditions that exist. The safety of the students must be the primary consideration in determining what action will be taken. The bus driver shall stay with the students and the bus and make an immediate assessment of the situation. The procedures listed below shall be followed except under unusual circumstances. The bus driver may alter the sequence of procedures if in his/her judgment the situation warrants doing so.

1. Procedures:

- a. Radio the Transportation Department immediately providing:
 - exact location,
 - property damage or personal injury, and
 - whether vehicles are in or out of the road.
- b. Do not move the bus unless mandated to do so by state or local law enforcement.
- c. Evacuate the bus of students who are not injured, provided it is safe to do so. Students unable to be evacuated should not be moved unless it is necessary.
- d. Instruct students to remain where told.
- e. Check the bus for fuel leaks and other dangerous hazards.
- f. After reviewing the situation and it is determined to be safe, the students may re-enter the bus.

2. Secure the Following Information:

Assist the Supervisor of Transportation or his/her designee will obtain names, addresses, and telephone numbers of each student on the bus at the time of the accident.

3. Investigation and Accident Report:

After all safety and health priorities have been addressed, authorities will complete the investigation. The bus driver shall return to the Bus Garage and complete the required accident reports and related paperwork. If applicable, the driver may be required to report for additional drug/alcohol testing.

4. Private Contract Drivers:

- a. Private contract companies shall notify the Supervisor of Transportation at South Colonie immediately by telephone, e-mail, or text message when an accident occurs where South Colonie students are passengers on their bus.
- b. Private contract bus drivers shall follow the steps listed above. The bus driver, upon return to the home base Bus Garage, shall complete the required accident reports.
- c. Specifications for bids on bus transportation provided by private carriers shall include points (a) and (b) above, plus the requirements that all the private carriers file with the District a copy of all bus accident reports when South Colonie pupils are involved.

Transportation Department**1. Agency and Personnel Notifications:**

- a. Colonie Police Department: 911
- b. Ambulance/EMS, if needed: 911
- c. If the Supervisor of Transportation is not available, the Assistant Superintendent for Management Services & Strategic Planning or the Superintendent of Schools should be contacted.

2. Accident Scene:

The Supervisor of Transportation or his/her designee shall report to the scene of the accident.

- a. Contact District Office for support.
- b. Contact appropriate Building Principal.
- c. Initiate District investigation.
- d. Make provisions to transport students to the school which they attend.
- e. Make provisions to supply substitute buses and substitute drivers to complete scheduled runs.
- f. Make provisions for school nurse to further evaluate student physical conditions.

3. Follow-Up:

- a. Secure all facts and information and complete accident report as soon as possible.
- b. Forward accident report to the Assistant Superintendent for Management Services & Strategic Planning.
- c. The Transportation Department will notify the following as soon as possible:
 - District Office Administrators.
 - Building Principal of the school where the students attend.
 - A school physician or school nurse (if applicable).
 - Parents of students.