

DRAFT
MAHOPAC CENTRAL SCHOOL DISTRICT

School Bus Accident Protocol for Transportation Dispatcher,
Supervisors and School Personnel

I. School Bus Accident

Any incident involving any school vehicle used to transport students, with or without students on board, no matter how minor and no matter where it occurs, or any incident resulting in an injury or claim of injury by any party is considered a bus accident. The response of the school bus driver is pivotal. "Bus Driver Responsibilities" (1st attachment) in the event of an accident are attached.

- A. Upon receiving a report of a bus accident, the dispatcher will clear non emergency radio traffic, ask the driver for the information below and will immediately dial 911 if someone is injured. If the incident is minor with no reported injuries, the local Police Dept. will be called to report a property damage-only accident. In the event in which emergency services agencies are requested, they will serve as "Incident Commanders" once they are on the scene.

Question to ask Driver	Record Driver's Answers Here
1. What is your bus number and what is the location of the accident?	
2. Do any students seem to be injured or are any students complaining of injuries?	
3. Do you need EMS on the scene?	
4. Approximately how many students are on the bus?	
5. To which school(s) do the students attend?	
6. What is the nature of the accident?	

- B. Dispatcher will notify the Transportation Supervisor.

- C. 1. The transportation supervisor (or designee) will be dispatched to the scene for the purpose of accident investigation. He or she will determine where to bring the students (closest school with a nurse available).
- School Building Nurse Hours:
- High School: 7:30 am – 3:00 pm
 - Middle School: 7:30 am – 3:00 pm
 - Falls School: 8:00 am – 3:30 pm
 - Lakeview: 8:00 am – 3:30 pm
 - Austin Road: 8:30 – 4:00 pm
 - Fulmar Road: 8:30 – 4:00 pm
2. A Bus Mechanic will be dispatched to the scene with a replacement vehicle.
- D. Transportation Department will notify the Assistant Superintendent for Business. The Assistant Superintendent for Business will notify the Superintendent.
- E. 1. Transportation Department will notify the Building Principal(s) of students that were on the bus at the time of the accident in addition to the principal of the building that will receive the students after the accident (if applicable). All attempts should be made to speak directly with a building principal, assistant principal, or designees. Administrator cell phone numbers are attached.
2. Building principals, assistant principals, and designees should not go to the scene of an accident unless requested to do so by the transportation supervisor. If serious injuries are involved, building principals or designees will be asked to report to the accident scene or the hospital that will be receiving the injured students. Principals or designees will coordinate building response to accident (make sure students get to the nurse's office, respond to parent communications, etc.)
3. Building principal may determine if it is necessary to activate Building Crisis Response Team.
- F. Transportation Department will notify the school nurse(s) of students that were on the bus at the time of the accident in addition to the nurse of the building that will receive the students after the accident (if applicable).
- G. All students involved in a bus accident will be taken to a school nurse for an evaluation. Any students with serious visible injuries or complaints of serious injuries, visible or not visible, will be transported to the hospital via EMS. Any parents who arrive on the scene and insist upon taking their children prior to nurse or EMS evaluation must sign a "School Bus Accident Parent Release Waiver" form (2nd attachment) releasing the school district from any liability. Transportation Supervisor or designee will permit the release of students only if

1. their identity can be verified and checked against the student information records, e.g. specific custody arrangements, court orders of protection, et-al, and
 2. if the waiver is signed.
- H. The Transportation Supervisor shall make note of the names of the students being transported to the hospital and to which hospital they are being taken.
- I. School nurses shall prepare to receive students from the involved bus at the school of origin or, if necessary, the school building with a nurse present closest to the accident. They should conduct interviews/examinations of the involved students and assess the needs for any medical follow ups. In most cases, passengers who are injured badly enough to require further care have been so dispatched to the hospital by authorities at the scene.
- J. School nurse will evaluate each student using the attached "Student Accident Information Form" (3rd attachment) and make copies for the Transportation Supervisor and Principal.
- K. If the accident occurs after school hours, the police and the Transportation Supervisor or his designee will check the severity of the accident. If there are any injury complaints, EMS will be called and ALL of the students with injuries will be transported to the hospital and all parents will be called by the Transportation Office.
- L. School personnel (counselors, front office staff, etc.) will make phone calls to parents/emergency contacts of students involved in the accident. Parents shall be told which school or hospital to meet their child.
- M. Building Safety Teams will develop protocols for handling bus accidents (communication with parents, escorting students to nurse, and releasing students to parents (if applicable). Such protocols should consider the fact that buildings might be dealing with students from other buildings.
- N. Building Principals shall provide all the required assistance such as pupil identification, notification of parents, etc.
- O. After the accident is cleared and children are all returned home, the nurse will forward a copy of any and all reports to the Transportation Supervisor. These reports will be copied and the originals will be kept in the District's Business Office with a copy in the Transportation Office.
- P. Upon return from the accident, the Transportation Supervisor shall ensure that all the appropriate agencies are notified and all the necessary paperwork is completed.
- Q. Any and all accidents will be reported to the local police agency.

Note: All media requests for information will be directed to the Superintendent or designee

II. Special Circumstances: Field Trips, Away Games and Private/Parochial Schools

1. Any student who is severely injured will be transported by EMS to the nearest medical facility.
2. All other students will be transported back to the home school building or the nearest building with a nurse on duty.

III. Insurance Procedure

1. In any accident requiring medical attention which occurs on a school bus, NYS No-Fault provides that the child's parent's automobile policy is primary coverage. The school nurse shall refer parents at the time the parents pick up their child, to the School Calendar "Safety, Student Accident Coverage" for information, explaining their rights relating to NYS No-Fault laws.
2. Notification to the District's insurance carrier, NYSIR, will be made as soon as possible after the accident. The Supervisor of Transportation shall be responsible for the notification. Notification includes:

The Supervisor of Transportation shall fax, e-mail, or send via mail all the above information to:

NYSIR Claims
333 Earle Ovington Boulevard, Suite 505
Unionvale, New York 11553-3624
Fax: (516) 222-3355
nysirclaims@wrightrisk.com
(516) 227-3355

3. The Supervisor of Transportation shall obtain the following information as soon as possible:
 - a. Police Report (MV-104A)
 - b. NYSIR School Accident Report (MV-104F)
 - c. Auto Loss Notice
 - d. Statements from drivers and witnesses (if available)
 - e. Estimates of repair (with NYSIR adjustor)

Attachments: (1) Bus Driver Responsibilities Policy #XYZ
(2) School Bus Accident Parent Release Waiver
(3) Student Accident Information Form

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POLICY COMMITTEE MTG 10/21/10
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MAHOPAC CENTRAL SCHOOL DISTRICT

**School Bus Accident
Parent Release Waiver Form**

Student's Name: _____ Grade: _____

Parent/Guardian Name: _____ Relationship: _____

Identification Presented: _____ Date of Incident: _____

Was student injured? YES NO

Nature of apparent injuries: _____

Does the parent state that he/she will take student to doctor? YES NO

Bus Driver: _____
 Print Name Signature

Principal/Administrator (if present): _____
 Print Name Signature

Parent Release and Waiver of Medical Care Agreement

I, _____, Parent or Legal Guardian of _____ (Student) understand that in the event of a school bus accident, as general policy, the Mahopac Central School District ("District") shall transport students to the school nurse for an evaluation, or, for students with serious visible injuries or complaints of serious injuries, to the hospital via Emergency Medical Services (EMS).

I, _____ the Parent or Guardian of _____ (Student), have arrived on the scene of a school bus accident on _____ (Insert Date) and do not authorize the District to transport my child for an evaluation or for emergency medical services or to render any medical or emergency care. Specifically, I assume full responsibility for my child and will arrange to provide appropriate medical attention.

I understand the District has offered to provide appropriate medical care and evaluation and has offered to transport my child to the school nurse for evaluation or to the hospital via EMS; however, I acknowledge that I am waiving my child's right to such care and evaluation.

In consideration for discharging my child to me, I hereby release the District, the Board of Education of the Mahopac Central School District ("Board"), its members, individually and in their official capacities, the Superintendent of Schools, individually and in his official capacity, or any of the District's employees, agents or independent contractors, from any liability, claim, suit, or expense including, but not limited to

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negligence, for any injury or harm which may result from my decision to not allow the District to arrange for appropriate medical care and evaluation to my child and to arrange for care on my own.

Neither I nor anyone acting on my behalf will make a claim against the District, the Board, individually and in their official capacities, the Superintendent of Schools, individually and in his official capacity, or any of the District's employees, agents or independent contractors, as a result of any loss, injury, or damage suffered by me (or my child) as a result of the lack of medical care or evaluation for my child. This release includes any losses caused or alleged to be caused, in whole or in part, by the negligence of the District and/or its employee, agents or independent contractors to the fullest extent allowed by law.

I recognize that in the event of a school bus accident, immediate medical care and evaluation is absolutely necessary and that serious injuries, such as internal injuries or head trauma, may not be visibly apparent. I also recognize that grave medical consequences, including serious injury or death, may occur after a school bus accident, without such prompt medical evaluation and care.

I have carefully read, understand and voluntarily sign this document.

Parent(s)/Guardian(s)

Date

Parent(s)/Guardian(s)

Date