

MAHOPAC CENTRAL SCHOOL DISTRICT  
BUS ACCIDENT PROCEDURES  
BUS DRIVER RESPONSIBILITIES

# 8410.4

- Stop immediately, secure the vehicle and set the parking brake.
- Radio or call (628-7447) the Transportation Office giving your bus number, location and all available details including information concerning severity, injuries and hazards. Transportation office personnel will contact authorities and provide necessary assistance.
- Never leave the scene to go for help. In the event you do not have radio contact or cell service, ask another motorist or person to go for help. Give them all the necessary information.
- Be alert to the potential for fire or other hazards. Evacuate students to a safe area ONLY if there is a present or potential fire or if it would be hazardous to leave students aboard. In any event, it is extremely important that injured persons are not moved unless a hazard exists that presents an imminent danger of further injury.
- Use warning devices, such as reflectors, where applicable, placing them far enough from the vehicle to give adequate warning to other motorists.
- Protect the passengers and vehicle from further accident and injuries.
- Using the "Student Seating Chart" (attached), record where each student is sitting by child name.
- Using the "Student Accident Information Form" from Transfinder (attached), verify which students are on the bus. Add the following information for visiting students
  - a. Name
  - b. Date of Birth
  - c. Phone Number
  - d. Age
  - e. Seat Number
- DO NOT discuss either the cause of the accident or your opinion as to who caused it. Refrain from arguing, placing blame or making settlements at the scene. Do not sign any statements.
- Supply your name, address, driver's license number, vehicle registration and insurance company card to investigating authorities.
- All students involved in an accident will be transported to the nearest school building with a nurse on duty to be checked out by the school nurse before being released. Tell students that their parents may meet them at the school where they are being taken.
- Bus driver is not authorized to release child to parent or guardian at accident site. Only the Transportation Supervisor or his designee may permit such a release and will have the parent or guardian complete the "School Bus Accident Parent Release Waiver Form".
- Upon returning from an accident, report to the Supervisor of Transportation's office to fill out any necessary forms.

DO NOT REMOVE VEHICLE FROM THE SCENE UNTIL AUTHORIZED TO DO SO BY A POLICEMAN, THE TRANSPORTATION SUPERVISOR OR HIS DESIGNEE.

Attachments: "Student Accident Information Form"  
"Student Seating Chart"

Revised 7/22/2010

APPROVED: 12/14/10





DRIVER		Student Seating Chart		Mark students name in seat they were sitting		
1	2	3	34	35	36	
4	5	6	37	38	39	
7	8	9	40	41	42	
10	11	12	43	44	45	
13	14	15	46	47	48	
16	17	18	49	50	51	
19	20	21	52	53	54	
22	23	24	55	56	57	
25	26	27	58	59	60	
28	29	30	61	62	63	
31	32	33	64	65	66	