

## IMPORTANT INFORMATION FOR ALL PARENTS



### PROCEDURES TO BE FOLLOWED IN THE EVENT OF A SCHOOL BUS ACCIDENT ON/OFF CAMPUS

1. Bus driver alerts bus company of the accident and requests a back-up bus
2. Bus company calls the police
3. Bus company reports the accident to the following administrators: the affected building Principal, the Superintendent of Schools, and the Transportation Supervisor
4. A Building Administrator and a Central Office Administrator go to the scene with cellular phones and a list of the students assigned to the bus
5. The administrator in command at the scene is charged with making decisions involving emergency personnel, including determining whether children board the replacement bus to be transported home or to the hospital for examination
6. With the assistance of the building office and central office staff, parents are notified
7. As soon as the alternate bus arrives, administrators escort the children off the affected bus and onto the replacement bus
8. If it is necessary for children to disembark the disabled bus before the alternate bus arrives, the driver and administrators will supervise the children
9. **Parents are strongly discouraged from coming to the scene of the accident to remove their children. Under no circumstances will parents enter the bus. Students will not be removed from the scene (except if injured) until a School Administrator arrives. Parents will need to show identification and sign out their children. If the bus driver, police, or an administrator deems the scene too hazardous (due to traffic, etc.) to allow students to leave, parents will have to wait until the bus (or the alternate bus) can travel to a safe area from where students then can leave.**
10. Administrators, with the assistance of the police, will assess the need for communication with the media to control rumors
11. Involved driver will be sent for drug and alcohol tests after the accident