

# Cohasset Public Schools Bus Accident Procedures

## **Bus Accident Procedures**

These procedures will be followed regardless of the severity of the accident or whether property damage and/or personal injury are evident.

### **ACCIDENTS OCCURRING ON THE WAY TO SCHOOL WITH PASSENGERS ON BOARD:**

#### **A. Driver:**

1. Bus lists shall be maintained by the Transportation Supervisor and in individual buildings. Faculty in charge of students who are being transported for field trips, athletic events, performances, activities and the like shall draw up a list of participants and file this list with the Principal. In case of an accident during such a trip, faculty sponsors or chaperones should also maintain and have ready access to a list of participants which includes addresses and telephone numbers.
2. In the event of an accident, the bus driver will take all necessary steps to contact the police, E.M.T. Service, Principal, Transportation Supervisor and, if applicable, bus contractor. The primary means of communication shall be calling 911 and on the bus radio system if available. Since the driver is not to leave the bus unattended, such notification may require asking residents to help in the placement of calls.
3. The driver shall not move the bus until directed by the police.
4. The driver shall not allow anyone but police, fire, or E.M.T., or school personnel to board the bus and talk with students.
5. Except in incidents involving fire or threat of bodily harm the bus driver will not remove students or allow students to be removed from the bus until the police and Transportation Supervisor arrive.
6. The names of all passengers on board the bus shall be noted in the presence of the police, personnel, and/ or Transportation Supervisor. Special notation should be made of any students removed for medical reasons.
7. E. M. T. personnel shall be requested, if needed, by the driver to check each child to ascertain whether or not injuries have been sustained.
8. The building administrator shall notify the families of children who are treated and/or removed from the vehicle for further medical treatment, as well as following-up with a message to all families of students who were on the bus during the time of the accident.
9. The driver shall cooperate with the Cohasset Police as they complete the accident form required. The Cohasset Police Department will submit a copy to the Transportation Supervisor.

#### **Bus Driver's Responsibilities:**

The bus driver's primary responsibility is to the passengers. Therefore, their first responsibility is to remain calm. If the bus driver is physically unable to perform their duties, they should direct others to do so for them.

If an accident occurs, and the driver is not seriously hurt, the driver needs to act to prevent further damage or injury.

The basic procedure to be taken at any accident (For all bus drivers):

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1. Protect the area.
2. Notify authorities.
3. Care for the injured.

## Protect the area.

1. The first thing you must do at an accident scene is to keep another accident from happening at the same spot. If your vehicle is involved, try to get it to the side of the road. This will help prevent another accident, and allow traffic to move and emergency vehicles access to the site.
2. Keep all students in the bus, except in the case of fire or bodily harm to driver / passengers.
3. Put on your flashers.
4. Set brakes.
5. Turn off ignition and take the keys.
6. Remain calm and reassure the students.
7. If bus is empty and secure, set triangles to warn other traffic. Make sure the triangles can be seen by other drivers in time for them to avoid the accident. 100 feet in front and rear of the bus, and 500 feet in rear of the bus in high speed or traffic areas.

(Protect the scene from traffic and people so that evidence is not destroyed.)

8. Be alert to fire or possibility of fire.  
Extinguish fire or evacuate!

## Notify authorities.

9. Call 911 on cell phone and contact police by radio (if available). Call Transportation Supervisor at 781-706-7072.
  - ***Tell them you are calling about a school bus accident, this is important!***
  - Give your exact location.
  - Stay on the line until you are told to do otherwise.

## Care for the injured.

10. Check for injury to students. If a qualified person is at the accident and is helping the injured, stay out of the way unless you are asked to help. Otherwise, do the best you can to help any injured parties.
  - Don't move a severely injured person unless the danger of fire or passing traffic makes it necessary.
  - Stop heavy bleeding by applying direct pressure to the wound.
  - Keep the injured person warm.
  - If students are slightly injured, follow first aid procedures.
11. Account for all students. Use the form located in your bus and mark down who was sitting where and who was injured.
12. Do not discuss the facts of the crash with other motorists but give information only to investigating officer, school officials, and your own supervisor.

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- a) Provide necessary information to all law enforcement officers, school officials; etc. List all students' names, ages, and addresses.
- b) A driver involved in a crash is required to give his name, address, driver's license number, and registration. Be ready to give this information to the other driver and also write down the same information regarding the other driver's license and registration, if needed.
- c) While being investigated, be patient, evaluate questions, and give clear and concise answers.

13. Continue the transportation of the students by:

- The present bus if released.
- Another bus (authorized).
- Some other means, again following local policies, but not until authorized to do so.

What information do you share with other motorists involved in accident?

Your name

Address

Driver's license number

Registration

With whom do you discuss the facts of the crash with?

Investigating officer

School officials

Your own supervisor

## **B. Principal:**

1. When made aware of incident, the principal or his/her designee shall notify the Superintendent's office immediately of the incident.
2. Where deemed necessary, the principal or his/her designee shall go to the site of the accident or incident.
3. Upon arrival at school, the principal or his/her designee shall utilize the bus list and check off students who are present (working in collaboration with the Transportation Supervisor).
4. Upon arrival at school all children shall be checked at the nurse's office for injuries.
5. The principal or his/her designee shall immediately notify the parents of all children who have sustained injuries.
6. The principal or his/her designee shall collaborate with the Transportation Supervisor to write a letter to all parents of children on the bus explaining the incident; relating that students have been checked by the nurse, but stating that parents should be alert to watch for other symptoms which may appear at a later time.

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7. The principal or his/her designee may wish to bring the students together at a central location later in the day in order to speak with them regarding bus safety and hear concerns that they may have related to the incident.
8. The principal or his/her designee shall collaborate with the Transportation Supervisor to submit a written report of the accident to the Superintendent of Schools within 24 hours.

## **C. Transportation Supervisor:**

1. Upon notification of an accident, the Transportation Supervisor or his/her designee shall proceed to the site.
2. The Superintendent of Schools or his/her designee shall be notified of the accident immediately.
3. Where appropriate, the Transportation Supervisor shall require an examination of the vehicle for damage.
4. When possible, the Transportation Supervisor shall gather all reports of the accident. A written report will be submitted to the Superintendent's office within 24 hours (working in collaboration with the Building Principal).
5. Inquiries regarding the accident shall be channeled through the Transportation Supervisor.

## **D. Superintendent or Designee:**

1. Upon notification and if the accident is deemed serious the Superintendent or his or her designee shall go to the site.
2. The Superintendent or his/her designee shall notify members of the School Committee of the accident that day.

## **ACCIDENTS OCCURRING ON THE WAY HOME FROM SCHOOL, FIELD TRIPS, ETC. WITH PASSENGERS ON BOARD:**

All of the afore-mentioned steps indicated in Sections A-D of " Accidents Occurring On The Way To School With Passengers On Board" shall be followed.

## **ACCIDENTS WITH NO PASSENGERS ON BOARD**

1. In the event of an accident, the driver will take all necessary steps to contact the police, Transportation Supervisor, and if applicable, the bus contractor.
2. The driver shall cooperate with the police to complete the accident form required by the Police Department. The Police Department will submit a copy thereof to the Transportation Supervisor.
3. Where appropriate, the Transportation Supervisor shall notify principals.
4. The Transportation Supervisor will take the necessary steps to file appropriate paperwork if the accident takes place outside of Cohasset.