

No. 810-AR

SCHOOL DISTRICT OF THE BOROUGH OF MORRISVILLE

PROCEDURES TO BE FOLLOWED WHEN STUDENTS/STAFF  
ARE INVOLVED IN A BUS ACCIDENT

In the event of an accident involving a school bus, the driver shall ascertain if anyone appears to be seriously injured and shall care for the injured until help arrives.

First aid should only be given by those who are qualified and properly certificated.

The driver shall:

1. Notify the police of the municipality where the accident occurred and request medical assistance, if necessary.
2. Obtain the names of all bus, car drivers and passengers, and indicate any apparent injuries.

No statement shall be made or given to anyone except police personnel on the scene. Any such statements should be restricted to a brief description of the physical facts involved in the accident without estimates of speed, comments or opinions on liability. No opinions on the cause of the accident should be given, only the physical facts.

In the event of an accident involving a school bus hired from a contractor, the contractor shall do the following:

1. Contact the Administration/Business Office and relay the location of the accident and complete details of any injuries.
2. Dispatch a substitute bus to the scene of the accident.
3. An oral report is to be made to the business office at the earliest practical moment, setting forth an overview of the accident, its causes and results, with a written report to follow within twenty-four (24)

hours.

4. Assist the driver in completing the accident report forms to submit to the business office.

ALL REPORTS ARE TO BE MADE WITHIN A 24 HOUR PERIOD.

In the event of an accident involving a school bus, the personnel in the district offices shall do the following:

1. After the calls from the driver, chaperone or contractor have been received, relay the information to the appropriate building principal.

2. Advise the appropriate administrator and assign someone to serve as a liaison at the scene of the accident with instructions to report back via telephone at the earliest opportunity. Arrange for a nurse to accompany this person to the scene.
3. Alert the school physician to be prepared to examine students returning from the accident, if necessary.
4. Arrange for special transportation, if required, from a hospital location. Parents should not be directed to pick up students at the hospital, but they may do so on a voluntary basis.
5. Contact the solicitor for direction regarding liability, etc.
6. Contact the insurance agent for the company with the insurance liability. When sufficient facts are available prepare a brief statement for the press to be reviewed by the solicitor for approval. Actual release will be made by the Superintendent or his/her designated representative.

Relay information to all interested parties, i.e. Board President, building administrators.

Under no circumstances are names to be given out to news agencies or to persons who call.

In the event of an accident involving a school bus, the school building administrator shall do the following:

1. Alert school nurse of the accident and the students returning.
2. Make necessary arrangements for adequate facilities to conduct physical examinations of students returning to school.
3. Interview each student and teacher regarding the cause of the accident and associated happenings. Take down written notes with names, addresses, and phone numbers.
4. Alert the secretarial staff for calls to be made to the homes. (Messages to be prepared by the principal. It is to be brief and objective, but not alarming.)

5. Alert staff regarding accident.
6. Arrange for a follow-up interview of all students involved in the accident on the first school day following the bus accident.

In the event of an accident involving a school bus, the administrator at the scene of the accident shall do the following:

1. Report back to the business office with specific information of location and extent of injuries, transportation needs, and other pertinent information.
2. Following the police investigation and the release of vehicles, the administrator is to report to the hospital to determine the need for transportation and information relative to the students delivered for medical attention. Specific information is to be relayed to the building principal, so that parents can be notified.
3. The nurse accompanying the administrator to the scene is to assist any student who appears to be suffering from or who is complaining of injury and report to the hospital to assist in any way required.
4. School administrators at the hospital should make provisions to have all students cared for and arrange shelter, when advisable.