

**BUS ACCIDENT PROCEDURES**

If a school bus is involved in a traffic accident, the following procedures shall be followed:

- A. The driver will immediately notify the Director of Transportation. The Director of Transportation will contact the school he is enroute to or from. It is very important that the bus route, number, and location of accident be given by the driver. The bus will remain at the accident scene until someone from the Central Office arrives.
- B. If the bus is enroute to a school, the students will, upon arrival at school, be examined by the school nurse or school physician before returning to class, and the parents will be notified. If injuries require further examination, the students will be immediately transported to the nearest hospital.
- C. If a student requires hospitalization, the parent/guardian designated on the student's "emergency card" will be notified.
- D. If a bus is enroute from school to the homes of students and an accident occurs, the bus and/or students will be returned to school for the examinations by the school nurse if it is the decision of a representative from the Central Office.
- E. In the event of a serious accident requiring immediate medical attention and/or hospitalization, the students will be taken to the nearest hospital or doctor's office by the most expeditious method without regard to any of the foregoing statements.
- F. School nurses shall be notified immediately of any accident involving a school bus if it is the decision of a representative from the Central Office.

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