

Big Sandy Area C.A.P., Inc., - HEAD START
Program Policies and Procedures

Bus Accident Reporting

POLICY:

An accident involving a bus transporting a Head Start child must immediately be reported to the BSACAP Grantee Office. The grantee director will report the incident to the program specialist in the regional office in Atlanta, GA.

Bus drivers for delegate programs will follow the school system procedures if an accident occurs while transporting a Head Start child. The procedures listed below will be followed by Model City staff.

This policy relates to [Head Start Performance Standards 45 CFR Part 1302.47, 1302.102 and 1303.74](#)

PROCEDURE:

- In the event of an accident that requires medical or police assistance, the driver or monitor should dial 911 as soon as possible. After contacting 911, the following procedures should be followed as well:

1. **Bus and fixed object:**

In the event of an accident involving a fixed project (i.e., sign, mailbox, fence, etc.), the driver shall immediately notify the Model City Site Supervisor. The site supervisor will then immediately contact the Head Start Director. The reporting of the accident shall include the following information:

- * Number of injuries
- * Type and seriousness of injuries
- * Damage to bus
- * Damage to other property

2. **Bus and Vehicle:**

In the event of an accident involving another vehicle, the driver shall notify the Model City Site Supervisor who will in turn contact the Head

Start Director. The reporting of the accident shall include the following information:

- * Number of injuries
- * Type and seriousness of injuries
- * Damage to bus
- * Damage to other property

- After notification of an incident without injury, the driver will make the determination as to whether the bus can continue on the route or if a spare bus is to be dispatched. The police having jurisdiction where the accident occurs will be notified and a police investigation requested. The driver will document the location and the time as well as the names of all adults and children on board the bus. The driver will also document any other relevant information for later review by the Head Start Director.
- In the event of any accident, the driver's primary concern shall be for the safety and well-being of the students on his/her bus. The driver shall make every effort to care for the injured and calm the students.
- If an evacuation is necessary, the type of evacuation will depend on the particular situation. The driver will make sure that the students get off the bus safely and ensure they are safe after they exit from the bus by having them assemble at least one hundred (100) feet from the bus and traffic. All students should be accounted for at this time.