

Bus Accident Reporting Procedures for Model City Head Start

In the event of an accident that requires medical or police assistance, the driver or monitor will dial 911 as soon as possible. The following procedures shall 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 HS 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 injury and the determination to contact medical assistance, 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, time, names of all adults and children on board the bus, and 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.