

Division of Operations

SCHOOL BUS ACCIDENT PROCEDURES

To: Directors, Principals and Supervisors

From: Jahantab Siddiqui
Director, Office of Student Transportation

**School Bus Accident
Emergency Procedures Plan**

The following procedures are to be utilized by central office and school-based staff in the event of a school bus accident in which students are injured or if the accident is deemed severe in nature by the Office of Student Transportation.

The Director of Student Transportation/designee will be responsible for making the determination as to the seriousness of the accident relative to initiating the “Emergency Procedures Plan.” In times when a system-level response is required, the Emergency Operations Plan (EOP) calls for the Emergency Operations Center (EOC) to be activated by the Superintendent or the Director of Safety and Security, The Director of Safety and Security, or their designee will assume the role of the HCPSS Incident Commander and coordinate the system’s response through other central administrators who have been trained to assume specific roles in times of emergency.

For most school bus accidents, a school administrator/designee will not be required to report to the accident scene (unless students are on board), nor will the EOC be activated.

School Staff Responsibilities:

- A. If there are students on board, a school administrator/designee will report to the scene of the accident. The school administrator/designee should bring a current student bus list to the scene and the appropriate school absentee list for the day. The bus list should contain students’ full names, addresses, dates of birth, and parent(s) contact numbers.
- B. Authorize release of students to the custody of their parents/guardians if requested and can be validated, after the responding police officer has given approval.
- C. Assign a staff person to handle telephone calls related to the bus accident.
- D. Be responsible for contacting parents of students involved in the accident and the PTA president or PTA representative.
 - a. Schools are responsible to send a message to community. School staff are encouraged to reference the email library and support from their director, executive director, and communications team as necessary.

- E. Assign school-based staff to the medical treatment center where injured students have been transported. A school staff member should accompany students being transported to the medical treatment center (along with the student's belongings). These people will be the communication link between the medical treatment staff and the Director of Student Transportation/designee, the Director of Safety and Security /designee, Director of Schools, and the Communications Office.
- F. Notify the Director of Student Transportation/designee, the Director of Safety and Security /designee, and the Director of Schools of the names of school-based personnel assigned to the medical treatment center.
- G. Post-accident inquiries by parents of students involved should be directed to the Office of Risk Management.

Office of Student Transportation Responsibilities:

- A. Report directly to the accident scene. The Office of Student Transportation representative will be the HCPSS representative at the accident scene. The representative will recommend to the Director of Student Transportation/designee and the Director of Safety and Security /designee if the EOC should be activated.
- B. Obtain information concerning the following and report all information to the Director of Student Transportation/designee, the Director of Safety and Security /designee and to the school.
 - a. Extent of injuries.
 - b. Names of students on the bus at the time of the accident.
 - c. Seating chart
 - d. Hospital or medical treatment center assignment for each student.
 - e. Other applicable details of the accident.
- C. Assist police and first responders.
- D. Remain on duty until the accident scene is cleared by the police department. If another bus is required, schedule a spare bus. A school administrator/designee will allow the release of students to the custody of their parents/guardians after approval from a police officer.
- E. Provide the Director of Student Transportation/designee and the Director of Safety and Security /designee with appropriate information relative to the accident.
- F. Prepare a Board memo for all accidents in which students are injured.
- G. Send an email to MABE notifying them of a bus accident.

Communications Responsibilities:

- A. Be responsible for the coordination of all communications to the news media.
- B. Maintain the central office information center for disseminating and receiving information concerning the bus accident, including information from:
 - i. Director of Safety and Security /Designee
 - ii. Office of Student Transportation
 - iii. Staff assigned to the hospital or medical treatment center.

Division of Schools Responsibilities:

The Director of Safety and Security /designee will report the nature of the emergency to the following offices as needed, along with updates:

- Superintendent
- Chief Operating Officer
- Director of Schools
- Communications
- Risk Management

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