

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM  
10910 Clarksville Pike  
Ellicott City, MD 21042

Circular No. 6  
Series 2014-2015

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Chief Facilities Officer

Pupil Transportation -  
School Bus Accident  
Emergency Procedures Plan

To: All Staff

From: Ken Roey, Chief Facilities Officer

Attached is a document that identifies procedures that will be implemented in the event of a school bus accident in which students are injured or if the accident is deemed severe in nature by the Pupil Transportation Office. Please take the time to review those procedures that pertain to your area of responsibility.

Although the attached procedures address a severe accident, **it is a good practice to notify parents anytime their child is on board a school bus that is involved in an accident.**

Questions may be directed to David Ramsay, Director, Pupil Transportation, 410.313.6726.

Attachment

KR/DR/jdh

## **PUPIL 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 Pupil Transportation Office.

The Director of 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 Center (EOC) will be activated by the Chief Facilities Officer at the Department of Education. The Chief Facilities Officer 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 the vast majority of school bus accidents, a school administrator will not be required to report to the accident scene.

#### **I. School Staff Responsibilities:**

- A. When requested, report to the scene of the accident or assign a designee to report to the accident scene. The principal or designee should bring a current student bus list to the scene and the appropriate school absentee list for the day.
- B. Assign a staff person to handle telephone calls related to the bus accident.
- C. Be responsible for contacting parents of students involved in the accident and the PTA president or PTA representative.
- D. Assign school-based staff to the medical treatment center where injured students have been transported. These persons will be the communication link between the medical treatment staff and the Public Information Office.
- E. Notify the Public Information Office of the names of school-based personnel assigned to the medical treatment center.

## II. Pupil Transportation Office Responsibilities:

- A. Report directly to the accident scene. The Pupil Transportation Office representative will be the Department of Education representative at the accident scene.
- B. Obtain information concerning the following and report all information to the Chief Facilities Officer and to the school.
  - a. Extent of injuries.
  - b. Names of students on the bus at the time of the accident.
  - c. Hospital or medical treatment center assignment for each student.
  - d. Other applicable details of the accident.
- C. Assist the police, emergency personnel, etc. in any way required.
- D. Remain on duty until students are released to the custody of parents and be prepared to arrange ways for students to be transported home or arrange for a “spare” bus if appropriate.
- E. Provide the Chief Facilities Officer with appropriate information relative to the accident.

## III. Public Information Office 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:
  - a. Pupil Transportation Office
  - b. Staff assigned to the hospital or medical treatment center.

## IV. Chief Facilities Office Responsibilities:

- A. Report the nature of the emergency to the following as needed, along with updates:
  - a. Superintendent’s Office
  - b. Office of the Chief of Staff, Operating, and Accountability
  - c. School Improvement and Administration Office
  - d. Public Information Office
  - e. Community Services Office
  - f. Food and Nutrition Services Office
  - g. Safety, Environment and Risk Management Office
  - h. Technology Office

Revised: 5/29/14

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