

March 19, 2008

Riverside School District
School Bus Accident Policy

1. After the bus drivers contact their supervisor, the supervisor will contact the appropriate emergency personnel. The bus driver/supervisor will then alert the transportation director who will notify the building principal and superintendent.
2. Representatives from the school district and bus contractor will report to the accident scene. Communication will remain open between the accident scene and school.
3. At the accident scene, the school principal, nurse, transportation director and bus contractor will relay information to the school, assist the emergency personnel in determining the extent of injuries and facilitate the arrangement for alternate transportation. Each bus is provided with a list of students and a seating chart to assist in the identification process.
4. If the accident occurs on the way to school, the emergency personnel will triage the accident victims; those apparently not injured as determined by emergency personnel will be transported to a central location in the school (i.e. library, auditorium, cafeteria) or to a spot designated by the emergency personnel. The school staff will telephone/contact the parents/guardians utilizing the emergency medical cards. The parents will then be informed of the accident and condition of their child. Parents/guardians can then go to the school to either take their children home, allow them to remain in school or take them for additional medical care. Parents/guardians will sign an accident awareness form before leaving. Those students deemed as injured by the emergency personnel will be immediately transported to local hospitals. After school officials determine the general extent of injuries and location of the student and hospital, information will be forwarded to the parent/guardian.
5. If the accident happens on the way home from school, the same procedure will be followed with one exception. Those students deemed uninjured by emergency personnel will be taken either to the school or to a public 'safe' center (church, school, firehouse, etc.) depending on the time of the accident. School officials and a second EMS team will remain at the sight until parents/guardians are contacted. Injured students will be transported to local hospitals and evaluated. Parents will be contacted as soon as the condition of the injured parties is known.