

Bus Safety Program (Bus Emergencies)

Emergency communication

Following an accident, the driver will first check students/passengers for injury. The driver will then contact the police and the school district transportation office as quickly as possible. City police are to be notified if the accident occurs within the city limits. The Colorado State Patrol or county sheriff's office shall be notified if the accident occurs outside the city limits. If the accident occurs after office hours, drivers must notify the school district transportation supervisor who will notify other appropriate officials and the school district administration.

Determination of medical action/transporting of passengers

The driver should then make a list of the names and nature of injury to students/passengers. In addition, the school bus driver will not leave the scene of an accident until relieved by police.

The initial report from the driver will advise the transportation department of the number of the bus involved, the location of the accident, whether or not the accident involves obvious injury and if police or emergency response is required. The transportation department or other reporting entity will report the accident to the affected school and request that the school notify parents or guardians.

If the accident is minor in nature and does not involve injury in the opinion of the law enforcement officer, bus driver, paramedics or responding transportation personnel, the students may be transported to their destination. Determination of injury will be made by the police, transportation staff, paramedics or other trained individuals on the accident scene.

If the bus accident involves injuries no student will be transported to his/her residence. Instead, those students requiring medical attention, in the opinion of the responding emergency personnel, will be transported to a hospital emergency facility by ambulance or other emergency vehicle and school personnel will proceed to the hospital emergency room facility to assist hospital personnel in notifying parents/guardians or appropriate contact persons. Those students who do not require immediate medical attention will be transported to their respective school or nearest central location. Parents or guardians will be asked to pick up their children at the school and/or determine the need for medical attention. The school nurse, if available, will provide assistance.

Accident report

Drivers will obtain the following information for the accident report:

1. Name and address of other driver or drivers
2. License number and state of other driver(s)
3. License number of the vehicle(s) involved
4. Make, model and year of the vehicle(s) involved
5. Name and address of other driver's or drivers' insurance company
6. Names and addresses of witnesses and others who may arrive upon the scene immediately after the accident and who might be considered qualified witnesses to the accident.

When the police/sheriff/patrol officer arrives, the driver will provide all the information requested. Drivers shall discuss details of the accident/emergency only with authorized emergency personnel and school district personnel. In cases involving serious injury, the district may consult with legal counsel for assistance.

If combined damage is %500 or more, the driver must submit a state report within ten days.

All damage must be reported immediately to the transportation department. All appropriate damage reports and state insurance department forms must be completed immediately after damage occurs, regardless of the extent of the damage.

Approved: November 22, 1994

Revised by the Board: December, 2005

