

BUS EMERGENCIES

Driver's Role in Event of an Accident

1. In the event of an accident, the driver is expected to stay with the bus. If the two-way radio system is not operable, two of the most responsible passengers should be sent to the nearest house to call for help. The bus driver should apply limited first aid to injured parties. The injured should be kept comfortable until competent medical assistance can be provided.
2. Students should be kept on the bus until help arrives, unless it is deemed wiser to evacuate. If evacuation is conducted, it should be done according to the pre-arranged plan under driver supervision. Riders should be evacuated to the nearest safe and logical shelter away from the road. Students should never cross roads to an evacuation point if it can be avoided. If crossing is necessary, riders should cross as a single group. The driver shall account for all riders.
3. Flags, flares, or reflectors should be appropriately spaced adjacent to the scene of the accident to warn oncoming traffic.
4. A relief bus will be called and instructed to transport all non-injured or slightly injured riders (at the direction of emergency medical personnel) to a designated holding area. These students must be held until clearance is given by a proper official. The relief driver should assist the school principal in the holding action.
5. After help arrives, the bus driver shall assist in filing all necessary accident and insurance reports and give a complete account of the accident to the Transportation Director. No publicity release or statement to the media shall be made by the driver.

District Administrative Personnel Role Following an Accident

1. Upon notification of an accident, the District Administrator or designee should immediately go to the scene of the accident and assist the bus driver in all ways possible. Other administrative personnel will assist as needed.
 2. Check to see that the sheriff or police have been contacted, help with limited first aid, help in evacuation of injured, assistance for the ambulance crew, and/or traffic direction.
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3. Get the names of all students who were in the bus at the time of the accident. Note whether injury is apparent so information can be passed on to parent or guardian.
4. Proceed to holding station and talk with students who were on the bus. If students appear to be injured even slightly, attempt to get local medical personnel to come to examine them. If doctors are unavailable to come to the holding station, assist in taking presumed injured to a hospital for check-up and clearance. Follow the parents'/guardians' preference for medical attention to the extent feasible.
5. Give names to school secretaries and instruct them to call parents or guardians to inform them where students are being held and if their student was injured. Obtain permission from parent/guardian to take injured rider(s) to nearest local medical center, doctor, or hospital or to have local doctors check the student at the holding station.
6. Order release of all riders not injured and give instructions to relief bus driver.
7. With regard to students insisting they have no injuries, solicit and follow the specific desires of the contractor's insurance company. It is likely the insurer will want every rider examined by a doctor. If not, a form note should be sent to the parents or guardians indicating their right to have their child examined within a specified time period.
8. Direct all media or insurers requests to the Superintendent.
9. Assist contractor in filling out accident forms.

LEGAL REF: WI. ST. 343.12

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