

## **Transportation Accident Reporting Procedures**

Because the primary function of the transportation department is to provide safe transportation for all eligible school district students, an efficient notification procedure must be followed if a school bus has been involved in an accident.

In the event a school bus is involved in an accident, the following procedures will be followed:

The driver will exercise their best judgment to insure that the transportation department is notified as soon as possible by either the driver, an adult supervisor, or a passer-by.

The driver or adult supervisor will initiate evacuation procedures, if required.

The following information should be relayed to the transportation department by the driver/adult supervisor/passer by:

- Location of accident
- Bus and route number
- Any injuries or suspected injuries
- Extent of bus damage and other vehicular involvement
- Disposition of bus--blocking traffic, bus on side, in culvert, etc.
- Any fuel leakage

The bus driver or adult supervisor will initiate the following action:

- Notify the appropriate police or sheriff departments;
- Request ambulance service, if required;
- Summon the fire department for assistance, if required;
- Notify contract transportation supervisor;
- Advise the superintendent;
- Advise principal(s) of school(s) affected and other appropriate personnel; and
- Dispatch replacement bus and driver to scene of the accident, if required.

The Contract Transportation Supervisor will investigate each accident within three working days after the accident and submit the findings to the Superintendent.

The superintendent will review the finding and take any corrective or administrative action required.

The following reports will be completed by the driver and submitted to the transportation department for review and distribution:

- School Bus Accident Report
- Oregon Department of Education, Pupil Transportation Services, Form 2250
- Student Injury Report
- Traffic Accident and Insurance Report, Oregon Department of Transportation