

Procedure for School Bus Accidents

The bus driver and any other school employee such as teacher, coach, or administrator has the authority of “in loco parentis” of all district students. The safety and welfare of District #13 students and staff is paramount.

The bus driver shall stay with the students and the bus.

An adult or older student will be instructed to call the police, and if necessary, to ask for ambulance service.

The transportation department will be called.

The transportation supervisor will assist at the scene when practical and will have district office and/or school office called, when open. If not open, the principal and/or superintendent shall be called at home.

The police and/or paramedics will make the decision to transport for medical aid when possible.

The principal and/or secretary will notify all parents possible, using alternate phone numbers when necessary.

The principal and/or secretary will drive to the hospitals if transport is made.

Each bus and administrative office shall have a list of students who regularly ride that bus with phone numbers and special medical information, i.e., bee sting allergy, etc., and phone numbers of all administrators and designated secretaries.

Each bus and administrative office shall have at least two copies of a letter of designation giving “in loco parentis” authority for transporting and medical aid signed by the superintendent of schools.