

SCHOOL BUS ACCIDENT PROCEDURES

You've had an accident...stay calm and reassure you passengers.

SECURE THE ACCIDENT SCENE

- Turn off the ignition.
- Place emergency warning triangles around the school bus.
- Check for fire hazards, smoke or leaking diesel/gas.
- Evacuate the bus only if there are further hazards that could be dangerous.

RADIO THE BUS GARAGE – REQUEST AS NEEDED

- Police
- Ambulance
- Fire department
- Tow truck
- Another school bus
- Give direction of where you are located

ATTEND TO THE PASSENGERS

- List all students and age by seat.
- Account for everyone (see web site “resources” for a seating chart);
<https://www.maine.gov/doe/transportation>)
- Administer necessary first aid

EXCHANGE INFORMATION WITH THE OTHER DRIVER

- Names, address, driver's license number, make, model of vehicle, and plate number
- Phone numbers
- Insurance information

DO NOT DO THE FOLLOWING

- Do not make any statements to the press.
- Do not personally leave the scene.
- Do not accept any legal advice at the scene.
- Do not accept responsibility for the accident or discuss details with anyone besides the police or school officials.
- For parents to remove their child from the school bus, please refer to your school district policy.

REPORT

- All accidents are to be reported to the police and transportation supervisor.