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**605 Transportation AP – School Bus Accident Response Procedure**

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**Background:**

The Prairie Rose Public Schools Transportation Department is committed to ensuring the safety and well-being of students, drivers, and staff. In the event of a school bus collision, this procedure outlines the required steps for bus drivers, dispatch, and supervisory personnel to effectively respond to and manage the situation. This procedure ensures a structured, efficient, and safety-focused response to school bus collisions. By following these steps, Prairie Rose Public Schools can prioritize student safety, ensure accurate reporting, and continuously improve school bus operations.

**School Bus Operator Responsibilities:****1. Immediate Actions**

- **Ensure Safety:** Stay calm, avoid panic and quickly assess for any safety hazards. Students are not to be removed from the school bus unless there is a fire, danger of fire or the vehicle is in an unsafe position. Where necessary, the students are to be evacuated to a safe location as determined by the driver.
- **Provide Instructions:** Give clear instructions on what students should do, such as staying seated or evacuating the school bus to a specified muster point location.
- **Assess Injuries:** Quickly assess the condition of all students and yourself. Identify any life-threatening injuries first. If you believe an injury requires emergency services, call 911 immediately. Provide first aid or other help as required. See section 2 for First Aid Procedures.
- **Reassure Students:** Calmly explain the situation to the students, ensuring them that help is on the way, and they are safe.
- **Answer Questions:** Address any questions or concerns students may have to the best of your ability, maintaining a reassuring tone.
- **Move to Safety:** If there remains a safety risk, move the bus to a safe location away from traffic; keep passengers on the school bus unless there is imminent danger. Use hazard lights to alert other drivers.
- **Alert Division Office Authorities:** Once any immediate issues and safety concerns are addressed, call the Director of Transportation and/or dispatch/administrative assistant

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Provide clear information about the nature of the accident, location, passengers, extent of injuries and damage.

**2. First Aid Procedures**

- **Administer First Aid:** Provide first aid within the limits of your training. Focus on life-threatening injuries such as severe bleeding, unconsciousness, or difficulty breathing.
- **Do Not Move Injured Students:** Unless there is an immediate danger (e.g., fire), do not move injured students as this could worsen their condition.
- **Use First Aid Kit:** Utilize the bus's first aid kit to treat minor injuries like cuts and bruises.
- **Wait for Emergency Services:** Continue to monitor the condition of injured students and provide comfort until emergency services arrive.

**3. On-Site Protocol**

- **Check on Passengers:** Ensure all students are accounted for and provide comfort. Keep them calm and reassured.
- **Secure and Supervise the Scene:** Place warning triangles to alert other drivers and supervise the accident scene until help arrives.
- **Gather Critical Information:** When safe to do so, start collecting third-party information, including insurance, contact name and number. Take photos of accident scene including license plate and damage to both parties. Collect names and contact information of any witnesses. Document the position of all vehicles involved.
- **Calling Local Police:** If the accident is expected to have damage greater than \$5,000, involve a second motor vehicle or anyone is injured, the accident must be reported to the local police.
- **Student Release:** If emergency services are required, students shall not be released until they are checked over by emergency services. Students are only to be released to their own parent(s). If the bus driver has verbal authorization from the student's parent(s) to release a student(s) to another adult, only then can the student have permission to leave.

**4. Overturned Bus Procedures**

- **Stay Calm:** Encourage students to remain calm and stay in a safe, stable location on the bus, if possible.

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- **Check for Injuries:** Assess the condition of all students and yourself. Provide first aid as needed.
- **Exit Safely:** If it is safe to do so, help students exit the bus through emergency exits or windows. Ensure that students move to a safe, designated location away from the overturned bus.
- **Avoid Hazards:** Be cautious of potential hazards such as leaking fuel, broken glass, or unstable ground.
- **Check on Passengers:** Ensure all students are accounted for and provide comfort. Keep them calm and reassured.
- **Wait for Help:** Once everyone is safely out of the bus, wait for emergency responders to arrive and provide further assistance.

**5. Reporting**

- **Complete Accident Report:** Fill out an accident report form (605(A) Appendix A (Form)) with all necessary details, including time, location, and circumstances of the collision.
- **Cooperate with Authorities:** Provide accurate information to police and other emergency responders, as may be requested.

**Transportation Department Responsibilities:****Dispatch Responsibilities – Emergency Communication & Coordination**

- Stay in contact with driver via radio or phone to provide continued support.
- Inform the Director of Transportation immediately to assist.
- Arrange spare/rescue transportation if necessary.
- Arrange a tow truck if required.

**Director of Transportation Responsibilities:****1. During the Incident:**

- Assist dispatch with communication and task coordination.

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- Inform the School Principal, Superintendent, and Chief Financial Officer of the incident.
- Inform the Health and Safety Coordinator of the incident in order to assist the driver with collecting necessary information and to perform an accident investigation.
- Communicate with the Director of Communications to ensure parents/guardians have the most updated information.

**2. After the Incident:**

- Assist driver with 605(A) School Bus Accident Report Appendix A (Form).
- Director of Transportation and/or Health and Safety Coordinator meet with the driver to assess the driver's fitness and general functional ability to drive the next shift. This may include requiring a doctor's note clearing the driver to return to work.
- Offer ASEBP Employee Assistance Program (EAP) if necessary
- The bus is required to be inspected by a Prairie Rose School Division mechanic prior to being cleared for road worthiness. If necessary, assign a spare bus for future shifts.

**3. Post-Accident: Identify Opportunities to Increase Awareness**

Suggested considerations may include:

- Review School Bus Evacuation Drills
  - Smaller area specific group discussions may be most effective
- Possible safety meetings and/or briefings
- Newsletters and/or safety bulletins to share pertinent information

**References:**

Traffic Safety Act  
Transportation Driver Handbook

Effective: March 5, 2025