

Business and Non-Instructional Operations

ADMINISTRATIVE REGULATIONS ON BUS ACCIDENT WITH CHILDREN ABOARD

3541.4AR

In the event of an accident (which includes any kind of impact), the bus driver shall immediately contact the emergency services dispatcher (911) by cell phone, radio, or other means and inform them of the location of the accident, and provide information on injuries, if any. The bus driver shall then contact the bus depot and follow the current procedures as stated in these Administrative Regulations. The driver shall remain at the accident scene until a representative arrives from the bus contractor's office.

If necessary, the Fairfield Police Department or bus depot will contact emergency medical services for appropriate action.

The bus driver should assist the Police, EMS, or a Fairfield Public School liaison to confirm names of all students and note any injuries.

The Fairfield Public School Transportation department will then contact the principal and Central Office, providing all pertinent information.

Bus drivers are not to release students to parents or guardians until directed by an administrator or the Fairfield Police Department.

The Superintendent or designee will arrange, if necessary, alternate transportation from the scene of the accident to home or school, as appropriate.

If injuries are minor, the children are transported back to the school where the school nurse will evaluate them and treat or refer them as necessary. The nurse will then complete accident reports for any students treated. If there are major injuries, a Fairfield Public School liaison will be sent to the hospital where he would contact the families and remain there to greet and offer support. No medical information would be provided. The Fairfield Public School liaison would then update the Superintendent, Principal, and Central Office.

The principal will confirm that all families have been notified.

The Superintendent or designee will contact the Board of Education and mobilize support. The Superintendent or designee will coordinate notification to the school community and the press.

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**ADMINISTRATIVE REGULATIONS ON
BUS ACCIDENT WITH CHILDREN ABOARD (continued)**

3541.4AR

In the event an accident occurs on a field, sports, or other trip not during regular school hours, the adult in charge will be responsible for seeing that the accident procedures are followed.

Students are not permitted to leave the school group during the trip unless prior written permission from a parent or guardian is received (CREF 6330AR).

8/27/2004