

EDINBURG CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BUS ACCIDENT PROCEDURES

Bus Driver and Bus Monitor Procedures

1. Check:
 - Passengers for injuries
 - Fire or fuel spill
 - Presence of smoke
2. Activate emergency hazards and set out reflectors and/or flares.
3. Notify Transportation Office by radio that an accident has occurred, and provide the following information:
 - a. Your name
 - b. Bus and route number
 - c. Location of accident
 - d. Approximate number of students on bus
 - e. Severity of Accident
4. Do not allow passengers to leave the bus until authorities arrive unless remaining on the bus would pose a health and/or life and death hazard. If evacuation is necessary, select a safe location, away from the bus, for students to wait.
5. Provide supportive care and assistance to students, as needed, up to the level of your First Aid Training.
6. Be aware of immediate surroundings and possible witnesses.
7. **Do Not** make any statements to anyone regarding who you feel was at fault. Discuss accident facts only with police officers and Coordinator for Safety/Risk Management and/or school officials.
8. Provide a Bus Roster and Seating Chart to the Police Officer/DPS in charge, with student's name, address, and home phone number.

Transportation Coordinator

1. Contact District Police Department and/or local law enforcement and advise them of situation.
2. Contact Mario H. Salinas, Asst. Supt. for District Administration at **(956) 289-2300, Cell – 207-4610**
3. Contact Albert Lopez, R.N., Coordinator for Health Services at **(956) 289-2300, Cell – 821-8799**
4. Contact Rudy Zamora, Coordinator for Safety/Risk Management at **(956) 289-2300, Cell – 607-2708**
5. Transportation Coordinator will remain at scene of accident until scene is cleared.
6. Injured passengers will be transported to nearest hospital via ambulance. All other passengers will be given medical assessments by EMS or school nurse.
7. Notify campus(s) principal about the bus accident and if needed ask him/her to report to accident site.
8. Principal or Designee will notify parents of accident and advise them if there was an injury to their child. **Do Not** make any statements regarding liability or payment of medical bills. Advise parents to contact the District's Insurance Specialist, Olga Saenz at 289-2300.

Procedures at The Scene of The Accident

- School Police/Local P.D./D.P.S., will assume control of the scene of the accident. Nurse Coordinator and nurse(s) will assess students until EMS arrives. EMS will assess each student and will transport those students to the nearest hospital that need immediate medical attention. Edinburg CISD school buses may transport students to a medical facility for evaluation at EMS discretion.

- Interview bus driver, passengers, other party and witnesses.
- Take photographs of vehicles and surrounding area, for Edinburg CISD Police Officer and Investigation Report.
- Complete accident investigation form.

Documentation Requirements for Transports and Non-transports

- Edinburg C.I.S.D. Transportation Coordinator or other designee and EMS attendants must complete and sign Acknowledgement(s) Forms provided, as required.