

TRANSPORTATION

NSBA Code: ED-R

Accident Procedure – Administrative

In case of an accident involving a school bus or other vehicle carrying school children, the following procedures shall be used:

1. Bus drivers shall secure necessary medical attention for injured students as soon as possible and shall by using the two-way radio or whatever other means are available notify the bus company of the accident. It should be understood that the driver's responsibility is to remain with the pupils in all situations.
2. The bus company personnel shall in turn notify the school principal, school secretary and the transportation supervisor.
3. The principal shall be responsible for the following actions as appropriate:
 - a. Student names will be checked against the bus list and absentees verified.
 - b. Each student's parent/guardian will be called by school personnel, notifying them of the accident and advising them that they may have their child examined by their own physician.
 - c. Should the parent or guardian not be reached and the student complains of the injury, the school personnel may call a physician to examine the student.
4. The transportation supervisor shall notify the superintendent of any bus accident immediately.

**Rule Approved: (R 3541.5)
10/13/81**

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