

Records and Reports: Transportation

1. Driver Responsibility:

Immediately notifies either the bus company or Wallingford Public Schools' Transportation Office to report accident location, nature of the accident, and/or describe injury or illness.

If unable to reach the bus company or Wallingford Public Schools, driver shall contact police immediately.

2. Bus Company and/or Wallingford Public Schools' Transportation Office Responsibility:

The bus company immediately notifies police of all accidents, and of illness/injury which requires medical attention.

Police will contact Emergency Medical Services if necessary. (Driver and/or officers at accident scene will take student names and seating arrangements; Wallingford Public Schools will follow-up by providing police with students' dates of birth and addresses).

3. Bus Company Responsibility (when receiving initial accident notification):

Immediately contact police, then;

Contact the Wallingford Public Schools' Transportation Office to report location, route number, school, seriousness of accident, possible illness or injury.

Superintendent shall, at all times, be notified immediately if injuries are involved.

4. Wallingford Public Schools' Transportation Office Responsibility:

Contact police (if not already notified by the bus company) and contact appropriate school, contact Transportation Coordinator, and contact bus company.

5. Wallingford Public Schools' Transportation Director's Responsibility:

File a report with the Town of Wallingford Risk Manager in the event of a bus accident.

Legal Reference: Connecticut General Statutes
10-221c Development of policy for reporting complaints re: school transportation safety.

Policy Adopted: 05/16/11