



IS YOUR DEPARTMENT
PREPARED FOR AN
ACCIDENT?



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Litchfield Elementary School District

Accidents— They are going to happen

- We all think about it
- Never in the forefront of our minds
 - *We trust OUR drivers.. But not so much everyone else...*
- NEVER seem to happen at convenient times
- But....
 - *Is your office staff prepared for one?*
 - *Do they each know what their job is during an accident?*
 - *Does your office go into "CHAOS" mode when the call comes in?*

Accidents— They are going to happen

- Student Transporters / Drivers
- Dispatch / Office Staff
- Director / Supervisor
- Shop / Mechanics
- Accident Review Committee

Student Transporters / Drivers

- Discussion during initial 14 hour Classroom Training
- Refresher every 2 years
- In-Service Meetings

How often do you talk about accidents outside of these times?

Are your Student Transporters / Drivers prepared when one happens?

Procedures

Steps to take

Student Transporters / Drivers

Form placed in Route Book

Easily Accessible for them to get to

Reminder every day - read over the procedures BEFORE routes start EVERY DAY

Accident Procedures

If you are involved in an accident, stay calm and follow these procedures:

1. Set the parking brake and put your four-way flashers on.
2. Report the accident to base. Provide base with an exact location, any known injuries, and damage to the bus.
3. Do not move the bus unless you are instructed to do so by a uniformed law enforcement officer or the Director of Transportation or you are in danger of causing another accident.
4. Check your students and others involved and report any new information to base.
5. Begin completing the Accident Seating Chart provided with this outline.
6. Determine if there were any witnesses. If so, get their name, address, and contact information.
7. Keep your students calm, cooperate with law enforcement, and wait for the Director of Transportation to arrive.

****DO NOT discuss the accident with anybody other than a school district official or uniformed law enforcement officer****

Accident Do's and Don'ts	
Do.....	Don't.....
Keep yourself and your students calm	Panic or lose control of the situation
Complete the student seating chart	Move the bus until instructed to do so by the Director of Transportation or Law Enforcement Officer
Keep base up to date with any new information	Discuss the accident with anybody other than a school district official or uniformed law enforcement officer
Check for injuries	Let any riders leave the scene or go with parents
Cooperate with authorities investigating the accident	Evacuate the students unless they may be in more danger staying in the bus

Student Transporters / Drivers

Form placed in Route Book

Seating Chart on **BACK** of form

Easily Accessible for them to get to

Reminder every day - can read over the procedures **BEFORE** routes start **EVERY DAY**

Copy of seating chart usually goes with responding LEA. Take a pic on phone for your records.. Or email to LEA after scene is cleared.

Litchfield Elementary School District #79 School Bus Accident Seating Chart

Date ____/____/____ Bus ____ Route ____ Location _____

Driver's Area			Stairway		
Injury Y N	Injury Y N	Injury Y N	Injury Y N	Injury Y N	Injury Y N
Injury Y N	Injury Y N	Injury Y N	Injury Y N	Injury Y N	Injury Y N
Injury Y N	Injury Y N	Injury Y N	Injury Y N	Injury Y N	Injury Y N
Injury Y N	Injury Y N	Injury Y N	Injury Y N	Injury Y N	Injury Y N
Injury Y N	Injury Y N	Injury Y N	Injury Y N	Injury Y N	Injury Y N
Injury Y N	Injury Y N	Injury Y N	Injury Y N	Injury Y N	Injury Y N
Injury Y N	Injury Y N	Injury Y N	Injury Y N	Injury Y N	Injury Y N
Injury Y N	Injury Y N	Injury Y N	Injury Y N	Injury Y N	Injury Y N
Injury Y N	Injury Y N	Injury Y N	Injury Y N	Injury Y N	Injury Y N
Injury Y N	Injury Y N	Injury Y N	Injury Y N	Injury Y N	Injury Y N
Injury Y N	Injury Y N	Injury Y N	Injury Y N	Injury Y N	Injury Y N
Injury Y N	Injury Y N	Injury Y N	Injury Y N	Injury Y N	Injury Y N
Injury Y N	Injury Y N	Injury Y N	Injury Y N	Injury Y N	Injury Y N
Injury Y N	Injury Y N	Injury Y N	Injury Y N	Injury Y N	Injury Y N
Injury Y N	Injury Y N	Injury Y N	Injury Y N	Injury Y N	Injury Y N
Injury Y N	Injury Y N	Injury Y N	Injury Y N	Injury Y N	Injury Y N
Injury Y N	Injury Y N	Injury Y N	Injury Y N	Injury Y N	Injury Y N

Rear

Driver's Name _____ Signature _____

08/10

Dispatch / Office Staff

One CENTRAL location for all info

1 person for Accident

1 person for all other radio traffic
routes, students, etc

TIME LINE

important numbers

step by step directions

Accident Procedures – Dispatch Office

When a Bus/Van notifies Dispatch of involvement in an accident:

DATE: _____ Vehicle Number(s) involved: _____

Time Stamp

- _____ 1. Verify the driver is ok
- _____ 2. NOTIFY DIRECTOR / SUPERVISOR IMMEDIATELY
- _____ 3. Ask for LOCATION _____

INJURIES _____ (Students, other vehicle)

DAMAGE _____ Bus, other vehicle, PROPERTY

Instruct Driver to NOT move the vehicle until notified by Local Police or Director of Transportation

Instruct the Driver to begin checking ALL Passengers / calming passengers

Instruct Driver/Monitor to begin filling out the Accident Seating Chart Located in the Route Book, as well as marking all students from the Student Listing pages.

- _____ 4. If injuries are a YES – CALL 9- 911 immediately
 - a. Identify yourself
 - b. Location of accident
 - c. School Bus involved , if there are students involved/injured, or other party

If injuries are a NO – Call NON-emergency Phone number for Local Jurisdiction

Avondale – 623-333-7001

Buckeye – 623-349-6400

Glendale – 623-930-3000

Goodyear – 623-932-1220

MCSO – 623-876-1865

- d. Identify yourself
 - e. Location of accident
 - f. School Bus involved , if there are students involved/injured, or other party
- _____ 5. Notify Amy Potapoff at District Office (623-535-6017)
IF BEFORE DISTRICT OFFICE OPENS CALL: (623) 271-2060

_____ 6. Notify Principal / Secretary at school where students attend

_____ 7. Stay in Contact with Driver involved in accident

Determine if a 2nd/3rd route will need to be covered

Locate alternatives for Drivers to cover routes that are needed to fill

_____ 8. Contact MDT Services to be at site for a POST ACCIDENT DRUG SCREEN

Marty Catalonotte - 623-330-3382

_____ 9. Immediately Print a STUDENT ROSTER for the route involved in the Accident

**Report in VersaTrans named ACCIDENT RESPONSE

_____ 10. If needed, and directed by either Director, Supervisor or Fleet Super, contact

EZ TOW @ (623) 932- 2525

_____ 11. Document time Admin on scene calls to notify that scene is Cleared and headed back to Transportation

_____ 12. After scene is cleared, under direction of Director/Supervisor, get copy of Accident Chart, as well as Student Roster with list of students on the bus, and begin to notify parents of The accident

_____ 13. Attach copy of Accident Seating Chart, Student Roster with students on bus, all notes To this document, and turn over to Director of Transportation.

Signature

Printed Name, Date

In this section, Please keep detailed notes and time stamps for all info until the Accident Scene is Cleared. This includes all communication with District Office, Director/Supervisor on Scene, Driver involved in Accident, other drivers used to cover Routes, etc. Use a separate sheet of paper if needed.

Director / Supervisor

- Report to the scene
- Assess the situation
- Contact with Dispatcher for accident reasons
- Contact with District Office
- Contact point for Emergency Personnel
 - *Have your business cards available to give out*
- Cheat Sheet
 - *Cell Phone numbers (DO Personnel, Principals, District Insurance Company, Tow Truck, etc*

Director / Supervisor

- Transport driver back to office for Drug Screen (Chain of custody)
- Copy of ALL paperwork from LEA
 - *Accident Report (with NUMBER), business card*
- Pictures, Pictures, Pictures
 - *All sides, all vehicles, any damage, intersection, wide shots, whole scene shots, close ups with damage, school vehicle number, license plates, driver's licenses, Insurance cards*
 - *IPAD*
 - Designated for ACCIDENTS only
 - *Pictures*
 - *Student info (**may need data plan to access Student Information System)*
 - *Keep notes for anything that happens in one place (digital)*

Fleet Supervisor / Shop Staff

- Should respond to the scene (Supervisor or at least 1 mechanic)
- Evaluate damage to the vehicle
- Determine if Tow Truck is needed
- Work with DPS (if on scene) regarding vehicle
- Can drive the bus back after scene (if needed)

After the Accident

- Notify District Office when Accident scene is cleared
 - *Give all info, damages, citations, etc*
- Collect all paperwork / notes from the event
 - *IPAD info*
 - Pictures
 - *Accident Report form LEA*
 - *Dispatch office Timeline*
- Insurance Claim
- DPS Accident/Incident Report

After the Accident

- Driver Statement (Monitor as well, if involved)
- Drug Screen for driver involved
 - *Driver does not drive until results are returned / or instant dip is NEGATIVE*
- Pull video from vehicle (if equipped)
- GPS reports (if equipped)
 - *Speed, stopping, location, times, distances, etc*
- Accident Review Committee (ARC)

Accident Review Committee (ARC)

- Create an Accident Review Committee (ARC) prior to school year starting
 - *Director*
 - *Supervisor*
 - *Trainer (Lead Trainer if available)*
 - *Fleet Supervisor*
 - *Other District Administrator (not in Transportation)*
 - Purchasing Director
 - Facilities Director
 - Etc
 - Gives an outside look at the events of the accident
A "NON" Transportation Dept point of view

Accident Review Committee (ARC)

- ARC to review Video of accident (if equipped)
- Each member of the ARC receives:
 - *Copy of Accident Report*
 - *Statement from Driver and Monitor (if involved)*
 - *GPS reports (if equipped)*
 - *Pictures from the scene*

Accident Review Committee (ARC)

- ARC to use Guidelines to determine if accident was Preventable / Non-Preventable
- Preventable
 - *What could driver have done differently*
 - *Will discipline be necessary for driver (Trainer not involved in this step)*
 - Write up
 - Suspension
 - Termination
 - *Steps to correct behavior*
 - Re-training
 - Refresher course
 - Skills training
 - etc

Accident Review Committee (ARC)

- ARC to use Guidelines to determine if accident was Preventable / Non-Preventable
- Non Preventable
 - *What else could have been done to avoid the accident*
 - *What did the driver do right*

Tips & Tricks

- Create a 3-Ring Binder for each position in the office with roles/duties
 - *Director*
 - *Supervisor*
 - *Dispatch*
 - *Fleet Supervisor / Mechanic*

Tips & Tricks

- Create a folder on your computer for ACCIDENTS
 - *Sub Folders*
 - School Year (2018-19, 2019-20)
 - *Vehicle Number, Date*
 - Upload all documents form accident
 - *Pictures*
 - *DPS Accident / Incident Report*
 - *Accident Report (LEA)*
 - *Insurance Claim*
 - *Copies of Drivers Licenses, Insurance Cards- OTHER VEHICLE*
 - *Estimates to fix damages*
 - *Purchase Order for damages*

Tips & Tricks

- Address the latest accident at the next In-Service Meeting
 - *What happened, what was done correctly*
 - *Reminders for safety*

RUMORS will always be buzzing around regarding an accident. ADDRESS IT!!



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