

E.C.S.D. ADMINISTRATIVE REGULATION

BUS ACCIDENTS

When a school district bus or a contract carrier vehicle is involved in an accident, the following steps shall be taken:

1. The driver will call the Director of Transportation and provide details as soon as possible.
2. The Director of Transportation will obtain names of students from the driver when in their judgment it is necessary.
3. The Director of Transportation will immediately call the proper police department.
4. After notification of an accident by a driver or a police department, the Director of Transportation will call the superintendent and the schools of attendance of the bus student.
5. The superintendent or principal shall, when in his judgment the situation warrants it, notify the parent or guardian immediately.
6. The superintendent's office will follow established procedures with the appropriate police department and the Department of Education on the appropriate forms.
7. The Accounting Department will prepare the necessary forms for the insurance company.