



## **EMERGENCY PROCEDURE FOR RCS BUS OR ACTIVITY BUS ACCIDENTS**

**School Bus/Activity Bus Drivers are instructed to do three things in case of an accident:**

1. Check for passenger injuries. Assist as necessary.
2. Check occupants of the other vehicle or pedestrians for injuries. Assist as necessary.
3. Call 911 to report injuries otherwise call the Bus Garage @ 634-3275 to report accident.

**911 Personnel will notify RCS Transportation Department @ 634-3275**

**Garage Personnel are instructed to do Four things in case of an emergency:**

1. Dispatch Garage Personnel to the accident scene.
2. Notify the school to which the bus is assigned(have school be prepared to send a relief driver if necessary)
3. Notify Central Office Switchboard of Accident
4. Garage Personnel at the scene should notify Garage office for relief driver/spare bus if deemed necessary.
5. Maintain radio contact with Garage Personnel until Garage Personnel are clear of the scene.

**Central Office Personnel will notify Superintendent and/or Associate Superintendent**

**School Personnel are advised to do the following:**

1. Dispatch a school person to the accident scene.
2. Make sure those persons who are answering the phones are aware of the most current accident update, so parents can be informed of the conditions of the children and any bus delays.
3. If children are injured, have a school person accompany the children to the treatment facility. If several children are injured, children may be taken to multiple facilities so that treatment may be administered quickly. You may need to send more school personnel to the various medical treatment facilities to assist and comfort the children and parents.
4. Be certain that the parents/guardians of any injured children are notified immediately.
5. If the accident produces injuries or produces no injuries but results in costly property damage notify our Superintendent.
6. Make preparation to send relief driver to accident scene if deemed necessary.
7. We advise all school personnel not to make statements or comments about liability and responsibility until the investigation is complete.