

**ADMINISTRATIVE PROCEDURE**

**OPERATIONAL SERVICES**

***School Bus Post-Accident Checklist***

**Driver Post-Accident Procedures**

1. The first consideration is whether it is safer to evacuate the students or to have them remain on the bus. 23 Ill.Admin.Code §1.510(l).
2. Immediately notify the pre-designated emergency and police services, and administer first aid. As soon as possible, notify the District or transportation office.
3. When notifying the District or transportation office, give the following information:
  - Seriousness of the accident
  - Location and time of incident
  - Bus number and route number
  - School
  - Number of students on board
  - Extent of any injuries
  - Weather/road conditions
  - Any other pertinent information
4. Never leave your vehicle, either to check traffic or set out reflectors, when children are on board. Stay with the children until help arrives. Do not release any student, even to parents, unless instructed to do so by the District or transportation office.
5. Set out reflectors, flares, flags, etc. only when the safety of all children is secure.
6. Stay vigilant for the continued safety of everyone at the scene and:
  - Never** attempt to direct traffic, except in extreme emergencies.
  - Never** move the vehicle before the police arrive, unless absolutely necessary to avoid a traffic hazard.
  - Never** discuss liability or fault, or sign anything until someone from the District or transportation office arrives.
  - Never** move an injured person unless the person's life is in jeopardy.
7. If your vehicle strikes an animal (pet), continue until it is safe to stop, keeping in mind that the sight of an injured pet could upset the children on the bus. Park the vehicle and radio or call the District or transportation office with the information. The office will notify the proper authorities.
8. The District or transportation office, when notifying the school, may suggest that personnel follow-up with students to minimize trauma or emotional after-effects.

### Information Gathering

While at the accident scene the driver and/or transportation supervisor shall:

1. Obtain the name, address, and birth date of every passenger on the bus.
2. Obtain the name and address of all witnesses.
3. Regarding other vehicles involved in the accident, obtain the:
  - Other drivers' names
  - Other drivers' license numbers
  - Other drivers' addresses and phone numbers
  - Make, model, year, and license plate numbers of other involved vehicles
  - Other drivers' insurance carrier information
  - Name, address, D.O.B. and phone numbers of passengers in other involved vehicles

### District or Transportation Office Responsibilities

1. Confirm that police and emergency services as appropriate were notified. An ambulance need not be called to the accident scene unless there are obvious injuries or complaints.
2. Send a transportation supervisor to the accident scene to assist the bus driver.
3. Arrange for the parents of children on the bus to be contacted.
4. Arrange alternate transportation for the children.
5. Contact the District's insurance carrier as soon as possible and follow its instructions.
6. Help the bus driver complete accident report forms, including insurance forms. Complete ISBE's *School Bus Accident Report*, [www.isbe.net/funding/pdf/50-26\\_school\\_bus\\_accident.pdf](http://www.isbe.net/funding/pdf/50-26_school_bus_accident.pdf), and forward to the Regional Superintendent immediately after any accident.
7. Obtain any accident reports completed by third parties, including police reports.

### Post-Accident Alcohol and Drug Testing

1. This section's provisions are required by 49 C.F.R. §382.303. For drug and alcohol testing requirements, see policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*; and administrative procedure 5:285-AP, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*.
2. School bus drivers shall be provided the necessary post-accident alcohol and drug testing information, procedures, and instructions before operating a bus.
3. As soon as practicable after an accident involving a school bus, the driver shall be tested for alcohol and controlled substances if:
  - a. The accident involved the loss of human life;
  - b. The driver receives a citation for a moving traffic violation arising from the accident;
  - or
  - c. A law enforcement officer directs that such a test be given. 625 ILCS 5/6-516.
4. If a required alcohol test is **not** administered:
  - a. Within 2 hours, the District must prepare and maintain a file or record stating why the test was not properly administered.

- b. Within 8 hours, the District shall cease attempts to administer an alcohol test and shall prepare the same record.
5. If a required controlled substance test is **not** administered within 32 hours, the District shall cease attempts to administer the test, and shall prepare and maintain a file or record stating why the test was not properly administered.
6. No driver required to take a post-accident alcohol test shall use alcohol for 8 hours following the accident, or until undergoing a post-accident alcohol test.

Vehicle Inspection

Following an accident, each damaged bus component must be inspected before the bus is returned to service. 625 ILCS 5/13-109.

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