

SCHOOL DISTRICT OF MAYVILLE

ADMINISTRATIVE DIRECTIVE 751.2

BUS ACCIDENT PROCEDURES

A. Preparation of Bus Rider Lists

There are two types of transportation – regular transportation and co-curricular transportation. Regular transportation shall refer to the transportation to and from school at the beginning and end of the school day. Co-curricular transportation shall include all non-regular transportation.

1. All co-curricular transportation shall be requested on a "**Transportation Request Form**". This form shall be submitted to the office for approval of the principal or Athletic Director and shall include three copies of a list of people who will be riding the bus.
 - a. For field trips or trips occurring other than athletic trips, this request and list of students should be brought to the office for each trip taken.
 - b. For co-curricular transportation, a request for all trips necessary for the season must be submitted to the Director of Operations at least two weeks prior to the beginning of the season, i.e., basketball season, with a list of students attached. In this way the coach will not need to create a separate list and request for every trip. The co-curricular advisor is responsible for carrying an updated list of the activity with copies kept by the Director of Operations and the Principal. Requests for field trips shall be submitted at least two weeks prior to the trip, but requests will be handled on a first come first serve basis.
2. Once a request comes to the proper administrator, the administrator shall approve or disapprove the trip. The Director of Operations shall make appropriate arrangements for the transportation as needed, and keep one of the rider lists, while giving the other list to the bus driver assigned.
3. The Director of Operations will provide for each of the three school offices, a roster of all regular student transportation runs, including private schools. The roster shall include the names of students on each run, along with the phone numbers for each student. This information shall be kept in the appropriate principal's office.

It is felt that the above steps are necessary to have documentation as to who is on the school bus, should an accident happen. In this way, there would always be a copy of the rider list, both on the bus and in the school from which the trip originated. Along with this, the Director of Operations would also have a copy of the rider list, which he/she could take with him/her if the need arises to the scene.

B. Handling a Bus Accident

1. In the case of a bus accident, after notifying the proper authorities (Dial 911), the first person receiving notification shall contact the Director of Operations as soon as possible. The Director of Operations and/or an administrator will report immediately to the scene of the accident.

2. Upon arriving at the accident scene, the administrative staff shall assist the emergency personnel as needed. It shall be the administrator's responsibility to contact parents/guardians of those students that are on the bus.
3. The District Administrator shall not be involved in the actual handling of any aspect of the bus accident and the students involved, but shall be free to deal with the members of the media, police department, insurance companies or provide general oversight to the operation. Only the district administrator or designee shall respond to any media present.

Ronald P. Bieri
July 2, 2001