

## **BUS ACCIDENT/DISASTER WITH STUDENT PASSENGERS PROCEDURE (TRN-P007)**

Clarksville-Montgomery County School System

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### **1.0 SCOPE:**

- 1.1 This procedure outlines the process of controlling the scene of an accident/disaster with or without injury to a bus driver or student.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### **2.0 RESPONSIBILITY:**

- 2.1 Transportation Manager (TM)
- 2.2 Assistant Transportation Manager (ATM)
- 2.3 Vehicle Maintenance Supervisor (VMS)
- 2.4 Fleet Safety Officer (FSO)
- 2.5 Risk Manager/Safety Coordinator (RMSC)
- 2.6 Dispatcher
- 2.7 Route Analyst

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Operations Officer (COO)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **4.0 DEFINITIONS:**

- 4.1 None.

### **5.0 PROCEDURE:**

- 5.1 Accident/disaster is reported to the Operations Service Complex. Should a driver fail to report an accident, he/she will be subject to disciplinary action and/or possible termination.
- 5.1.1 Route Analyst accesses Trapeze Mapnet Software for passenger information.
- 5.2 Dispatcher assumes control of all emergency communication, calls emergency 911, gives emergency situation and location, and notifies Fleet Safety and Transportation Manager. Dispatcher remains at the office until relieved by TM or designee.
- 5.2.1 Transportation Manager (TM) notifies COO.
  - 5.2.2 TM keeps COO informed; COO keeps the Director of Schools/designee and Chief Communications Officer/designee informed.
- 5.3 Fleet Safety gathers needed materials and proceeds to scene to assist the bus driver, students and others involved. COO and TM are kept informed of situation by two-way radio, cellular phone or by messenger. FSO assists law enforcement, rescue workers and EMS units as required. FSO determines what other departments need to be contacted.
- 5.3.1 Safety Officer/Risk Manager, Maintenance Shop Foreman or TM gathers needed materials and proceeds to scene to assist FSO and to coordinate and supervise recovery operations as directed by FSO.

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5.3.2 Verify passenger information.

- 5.4 If injuries are reported to the driver or any students, ATM gathers needed materials and proceeds to local hospital to provide information, comfort and support to family members, keeps TM and COO informed of the situation, and remains at the hospital until relieved by TM or designee.
- 5.5 Dispatcher assumes control of normal operations, assists with emergency communication as need arises.
- 5.6 Bus driver, after released by investigating officer, goes to the Operations Service Complex to complete TRN-F040 CMCSS Accident and Incident Report, SAF-F001 CMCSS Student Injury Report, if needed, and verify information for all students on board. Drivers are also subject to drug and/or alcohol tested as required in SAF-A001 Drug and Alcohol Testing Policy.
- 5.7 If driver reported an injury, Department of Transportation contracted doctor examines bus driver before driver returns to work.
  - 5.7.1 If driver is hospitalized, the above information will be completed as soon as possible.
- 5.8 Other staff members will continue with normal duties and responsibilities and assist with monitoring the two-way radio and phone calls as needed.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Accident Report from Local Authorities
- 6.2 CMCSS Accident and Incident Report TRN-F040
- 6.3 CMCSS Student Injury Report SAF-F001
- 6.4 Drug and Alcohol Testing Policy SAF-A001
- 6.5 Insurance Papers
- 6.6 Accident Check List TRN-F050

### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Accident Report, Insurance Papers	Safety Officer's department	Twenty Years	Discard as Desired	Secured Building

### **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/23/04		Initial Release
6/22/04	A	Change Secretary to Assistant Dispatcher in 5.8 and flowchart, correct retention information in 7.0

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10/6/09	B	Add sentence in 5.1 "Should a driver fail to report an accident...", add 5.1.1, 5.2.1 & 5.2.2, add 5.3.1 and 5.3.2, add 5.6.1, 5.4 changed Trans. Mgr. to Asst. Trans. Mgr., 5.4 changed Trans. Mgr. to Asst. Trans. Mgr.
3/22/11	C	2.2 Add Assistant Transportation Manager (ATM) 2.5 Add Route Analyst 5.1 Change immediate suspension to disciplinary action. 5.1.1 Change Power School Reader to Trapeze Mapnet Software. 5.3.2 Change Power School is accessed for to verify. 5.4 Delete at the hospital. Change Power School to Trapeze Mapnet Software in flowchart. Update contents in 5.6. Update related documents in 6.0. Update flowchart.
6/28/11	D	5.1 Added and/or possible termination 6.6 Changed Accident Check Kit to Accident Check List TRN-F050

### **9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

**\*\*\* End of procedure \*\*\***