

## Sample Checklist for Vehicle Accident

School bus accidents are reported almost daily throughout the Commonwealth of Pennsylvania. In addition, there are occasions where staff drive their own vehicles and are transporting students.

**DIRECTIONS:** Use the following checklist to assess the school building's/school district's response. Place the date below and mark the individual's name, in the completed block, who is confirming that the action item has been completed.

**DATE:** \_\_\_\_\_

Action Item	Completed
<b>School Bus Accident Procedures:</b>	
Bus Driver contacts dispatch and Principal to notify of accident.	
Off-load students to a safe holding area if unsafe to stay on bus.	
If there are injuries, call 911 to request fire, law enforcement and rescue/ambulance assistance.	
Render first aid to injured persons.	
Notify Transportation Director.	
Notify Superintendent.	
Notify all parents/guardians of students on the bus.	
If there are injuries, arrange for post-accident drug and alcohol testing for bus driver.	
Provide counseling for bus driver and students on the bus, if necessary.	
Call staff meeting to hold a review of the incident and discuss changes to procedures.	
Update checklist, if necessary.	
<b>Vehicle Accident other than a School Bus Procedures:</b>	
Upon report of a vehicle accident, determine the following: <ul style="list-style-type: none"> <li>• Did any deaths or injuries occur?</li> <li>• Were students involved?</li> <li>• Were other non-employees involved (i.e. parent volunteers)?</li> <li>• Does the school own or lease the vehicle?</li> </ul>	
Notify appropriate Principal.	
Notify Superintendent.	
Notify Transportation Director.	
If a school employee was driving and injuries occurred and the vehicle/driver is covered by school insurance, arrange for post-accident drug and alcohol testing.	
Notify parents/guardians of all students involved in the accident.	

Communications:	
Notify the Public Information Officer to activate the Communications Plan.	
Communication Plan is activated.	
Cautions/Notes:	