

NON-INSTRUCTIONAL OPERATIONS

Procedures for Bus Driver in Accident or Bus Breakdown Situations

1. The driver is to control the events after a crash or breakdown, to do so , you must stay calm.
2. Judge the situation accurately and proceed quickly.
 - a. Stop the bus immediately, no matter how seemingly unimportant the happening...turn off the ignition.
 - b. Quickly take measure to prevent another disaster.
 - 1) If the position of the bus is hazardous, move it to a safer location
 - 2) If there is danger of fire, evacuate the bus promptly. Keep students in a group.

RULE OF THUMB . . . PASSENGERS ARE USUALLY SAFER IF THEY REMAIN ON THE BUS. YOU HAVE TO BE THE JUDGE AND MAKE THE BEST DECISION FOR THE SAFETY OF YOUR PASSENGERS.

3. In an accident, quickly determine if anyone is injured...give assurances....do not move a badly injured person. Send for an ambulance.
4. Set up your traffic control flags and flares.
5. Get back to your bus, send someone to call for help. If students are used, send two students together. Make sure the person making the calls has this information:
 - a. Exact location of the crash or breakdown and bus number.
 - b. If there are injuries that are severe, ask of the ambulance.
 - c. Ask for another bus if needed.

MAKE THE TELEPHONE CALL TO THE ADMINISTRATION BUILDING AND TELL THE OPERATOR THE INFORMATION. TELL HER SOMEONE IN TRANSPORTATION SUPERVISION MUST BE NOTIFIED. IF AN ACCIDENT, HAVE HER CALL THE LOCAL POLICE FOR CITY, STATE, HIGHWAY PATROL, OR COUNTY SHERIFF, AND AMBULANCE. GIVE HER THE TELEPHONE NUMBER YOU ARE CALLING FROM.

6. In accident cases where there are injuries or damage to property in excess of \$100, a traffic enforcement agency must be notified.

Administrative Regulation No. 8124.1
Procedures for Bus Driver in Bus Accident or Bus Breakdown Situations - Continued

7. In every case where injuries, death or property damage is \$200 or more a report must be filed within 24 hours.