

Attleboro Bus Accident Protocol

School Site Communication Materials/Procedures

1. Develop an electronic generated Bus Group for every bus.
2. Build and update a two-section *emergency bus directory binder* to use as a reference at the scene of an accident.

Section 1: Specific student bus list information:

- o Student name associated with specific bus
- o Student date of birth
- o Student photo
- o Emergency contact information
- o Notice of any "restrictions" for student release to a specific relative
- o Critical medical needs or concerns for students

Section 2: Student bus list information handout:

- o Use as an informational handout to Attleboro Police Department on the scene.
- o This list will be a handout that must include student names and dates of birth.

**Procedure for building principal or administrative designee after receiving a call about a school bus accident**

1. Call Attleboro Public School Central Office contact to report accident.
2. Log in and send an electronically generated phone message to families on that specific bus.
3. Communicate information about the accident and possible delays.
4. Drive to accident with emergency bus directory binder as a reference and to use as an informational handout for Attleboro Police Department on the scene.
5. Review and/or supply bus list information handout to Attleboro Police Department on the scene. This list must include student birthdays. Officers are required to take attendance, having this list will assist in the process and aide in clearing and releasing the scene for the bus to depart (if possible).
6. Assess the scene, speak to the students, converse with the bus driver, have a discussion with the officer on duty and then call Central Office contact to report status.
7. Coordinate with any medical or emergency staff in case of a serious student injury. Report student(s) name to Central Office contact to notify family members of the injury.
8. If bus is deemed un-drivable, assist officer at the scene to transition students to new bus distributed to the scene by the bus company.
9. Once the scene is released by the Attleboro Police department, call Central Office contact and bus company
10. Bus company will call building principal or administrative designee once the route is complete and all students are off the bus.
11. Call Central Office contact to report all students have been delivered to designated stop.