

Grant Parish School Board  
Transportation Department  
Post - Accident Procedures for School Bus Drivers  
*This is a basic guide and does not cover every situation.*

1. Call transportation dispatch on your two-way radio.  
The dispatcher will ask if anyone is in need of medical care and will notify proper authorities. Whether anyone is hurt or not, **the students on the bus MUST be checked by medically trained emergency responders.** (Do not allow a student to be picked up by a parent/guardian until the student has been checked.)
2. Do not admit fault to anyone.  
Do not discuss facts of the collision with anyone except to give information to police, fire and ambulance/rescue personnel and school district officials.  
Refer all media questions to your supervisor.
3. Investigating officers will ask for the following:
  - \*Student roster - students on the bus during the accident should be indicated
  - \*Seating chart – students on the bus during the accident should be indicated
  - \*A copy of this information needs to be given to the Transportation Manager or Operations and Training Coordinator. It is VERY IMPORTANT that we have an accurate account of each student on the bus at the time of the accident!!!*
  - Insurance papers
  - Registration
  - Driver's license
  - CDL Physical
  - Pre-trip form
4. In the event of an injury or injuries that require(s) an ambulance, the names of the person(s) taken by ambulance to the hospital should be noted. As should the names of any person(s) taken directly to the hospital via a private vehicle.
5. In the event parents arrive to pick up their children, a list must be made of the student's name and the name of the person picking up the student. This is VERY IMPORTANT. If an ambulance has been called, an EMT must check student(s) before they can be released to their parent or guardian.
6. If possible, pay attention to your surroundings following the accident. Make a mental note of any possible witnesses and point them out to the investigating officer. If possible, take pictures of the scene and vehicles involved.
7. An accident report form will need to be completed and sent to the school board office. This form can be obtained on the school board website, [www.gpsb.org](http://www.gpsb.org), or obtained from the Transportation Department.
8. School Board policy requires that an alcohol and drug test be administered to the school bus driver immediately following ALL accidents. Drivers will be advised as to the testing site. Transportation to the testing site is the responsibility of the driver unless advised otherwise by the Transportation Manager or Transportation Operations and Training Coordinator or the driver is taken to the hospital via ambulance, in which case drug testing can be administered at the hospital.
8. As soon as possible, drivers should call the parents of the students that were on the bus during the accident. If the accident was minor, with no injuries, the call will give parents first-hand information and prevent them from getting erroneous information. If the accident was major, with injuries, the call is an opportunity to check on the students. Each situation is different. If you have questions, please call the Transportation Manager or Transportation Operations and Training Coordinator.

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