



Board of Education Policy Manual

ADMINISTRATIVE REGULATION

AR 8400.3 **SCHOOL BUS ACCIDENTS**

PURPOSE

To establish a clear plan of action to be taken in the event of a school bus traffic accident in order to ensure the safety and well-being of students and staff, as well as to provide guidelines for communication with relevant parties.

SCOPE

This regulation applies to all school buses and school-related transportation operated by the Burnt Hills-Ballston Lake Central School District in the state of New York.

PROCEDURES

Immediate Steps:

1. The bus driver should immediately stop the bus and activate the hazard lights.
2. The bus driver should assess the situation and determine if there are any injuries.
3. The driver should, if possible, immediately call 911 using a cell phone, to give a first-hand report on the accident including location, and any injuries.
4. The bus driver should call 972-Base on radio, report the accident including bus number, location, and any injuries. The Transportation Department should call 911 if the driver was not able to do this. The Transportation Office will also notify the district's School Resource Officers of the accident.
5. The bus driver should ensure that all students remain on the bus unless directed otherwise by first responders or school officials.
6. The Administrator for Student Transportation, Transportation Supervisor, other school administrators, and/or members of the Transportation Office leadership team, should report immediately to the scene of the accident. Transportation Leadership will determine if it is necessary also to bring a mechanic to the scene. Bring a camera, clipboard with accident form, and insurance card to the scene.

7. The Transportation Department will create a student data sheet for students riding the specific bus route(s). This sheet will be distributed to the principals of involved schools and the school nurse(s) involved. The Transportation Department will also have additional bus drivers and buses on standby to assist with student transportation and accident recovery.
8. Injured Students:
 - a. If the school bus traffic accident involves significant injuries, the School Resource Officer should immediately activate the District's Emergency Response Plan and notify the appropriate emergency response agencies (e.g. police, fire department, ambulance).
 - b. The School Resource Officer should immediately coordinate with the school(s) and transportation department to ensure that any students who were injured are receiving necessary medical treatment and that their families have been contacted.
9. Non-injured Students:
 - a. Transportation Leadership should coordinate with the school(s) and Transportation Department to make arrangements for the transportation of all students who were not injured back to their home school. (Note: in the event that a parent arrives at the scene and is insistent on taking their child before the students are transported back to school for medical clearance or the school nurse arrives at the scene of the accident, driver/supervisor should insist that a paramedic or police officer medically clear the child prior to release.)
 - b. Students must be cleared by school medical personnel prior to being transported home or allowed to continue with their day. This will require bringing all students that have not been released to paramedics at the scene back to a school to be examined by a school nurse. (Alternatively, the school nurse may come to the scene of the accident if this is mutually decided upon between the School Resource Officer and the school nurse to be safe and practicable.)
 - c. Once students are cleared by the nurse, they can be sent on to class, released to their parents, or transported home. The building principal(s) will coordinate the effort to call and notify all parents involved. Office staff, school nurse, and Transportation Department should all work together at the direction of the Building Principal to call and notify parents.
 - d. The Superintendent should inform the Communications Specialist, the School Board and any other relevant parties of the accident and provide updates as necessary.

COMMUNICATION

1. The Transportation Department should immediately inform the school(s) and the Communications Specialist of any delays or changes to the transportation schedule due to the accident. The principal(s) and the Communications Specialist will decide how best to inform parents of these delays or changes.
2. The School Resource Officer should provide regular updates to the school(s) and Transportation Department regarding the status of the accident and any necessary next steps.

3. The Superintendent should inform the School Board and any other relevant parties of the accident and provide updates as necessary.

REPORTING AND RECORD KEEPING

1. The Transportation Department should document the details of the accident, including the date, time, location, and any injuries or damages sustained.
2. The Transportation Supervisor/Administrator or Head Mechanic should report the accident to the NYS Department of Transportation, if necessary.
3. Transportation Leadership will call the insurance company to report the accident.
4. The School Resource Officer should maintain a record of all communication and actions taken in response to the accident.

REVIEW AND UPDATE

1. This regulation should be reviewed and updated annually by the School Resource Officer in consultation with Transportation Leadership, Assistant Superintendent for Support Services, and the Superintendent.

Adopted January 2023, updated 2004, updated 2025