

RSU #63

- a. NEPN/NSBA Code:** EEAEAA
- b. Title:** Accident and Vehicle Failure Procedures
- Vehicle Drivers
- c. Author:** Director of Transportation
- d. Replaces Policy:** EEAAE-2
- e. Date Approved:** 03/28/2016 RSU #63
- f. Previously Approved:** 10/25/2010
- g. Policy Expiration:** Annual Review
- h. Responsible for Review:** Director of Transportation &
Policy Committee
- i. Date Reviewed:** 03/08/2016 Director of Transportation
03/07/2016 Policy Committee
- j. References:**

**Cross Referenced Policies: EEAAE – School Vehicle Evacuation
Procedures**

**EEAEC - Student and Rider Conduct on
School Vehicles**

k. Narrative:

In the case of any accident involving an RSU 63 vehicle carrying students or riders, the First Priority is the safety, security, and comfort of the passengers. It is also essential to notify appropriate parties as soon as possible, whether it is to request emergency services (fire, EMS, law enforcement) or RSU 63 administration.

The vehicle driver is the Captain. His/her responsibility is to take command and to prevent panic and confusion. If older students are onboard, the driver is authorized to attempt to use them to assist in keeping younger students calm and in their seats unless directed to initiate evacuation.

I. Assess the situation.

- A.** Turn the engine off and remove the keys.
- B.** Do not leave the vehicle when there are students onboard unless necessary.
- C.** If passing vehicle drivers stop, ask for help and be prepared to give instructions.
- D.** Quickly determine if there is an immediate need to evacuate the vehicle.
- E.** Check for minor and life threatening injuries.
 - 1.** Difficulty breathing
 - 2.** Considerable bleeding
 - 3.** Any situation that threatens a serious worsening of injuries, such as broken bones protruding through the skin, or objects piercing passengers' bodies.
- F.** Assign older students to help if possible.
- G.** Using the assigned RSU 63 two-way radio, call Central Office and report the following information to the Transportation Director or the Superintendent. If the

situation is critical, use any personal cell phone to call 911 to request help.

1. Give location of the vehicle and *nature of the emergency*.
 2. Provide the number of students onboard
 3. Provide information regarding any life-threatening emergencies
 4. Provide general information on the status of any other injuries
- II.** If necessary, because of fire or danger of fire, have all passengers leave the vehicle and assemble nearby. Keep everyone quiet and still. If weather requires protective clothing, ask older students to help keep younger students warm and dry.
- III.** Do not allow non-RSU 63 personnel to remove any of your students from the scene. Even if parents arrive, do not allow any student to leave until checked out by EMS personnel. Moving an injured person could result in additional, life-threatening injuries.
- IV.** Care for those passengers who need immediate aid for life-threatening problems.
- V.** Continue to care, reassure, and protect passengers.
- VI.** As time and circumstances allow, clear away obstacles to treatment of the injured.
- VII.** Ensure escape routes are available should they be necessary. If the weather is good, open the door, but do not let passengers leave the vehicle unless staying in the vehicle presents immediate danger.
- VIII.** Write down the names and seat numbers (location) of passengers. Add the Date of Birth, and home phone numbers of passenger, if known, using the seating plan on the “Vehicle Accident-Student Form.” See attached form.
- IX.** Keep track of all passengers to ensure all are eventually examined by emergency medical personnel.
- X.** Remove potential causes of fire, if possible.
- XI.** If someone is smoking at the accident scene, ask him/her to extinguish the smoking materials or move away from the accident scene to minimize any danger of fire.
- XII.** Warn bystanders away.
- XIII.** If help cannot be obtained via two-way radio or cell phone availability,
- A. Bystanders can be instructed to go for help.
 - B. If no bystanders are available, two uninjured people, other than the driver, should be sent for help.
- XIV.** The driver is not to leave the scene.

VEHICLE ACCIDENT – STUDENT FORM

Date: _____

Bus # _____ Driver: _____

SEAT #	NAME	BIRTH DATE	PHONE #