

# Reporting and Responding to School Bus Accidents

## Head Start Performance Standards

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§ 1303.71

§ 1303.72

§ 1302.102(d)(1)(ii)

OAR 581-053-0230

ORS 820.110, 820.190, 820.200

### Policy

- Each bus will have the required emergency equipment to prepare for emergency situations. Transportation staff will be trained to respond effectively to bus emergencies. The Transportation Supervisor will provide training to all transportation staff through the Oregon Department of Education (ODE) training materials. Bus drivers will be familiar with accident procedures and documentation requirements. All buses must carry insurance and registration cards as issued by the Department of Motor Vehicles.

According to the Oregon Department of Education, an accident is defined as:

- Any transportation-related injuries requiring medical or dental treatment. Transportation-related injuries include any injuries that occur on the bus or while boarding or disembarking.
- Any damage to a Head Start school bus more than \$500.00
- Any damage to property other than the Head Start school bus.

### Procedure

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#### In the Event of an Accident

Every accident involving a Head Start school bus must be reported to the Transportation Supervisor immediately. Transportation staff will follow Community Action Head Start emergency procedures to manage an accident. The Transportation Supervisor will notify the Early Childhood Program Manager and Head Start Director in case of an accident.

When an accident occurs, the following will happen:

- Bus Driver will put the bus in park and turn off the bus and remove the keys. Transportation staff will call 911 immediately.
- If necessary, evaluate the bus for safety away from all dangerous areas.
- Transportation Staff will call the Transportation Supervisor to report the accident. If the Transportation Supervisor cannot be reached the bus staff will call the Early Childhood Program Manager, Head Start Director.
- The Transportation Supervisor or Bus Team will notify the classroom staff that the bus has been delayed. Classroom staff will need to contact families to inform them that the bus has been delayed.
- Insurance and agency information will be exchanged with any other driver(s).

**Community Action Head Start  
Washington County, Oregon**

- The Transportation Supervisor or someone from the Head Start Management Team will be at the scene to support staff.
- After an accident, the Transportation Supervisor require the bus driver to have a DOT drug and alcohol test following the FMCSA Post Accident Testing Decision Tree to determine if the drug and alcohol test is to be a DOT test
- Bus drivers may be retrained, specifically focusing on issues related to the accident.
- All required accident reports will be completed and submitted to the Oregon Department of Education within 72 hours, including any required by the Oregon Department of Education, the Department of Motor Vehicles, and the Community Action Head Start Injury/Accident Report.
- The Transportation Supervisor will work with the Bus Driver to make a written report and incident report on the intranet of the school bus accident
- The Head Start Director will notify the Office of Head Start regional office of the accident Compliance Supervisor will notify the licenser with Department of Early Learning Care. If needed to let Policy Council and the Board Directors.