

## **SCHOOL TRANSPORTATION ACCIDENT POLICY**

If a vehicle authorized to transport students is involved in a traffic accident, the following steps shall be followed:

1. The driver will immediately notify 9-1-1. Whenever possible, the driver should immediately notify the Principal who will inform the Executive Director.
2. At the scene of an accident, the responding law enforcement agency is in charge.
3. To every extent possible, the driver will provide emergency first aid (airway, breathing, circulation, shock, minor injuries). If the driver is incapacitated, other adult (teacher/chaperone/coach) will assume responsibilities if present.
4. The parents/guardian will be notified by a school representative.
5. A complete report of injury will be made for students with details of the injury.
6. If the accident involves an employee owned vehicle used for school purposes, the employee must contact the Executive Director as soon as possible. The employee's insurance is in force as the primary coverage and CRCS will refer additional claims, if necessary, to the CRCS insurance vendor.

Adopted: 9/4/2012