

MOTOR VEHICLE CRASH

DATE: / /

Bus and/or automobile collision involving students and staff traveling to and from school and during field trips.

√	TIME	WITNESS/REPORTED BY	NAME OF CONTACT	CONTACT NO.
		Call 911 and inform police about details		
√	TIME	PRIORITY PROCEDURES	NAME OF CONTACT	CONTACT NO.
		Check for injuries and if confirmed, call 911		
		Inform police about details		
√	TIME	PROCEDURES FOR BUS DRIVER or SCHOOL-SPONSORED DRIVER OR LEADER OF FIELD TRIP.....	NAME OF CONTACT	CONTACT NO.
		Secure vehicle, position flares at a safe distance from crash scene and display other appropriate warning devices		
		Call or direct someone to call 911		
		Administer first aid by utilizing trained staff from the immediate vicinity		
		Ensure children remain in vehicle if safe from fire or other road hazards; if danger exists, move passengers to a safe place away from the scene of the collision		
		Direct responsible person to flag down oncoming motorists for additional assistance		
		Get names and addresses of any witnesses and report to law enforcement and principal or designee		
		Notify principal or designee		
		Make no statements to bystanders or media		
		Fill out three-part school bus seating chart form for EMS, police and administration if available		

