



## **PERSONAL INJURY BUS ACCIDENT/DISASTER WITH STUDENT PASSENGERS PROCEDURE (TRN-P007)**

Clarksville-Montgomery County School System

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### **1.0 SCOPE:**

- 1.1 This procedure outlines the process of controlling the scene of an accident/disaster with or without injury to a bus driver or student.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### **2.0 RESPONSIBILITY:**

- 2.1 Student Transportation Manager (STM)
- 2.2 Assistant Transportation Safety Manager (ATSM)
- 2.3 Vehicle Maintenance Manager (VMM)
- 2.4 Driver Safety Supervisor (DSS)
- 2.5 Safety and Health Director (SHD)
- 2.6 Fleet Supervisor
- 2.7 Route Analyst

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Operations Officer (COO)

### **4.0 DEFINITIONS:**

- 4.1 None.

### **5.0 PROCEDURE:**

- 5.1 Personal injury accident/disaster is reported to the Operations Complex. Should a driver fail to report an accident, he/she will be subject to disciplinary action and/or possible termination.
  - 5.1.1 Route Analyst accesses Routing Software for passenger information.
- 5.2 Fleet Supervisor assumes control of all emergency communication; calls 911 to give emergency situation and location; notifies DSS, SHD, and STM; also notifies the Principal or Principals of the students involved in the accident; and requests that the Principal report to the scene of the accident. Fleet Supervisor remains at the office until relieved by STM or designee.
  - 5.2.1 Student Transportation Manager (STM) notifies COO.
  - 5.2.2 STM keeps COO informed; COO keeps the Director of Schools/designee and Chief Communications Officer/designee informed.
- 5.3 The COO and/or the STM proceed to the scene to assist the bus driver, students, and others involved; to assist law enforcement, rescue workers, and EMS units as required; and determine what other departments need to be contacted.



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- 5.3.1 Safety and Health Director, Vehicle Maintenance Manager, or STM gathers needed materials and proceeds to scene to assist and to coordinate and supervise recovery operations.
- 5.3.2 Verify passenger information.
- 5.4 If injuries are reported to the driver or any students, ATSM or designee gathers needed materials and proceeds to local hospital to provide information, comfort and support to family members, keeps STM and COO informed of the situation, and remains at the hospital until relieved by STM or designee. If no injuries, refer to TRN-W006 Transportation Department Message Protocol, Item # 3.
- 5.5 Fleet Supervisor assumes control of normal operations, assists with emergency communication as need arises.
- 5.6 Bus driver, after released by investigating officer, goes to the Operations Service Complex to complete TRN-F040, CMCSS Accident and Incident Report, SAF-F001, CMCSS Student Injury Report, if needed, and verify information for all students on board. Drivers are also subject to drug and/or alcohol tested as required in SAF-A001 Drug and Alcohol Testing Policy.
- 5.7 If driver reported an injury, Department of Transportation contracted doctor examines bus driver before driver returns to work.
  - 5.7.1 If driver is hospitalized, the above information will be completed as soon as possible.
- 5.8 Other staff members will continue with normal duties and responsibilities and assist with monitoring the two-way radio and phone calls as needed.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Accident Report from Local Authorities
- 6.2 [TRN-F040](#) CMCSS Accident and Incident Report
- 6.3 [SAF-F001](#) CMCSS Student Injury Report
- 6.4 [SAF-A001](#) Drug and Alcohol Testing Policy
- 6.5 Insurance Papers
- 6.6 [TRN-F050](#) Accident Check List
- 6.7 [TRN-W006](#) Transportation Department Message Protocol

### **7.0 RECORD RETENTION TABLE:**

<b><u>Identification</u></b>	<b><u>Storage</u></b>	<b><u>Retention</u></b>	<b><u>Disposition</u></b>	<b><u>Protection</u></b>
Accident Report, Insurance Papers	Safety Officer's Department	Twenty Years	Discard as Desired	Secured Building



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### **8.0 REVISION HISTORY:**

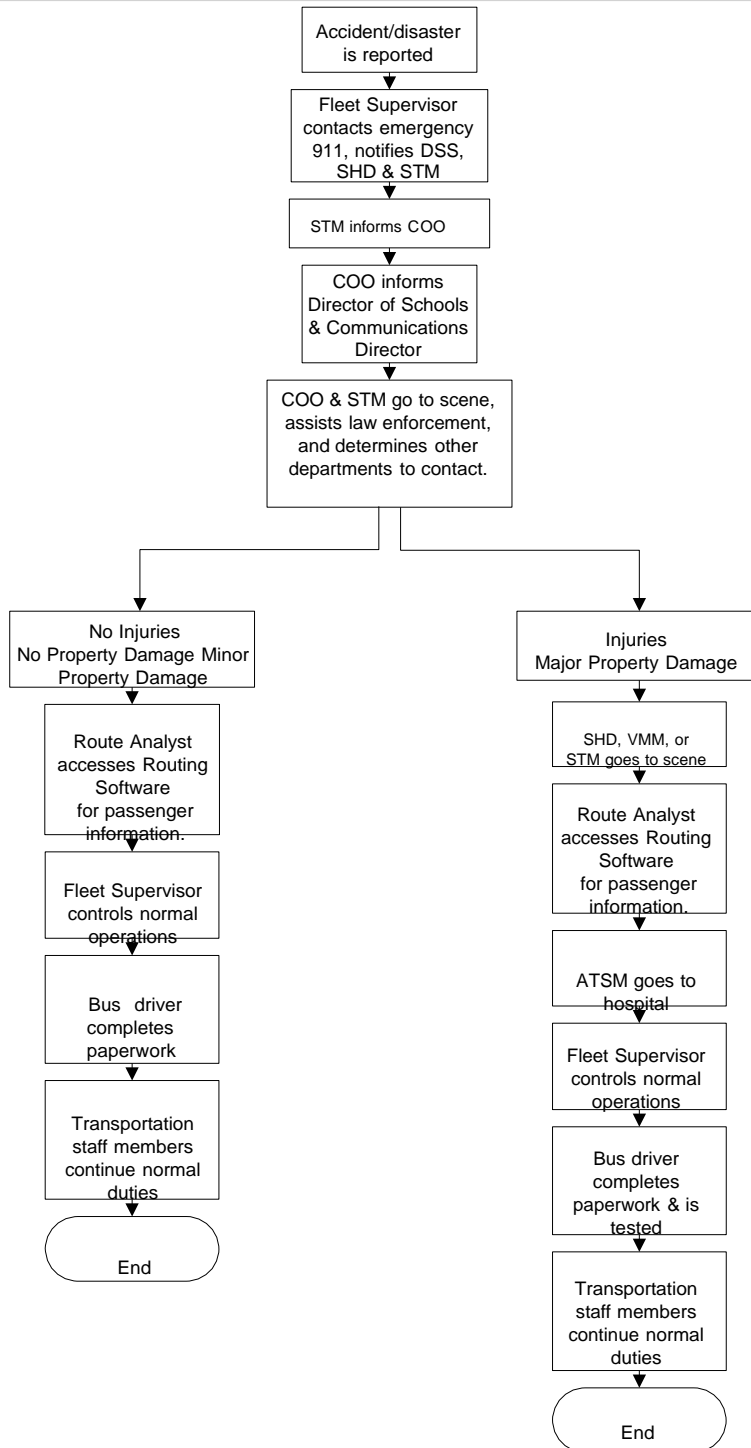
<b><u>Date:</u></b>	<b><u>Rev.</u></b>	<b><u>Description of Revision:</u></b>
1/23/04		Initial Release
6/22/04	A	Change Secretary to Assistant Dispatcher in 5.8 and flowchart, correct retention information in 7.0
10/6/09	B	Add sentence in 5.1 "Should a driver fail to report an accident...", add 5.1.1, 5.2.1 & 5.2.2, add 5.3.1 and 5.3.2, add 5.6.1, 5.4 changed Trans. Mgr. to Asst. Trans. Mgr., 5.4 changed Trans. Mgr. to Asst. Trans. Mgr.
3/22/11	C	2.2 Add Assistant Transportation Manager (ATM) 2.5 Add Route Analyst 5.1 Change immediate suspension to disciplinary action. 5.1.1 Change Power School Reader to Trapeze Mapnet Software. 5.3.2 Change Power School is accessed for to verify. 5.4 Delete at the hospital. Change Power School to Trapeze Mapnet Software in flowchart. Update contents in 5.6. Update related documents in 6.0. Update flowchart.
6/28/11	D	5.1 Added and/or possible termination 6.6 Changed Accident Check Kit to Accident Check List TRN-F050
3/27/15	E	8.1 2.0 Add Senior Fleet Supervisor. Delete Assistant Transportation Manager. Change Dispatcher to Fleet Supervisor. 5.1.1 Change to Routing Software. 5.2, 5.4, 5.5 Update responsibility. 5.4 Add If no injuries, refer to TRN-W006 Transportation Department Message Protocol, Item # 3. Add 6.7 TRN-W006 Transportation Department Message Protocol. Update flowchart.
2/19/16	F	Changed "Fleet Safety Officer" to new job title "Driver Safety Manager" throughout.
10/22/19	G	Title Added "Personal Injury"; 2.1 Added "Student", changed "(TM)" to "(STM)"; 2.2 Changed "Senior Fleet Supervisor (SFS)" to "Assistant Transportation Safety Manager (ATSM)"; 2.3 Changed "Supervisor" to "Manager", changed "(VMS)" to "(VMM)"; 2.4 Changed "Manager (DSM)" to "Supervisor (DSS)"; 2.5 Deleted "Risk Manager", added "and Health Director", changed "(RMSC)" to "SHD"; Changed "DCM" to "DSS" throughout document; 5.1 Added "Personal injury", deleted "Service"; 5.2 Deleted "emergency", deleted "and", changed "DMS" to "DSS", added "SHD", changed "student" to "students", added "and also notifies the Principal or Principals of the students involved in the accident and requests that the Principal report to the scene of the accident.", changed punctuation; 5.3 Changed "DSS gathers needed materials and proceeds" to "The COO and/or the STM proceed", added "to", deleted "COO and STM are kept informed of situation by two-way radio, cellular phone or by messenger. DSS", deleted "s" in "assists", deleted "FSO", added "and", deleted "s" in "determines"; 5.3.1 Deleted "Officer/Risk Manager" and added "and Health Director", added "Vehicle" and "Manager", changed "TM" to "STM"; 5.4 Changed "Fleet Supervisor" to "ATSM or designee", changed "TM" to "STM"; Updated 9.1 Flowchart.

### **9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found below.

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**\*\*\* End of procedure \*\*\***