

---

**AURORA PUBLIC SCHOOLS**  
**Adopted May 1993**  
**Reviewed September 2007**  
**Reviewed August 2015**

---

**APS Code: EEAE**

### **BUS EMERGENCIES**

The Superintendent is charged with developing processes and regulations to protect the safety of students, staff and district property in the event of bus-related emergencies. Those processes and regulations include emergency communication, emergency medical action, cooperation with other agencies and other activities deemed appropriate by the Superintendent or designee.

## **BUS EMERGENCIES**

### **Page 1 of 2**

Following an accident, the driver will first check students/passengers for injury and administer first-aid if necessary. The driver will then contact transportation dispatch, and dispatch will notify the police and the Director of Transportation or designee as quickly as possible. The driver should then make a list of the names and nature of injury to students/passengers. In addition, the school bus driver will not leave the scene of an accident until relieved by the police.

City police are to be notified if the accident occurs within the city limits. The Colorado State Patrol is to be notified if the accident occurs outside the city limits. Drivers must report the accident to the Transportation Office as soon as possible (preferably by radio.) If the accident occurs after office hours, drivers must notify the Security Department, which will notify on-call Transportation staff.

The initial report from the driver will advise the Transportation Department of the number of the bus involved, the location of the accident, whether or not the accident involves obvious injury and if police or emergency response is required. The Transportation Department or other reporting entity will report the accident to the affected school and request that the school notify parents or guardians. The Transportation Department will notify parents or guardians of special education students only.

If the accident is minor in nature and does not involve injury in the opinion of the law enforcement officer, bus driver, paramedics or responding transportation personnel, the students will be transported to their destination. Determination of injury can be made by the police, transportation staff, paramedics or other trained individuals on the accident scene.

If the bus accident involves injuries, those students requiring medical attention, in the opinion of the aforementioned people, will be transported to a hospital emergency facility by ambulance or other emergency vehicle. For injured students/passengers, school personnel will proceed to the hospital emergency room/facility to assist hospital personnel in notifying parents or appropriate contact persons. When a bus accident involving injury occurs, no student will be transported to her/his residence.

Those students, who, in the opinion of the aforementioned people, do not require immediate medical attention, will be transported to their respective school or nearest central location. When appropriate following an accident, and when the uninjured students arrive at their school, the school personnel will immediately contact the students' parents to advise them of the accident. Parents will be asked

**BUS EMERGENCIES**

**Page 2 of 2**

to pick up their children at the school and/or determine the need for medical attention. The school nurse, if available, will provide assistance.

Drivers will obtain the following information for the accident report:

1. Name and address of other driver(s);
2. Other driver(s) license number, state of issue and expiration date;
3. License number if the vehicle(s) involved;
4. Make, model and year of the vehicle(s) involved;
5. Name and address of other driver's insurance company and policy expiration date;
6. Names and addresses of witnesses and others who may arrive upon the scene immediately after the accident and who might be considered qualified witnesses to the accident.

When the patrol/police officer arrives, the driver will provide all the information requested. Drivers must not waste their time or jeopardize their legal position by discussing details of the accident with bystanders. In cases involving serious injury, the Transportation Department is encouraged to consult with the Legal Office prior to composing any written reports.

If combined damage is \$2,500 or more, the driver must submit a state report within 10 days.

All damage must be reported immediately to the Transportation Department. All appropriate damage reports and state, insurance and department forms must be completed immediately after damage occurs, regardless of the extent of damage.