



Bus Accident Policy

Policy No. 31

Accident Policy

In all accidents/collisions/incidents (herein collectively referred to as "accidents") involving F.P.A. school buses, regardless of the amount of damages sustained to the bus, other vehicles, property, or personal injuries sustained, the driver shall:

- A. Remain at the scene and report the accident to Freedom Prep and police.
- B. Have a drug and alcohol test within 8 hours of an accident if accident happened when vehicle was in motion.
- C. Complete an Accident Report Form. This form shall include: description of accident, property damage, personal injury, vandalism, citations, etc.
- D. Following the accident, the administration shall:
 1. Attempt to notify a parent or guardian of each student involved in the accident within a reasonable amount of time.
 2. Hold a fact-finding meeting to determine if the accident was "preventable" or "non-preventable." The driver involved will be present to explain the accident and to answer questions.
 3. Communicate to the driver the evaluation.
 4. Give the driver an opportunity to appeal the decision to the Governing Board.
- E. Administrative action shall be taken based upon the findings and recommendation of the administration.
 1. If the accident was "non-preventable," a statement to that effect shall be included in the driver's personnel file. "Non-preventable" is defined as an accident/collision/incident where driver negligence was not found and the circumstances were unforeseen. It is when a reasonable person (bus driver) would have acted in a similar way.
 2. If the accident was "preventable," procedures for re-mediation and disciplinary action shall be implemented according to the degree of culpability, severity of the accident, and service record of the employee. "Preventable" is defined as when a reasonable person (bus driver) would have been able to avoid the accident/collision/ incident or driver negligence was found. In the event that the accident is determined to be "preventable," then disciplinary action may include, but is not limited to, any one or more of the following:
 - a. Additional offsite training
 - b. A verbal warning and/or reprimand.

- c. A written letter of warning and/or reprimand.
- d. Attend a six-hour defensive driving course.
- e. Probation (Incident/Accident Free for 30-90 Days)
- f. Suspension of employment.
- g. Termination of employment.

Freedom Preparatory Academy

Accident Procedures

In the event of an accident/collision/incident or mechanical breakdown, in which an Academy school bus and/or vehicle is involved, the driver should do following:

1. Remain at the scene, and do not move the bus/vehicle from the place of accident unless directed by the police officer in charge of the investigation and/or a supervisor. In the event of a mechanical breakdown, safely try to park the bus/vehicle off the roadway and activate four-way flashers and/or other warning devices as needed.
2. As soon as possible, notify police, medical personnel (if needed), and one of the members of administration.
3. Check immediately for injuries and give reasonable first aid. Assess the situation to determine the safest place to keep students.
4. The driver should not discuss the accident in any manner or the cause of the accident or any contributing factors with any person other than the police officer and/or school administration. Drivers are required to furnish only the following information to parties involved in the accident: driver's name, driver's license, bus license number, and the name of the contact person at the school.
5. Regardless of the damage sustained in a bus accident, the bus driver must be drug and alcohol tested within 8 hours of the accident.
6. When involved in an accident, collect the following information:
 - a. Obtain name of driver(s) and license numbers of other vehicle(s).
 - b. Obtain names of witnesses if possible.
 - c. Make a list of names of students on the bus/vehicle.
7. Make a list of students injured, their home addresses, phone numbers, the extent of their injuries, and appropriate explanations.
8. Post-Accident Data: The driver shall include a signed statement and a written report of the accident (no matter how minor). Regardless of the amount of damage sustained, the driver shall include in this report property damage, personal injury, citations issued, etc. For insurance and liability purposes, the School shall also provide a Risk Management Accident Report Form for the driver to complete.