

Upon the request of the superintendent of schools and/or any law enforcement personnel the driver of a school owned vehicle involved in an accident shall make himself or herself available for a drug test at the earliest possible time, but no later than eight hours following any accident. Refer to Policy 4070.1, Drug Testing for Bus Drivers.

**Pre-Planning.**

- I. Any person operating a school bus, as set forth by Nebraska statutes must successfully complete the bus driver's examination conducted by the Department of Motor Vehicles and pass a physical examination given by a licensed physician.
- II. The school district shall provide, or arrange for, an inservice training program for all transportation personnel which will include bus evacuation and the school district's bus accident procedures (BAP). The superintendent of schools shall inform all bus drivers or prospective bus drivers as to when these programs will be conducted.
- III. The bus route driver will identify key students who are to assist in emergency situations and involve these students in assisting in bus evacuation drills. Emergency evacuation drills shall be held as prescribed by statute. Reports, showing the date of the drills, length of time to evacuate, and a driver's evaluation of the drill will be given to the superintendent of schools.
- IV. The bus driver in conjunction with the school administration will develop and maintain a current list of student riders on a bus route. This list will be placed in any route bus and duplicate lists, with each student's home phone number, will be kept at in the offices of the high school principal and the superintendent of schools. These lists are to be kept current.
- V. All student files, with family physician noted, shall be kept current and accessible.

**Accident In Progress.**

- I. The driver at the accident scene will contact the office of the superintendent of schools, describe the location of the bus, and request that emergency personnel be phoned; or the bus driver will have a designated student go to the nearest home; or an attempt should be made to contact a traveler to phone emergency personnel.
- II. The person receiving the call will dispatch a second bus to the scene to render assistance. (If personnel is available the substitute bus will carry another staff member besides the driver.)
- III. The person receiving the call shall contact the superintendent of schools with all available information and a pre-designated telephone line should be kept open for the duration of the emergency. When circumstances permit, the president of the board of education should be contacted and advised of the situation.

- IV. The superintendent of schools, or a pre-designated person to act on behalf of the superintendent of schools if he or she would be absent, shall serve as the official school spokesperson, and all calls will be referred to the central office.
- V. The superintendent's office shall inform other administrators as to the nature of the emergency.
- VI. Upon arriving at the scene, the substitute bus driver, or extra staff member, will be cautious to avoid compounding traffic problems. They should identify themselves to on-site emergency personnel, stand ready to assist in transporting the injured and make telephone calls as needed---as circumstances permit---with periodic updates of the situation.
- VII. Unless directed otherwise by emergency medical personnel or hospital personnel, all riders involved in the accident will be transported to an area hospital for a check up.
- VIII. If hospital policies will allow, individual students will be encouraged to phone their parents regarding their condition.

Follow-up Procedures.

- I. Immediately following the emergency and once the general condition of accident victims is known, the superintendent of schools, or the superintendent's designee, will prepare and dispense a press release for area media. To the extent possible, board members will be apprised of the situation.
- II. The high school principal should be up-dated on the situation and should make announcements to their staff and students concerning the accident.
- III. Within twenty-four to forty-eight hours a meeting will be convened with the parents for the purpose of sharing information and to assist with any insurance logistics.
- IV. Post-crises counseling for students will be provided if judged appropriate and necessary.
- V. Within a week or so appropriate school and emergency personnel will meet to review the district's BAP to determine any need for refinement or to correct deficiencies.
- VI. The superintendent of schools will prepare a thorough report on the incident for presentation at the next regular meeting of the board of education.

Legal Reference: §79-318 State Board of Education, Power, Duties.  
 §79-602 Pupils, Transportation, Vehicle Inspections, Correction of Defects, Violation, Penalty.  
 §79-608 Pupils, Transportation, Buses, Operator, Requirements, Violation, Penalty.  
 §79-609 Pupils, Transportation, Buses, Passenger Safety, Instruction in Safe Riding Practice and Participation, Emergency Evacuation Drills.