

Recommendations

School Bus Slide Tabletop Exercise

In this scenario the initial response should be to assess and attend to the safety and wellbeing of the passengers, and then to secure the bus and students. The bus driver should immediately survey for injuries and take note. Check for immediate dangers in and around the bus. Downed power lines, fuel leaks, fire and traffic are all hazards that can make an already bad situation worse. Use care, caution, and common sense when dealing with these situations. Unless there are immediate danger, it is best for all passengers to remain on the bus and in their seats. If it is unsafe to remain on the bus the bus driver should facilitate a safe evacuation of the passengers away from traffic. After the securing of the uninjured passengers, contact law enforcement/ emergency medical services (EMS) and the transportation dispatcher. If it is the district practice to call transportation dispatch to coordinate emergency response, please adhere to district policy. For some districts it is necessary to involve the communications person. When reporting an accident share the following details:

- Location of accident
- Your bus number
- Route number
- Injuries
- Accident event

Set out reflectors to prevent further accidents. Follow the CDE recommendation in regards to staking out your vehicle found [here](#). CDE also recommends gathering information such as names, license numbers, registration numbers, location, time, road and weather conditions, insurance information, and witnesses and written down accurately. It is important after an accident, that a district obtain photos of not only the district vehicle, but other vehicle/vehicles involved at the accident scene. Contact the school the students on the bus attended and share information regarding the accident including the students that are injured. If possible, before students are transported, get information about the location of the hospital they will be transported to. Share that information with the school. Give a factual statement to law enforcement. Do not admit fault. Alcohol and controlled substance tests should be conducted as soon after an accident as practicable in accordance with EEAEEA Policy and FMCSA guidelines that can be found [here](#).

Inform the district's insurance company as soon as possible (within 48 hours). Do not wait for police report.

Conclusion: Transportation staff on occasion will have to make quick but meaningful decisions in a crisis situation. Having an effective plan in place can drastically change the outcome of a situation. Please reach out to CSDSIP to talk through this tabletop exercise or to answer any questions that may arise out of the completing this exercise.

Join us next time for another tabletop exercise.