



# ACCIDENT SCENE

## Upon Arrival at the Scene

The Accident Researcher takes command of the accident scene upon arrival to ensure those involved are safe and the proper documentation of the accident has occurred.

### The Accident Researcher Does the Following :

- Ensures all students are safe, secure, and away from danger.
- Ensures all individuals at the accident scene are stable (cared for)
- Allows access to other authorized personnel (ie, school personnel) into the scene only after accident procedures have been completed.
- Ensures the driver (if able) is actively supervising any students who may have been on the bus.
- Ensures the driver has filled out the Seating Chart with the student's names, seat numbers and their seat positions at the time of the accident.
- Ensures the accident scene is secured with reflector triangles, flares, etc.
- Directs all questions from reporters to the District's Communication Office
- Only permits authorized personnel and emergency responders to board the bus.
- Collects location information for anyone being transported for medical care.
- Exchanges insurance information with the other party/ parties involved and provides other driver with the Post Accident Sheet.
- Gathers information for the Vehicle Accident Report including Dallas ISD vehicle information, other driver/ property owner information, record of injuries, witness statements and police report number.
- Takes photos of the damages to the bus as well as the other vehicles/ items involved.
- Takes photos of the accident scene.
- Communicates with the Dallas ISD Police or Dallas Police Department.
- Assists the police officer in releasing students to their parents (if any arrive on the scene).

## Cleared Accident Scene

Once the Accident scene is clear

- Accident Researcher transports the driver back to the service center.
- The Relief Driver will drive the bus/ vehicle back to the service center (if operable) or will finish the route once released by Dallas ISD PD if students were on the bus .

## Post-Accident Procedures

## Administrative Post- Accident Procedures

The supervisor and the Service Center Director must complete the