

Related Entries: (Incident Reporting Procedures, Transportation Bus Accident Process Document (Located on Web Site Learn Page)

Emergency Transportation Procedures

The following procedures shall be followed to ensure a safe and orderly working and learning environment:

- (1) Each school shall maintain a record of accidents. Records shall be made on a form and in the manner provided by the Director of Insurance & Benefits or as otherwise provided by law, State Board of Education Rules or policies of the School Board.
- (2) All transportation emergencies which occur **before 8:00 a.m. or after 4:30 p.m.** shall be reported by telephone within 15 minutes of their occurrence to the appropriate Transportation Department Zone. If staff cannot personally speak to the appropriate Zone administrator, staff shall continue to call until they have personally spoken with an administrator in another Transportation Department Zone or the Coordinator of Safety, Security and Inspections Department.
- (3) School District Incident Reporting Procedures shall be followed for communicating the incident any time of the day or night.
- (4) Transportation Bus Accident process document (copy process document from web site learn page and place in site Emergency Response Plan) shall be followed.
- (5) Incident report shall be phoned in to Communications Department within 15 minutes of the incident (if possible). If after hours the incident report shall be phoned in 8:00am the next workday.
- (6) All schools shall have designated personnel to communicate the incident to the proper School District Administrative Staff, designated personnel to report to the scene of the incident and designated personnel to be assigned to all hospitals (if needed).
- (7) All designated personnel shall have means to keep in constant communication with the Principal (or designated Administrative Staff).
- (8) All designated personnel shall have back-up personnel including personnel appointed to stand in for the Principal.

STATUTORY AUTHORITY: 1001.42, 1001.43, 1013.12, F.S.

Adopted: 1/6/09