
SCHOOL BUS ACCIDENT PROCEDURE (TRA-P028)

Sacramento City Unified School District

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used by the dispatch office when there is a school bus accident in Sacramento City Unified School District.

2.0 RESPONSIBILITY:

- 2.1 Scheduler/Dispatcher
2.2 Fleet Supervisor

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Transportation

Signature on file

4.0 DEFINITIONS:

- 4.1 Cell Phone Log (TRA-F030)
4.2 School Bus Accident Report – (TRA-F013)
4.3 School Insurance Authority Form (External form)

5.0 PROCEDURE:

- 5.1 Scheduler/dispatcher receives call from bus driver on two-way radio when a school bus accident has occurred and obtains the following information:
- Location of accident
 - Details
 - Number of students on board
 - Number of injuries
- 5.2 Scheduler/dispatcher completes School Bus Accident Form (TRA-F013)
- 5.3 If students are on board during school bus accident, dispatch notifies the following:
- California Highway Patrol
 - Fleet Supervisor
 - Transportation Director
 - Assistant Superintendent, Operations Support Services
 - Communications Office
 - Transportation Maintenance Supervisor
 - Parents/Guardians of Students on Board
 - School Site/s
 - Appropriate LSU Associate
 - Special Education Dept (if applicable)
 - SCUSD Security Office

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5.4 For a school bus accident without injuries, dispatch contacts the following:

- CHP
- Fleet Supervisor
- Transportation Director
- Appropriate LSU Associate Superintendent
- Special Education Department (if applicable)
- SCUSD Security Office
- Transportation Maintenance Supervisor
- Parents/Guardians of Students on Board

5.5 Dispatch forwards the School Insurance Authority Form completed by the bus driver to the transportation training department.

6.0 ASSOCIATED DOCUMENTS:

6.1 School Bus Accident Form (TRA-F013)

6.2 Up/Down Vehicle List (TRA-F040)

6.3 Cell Phone Log (TRA-F030)

6.4 School insurance Authority Form (External Form)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
School Bus Accident (TRA-F013)	File Cabinet	7 Years	Discard as desired	Secured Office
Cell Phone Log (TRA-F030)	File Cabinet	7 Years	Discard as desired	Secured Office
Up/Down Vehicle List (TRA-F040)	File Cabinet	7 Years	Discard as desired	Secured Office

8.0 REVISIONS:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/27/06	A	Initial release

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