

Administrative Procedure 550 Appendix B

ACCIDENT PROCEDURES

1. Assess the situation, call 911 and ask for the Police, then ask for other services as required (Ambulance, Fire Department).
2. Only evacuate if necessary – making sure it is safe to do so.
3. Take responsibility to prevent any further injury to students or damage to property.
4. Do not move vehicles until instructed to do so by the Police or if damage is less than \$1000.00.
5. Assist in administering First Aid/CPR if required.
6. Call the principal and Central Administration Office.
7. Fill out an Accident Report and Statement, then forward to the Office of the Superintendent as soon as possible.

Reference: Section 25, 45, 51, 52, 60, 61, 113, 117, School Act
Traffic Safety Act
School Bus Operation Regulation
Student Transportation Regulation 250/98 (amended AR 197/2000)