



"To Build Knowledge and Skills for Success Today and Tomorrow"

Administrative Memorandum #3
Meade School District 46-1
Student, Parent, Faculty Handbooks

The following bus protocol has been reviewed and approved of by our school attorney. It should be placed "prominently" in each school handbook. Please make plans now to incorporate this statement in next year's handbooks.

Bus Accident Protocol
Bus Driver/Harlow's

1. Immediately notify 911 or appropriate first responders. Assess the accident and let first responders know if medical attention is needed. Always error on the side of safety.
2. Notify Harlow's Bus Company of the accident and Harlow's Bus Company will immediately notify the school.
3. Fill out the passenger list so that there is a copy for the first responders and for the school.
4. Assist first responders and the law enforcement agency in any and all ways possible.
5. Provide for additional transportation for students if necessary.

City/County

1. Will establish a command center and will be in charge of the situation. The first law enforcement agency will be in charge of the situation (command center) until or unless they are relieve by a different law enforcement agency. All law enforcement will work through the command center.
2. Law enforcement will work with first responders, Harlow's Bus Company and the school. Law enforcement will be in charge of the situation until it is resolved.

First Responders

1. Assess the situation, do initial evaluation, determine whether students need additional medical attention.
2. Work with the school for permission /treatment authorization.

School Responsibilities

1. Building principal /designee will notify parents of students involved ASAP.
2. Superintendent/ designee will coordinate all press releases in conjunction with law enforcement agency in charge of command center.
3. Building principal/designee will provide treatment authorization forms, when accessible, to First Responders.
4. Work under the direction of the command center and assist when possible.
5. Provide for a central location in one of the schools for all of the students that were on the bus to meet with nurses, counselors, administration, etc.

Date: September 14, 2015