

STUDENT TRANSPORTATION ACCIDENTS

P3707

In order to plan for the safety of all students, the School Committee adopts the following responsibilities and contingency guidelines for dealing with transportation accidents involving Westford students.

Contingency Measures:

In order to be proactive the Westford Public Schools Superintendent will establish and implement regulations to assist students, staff, and the community to cope with the outcomes of any transportation accident involving students. The Superintendent will also ensure that the provisions of this policy are reflected in any contract for transporting WPS students.

The Superintendent shall designate a school department official or office as the focal point for ensuring that appropriate measures are taken in the event of an accident involving WPS students. This office shall ensure that emergency number(s) is/are designated, and that a call recipient will be available at any time that WPS students are being transported. Any vehicle transporting WPS students shall have posted in its interior the emergency contact information for this designated school department official or office.

Responsibilities in an emergency

In the event of an accident involving WPS students the following responsibilities apply: The driver shall immediately call 911 and then notify the school department of the location and severity of the accident. The school department is responsible for notifying the individual school(s) whose students were being transported. The principal or designee at the individual school(s) shall call the parents/legal guardians of those children who could reasonably be expected to have been in the vehicle, and shall alert them to the circumstances of the accident. The police will inform fire and EMT units. The transportation contractor is responsible for providing another vehicle driver when the driver's ability to drive is postponed or impaired, as well as another vehicle if necessary, in order to complete the bus/van route.

Upon notification of an accident in which progress along the transportation route has halted, school department personnel are responsible for arriving at the scene as quickly as possible to ensure the safety and well being of the students. These personnel shall arrive at the accident site having access to the emergency forms/data, either in paper format or in another readable form, for each child on that vehicle's route. The school department personnel shall work with police and/or fire department personnel to protect the safety and welfare of all students involved. School department personnel shall immediately notify parents or caregivers of any serious injuries sustained by their child.

If it is determined necessary to transport an injured student(s) to a medical facility, school department personnel will:

1. inform the parent/legal guardian that his/her child is being taken to a medical facility.
2. accompany injured student(s) to the medical facility
3. remain with the student(s) until the parent/legal guardian arrives at the medical facility

An uninjured adult (bus driver or school personnel) must remain with uninjured students.

Upon arrival of an alternate vehicle and driver from the transportation contractor all children who are mentally and physically able to ride will continue on the route, unless a parent or caregiver has indicated their imminent arrival to pick-up their child.

School personnel are permitted to discharge students to the care of caregivers or parents after they have

checked the identity of the adult in question and matched it to a list of individuals permitted to pick-up that particular student as stated on the child's emergency form. The administration is responsible for ensuring that parents and caregivers of all children who experienced the accident are notified of the accident and of the measures taken to ensure their child's health and safety. The administration shall also notify the School Committee of any such occurrence.

REFERENCES

Westford Public Schools Policy P5404 – Student Field Trips

M.G.L., Chapter 71, Section 37N, Policy for School-Sponsored Student Travel