

It is the intent of the transportation department and Minidoka County Joint School District No. 331 that our students be transported to and from school in a safe manner. There are occasions when unavoidable accidents do occur.

When an accident does take place the following are to be followed:

1. All bus accidents are to be reported by the driver to the transportation supervisor or designee as soon as reasonably possible. The transportation supervisor will then immediately report the accident to the operations director or his designee and the Superintendent.
2. The transportation supervisor or designee shall report to the scene on any accident within the school district or outside the district but within a reasonable distance from the office of the transportation supervisor, to assist in anyway possible. In the event the accident occurs outside the school district at a distance that makes reporting at the scene impracticable, such fact will be reported to the Superintendent for further instruction.
3. The required state accident reports are to be filed with the police department. A copy is to be turned into the supervisor for review and signature.
4. A thorough, prudent, responsible investigation will be conducted by the transportation supervisor for any bus accident that has at least \$100.00 damage or more to the vehicle and/or physical injuries to occupants. This investigation will include interviews and written statements from the bus driver, occupants, and other witnesses.
5. The insurance company is to be notified by phone by the Transportation Director or designee concerning the accident. When the accident report is received from the responding law enforcement agency, copies of the Idaho Uniform School Bus Accident/Injury State Report and the above agency report are to be forwarded to the insurance company.
6. A written investigative report will then be submitted to the director of operations and the school district superintendent within ten working days.
7. It shall be the duty of any school bus operator who receives a traffic citation while in the scope of employment to immediately notify his/her supervisor. Supervisor must also be notified within thirty days of a conviction for any traffic violation (except parking) received while driving in any other type of vehicle outside the scope of employment.



LEGAL REFERENCE:

ADOPTED: February 21, 2000

AMENDED/REVISED: