

HOPKINTON SCHOOL COMMITTEE POLICY

BUS ACCIDENTS

The Superintendent of Schools or his/her designee shall provide written procedures for bus drivers and school administrators that ensure appropriate safety protocols in the event of a school bus accident.

Procedures will detail the roles of bus drivers, Principals, and other administrators in the investigation of bus accidents and will provide for the timely reporting to parents of children who may be involved in a school bus accident.

These procedures shall be included in the district's Crisis Prevention, Preparation, and Response Guide. Procedures will incorporate the following:

- Parents of any injured students are to be notified immediately by the Principal or a designated representative.
- The Principal will notify parents/guardians of students who are riding on a bus that is involved in an accident in a letter or email message within 24 hours. In this case an accident is defined as a collision with another vehicle, object, or pedestrian that causes significant damage, injury, or death. Principals are not required to notify parents after an accident that results in minor damage such as a mirror torn off or a dent in a bumper and produces no injuries or causes no significant delay.
- Only the Principal or Assistant Principal may release a child to a parent/guardian upon the parent's/guardian's presentation of proper identification.
- A driver involved in an accident where there are injuries requiring transfer to a hospital and/or the towing of the bus will be automatically placed on administrative leave with pay for the next 24 hours pending results of substance testing and investigation by the Superintendent's Office.
- No information is to be given to the news media except through the Superintendent's Office.

First Reading	May 24, 2011
Second Reading	June 9, 2011
Third Reading	
Adopted	April 17, 1997 as #3545.5
Policy Amended	Revised: December 19, 2002, June 9, 2011
Legal References	
Policy Cross Reference	
Procedure Reference	Hopkinton Public Schools Crisis Prevention, Preparation, and Response Guide Bus Procedures