

Nottoway County Public Schools

Bus Accident Protocol

1. The bus driver will make a determination of whether it is needed to immediately evacuate the bus due to a fire, gas leak or other emergency. Otherwise, all students are to remain on the bus until an administrator arrives on the scene to assess the situation and to ensure students are medically evaluated.
2. The bus driver needs to call 911 first, and then Jay Strawser to report the accident.
3. Mr. Strawser will immediately notify Dr. Saunders, Dr. Berry, Central Office Staff, and all building administrators that a bus accident has occurred and give pertinent information as the bus number, location of the accident, and if there are any possible injuries.
4. All Central Office administrators and building administrators will report to the scene of the accident to assist in any manner that is needed. All staff will need to bring student contact information for that bus. (In addition, Central Office will bring a laptop to access student information.)
5. Mr. Stawser or the Bus Dispatcher will send out an approved instant messenger alert to parents concerning the accident.
6. Students are only allowed to be taken from the accident scene after they have been medically evaluated and ONLY if the person picking them up is listed as the parent contact. A parent sign-out sheet will be used to document this.