










Travel
as of 7/27/2016 9:45:12 AM
Carbon County School District #1



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School Dude
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Travel

 Field Trip Incidents	 Bus Incident	 RHS Incident Report
 RMS Incident Report	 RES Incident Report	 LSRV Incident Report
 COOP Incident Report		



Field Trip Incidents

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Field Trip Safety

Student safety and security come first. The coordinator of the Field Trip is primarily responsible for ensuring student safety. However, all adult participants in a Field Trip, whether fellow staff members or Chaperones, will take all reasonable measures to ensure the safety and security of all students on a Field Trip.

- Prior to departure and during a Field Trip, the Coordinator should become aware of all travel advisories, including severe weather advisories, to ensure the safety of all participants in the Field Trip.
- The Coordinator should have a working cellular telephone in his or her possession during the Field Trip in case of emergencies, as should each Chaperone. The Coordinator will create a "contact list" consisting of the cell numbers of the Coordinator, all Chaperones, and the bus driver, and should provide copies of the call list to each Chaperone, the bus driver, and the Principal.
- Elementary students shall always be chaperoned.
- On any Field Trip, the Field Trip Coordinator shall establish a "home base" for anyone who is injured, sick, separated from the group, or requires any other assistance.

If there is any emergency, call [9-1-1](#). Notify the Principal/Administrator.



Bus Incident

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Bus Incident

Reportable Incident

[Drivers](#) | [Bus Garage](#) | [Principal's Office](#) | [Superintendent's Office](#)

In the event of a dangerous incident during school transportation, safety of the students and staff are the most important factor. Follow school district policy and refer to any of the previously mentioned school safety responses for direction. Calls to the bus garage, [911](#), and/or the principal should occur in every emergency situation.

Drivers

- Check for injuries.
- Call dispatcher with the accident location and report any injuries.
- Secure vehicle and display warning signs.
- Keep all students on the bus unless it is unsafe to do so. If a threat of fire exists, move everyone to a safe location.
- Administer first-aid, if necessary.
- Account for all students. Record extent of all injuries.
- Complete necessary incident(s)/report(s).

Bus Garage

- If emergency call is received, record all accident information. Keep open communication with driver.
- [Call 911](#) or local police if not already done by the driver.
- Notification of Director of Transportation or designee at [307-328-9239](#)
- Director of Transportation will notify Central Office at [307-328-9200](#).
- Director of Transportation or designee will help to secure accident site.
- Provide another bus and driver to assist, if necessary.
- Fax/e-mail student rider list to school.
- Notify school of estimated time of arrival for students.

Principal's Office

- Contact appropriate staff.
- Collect health information from student enrollment cards.
- Contact parent(s) and/or guardian(s) and inform them of the following:
 1. List of injured, once available.
 2. Medical facility injured transported to.

Superintendent's Office

- Notify all principals of the accident, as appropriate, and provide updates when available.
- Obtain list of all students' names on the bus from bus route files.
- Obtain a list of injured students as soon as possible.