



Policy #: T-4

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**Ref #: 1303.70(b)(3);
DCL 1240-04-01-09(1)(f)(4) p.26**

**Policy Council Approval Date:
10/23/18**

COMPONENT: TRANSPORTATION

SUBJECT: REPORTING ACCIDENTS

PERFORMANCE OBJECTIVE: To ensure that all accidents involving vehicles that transport children are reported in accordance with applicable State requirements.

POLICY AND PROCEDURE:

The Driver/Monitor will immediately call 911 or law enforcement officials.

Evacuate children, staff when in danger from fire or other traffic.

After evacuation, escort children to a safe place away from traffic.

Immediately take attendance by calling each child's name.

Report the accident to the Facilities Manager immediately after the children have been secured.

The Facilities Manager will inform the Head Start Director.

Stay at the scene of the accident until authorities arrive.

Cooperate with law enforcement officers and medical assistance personnel.

Teachers will notify parents of the accident and instruct them where their child will be.

Area Coordinator or designee will report, as necessary, to the scene of the accident to ensure children and staff have received medical care, if needed.

The Facilities Manager will arrange for bus to be towed to a vendor.

Staff will complete a Head Start accident form and submit to Facilities Manager.