



10-51 (Collision, bus involved) Procedure

When a collision occurs:

- 1. Stop the vehicle.**
 - **Stop the vehicle as soon as the collision occurs.**
 - **DO NOT MOVE THE VEHICLE.**
 - Secure the vehicle by putting your bus in neutral (BOCs in park) and applying the parking brake.

- 2. Check for injuries and hazards (fire, fluids, imminent danger, etc.)**
 - Do not get out of your vehicle unless directed to do so by Dispatch or emergency personnel.
 - Check your passengers for injuries, and visually check for injuries outside your vehicle.
 - Attending to injured passengers takes priority over injuries outside the vehicle
 - If there is a need to get out of the vehicle to assist other injured, first radio Dispatch for permission
 - In most cases, Dispatch will contact emergency services.

- 3. Immediately report the collision to dispatch by radio.**
 - Do not report collisions with a phone call.
 - To avoid excessive radio traffic, be prepared to give dispatch several pieces of information in your first transmission. Take a breath and relax before calling in.
 - Report a 10-51
 - Report if there are injuries. Report if there are no injuries.
 - Report if any other vehicles are involved
 - Give exact location
 - Give brief description of collision

- 4. If there are witnesses to the accident, ask them to fill out witness cards.**
 - These cards should be found behind the driver's seat with the vehicle registration.
 - You should also keep a few of these cards in your driver's bag.
 - Additional cards are available at Dispatch

- 5. Do not move the vehicle unless instructed to by a Supervisor, Dispatcher/Scheduler, Supervisor Assistant, or Police Officer.**
 - If you are asked to move your vehicle by a police officer, **request to get pictures first.**
 - Use your personal camera or camera phone.
 - Ask a police officer or other emergency personnel to get pictures.

6. Set out emergency triangles.

- This will depend on the circumstances.
 - If the vehicle is in an unsafe location
 - If the vehicle will block traffic for an extended period of time
- If this step is necessary, Dispatch or emergency personnel will instruct you to do so.

7. Do not admit fault or discuss the details of the collision with anyone other than a Supervisor, Supervisor Assistant, or Police Officer.

8. Fill out a Collision Report Card and other paperwork as provided by a supervisor.

- A Supervisor or Supervisor Assistant should be on scene to assist with this step.