

Stark County Board of Developmental Disabilities

Transportation Procedure 037 Traffic Accidents	Effective: 1/18/2017
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Subject: Vehicle/Traffic Accidents

I. Driver's Responsibility – Reporting the Accident

ORC 4549.02 & ORC 4549.03 The Driver of any Board vehicle involved in a motor vehicle accident or collision with persons or property on a public road, highway or private property or involved in an accident resulting in damage to real property or personal property regardless of the extent of damage, immediately shall stop and follow Stark County Board of DD emergency procedures as established per OAC 3301-83-15. The vehicle operator shall remain at the scene of the accident until a police officer arrives or approved to proceed by the Transportation Supervisor in charge at the Bus Garage.

A. Remain Calm, Reassure Individuals, Be Alert, Check the Scene

B. Evacuate if necessary

C. Immediately notify the Bus Garage office via the radio or cell phone. (330-484-6451)
Bus Garage hours are 5:30 AM – 5:30 PM.

D. The Transportation Department will call the police and ambulance if needed. The information needed by the Transportation Department is:

1. Evaluation of the need for medical assistance.
2. Your exact location.
3. Nature of vehicle damage, do you need another bus or do you need a Mechanic?
4. Names of all individuals being transported in the vehicle.
5. Is the Driver injured?
6. Notification when the vehicle is back on the road.

E. The Transportation Supervisor in charge at the Bus Garage will notify the Safety Officer, Human Resource Manager and the Manager of Health and Therapy Services. The Transportation Supervisor in charge at the Bus Garage must speak to the Safety Officer or the Director of Human Resources and the Manager of Health and Therapy Services. Voicemail or other related messaging is not acceptable.

F. If the accident is minor and there appears to be no injuries, individuals onboard the vehicle will be directed to the nearest workshop/school facility to be examined by a site nurse. It is the responsibility of the Manager of Health and Therapy Services to make the determination which site(s) will be used for nursing assessments. Once the site(s) has been identified, it will be communicated to the Transportation Supervisor in charge, who in turn will notify the driver on the scene.

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- G. For accidents before or after regular Bus Garage hours, the driver is to call 911 to access medical assistance and Law Enforcement. Individuals/Students are to be seen and checked by either an emergency squad prior to leaving the scene of the accident, or taken to the local emergency room. The Chief Mechanic should also be contacted @ 330-904-3986. If unavailable, contact the Manager of Transportation @ 330-628-3278.
- H. The Driver will check ALL individuals for personal injuries.
- I. If necessary, evacuate the vehicle.
 - 1. Determine where to re-locate individuals/students.
 - 2. Follow your evacuations plan.
- J. Administer First-Aid if necessary
 - 1. Breathing
 - 2. Bleeding
 - 3. Treat for Shock
- K. Set out safety equipment. Secure Emergency Forms.
- L. Get pertinent information from driver of other vehicle (if another vehicle is involved).
 - 1. Obtain Driver name, license plate number, vehicle make and model, names of other passengers if applicable, insurance company.
 - 2. DO NOT ARGUE OR DISCUSS cause or fault of accident.
 - 3. DO NOT give information involving injury to ANYONE, particularly the PRESS. Refer ALL such persons to the Superintendent's office 330-479-3932, or cell 330-413-0412.
 - 4. Cooperate with Law Enforcement.
- M. Keep in touch with Bus Garage office by two-way radio to give further details and updates as necessary. Keep communication lines open at all times.
- N. Upon arrival of ambulance:
 - 1. Direct them to most seriously injured persons.
 - 2. The Emergency Medical Technicians (EMT) will determine those needed to be transported to the hospital.
 - 3. The correct Emergency Forms must be sent to the hospital with the injured.
- O. **ALL ACCIDENTS REQUIRE A POLICE REPORT.** The card containing all pertinent information for the police report is located in the glove compartment of the van and in the First-Aid Kit.
- P. Upon return to the Bus Garage, complete (in full) an Accident Report form. This must be completed within 4 hours of the accident.

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- Q. In addition, a SCBDD MUI or UI Incident Report Form is required for each individual present in the vehicle when the accident occurred. This form should be completed within 4 hours of the incident.

II. Transportation Department's Administrative Responsibilities

(Manager of Transportation, Assistant Manager of Transportation, Chief Mechanic)

- A. Ascertain the condition of Driver. If the Driver is incapacitated, Transportation Administration will determine the staff that is to report to the scene. If Driver is injured, the Transportation Department will notify the local police/fire authorities and request assistance.
- B. The Safety Officer/Director of Human Resources and the Manager of Health and Therapy Services will immediately be contacted about the accident and the condition of the passengers/staff. **Voice mail or other method related messaging is not acceptable.**
- C. When the vehicle and individuals leave for the site(s) to be examined by the nurse, the Transportation Supervisor in charge at the Bus Garage will advise the Site Supervisor(s)/designee that the vehicle is in route to their site for the individuals to be checked by the Nurse. **The Site Supervisor will see that the home is advised of that status.**
- D. Information summarizing the incident and outcome goes to the Safety Officer/Director of Human Resources immediately following all steps being taken before the end of the day. Copies of the police and accident reports also go to the Safety Officer/Director of Human Resources as soon as available.

III. Safety Officer /Director of Human Resources Responsibilities

- A. Immediately upon notification of the accident, Safety Officer/ Director of Human Resources will notify all sites, which serve individuals/students involved in the accident and severity of accident.
(RSSS Principal/Assistant Principal, Eastgate Principal and/or respective Team Leader(s); where the individuals are served)
- B. After site(s) are notified the Safety Officer/Director of Human Resources will:
1. Notify Superintendent, Communications Manager, the Chief Financial Officer, the Director of Service and Support Administration, and the affected Department Heads (Director of Adult Services, Eastgate Principal, and RSSS Principal).

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2. Gain additional information for the site managers affected.
3. Implement post-accidents testing as per DODD, CFR, and ODE requirements. It is the Director of Human Resources responsibility to determine whether a post-accident drug test is required.
4. Develop a follow up summary for the Superintendent

IV. Management's Responsibilities at All Sites

(RSSS Principal, Eastgate Principal, Manager/Training Coordinator or designee)

- A. Management staff at the site the affected individuals attend will contact parents/guardians/group home representatives of the accident regarding the individuals. Those staff calling to inform the individual's residence should use the language reflected in Level I, Level II or Level III below:

Level I – "The accident does not seem to be serious; at this time we are not aware of any injuries. Nursing will call you with any updates."

Level II – "There may have been some minor injuries. The individuals are being checked at the scene to determine if further care is necessary. We will get back to you as soon as we get specifics."

Level III – "Several individuals have been taken to the emergency room to determine the severity of any injuries. Stay by your phone and we will get back to you with further information. Please do not go to the hospital unless you are called and informed that (name of the individual) is one of those injured. Please do not go to the scene of the accident."

- B. Supervisors will determine if a site representative should go to the hospital(s) to assist hospital personnel/families/individuals.
- C. Coordinate with the site Nurse to arrange for individuals to be medically assessed.
- D. The majority of the Nursing Staff leaves at 3:30 PM however a nurse is available until 4:30 PM by contacting the Manager of Health and Therapy Services.
- E. If no Nurse is available, the Supervisor in charge will determine the course of action.

V. Nurses' Responsibilities

- A. Assess all individuals involved in the accident who were not transported to the hospital

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- B. Contacting the home after assessing the individuals, either in written form or by phone and relate the current status.
- C. Documenting assessments on the clinic log and sending a photocopy to the Safety Officer for attachment to the filed report.
- D. The Manager of Health and Therapy Services will notify the Superintendent and Communications Manager of the status of the students/individuals.
- E. Program Nurses will not go to the scene of the accident.

VI. Follow Up

- A. The Transportation Manager and/ or the Chief Mechanic will provide the CFO with the necessary insurance information.