

RISK COMMUNIQUÉ

SCHOOL BUS DISPATCH ACCIDENT / INCIDENT LOG

DATE OF CALL: _____ EXACT TIME OF INITIAL CALL: _____

CALL TAKEN BY: _____ INITIAL CALL FROM: _____
(NOTE WHETHER RADIO, PHONE OR OTHER)

LOCATION: _____

BUS #: _____ BUS DRIVER: _____

STUDENTS ON BOARD?: _____ INJURIES?: _____

SCHOOL(S): _____

FIRE OR FIRE DANGER?: _____

NATURE OF ACCIDENT / INCIDENT: _____

FOR IMMEDIATE ACTION (NOTE TIME EACH ITEM COMPLETED)

- | | | | |
|--------------------------|--|----------------|-------------|
| <input type="checkbox"/> | TIME NOTIFY DIRECTORS / SAFETY DEPT | | TIME: _____ |
| <input type="checkbox"/> | CALL LAW ENFORCEMENT | (PHONE: _____) | TIME: _____ |
| <input type="checkbox"/> | CALL FIRE CONTROL | (PHONE: _____) | TIME: _____ |
| <input type="checkbox"/> | CALL PRINCIPAL(S) (NOTE WHICH SCHOOLS) | | TIME: _____ |
| | SCHOOL(S): _____ | | |
| <input type="checkbox"/> | CALL CENTRAL OFFICE | (PHONE: _____) | TIME: _____ |
| <input type="checkbox"/> | CALL SPECIAL ED. DEPT. IF APPROPRIATE. | (PHONE: _____) | TIME: _____ |
| <input type="checkbox"/> | CALL DOT | (PHONE: _____) | TIME: _____ |
| <input type="checkbox"/> | DISPATCH ALTERNATE BUS TO SCENE | BUS#: _____ | TIME: _____ |
| <input type="checkbox"/> | RE-ROUTE OTHER BUSES AWAY FROM SCENE | | TIME: _____ |

COMMENTS / NOTES: _____

DISPATCH SIGNATURE: _____

This is a sample guideline furnished to you by Glatfelter Public Practice. Your organization should review it and make the necessary modifications to meet the needs of your organization. The intent of this guideline is to assist you in reducing risk exposure to the public, personnel and property. For additional information on this topic, you may contact your GPP Risk Control Representative. www.glatfelterpublicpractice.com