



Safety & Training Division

540-443-1540

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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.