

College of Southern Idaho Head Start / Early Head Start

Accident Reporting Protocol

Call 911, Contact law enforcement officers or have Bus Monitor make contact and seek medical attention for all children when needed. When necessary evacuate children from bus, at least 150 feet from the bus or to a safe place. Follow all procedures in program work plan for evacuation of children. This will ensure every ones safety.

At the scene complete all mandatory documentation, accident reports, insurance information, ect.

When able to contact Head Start / Early Head Start personnel do so or contact one of the following:

Center Phone _____ Center Supervisor Cell Phone _____

Transportation Coordinator Jay Thurber, 886-7784 or 280-2870

Regional Operations Specialists,

- Charyl Jester 324-2385 or 320-6636

Head Start Director, Mancole Fedder 736-0741ext 111

Parental Notification

Phone calls **must** be made immediately to children's homes to notify parents. Every contact number listed on the emergency card will be tried until children's parents or guardians have been notified that an accident has happened.

Be accompanied to a local medical facility for post accident drug and alcohol screen by another center staff member. This **must** be completed immediately or as soon as possible after the accident.

Complete all accident reports and submit to Jay at Little Wood Head Start in Shoshone or send to Central Office **within 24 hours** of the accident. This will facilitate needed repairs on program vehicles as well as completing the necessary documentation of the accident.

If in doubt call your supervisor!