
SCHOOL BUS ACCIDENT PROCEDURE (TRA-P028)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used by the dispatch office when there is a school bus accident in Sacramento City Unified School District.

2.0 RESPONSIBILITY:

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5.4 For a school bus accident without injuries, dispatch contacts the following:

- CHP
- Fleet Supervisor
- Transportation Director
- Appropriate LSU Associate Superintendent
- Special Education Department (if applicable)
- SCUSD Security Office
- Transportation Maintenance Supervisor
- Parents/Guardians of Students on Board

5.5 Dispatch forwards the School Insurance Authority Form completed by the bus driver to the transportation training department.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 School Bus Accident Form (TRA-F013)
- 6.2 Up/Down Vehicle List (TRA-F040)
- 6.3 Cell Phone Log (TRA-F030)
- 6.4 School insurance Authority Form (External Form)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
School Bus Accident (TRA-F013)	File	7 Years	Destroy	None