

CLARK COUNTY SCHOOL DISTRICT REGULATION

R-3532

ACCIDENT INVOLVING DISTRICT TRANSPORTATION VEHICLES

- I. When a Clark County School District vehicle or vehicle being used under sanction of the District is involved in an accident, the following procedures shall be initiated.
 - A. For District vehicles not transporting students; the authorized driver shall:
 1. Remain at the scene of the accident.
 2. Report the accident to law enforcement officials. All accidents must be reported to law enforcement regardless of the severity of the accident.
 3. Immediately notify their supervisor and the Risk Management Department. The Risk Management Department will determine if a scene investigation is necessary.
 4. Obtain all information regarding those involved in the accident and any witnesses including name, address, phone number, insurance and vehicle information.
 5. Speak only with law enforcement authorities, District supervisors, and/or Risk Management Department representatives regarding the accident.
 6. Complete a Driver's Report of Accident form (CCF-102) and submit to their supervisor within 24 hours. The supervisor will forward the CCF-102 and any other required documents to Risk Management immediately.
 - B. For District vehicles transporting students; the driver shall immediately notify the Department of Transportation Dispatch using established protocols. Dispatch staff will:
 1. Dispatch a Transportation Investigator to the accident scene.
 - a. The driver shall provide all necessary information to the Transportation Investigator. The Transportation Investigator will ensure any injuries are treated on scene by paramedics and will

document the facts of the accident.

2. Notify the Risk Management Department.
3. Notify the appropriate school principal who immediately informs the parents of students involved.
4. Provide substitute transportation, if possible.
5. Notify the Chief Operating Officer, who informs the Superintendent of Schools, the Deputy Superintendent, the appropriate Region Superintendent, and the Communications Office.
6. Complete a Notice of Injury or Occupational Disease (Form C-1) whether injuries require medical services or not.
7. Report student injuries according to established procedures.

Review Responsibility:	Operational Services Unit
Adopted:	[3545.12/3545.22:12/14/72]
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