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. The authorized driver shall (at the scene of the accident):
   1. Render first aid if required.
   2. Notify the appropriate law enforcement agency.
   3. Request an ambulance if necessary.
   4. Report accident details to law enforcement officer dispatched to scene.
   5. Obtain from other driver and witnesses pertinent information—name, address, license number, and name of insurance agency.
   6. Notify Department of Transportation (or during non-school hours district Police Services. If a district vehicle not transporting students is involved in an accident, refer to Regulation 3537(II)(E).

B. Upon notification, the Department of Transportation shall:
   1. Dispatch a Transportation Investigator to the accident scene.
   2. Provide substitute transportation if possible.
   3. Notify appropriate administrator of accidents of vehicles not involving student transportation.

C. In instances involving student transportation vehicles, the Department of Transportation notifies:
   1. The Deputy Superintendent, Operations/Chief Financial Officer, who informs the Superintendent of Schools and the Deputy Superintendent, Instruction.
2. The appropriate Regional Superintendent, the Risk Management Department, and the Public Information Office.

3. The appropriate school principal who immediately informs the parents of students involved.

D. The authorized driver shall complete the appropriate accident form as follows:

1. Driver's Report of Accident (to be submitted within 24 hours of accident).

2. Student Injury Report if there are student injuries.

3. Notice of Injury or Occupational Disease (Form C-1) whether or not injury is sustained requiring medical services.