

**SOUTH BURLINGTON SCHOOL DISTRICT  
MANDATORY DRUG AND ALCOHOL PROHIBITION AND TESTING  
FOR TRANSPORTATION EMPLOYEES  
ADMINISTRATIVE PROCEDURES**

**SOUTH BURLINGTON SCHOOL DISTRICT BUS ACCIDENT PROCEDURES**

In the event of an accident involving a South Burlington school bus the following procedures must be adhered to:

- 1) The driver must contact the base/garage with information of location and situation.
- 2) The driver should secure the bus in a calm manner and check students for any injuries.
- 3) The driver must evaluate if evacuation for the bus is necessary by checking for immediate dangers.
- 4) Bus keys, insurance, and registration should be removed.
- 5) The driver should set up emergency flares/triangles.
- 6) The driver should remain with the students and bus until the police/rescue release the bus. Should they be requested, drivers should accompany students to the hospital.
- 7) Any CDL employee or other employee driving a district vehicle who is involved in a collision/incident/accident shall be tested for the influence of controlled substances and alcohol when:
  - a) The accident involves the loss of human life, or
  - b) The driver covered under these procedures receives a citation under state or local law for a moving traffic violation arising from the accident, if the accident involved:
    - Bodily injury of any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident, or
    - One or more vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle, or
    - Involves accident-related circumstances that meet the “reasonable Suspicion” criteria, or
    - In the absence of criteria listed above, and by mutual agreement between the driver involved in the accident and the supervisor of the driver, a test is considered advisable.