

AP554A ACCIDENT PROCEDURE DRIVER CHECKLIST

- Assess the situation, call 911 and ask for required services
- Only evacuate if necessary – making sure it is safe to do so.
- Assist students if necessary.
- Take responsibility to prevent any further injury to students or damage to property.
- Do not move vehicles until instructed to do so by Police or if damage is less than \$2,000.00.
- Call the principal and Division Office.
- Fill out the Collision Reporting Kit, then forward to the principal or school safety officer.

Emergency Contact Information

Organization	Contact Name	Contact Number
School Name	Main Line	xxx-xxx-xxxx
	Principal	xxx-xxx-xxxx
	VP	xxx-xxx-xxxx
School Safety Officer	Name	xxx-xxx-xxxx
Division Office	Main Line	780-675-7080
Division Office- Transportation Coordinator	Rhonda Alix	780-675-7080 ext 16
Division Office- Superintendent	Neil O’Shea	780-675-7080 ext 11
Local Police		xxx-xxx-xxxx
Local Fire Department		xxx-xxx-xxxx
Local Ambulance		xxx-xxx-xxxx