

**HAMILTON COUNTY DEPARTMENT OF EDUCATION
VEHICLE ACCIDENT INVESTIGATION PROCEDURE**

The standard accident investigation kit should consist of camera, cell phone, Report of Vehicle Accident form, Guardian/Parent release forms, and Student Information forms.

1. Arrive at scene as soon as possible (*time may change conditions, positions, stories*).
2. Confirm if there are/aren't any injuries (*students, drivers, passengers*).
3. Take pictures as soon as possible (*vehicles/persons may be moved, conditions may change*).
4. Obtain statements (*other drivers and witnesses first as you will have access to HCDE drivers later*).

Note: The accident reconstruction diagram on the Report of Vehicle Accident can best be done where the events occurred. Be sure to have the driver complete the section "Describe accident/incident in detail" and sign the report. You may make comments below the driver's or on a separate sheet of paper. State only the facts as you observe them. Any opinions can be discussed in private with the appropriate parties.

5. Get the case/complaint number from the investigating police officer.
6. If students are involved:
 - a. If emergency personnel determine that no injuries have occurred, you may be asked to sign a release or to release the students. Before doing so, contact Wayne Hendrix, Mike Quinn or Rick Smith for approval.
 - b. If the accident occurred in the morning and EMTs are on site, an EMT is to ride the bus to school with uninjured students.
 - c. If the accident occurs in the afternoon, high school students will be transported home and elementary students will either be transported back to school or to their doorstep, depending on the incident and number of students involved.
 - d. If an Exceptional Education bus is involved in an accident, emergency personnel must be called to the scene and evaluate each student.
 - e. Once students have been examined by emergency personnel, they may be released into the custody of parents or approved guardians once the Guardian/Parental Release forms have been completed and signed.
 - f. Student Information Forms should also be completed in each instance.
7. Completed forms should be forwarded to Transportation, Risk Management and the Safety Department.