

# *Channelview ISD Transportation Crisis Management Plan*

## *For*

### *Vehicle Accidents*

#### **Dispatcher**

- 1. Collect information regarding injuries, location of accident, and severity of accident.*
- 2. Call Harris County Constable at (281) 427-4791, request law officials to the scene of the accident, request ambulance if needed.*
- 3. Contact Coordinator of Transportation and Safety/Trainer.*
- 4. If students are involved, inform their school campus of the accident and condition of the students.*
- 5. Dispatch a back-up driver to transport students, if needed, from the scene of the accident once law officials have released them.*
- 6. Contact Ex. Director of Operations.*

#### **Assistant Dispatcher**

- 1. Assist Dispatcher as needed.*
- 2. Assume responsibilities of Dispatcher if Dispatcher is not present.*

#### **Coordinator of Transportation**

- 1. Take accident investigation kit and go to the scene of the accident with the Safety/Trainer, if available.*
- 2. Communicate with the driver and the law officials at the scene.*
- 3. Prepare accident report and investigation.*
- 4. Assist with students, if any. If injuries, obtain students names, addresses and phone numbers.*
- 5. Take photographs of the vehicles involved in the accident, the area surrounding the scene, approaching the scene, or anything that could have contributed to the accident, skid marks at the scene, etc.*
- 6. Obtain names, addresses and numbers of witnesses at the scene of the accident. Ask for written statements.*
- 7. Notify Superintendent, Insurance Department and Board Members with follow-up.*

## Safety/Trainer

1. *Communicate with the driver and the law officials at the scene.*
2. *Assist with preparation of accident report and investigation.*
3. *Assist with students, if any.*
4. *Take photographs of the vehicle or vehicles involved in the accident, the area surrounding the scene, skid marks at the scene, etc.*
5. *Obtain names, addresses and phone numbers of witnesses at the scene of the accident. Ask for a written statement.*

## Lead Mechanic

1. *Assess damage to the bus.*
2. *Send wrecker and/or spare bus if needed.*
3. *Assist in the accident investigation if necessary.*

***If an injured party(ies) is transported to a hospital for medical assistance, a member of the Channelview ISD Transportation Crisis Team will accompany them for support and assistance.***

***\* If a driver of Channelview ISD is at fault of an accident, he/she will be tested for alcohol and control substances\****

## Emergency Numbers

**Donna Wagner (Dispatcher)   Romeo Ramirez (Coordinator)   Belinda Otto (Trainer)**

***Home 281-452-0973***

***Cell 713-817-8053***

***Office 281-452-8020***

***Home 281-324-2405***

***Cell 281-793-5375***

***Office 281-452-8019***

***Home 281-452-6843***

***Cell 281-793-0004***

***Office 281-452-8020***

**Ray Savoie (Lead Mechanic)   Kris Lynn ( Ex. Director of Operations)**

***Home 281-860-0341***

***Cell 281-813-9313***

***Office 281-452-8020***

***Home 281-360-7256***

***Cell 713-817-4774***

***Office 281-452-8014***