

Procedure to follow if the vehicle is in a road traffic accident with children on board whilst carrying out a school run

- 1) Make sure that the driver and or escort have ensured that the children are safe and if necessary call the emergency services.
- 2) Contact all parents and inform them of the situation, if the contact numbers are not on the booking on the system look on the school list on the controller's computer, if there isn't a number on either ask the driver or passenger assistant if they have one.
- 3) Arrange an alternative driver and or escort to go and collect the children if necessary.
- 4) Contact the school or schools that the child/children attend and inform them of the situation. You must do this even if it is after hours if you are unable to make contact please leave a message if possible. Also let Lynne know, if she's not in the office send her a message on the system.
- 5) Email KCC and inform them that there has been an accident on a school run with children on board. Please include the contract number (which will be on the school list on the controller's computer), and the children's names. This must be done immediately and not left until the next day. Please send email to the corresponding contact at KCC depending on school as on the KCC contacts list.