

## **GCPS Incident Investigation Process**

### **Bus Incidents**

All school bus incidents are investigated immediately by a Transportation Department administrator and the Health and Safety Manager. Corrective actions as deemed necessary are taken at the time to ensure safety. The incidents are reviewed by an accident review committee composed of members from the Transportation Department and the Health and Safety Manager. Recommendations are made and implemented by the Transportation Director.

### **Accidents/Injuries**

Incidents requiring first aid or medical treatment are documented and investigated immediately by the Supervisor/Principal, and the Health and Safety Manager. Corrective actions as deemed necessary are taken at the time to ensure safety. Information regarding incidents is reviewed by the safety committee monthly and recommendations made on ways to prevent further incidents.

### **Near Misses**

Reported near misses are documented and investigated immediately by the Health and Safety Manager. Corrective actions as deemed necessary are taken at the time to prevent any further incidents.