
	<b>BRANDEIS UNIVERSITY POLICE DEPARTMENT</b>  Public Safety Response to University Transportation Accidents	
<b>Policy Number:</b>	PAGE: 1 of 3	
<b>Policy Type:</b>	<b>Public Safety Guide</b>	
<b>Issue Date:</b> 2.12.24 <b>Review Date:</b> 2.12.26 <b>Revised:</b>		<b>Issuing Authority:</b>    <b>Chief Matthew T. Rushton</b>

### Objective

This policy aims to provide guidelines for the prompt and efficient response of public safety personnel to bus accidents occurring on campus, within the city of Waltham, and along the Boston/Cambridge route. The primary focus is ensuring the safety and well-being of passengers involved in the accident, thoroughly documenting the incident, and immediately notify the Chief of Public Safety.

### Scope

This policy applies to all incidents involving buses affiliated with our institution, including on-campus routes, routes within the city of Waltham, and routes connecting to Boston and Cambridge.

### Guidelines

#### 1. Mandatory Response:

- Upon receiving a report of a bus accident, public safety personnel must respond immediately to the scene unless;
  - The accident is outside of the Waltham city limits.
  - Staffing would prevent an immediate response.
    - If we do not respond, all pertinent information should be gathered during the call, including severity, passenger names, injuries, etc.
- The response should prioritize the safety and well-being of passengers and others involved in the accident.
- If the accident occurs on-campus or within Waltham city limits, our public safety officers will be responsible for managing/assisting with the incident. Cooperation with the respective jurisdictional authorities will be ensured if the accident happens outside our jurisdiction.
- Request medical assistance for any injured occupants or if there is an airbag deployment.
- Provide medical care to the best of one's ability until advanced care can be

handed to a higher qualified medical professional.

- Request assistance from fire if there are leaked hazardous materials

## **2. Documentation:**

- Public safety officers responding to the accident must document the following:
- Number of passengers involved
- Nature and extent of injuries, if any
- Photograph injuries and damage
- Any relevant facts or observations related to the incident
- The name of the bus driver to include their driver's license number
- Officers should complete an incident report form detailing the above information unless the Waltham Police Department (WPD) or an outside jurisdiction is completing an official report.
- Identification of all passengers, whether affiliated with the university or not.
- Public Safety Officers will attempt to learn the hospital in which injured passengers are being transported.

## **3. Notification Protocol:**

- Immediate notification to the Chief of Public Safety is mandatory for all bus accidents, regardless of severity.
- Notification to the Chief should be made via phone or text, providing a summary of the incident and any pertinent details.
- If necessary, the Chief of Public Safety will coordinate further actions and communication with relevant stakeholders, including university administration, local authorities, and transportation agencies.

## **4. Collaboration with External Authorities:**

- If WPD or another jurisdiction's authorities handle the accident report, our public safety officers should cooperate fully, provide any necessary assistance or information, and request a copy of the report on behalf of Brandeis.
- Public safety personnel should communicate with external authorities to ensure a coordinated response and resolution of the incident.

## **5. Post-Incident Procedures:**

- Following the response to the accident, public safety officers must ensure the safe transportation of passengers to their intended destinations or provide necessary assistance (assist w/another bus, cruiser/Lyft portal)
- Officers should also secure the accident scene, gather any additional evidence or information, assist with the investigation as required, and complete a police report promptly.
- Police reports will be emailed to the chief once they are completed.

**Compliance:**

Adherence to this policy is mandatory for all public safety personnel responsible for responding to bus accidents within our jurisdiction.

**Review and Revision:**

This policy will be periodically reviewed and updated to ensure its effectiveness and compliance with relevant laws and regulations.

This policy serves as a framework to guide public safety personnel in responding to bus accidents promptly, ensuring the safety of passengers, thoroughly documenting incidents, and timely notifying the Chief of Public Safety for appropriate follow-up actions.