



**Procedures for Accidents Involving a School Vehicle**  
**Appendix A – Message to Parents**

**Sample Message to Parents**

Date

Dear Parents/Guardians

At (NAME OF SCHOOL), it is our priority to keep you informed of incidents related to student safety.

(DATE) at approximately (TIME OF DAY), **School Bus #**\_\_\_\_\_, carrying xx students, including your child, was involved in a minor traffic accident on the corner of \_\_\_\_\_ in the town/city/village of \_\_\_\_\_.

All the students were given the opportunity to be evaluated by ambulance attendants on the scene per district protocol. Thankfully, everyone on the bus appeared to be unharmed and the bus received minor damage. The students were loaded on another school bus and transported to school (home).

Should you have any concerns, please take your child to see your family doctor or to a hospital emergency room. Please let us know of any injuries, as the information will be included in the official accident report.

Your child's name will be contained within our report to our insurance company and they may contact you with questions.

Please know we take these situations very seriously, as the safety of our students – your children – is always our top priority.

If you have any questions or concerns, please call the school at xxx-xxx-xxxx.

Sincerely,