PUHSD 2021/2022

Vehicle Accident Procedures

If you are involved in an accident in a District vehicle:

1. Dial 911 if there are injuries, if there are not injuries, contact police. Phoenix Police Department non-emergency number: 602-262-6151
2. Contact and notify your campus administrator immediately.
3. Contact the transportation department to notify and receive further instructions if necessary. Contact numbers are at the bottom of this page. If you are initially unable to reach someone by phone, send a text indicating that the call is regarding a vehicle accident.
4. Obtain passenger and witness statements, take pictures of the scene and get a police report. Do not leave until released by police. Do not release students until released by first responders (Police or Fire Department).
5. Immediately report to your administrator upon your return to the campus. You will be required to complete a post-accident drug screen and complete a District Vehicle Accident Report. This report must be completed and sent to Bryan Henderson at bhenderson@phoenixunion.org within 48 hours of the accident.
6. Do not drive a District Vehicle until you receive notification from the transportation department that you are once again cleared to drive a District vehicle.

If the accident happens out of town have the driver use the emergency call list on the tri-fold in the vehicle. The DSF support staff will assist them.

Transportation Office: (602) 764-1614
Dispatcher: (602) 764-1626
Bryan Henderson, Director: (602) 481-4021
Raymond Gardea, Transportation Manager: (602) 509-6422
Anthony Negrete - Chief Mechanic: (602) 686-0905