



## ADMINISTRATIVE GUIDELINE

### **Title: Transportation: School Bus Accident Procedures**

**Effective Date:** April 26, 2001

**Responsibility:** Superintendent of Business

#### **Rationale**

Despite everyone's best efforts to provide our students with safe transportation, accidents happen. This guideline has been developed to ensure that when an accident does occur, our students receive the attention they require, and the system responds in a helpful and professional manner.

This guideline is intended to cover injuries to students while riding on the bus, injuries to bus students during the loading and unloading of the bus, and collisions between a school bus and another vehicle or object.

#### **1.0 NO STUDENTS ON BUS**

(Bus is traveling to or from school run or in between school runs)

##### 1.1 The Driver shall:

- 1.1.1 Notify the Dispatcher/Operator.
- 1.1.2 Complete an Accident Report as soon as possible.

##### 1.2 The Dispatcher/Operator shall notify:

- 1.2.1 Police if total damage to both vehicles is more than \$700.00.
- 1.2.2 The Manager of Transportation.
- 1.2.3 The schools if the bus route will be delayed.

##### 1.3 The Operator shall arrange for the bus route to be covered.

#### **2.0 STUDENTS ON BUS – NO APPARENT INJURIES**

##### 2.1 The Driver shall:

- 2.1.1 Notify the Dispatcher/Operator.
- 2.1.2 Complete an Accident Report. A list of all students on board at the time of the accident must be included.

##### 2.2 The Dispatcher/Operator shall notify:

- 2.2.1 Police, regardless of the extent of damage.
- 2.2.2 The Manager of Transportation.

Our mission is to educate learners to their fullest potential in preparation for life-long learning.

- 2.2.3 The affected schools.
- 2.3 The Operator shall:
  - 2.3.1 Arrange for the bus route to be covered.
  - 2.3.2 Submitted a copy of the Accident Report to the Manager of Transportation within 48 hours.
- 2.4. Manager of Transportation shall:
  - 2.4.1 Notify members of the Executive Council.
  - 2.4.2 Provide the Principal(s) with a synopsis of the accident.
- 2.5. The Principal shall:
  - 2.5.1 Forthwith notify parents of students who were on the bus advising them of the accident and recommending that they monitor their student's for a few days.
  - 2.5.2 Ask teachers to monitor the children during the day.

### **3.0 STUDENTS ON BUS – APPARENT INJURIES**

- 3.1. The Driver shall:
  - 3.1.1 Notify the Dispatcher/Operator
  - 3.1.2 Complete an Accident Report within 24 hours.
- 3.2 The Dispatcher/Operator shall notify:
  - 3.2.1 911, or
  - 3.2.2 Police, Fire Department and Ambulance.
  - 3.2.3 The Manager of Transportation.
  - 3.2.4 The affected schools.
- 3.3 The Operator shall:
  - 3.3.1 Arrange for the bus route to be covered.
  - 3.3.2 Arrange for a bus to be sent to the accident scene.
  - 3.3.3 Provide the Manager of Transportation with a copy of the accident report within 48 hours of the accident.
- 3.4 The Manager of Transportation shall:
  - 3.4.1 Notify Members of Executive Council.
  - 3.4.2

