

ADMINISTRATIVE PROCEDURE NO. 106

BUS ACCIDENT

Background

In the event of a bus accident, the primary responsibility of bus drivers, staff members of the Board and volunteers, is to ensure the wellbeing of bus passengers and the public at large. Mitigating loss and damage to property is a second concern. Because accident situations are variable, it is recognized that procedures must allow flexibility to accommodate this. Staff members are expected to act as a reasonable parent and exercise their best judgment as to what is to be done. The following procedures are established to provide guidance for this decision making.

Definitions

In this procedure:

- (a) "Minor accident" means an accident involving a school bus transporting students where no ambulance was dispatched to the accident scene.
- (b) "Major accident" means an accident involving a school bus transporting students where an ambulance was dispatched to the accident scene. Medical attention may or may not have been required.

Procedures

1. All bus drivers shall be familiar with bus emergency response procedures and evacuation procedures.
2. The Division will provide all bus drivers with first aid training.
3. In the instance of a collision with any other object the school bus is to be stopped immediately regardless of how slight or insignificant the collision appears to be.
 - a. Bring the bus to a complete stop in a safe location, if possible, turn off ignition, apply the parking brake, and if possible, turn on the hazard lights.
4. The bus driver, after being in a collision and having stopped the bus, shall immediately assess the scene of the incident.
5. The bus driver shall check for injuries and administer or arrange for first aid as quickly as possible, including calling "911" or designating a responsible person to call "911".
 - a. If it is practical and safe to do so, the passengers should remain on the bus.

- b. If the passengers cannot safely remain on the bus, the bus driver shall evacuate the passengers to a safe location and distance away from the bus. In the winter, it is important to protect the passengers from cold weather as much as possible.
 - c. Immediately after having determined whether the bus should be evacuated or upon completion of the emergency evacuation, the Transportation Manager or designate shall be notified of all circumstances regarding the accident scene by cell phone or two-way radio.
 - d. If the collision results in injuries, or where there is a suspicion of injuries, all passengers shall be assessed by medical responders or sent to a hospital for medical assessment.
 - e. Bus drivers must take photos of the scene and any damage incurred.
6. In the event that the RCMP or local police having jurisdiction, are not available, and another vehicle is involved in the accident, regardless of fault, the bus driver shall obtain the following information from the other driver(s) which can include photos of:
 - a. Name,
 - b. Driver's license information and number,
 - c. Vehicle make and model,
 - d. Vehicle serial number,
 - e. License plate number, and;
 - f. Insurance policy number, insurance company name, and address.
 - g. In the event the owner of the damaged vehicle cannot be located, a note will be left on the windshield with the Division's contact information.
7. Where medical attention is not required in a Minor Accident, passengers will be transferred to a rescue bus and the remainder of the route will be completed.
8. The Transportation Manager or Designate, will be responsible for reporting the details of the accident to the following individuals:
 - a. Major Accident: Notify the ACT Team and Principal(s) by using the Hour Zero App as soon as possible to inform them of the:
 - i. Situations to the best of their knowledge,
 - ii. Time,
 - iii. Location,

- iv. How many students for each school (should there be more than one school) and other passengers that are on the bus at the time of the accident,
 - v. If passenger injuries are involved.
 - vi. Email the ACT email (actec@rdcrs.ca) a list of students for each school (should there be more than one school) on the bus at the time of the accident.
- b. Minor Accident: Notify the School Principal(s) and provide a list of students for each school (should there be more than one school) on the bus at the time of the accident.
 - c. The Transportation Manager will assist the school principals and/or Communication & Community Relations Coordinator by providing an email outlining the nature of the accident.
9. For a Major Accident, when safe to do so and when cleared by EMS, passengers will be transferred to a rescue bus and brought to the school or another meeting place as agreed upon for parent unification.

Parent/Guardian Notification Procedure

If the accident occurs during a route, the routing office will assist in determining the students on board and provide a list of students to each school admin team. Emergency/First responders will assess for injury and if possible students will be transferred to a rescue bus and transported to the closest school or meeting area agreed upon for parent unification.

If the accident occurs during a charter/field trip the school principal will determine the students involved. Emergency/First responders will assess for injury and if possible students will be transferred to a rescue bus and transported to a meeting area agreed upon for parent unification.

Each school that had passengers riding the bus at the time of the accident will:

1. Immediately inform parents/guardians of those students who received medical attention and have been transported to the hospital for additional treatment or observation. (Major Accident)
2. Inform parents/guardians as soon as possible that their child has been assessed by medical personnel at the scene and has indicated no additional treatment is required at this time. (Major Accident)
3. Inform parents/guardians that injuries in motor vehicle accidents sometimes are delayed in being observed. RDCRS encourages parents/guardians to monitor students for any signs of physical or mental injury. If parents/guardians allow their child to remain at

school, staff will monitor throughout the day and contact parents/guardians immediately if symptoms of injury are present

4. The Transportation Manager will work with the Senior Admin, Communications team and school Principals to provide a letter outlining the nature of the accident. This letter will be sent home (in the afternoon if an accident occurred in the AM) to those parents whose children were on the bus at the time of the accident, outlining the details of the accident. (In some cases the Principal, in consultation with the Transportation Manager may choose to send to all students on the bus).

Note - In the event the school administration is unable to be reached at the time of the accident, transportation staff will contact the school's Senior Administrator Facilitator and/or email the ACT team at acteoc@rdcrs.ca.