

Administrative Procedure 551

SCHOOL BUS ACCIDENT

Background

In the event of a school bus accident, specific procedures are required.

Procedure

1. Contracted Service Bus Accident
 - 1.1 Bus driver shall call the bus company's Dispatcher. If the driver is incapacitated, the police will contact the bus company who will contact the Superintendent or designate.
 - 1.2 Driver (and/or police) informs Dispatcher and it is determined if the bus is in a safe position.
 - 1.3 Driver (and/or police) secures the scene.
 - 1.4 Driver (and/or police) assesses if there may be injuries.
 - 1.5 Driver (and/or police) informs Dispatch and it is determined if:
 - 1.5.1 Ambulance/s are to be called.
 - 1.5.2 Police are to be called.
 - 1.5.3 Rescue bus is required.
 - 1.6 Dispatcher shall make emergency calls if necessary.
 - 1.7 If rescue service is required:
 - 1.7.1 Rescue service will determine which students are to be transported to hospital.
 - 1.7.2 Driver will determine which hospital injured students are being transported to.
 - 1.7.3 Driver will account for remaining students.
 - 1.7.3.1 Driver/Dispatcher shall make arrangements for uninjured students to be transported home.
 - 1.7.4 For serious accidents, District staff are to be consulted.
 - 1.8 Dispatcher shall call the Secretary-Treasurer or designate with information about accident.
 - 1.9 The Secretary-Treasurer or designate will inform the Principal or Vice-Principal if it is not a District-owned bus.
 - 1.9.1 If students are to be transported to the hospital, the Principal and/or Vice-Principal shall proceed to the hospital to provide support to families

- 1.10 The Secretary-Treasurer or designate shall inform Superintendent and Assistant Superintendent.
 - 1.11 The Assistant Superintendent will act as liaison with both the police and media.
 - 1.11.1 The Assistant Superintendent and Secretary-Treasurer will liaise with Bus Company to ensure information to be shared with media is known by both the District and the Bus Company.
 - 1.12 The Secretary-Treasurer or designate and Bus Company agree on who will call parents. Calls will:
 - 1.12.1 Provide information, if possible, about whether or not the student is injured, and which hospital they are being transported to.
 - 1.12.2 Provide information, if the child is uninjured, about the alternate transportation arrangements to get the child home
 - 1.13 The Bus company, in cooperation with the Secretary-Treasurer's office will complete and provide a full report to the District as soon as possible after the accident.
 - 1.14 District staff will debrief/investigate the accident as appropriate.
2. In the event of a District-owned school bus accident, the above procedures are to be followed with the Principal acting as the "Dispatcher" and "Bus Company".
 3. If appropriate, refer to the School Critical Incident Response protocol (Administrative Procedure 165 – Appendix B).

Reference: Sections 22, 23, 65, 85 School Act