

## **SCHOOL BUS ACCIDENT**

### **Background**

In the event of a school bus accident the primary responsibility of all staff is to ensure the safety of students, other personnel and the public. Mitigating loss and damage to property is a second concern. Because accident situations are variable, it is recognized that procedures must allow sufficient flexibility to accommodate this. Staff members are expected to act as a reasonable parent and exercise his or her best judgment as to what is to be done. The following procedures are established to provide guidance for this decision making.

### **Procedures**

1. Contact the Transportation Manager or designate immediately. The Manager or designate will contact all emergency personnel required, Superintendent or designate, Secretary-Treasurer, appropriate schools, administration and parents. Specific instructions will be issued to the driver and attending staff.
2. If there is danger of fire, the driver shall remove all passengers to a safe distance from the vehicle. (Ensure the ignition key is in off position). In the winter it is important to protect passengers from the cold weather.
3. The driver shall check for injuries and administer or arrange for first aid as quickly as possible.
4. In the event that the RCMP are not available, and another vehicle is involved in the accident, regardless of fault, the bus driver shall obtain the following from the other driver:
  - 4.1 Name,
  - 4.2 Driver's license number,
  - 4.3 Vehicle make,
  - 4.4 Serial number,
  - 4.5 License plate number, and
  - 4.6 Insurance agent and address.
5. Where medical attention is not required, passengers may be dispersed as follows:
  - 5.1 If enroute to school, passengers are to be delivered to school as soon as possible and the Principal is to be advised that they were involved in an accident.
  - 5.2 If enroute home, passengers are to be delivered home as soon as possible and the parents advised that they were involved in an accident.

Adopted/Revised;/Reviewed: JUN 2016/NOV 2019/JUL2023

Reference: Section 11, 33, 52, 53, 59, 68, 196, 197, 222, 225 Education Act  
Freedom of Information and Protection of Privacy Act  
Traffic Safety Act  
Commercial Vehicle Safety Regulation 121/2009  
Student Transportation Regulation 250/98 (Amended A.R. 125/2005)  
Use of Highway and Rules of the Road Regulation 304/2002  
Vehicle Equipment Regulation 122/2009