

SCHOOL BUS ACCIDENTS

Background

Whenever school buses are involved in accidents, the immediate welfare of the students on that bus is primary.

The Division recognizes the importance of establishing procedures to be followed in the event that any school bus under contract to the Division is involved in an accident.

Guidelines

1. In the event a school bus contracted by the Division is involved in an accident, the immediate welfare of the passengers shall be paramount.
2. Once the immediate needs of the passengers have been met, contact should then be made with the police and the Transportation Manager or Secretary-Treasurer. The Transportation Manager or Secretary-Treasurer will then contact the appropriate school.

Procedures

Because accident situations are variable, it is recognized that procedures must allow sufficient flexibility. The following procedures are established to provide guidance for this decision making.

1. Passengers needs are primary. Check for injuries and administer or arrange for first aid as quickly as possible.
2. Call for an ambulance and the RCMP as required.
3. The driver/contractor shall arrange for alternate transportation for the passengers.
4. The driver/contractor shall notify the Transportation Manager, who in turn will contact the Secretary Treasurer and the Principal of the school. Even in minor cases, if the bus collides with anything the transportation manager or Secretary-Treasurer must be notified.
5. The driver shall provide names of injured students and produce a passenger seating arrangement.
6. The driver shall submit a collision report to the transportation department.

7. If no medical attention is required for passengers and no specific instructions in this regard are received then passengers involved in the accident may be dispersed as follows:
 - 7.1 If enroute to school, passengers should be delivered to school as soon as possible and the school Principal be advised that they were involved in an accident. The Principal shall advise the parents of the accident.
 - 7.2 If enroute home, passengers should be delivered home as soon as possible and the parents advised by the contractor that they were involved in an accident.
 - 7.3 Since it is not possible to foresee all circumstances that may occur in an accident, it may be necessary to deviate from some of these instructions. In any event common sense and reasonable actions shall prevail.
8. The Secretary-Treasurer shall be the media contact person.
9. It is the responsibility of the RCMP to notify families in the event of death.

Reference: Highway Traffic Act