

## **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 Director of Instruction, Health and Safety with information about accident.
  - 1.9 The Director of Instruction, Health and Safety will inform the Principal if it is not a District-owned bus.
    - 1.9.1 If students are to be transported to the hospital, the Principal shall proceed to the hospital to provide support to families
  - 1.10 The Director of Instruction, Health and Safety shall inform Superintendent and Director of Instruction, Student Services.

- 1.11 The Director of Instruction, Health and Safety will act as liaison with both the police and media.
    - 1.11.1 The Director of Instruction, Health and Safety 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 Director of Instruction, Health and Safety 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 Director of Instruction, Health and Safety 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”.

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

Adopted: June 25, 2019

Revised: