

AP 1601: School Bus Accident Procedures

Background:

In the event of a school bus accident, specific procedures are required. This administrative procedure is based on a severe accident or an accident resulting in a disabled bus and/or passenger injuries.

Definitions:

School Bus Accident: Any incident involving any vehicle used to transport students with or without students on board, resulting in property damage or injury or claim of injury by any party.

Procedures:

1. Bus driver shall:
 - 1.1 Assess if any injuries have occurred as a result of the accident;
 - 1.2 Determine if the bus is in a safe position;
 - 1.3 Secure the scene and assess the need to evacuate the bus;
 - 1.4 Refer to the AP Appendix 1601 D: On-Scene Incident Form;
 - 1.5 Contact dispatch from the scene and:
 - 1.5.1 Determined if:
 - 1.5.1.1 An ambulance is required.
 - 1.5.1.2 Police/RCMP are to be called.
 - 1.5.1.3 A rescue bus is required.
 - 1.5.1.4 The bus requires a tow truck.
 - 1.5.2 Inform dispatch of the:
 - 1.5.2.1 Location of the incident;
 - 1.5.2.2 Number of passengers on board, if any; and,

1.5.2.3 Number of injuries, if any.

1.6 Record On-Scene information and:

1.6.1 Will not discuss the situation with anyone other than the police/RCMP or authorized district staff;

1.6.2 Exchange license and insurance information with the other involved driver(s), if necessary;

1.6.3 Record passengers and conditions; and,

1.6.4 Take multiple pictures from various angles noting all damage to vehicle(s), road and, weather conditions.

2. Dispatch shall:

2.1 Follow the AP Appendix 1601 C: Office Incident Checklist;

2.2 Clear the radio and give an all clear once the scene is secure;

2.3 Gather details of the incident with the driver;

2.4 Call 911, if necessary;

2.5 Contact the Transportation Coordinator and Manager of Operations to relay details of the incident;

2.6 Liaison with mechanical staff and provide details of the incident including directions to the accident scene;

2.7 Provide principal(s) with details of students involved in the incident; and,

2.8 Inform the highways contractor of the incident, if necessary.

3. When a school bus accident occurs within the District, the Manager of Operations or designate, a Mechanic and the Transportation Coordinator or designate will be immediately notified and will go to the accident scene.

3.1 The Manager of Operations or designate will act as the lead investigator.

3.2 The Transportation Coordinator will act as the student liaison.

3.3 The Mechanic and Transportation Coordinator will assist the investigator with scene documentation.

- 3.4 AP Appendix 1601 A: Accident Investigation Checklist, a camera and a note pad will be brought to the scene for initial accident investigation.
4. The Lead investigator will refer to the Accident Investigation Checklist while investigating the accident.
5. The Mechanic and Transportation Coordinator attending the scene will:
 - 5.1 Follow the AP Appendix 1601 B: Mechanics Incident Checklist
 - 5.2 Gather the bus incident tool kit and designated binder from the front office.
 - 5.3 Bring a bus to transfer students onto, if necessary.
 - 5.4 Place reflectors and triangles out if needed.
 - 5.5 Ensure students have been checked out by EMT, if required.
 - 5.6 As soon as possible, take photos and/or make a sketch of the bus and surrounding area.
 - 5.7 Liaison with police/RCMP, if required. The Police/RCMP will be notified after any school bus accident involving injury and/or property damage of over \$200.
6. If rescue service is required:
 - 6.1 Rescue services will determine which students are to be transported to hospital.
 - 6.2 Bus driver will account for the remaining students.
 - 6.3 The Manager of Operations or designate shall make arrangements for uninjured students to be transported to school or home.
 - 6.4 For all serious accidents, the Director of Operations is to be consulted and shall call the Secretary-Treasurer and Superintendent or designate with information about the accident.
7. The Superintendent or designate will:
 - 7.1 Inform those principal(s) or vice-principal(s) who have students involved.
 - 7.1.1 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.
 - 7.2 Act as liaison with the police/RCMP and media.

- 7.3 If district students and/or staff are involved in an accident on a bus that is not district-owned, the Superintendent or designate and Secretary-Treasurer or designate will liaise with the Bus Company to ensure information to be shared with media is known by both the District and the Bus Company.
- 7.4 Determine who will call parents. Calls to parents will:
 - 7.4.1 Provide information, if possible, about whether the student is injured, and which hospital they are being transported to.
 - 7.4.2 Provide information, if the child is uninjured, about the alternate transportation arrangements to get the child home.
8. The Manager of Operations, in cooperation with the Director of Operations and the Secretary-Treasurer's office, will complete and provide a full investigation report to the district as soon as possible after the accident.
9. District staff will debrief/investigate the accident as appropriate.
10. If appropriate, refer to AP 1600: Emergency Preparedness, AP Appendix 1600 A: Emergency Preparedness Manual, and AP Appendix 1600 B: Emergency Procedures Flipchart.