

AP Appendix 1601 C: Motor Vehicle Incident Office Checklist (Conducted by the Transportation Office)

Incident Date: Location: Incident #:
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Office Checklist: Incident

1. CLEAR THE RADIO: “ALL DRIVERS PLEASE CLEAR THE RADIO”

2. Find out the severity of the incident from the driver:

- Ask driver:
 - What is your location? _____
 - Are there injuries? _____ How many people? _____
- Time of day: _____
- Which route(s)? _____
- What driver(s)? _____
- What school(s)? _____
- Call 911 (if necessary) and report the accident for RCMP and Ambulance to attend
- Call or text Manager of Operations, and Director of Operations give details
- Update the SD8 website and the phone line about delays
- Liaison with Mechanical Staff giving directions as to the location and details of incident.
- Locate binder with all Routes in the Transportation Office
- Inform school(s) of incident, (it could be multiple schools)
- Call YRB
- Wait for the Driver to give you an assessment from the EMT’s and get names of all students on the school bus.
- Once the TC/TCA and the Mechanical Staff get to the scene, **AND** it is secured start calling the parents (of students on the bus) from GTT or the binder, names and numbers will be on the manifest

****MAKE SURE YOU PHONE ALL THE PARENTS OF STUDENTS WHO ARE REGISTERED ON THE SCHOOL BUS.
CALL BOTH HOME PHONES AND CELL PHONES LEAVE A MESSAGE IF NO ANSWER****

3. OTHER DRIVERS IN THE AREA:

*** Only 1 person should be making these arrangements, the other should be on the phone to the schools if necessary***

- Ask if other drivers in the area are available to help.
 - Who was dispatched? _____
 - What is their location? _____
 - How close are they to the scene? _____
- Ask other drivers whom may be transporting students after the incident to update the TC/TCA as to the completion of the route and, ETA(s) _____ for the student's stops, or arrival to school

4. Depending on the severity of the bus incident, the students may be released without being examined by the EMT's, the criteria being:

- Impact of the incident
- Area of the incident
- No injuries reported to the bus driver by any student
- Consult with the Manager, Director or their designate
- Report to schools to monitor students involved in incident

5. Once the scene is secured the TC/TCA will give the "ALL CLEAR" for proper everyday radio use.

6. Post Incident:

- Ensure there is a complete Driver's Report M12 to be submitted to the Operations Secretary for recording and distribution
- Update Manager and/or Director of Operations.

NOTES: Include all details, see reverse

****Please attach all relevant documents****

Administrative Procedures

Student Name	Did Parent's pick up their students at the scene?	ETA?