

AP Appendix 1601 B: Mechanic Motor Vehicle Incident Checklist

(Conducted by the Mechanic)

Incident Date: Location: Incident #:
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Procedure check list for Mechanic:

Immediately:

- ☐ Gather toolkit, flares, and designated binder from front office with student info.
 - Take the binder located in front office with student's info so you can do a roll call if driver hasn't already done so or is incapable.

On-Scene:

- ☐ Take a bus out to transfer students onto - Make sure you wearing your Hi Viz. PPE
 - Make sure the hazards on your truck have been turned on.
- ☐ Place reflectors/ triangles out if needed
- ☐ Make sure students have been checked out by EMT if required.
- ☐ As soon as possible take pictures of the bus and surrounding area. Conditions can change quickly and details are soon forgotten.
- ☐ Arrange for towing if needed
- ☐ Liaison with the RCMP if required
- ☐ Ensure you are in a safe position in the event of a secondary collision.
- ☐ Do not engage in conversation with anyone that's not involved.
- ☐ Collect all or any info from witnesses. If they refuse to tell you their name try and get their license plate number.

After returning to shop:

- ☐ Document as soon as you can or as soon as you return to shop (ex: weather Conditions, visibility)
- ☐ File reports to Student Protection Plan
- ☐ File reports to Insurance

Administrative Procedures

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