

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

Incident Date:  
Location:  
Incident #:

### 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

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