

Administrative Procedures

AP Appendix 1601 D: On-Scene Motor Vehicle Incident Form (Conducted by Bus Driver)

*All accidents, regardless of scope, must be reported to the Transportation Manager as soon as possible and no later than one (1) hour after completion of run.

Incident Date:	
Location:	
Incident #:	

- **Stay Calm**
- **Radio Dispatch**
 - o Where are you?
 - o How many passengers on board?
 - o Any injuries?
 - o Do you need 911?
 - o Is the bus drivable? Ask the mechanic if a tow truck is needed
- **Evaluate and Secure Scene**
 - o Is it safer to remain on the bus or should you evacuate?
 - o Are triangles set out?
- **Record On-Scene information**
 - o Do not discuss the situation with anyone other than RCMP or authorized SD8 Staff
 - o Exchange license and Insurance information with other driver(s)
 - o Record Passengers
 - o Record conditions

Other Parties Involved (if more than one (1) other party involved, please attach supplement with info)					
Registered Owner:		Phone:			
Driver:		Driver License:			
Address:		Phone:			
		Email:			
License Plate:	Province/State:	Policy/Claim#:			
Insurance Company:		Phone:			
Damage:		Police Report #:			
Witness:		Phone:			
Conditions (circle all that apply)					
Time:	Dusk	Dawn	Daylight	Night	Other:
Weather:	Cloudy	Sunny	Rain	Snow	Other:
Road:	Bare	Wet	Snowy	Icy	Other:
Grade:	Hill	Flat	Corner	Straight	Other:

Complete [Motor Vehicle Incident Report](#) on return to garage.