

## **SCHOOL BUS ACCIDENT**

### **Background**

In the event of a school bus accident, the primary responsibility of all staff is to ensure the safety of students, personnel, and the public. Mitigating loss and damage to property is a second concern. Because accident situations are variable, it is recognized that procedures must allow sufficient flexibility to accommodate this. Staff members are expected to exercise best judgment as to what is to be done.

### **Procedures**

1. A bus accident is defined as any incident in which a Division bus or a contractor's school bus is involved in injury or damage to: a student, a second vehicle, a building, property, other persons, or objects
2. The operator will immediately contact Transportation Services, no matter how minor the accident may appear.
3. Transportation Services will then contact emergency services (if required), the Office of the Superintendent, appropriate schools, and parents. Specific instructions will be issued.
4. The driver will check for injuries and administer or arrange for first aid as quickly as possible.
5. If necessary, the driver will remove all passengers to a safe distance from the vehicle.
6. In the event that the RCMP are not available, and another vehicle is involved in the accident, regardless of fault, the bus driver will obtain the following from the other driver:
  - 6.1 Name,
  - 6.2 Driver's license number,
  - 6.3 Vehicle make,
  - 6.4 Serial number,
  - 6.5 License plate number, and
  - 6.6 Insurance agent and address.
7. Where medical attention is not required, passengers may be dispersed as follows:
  - 7.1 If in route to school, passengers are to be delivered to school as soon as possible and Transportation Services will advise the principal and the parents of those students that they were involved in an accident.

- 7.2 If in route home, passengers are to be delivered home as soon as possible and Transportation Services will advise the parents that the bus was involved in an accident.

Reference: Section 11,33,52,53,59,68,196,197,222,225 Education Act  
Freedom of Information and Protection of Privacy Act  
Traffic Safety Act  
Commercial Vehicle Safety Regulation 121/2009  
Student Transportation Regulation 250/98 (Amended A.R. 125/2005)  
Use of Highway and Rules of the Road Regulation 304/2002  
Vehicle Equipment Regulation 122/2009

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