

Title : Accident/ Incident Procedures	Procedure # : 023	Effective: Nov 5, 2010
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Statement	In the event that a school bus is involved in an accident or incident, a series of communications and actions must take place, depending on the seriousness of the accident or incident. Our first priority is the students' safety and well-being.
Definition(s)	<p>For the purpose of the procedure, the following definitions will apply:</p> <p>Accident: any occurrence where a school purpose vehicle, with children on board, comes in contact with another vehicle or damage occurs to private property.</p> <p>Incident: any occurrence where a child requires medical attention (allergy or seizure), becomes injured either while riding on the bus or while entering/ exiting the vehicle or when a school purpose vehicle unintentionally leaves the roadway.</p>
Responsibilities during an Accident	<p>Responsibilities of the Bus Driver:</p> <ol style="list-style-type: none"> 1. Verify the passengers' condition and ensure that all passengers are safe. 2. Assist any student(s) if injured. 3. If required, ask a responsible student on the bus to keep the group of students together until the arrival of the emergency team(s). 4. Contact the dispatcher to report the accident (time, location, etc.). If required, request that emergency team(s) be dispatched to the scene of the accident. 5. Assist the injured student(s) until the arrival of the emergency team(s), without moving him/her, unless it is absolutely necessary. 6. Keep the students who are not injured away from any source of danger. 7. Prepare a student list along with injuries sustained.

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<p>Responsibilities during an Accident continued...</p>	<p>Responsibilities of the School Bus Operator:</p> <ol style="list-style-type: none"> 1. Call emergency services, i.e. police, fire and ambulance. 2. Immediately inform STSBHN as well as the school principal(s) about the details of the accident or incident, including the students' and bus driver's condition. 3. Dispatch a replacement vehicle and driver to cover the route. 4. Dispatch a person in charge of accidents to the scene in order to take photographs and record details pertaining to the accident as well as provide additional assistance at the scene. 5. Students are only to be transferred to another vehicle once they have been released by police or other emergency services personnel. 6. Submit an Accident/ Incident Report (TF010) or operator equivalent to STSBHN within 48 hours following the accident. <p>Responsibilities of the School Principal:</p> <ol style="list-style-type: none"> 1. Alert STSBHN if contact has not been made. 2. Forward the instructions of STSBHN to the school staff. 3. Inform the parents/guardians of affected children. 4. Designate staff members to respond to questions from the parents/guardians or to meet with them. 5. If required, delegate staff members to go to the hospital. 6. Prepare a letter for parents/guardians with the assistance of the Manager of Communications of the school board that has the bus involved in the accident. <p>Responsibilities of Staff of STSBHN:</p> <ol style="list-style-type: none"> 1. Record all the pertinent information in writing at the time of the first contact.
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Responsibilities during an Accident continued...	<ol style="list-style-type: none"> 2. Make contact with the school principal. 3. Inform the members of the STSBHN Operations Committee who will notify the appropriate contacts in their respective boards. 4. Direct the parents/guardians phone calls to the school to speak with the principal. 5. If the school and/ or principal cannot be reached, inform the parents/guardians of the students who were on the bus. 6. Keep a telephone line free for communication. 7. Send one or more staff representatives to the scene of the accident and/or hospital if required. 8. Direct phone calls from the media to the Manager of Communication of the affected school board that has the bus involved in the accident. 9. Submit an Accident/ Incident Report (TF010) and staff notes relating to the accident to the Board office within 48 hours. <p>Responsibilities of the School Administrative Support Staff:</p> <ol style="list-style-type: none"> 1. Record in writing all information about the phone calls concerning the accident. 2. Report the facts clearly and accurately. 3. Inform STSBHN of any new developments. 4. Forward the instructions of STSBHN to the appropriate staff. 5. Follow the school principal's instructions. 6. Direct phone calls from the media to the Manager of Communications of the school board that has the bus involved in the accident.
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<p>Responsibilities during an Incident</p>	<p>Responsibilities of the Bus Driver:</p> <ol style="list-style-type: none"> 1. Verify the passengers' condition. 2. Ensure that all passengers are safe. 3. Contact his/her company dispatcher: <ul style="list-style-type: none"> • To inform him/her of the time and location of the accident or incident. • To ask that emergency services and the police be dispatched, if necessary. • To request a new vehicle, if required. 4. To comfort the students until the arrival of the replacement bus. 5. Collect the names of the students on board and any other pertinent information. <p>Responsibilities of the School Bus Operator:</p> <ol style="list-style-type: none"> 1. Dispatch the appropriate emergency services, if required, to the scene of the incident immediately. 2. Contact the school Principal 3. Dispatch a replacement bus to the scene, if required. 4. Inform school and STSBHN about the incident. 5. Send Accident/ Incident Report (TF010) to STSBHN within 48 hours after the accident or incident along with the student list as collected by the driver. <p>Responsibilities of Staff of STSBHN:</p> <ol style="list-style-type: none"> 1. Record all the pertinent information in writing. 2. Contact the school principal if contact was not made by the Operator. 3. Inform the required members of the Operations Committee of STSBHN.
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Responsibilities during an Incident continued...	<p>4. Submit (TF010) Accident/ Incident Report and staff notes relating to the incident to the Board office.</p> <p>Responsibilities of the School Principal:</p> <ol style="list-style-type: none"> 1. Inform the parents/guardians of the situation. 2. Forward instructions of STSBHN to the appropriate staff. 3. Prepare and distribute a letter to affected parents/guardians. <p>Responsibilities of the School Administrative Support Staff:</p> <ol style="list-style-type: none"> 1. Record all the pertinent information in writing and forward it to the school principal. 2. Report the facts clearly and accurately. 3. Follow the school principal's instructions.
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