

# Student Transportation Service Consortium of Grey-Bruce

## ***Procedures***

Bluewater District School Board  
Bruce-Grey Catholic District School Board

TCP-B011

<b>Procedure Title:</b> SCHOOL BUS ACCIDENTS / INCIDENTS	<b>Approved:</b> January 11, 2011 <b>Updates:</b> September 14, 2012 March 13, 2014 August 27, 2014 April 18, 2018 Jan 30, 2019
<b>Related Forms:</b> TCF-B011 School Vehicle Accident Report	<b>Related Policies:</b>

**Intent:** To define action to be taken in the event of a school bus accident or incident

**Stakeholders:** School, Bus Operators, Public, Transportation Consortium

### **Procedure:**

#### Definition of an Accident:

An accident is defined as:

- i. A bus making contact with another object, and/or
- ii. A bus involuntarily leaving the travelled portion of the roadway

#### Definition of an Incident:

An event, other than an accident, that occurs on/with a school bus that may/does cause possible harm to student'(s) or bus driver's physical and/or emotional well-being.

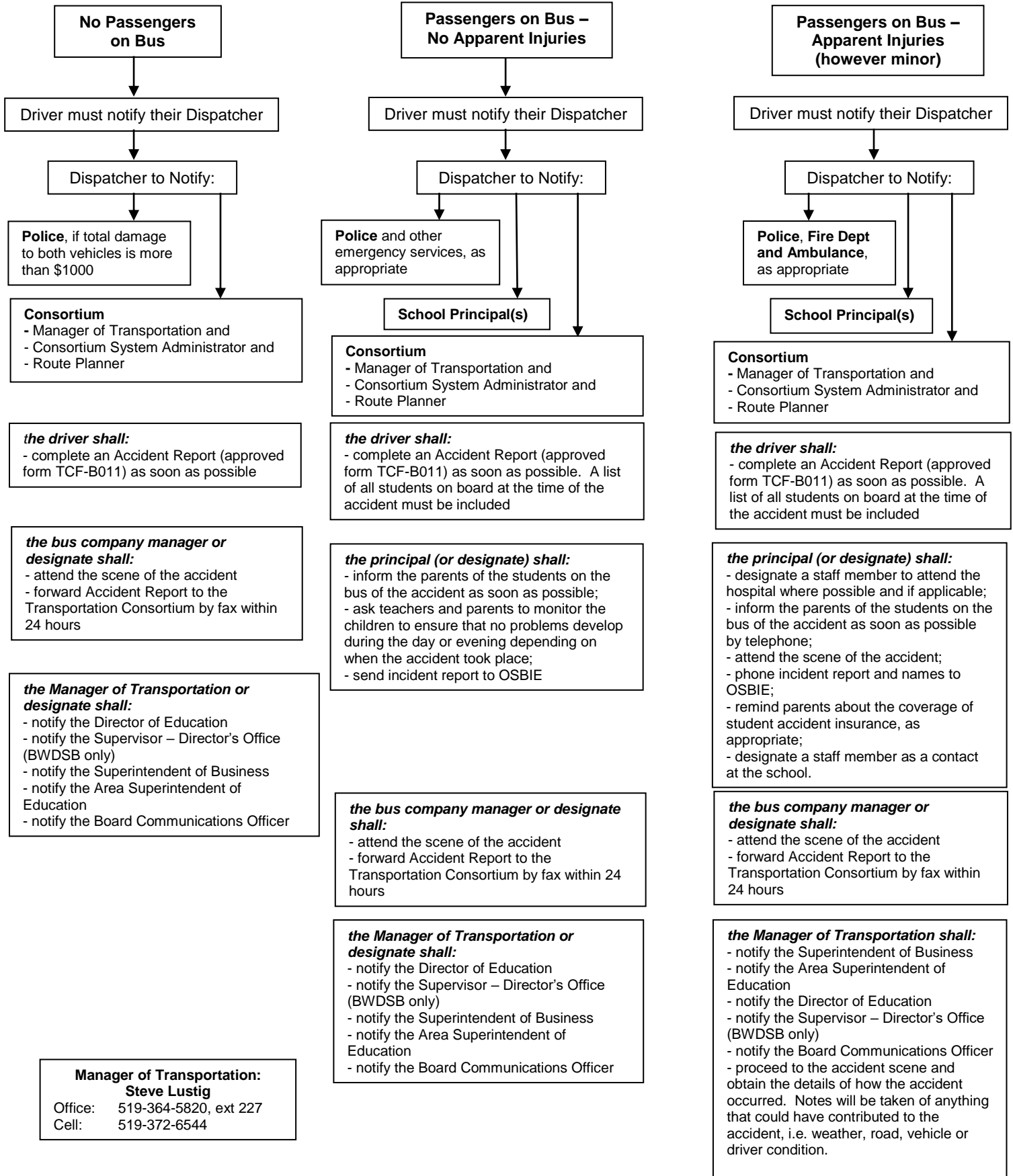
Please note that this definition does not include incidents governed by the Accepting Schools Act. Those incidents will be reported in accordance with board policies and procedures governing Safe and Accepting Schools.

#### Action to be taken in the event of a school bus accident or incident:

- Please refer to the following flow chart for School Bus Accident Response Guidelines.
- Immediate notification to the School and Consortium is critical. The priority of notification is as on the flow chart below. The Operator must confirm notification has been received by the School, Consortium or respective designates. A voice message is not confirmation of notification. An email is not confirmation of notification without a "return receipt".
- Bus Operators are required to complete form TCF-B011 School Vehicle Accident Report.
- An Accident Report should be sent as soon as possible. A partial Accident Report is requested if the Operator is waiting on a police report or other delayed information related to the accident. A partial Accident Report should be identified as such at the time of sending. A final Accident Report will be sent once all information has been collected.
- Accidents and incidents are to be reported for both charter and home-to-school board business.

# Student Transportation Service Consortium of Grey-Bruce School Bus Accident Response Guidelines

TCP-B011



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