

Student Transportation Service Consortium of Grey-Bruce

Procedures

Bluewater District School Board
Bruce-Grey Catholic District School Board

TCP-B011

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| Procedure Title: SCHOOL BUS ACCIDENTS / INCIDENTS | Approved: January 11, 2011 Updates: September 14, 2012 March 13, 2014 August 27, 2014 |
| Related Forms: TCF-B011 School Vehicle Accident Report | Related Policies: |

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 physical and/or emotional well-being.

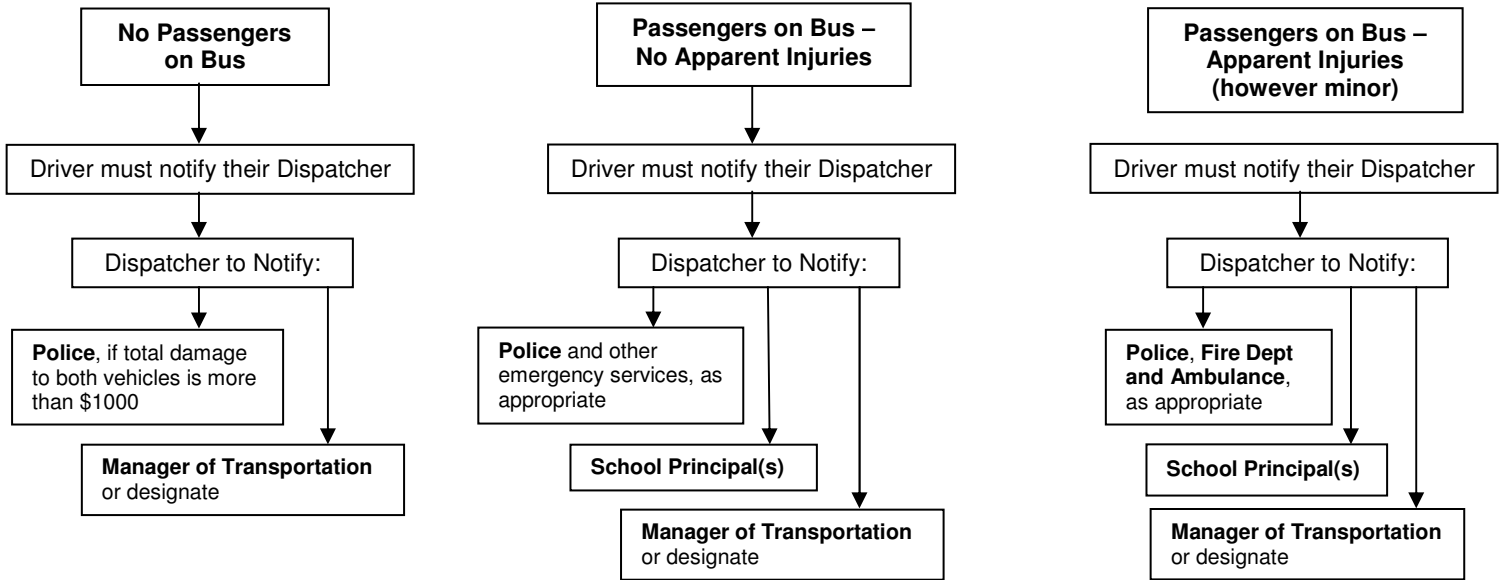
Please note that this definition does not include incidents governed by the Accepting Schools Act. Those incidents will be reported in accordance with board policies and procedures governing Safe and Accepting Schools.

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
- Bus Operators may use form TCF-B011 School Vehicle Accident Report or their own form if it includes all required information
- 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



the driver shall:
 -- complete an Accident Report (approved form) as soon as possible

the bus company manager or designate shall:
 -- attend the scene of the accident
 -- forward Accident Report to the Transportation Consortium by fax within 24 hours

the driver shall:
 -- complete an Accident Report (approved form) as soon as possible. A list of all students on board at the time of the accident must be included

the principal (or designate) shall:
 -- inform the parents of the students on the bus of the accident as soon as possible;
 -- ask teachers and parents to monitor the children to ensure that no problems develop during the day or evening depending on when the accident took place;
 -- inform the appropriate Superintendent of Education, where applicable
 -- send incident report to OSBIE

the bus company manager or designate shall:
 -- attend the scene of the accident
 -- forward Accident Report to the Transportation Consortium by fax within 24 hours

the Manager of Transportation or designate shall:
 -- notify the Superintendent of Business for the appropriate Board

the driver shall:
 -- complete an Accident Report (approved form) as soon as possible. A list of all students on board at the time of the accident must be included

the principal (or designate) shall:
 -- designate a staff member to attend the hospital where possible and if applicable;
 -- inform the parents of the students on the bus of the accident as soon as possible by telephone;
 -- attend the scene of the accident;
 -- phone incident report and names to OSBIE;
 -- remind parents about the coverage of student accident insurance as approp.;
 -- designate a staff member as a contact at the school.

the bus company manager or designate shall:
 -- attend the scene of the accident
 -- forward Accident Report to the Transportation Consortium by fax within 24 hours

the Manager of Transportation shall:
 -- notify the Superintendent of Business
 -- notify the Superintendent of Education
 -- notify the Director of Education
 -- proceed to the accident scene and obtain the details of how the accident occurred. Notes will be taken of anything that could have contributed to the accident, i.e. weather, road, vehicle or driver condition.

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