



## PROCEDURE NO. ASD-W-510-01

### PROCEDURES FOR ACCIDENTS INVOLVING A SCHOOL VEHICLE

**Category:** Transportation

**Effective:** November 2014

#### 1.0 Purpose

This procedure establishes a process to be followed when complaints are received about a school vehicle operator or if management has an overall concern about the operator. The purpose is to help employees grow their skills and ultimately become safer operators.

#### 2.0 APPLICATION

This procedure applies to all school vehicle operators representing our school district.

#### 3.0 DEFINITIONS

**Parent/Student Complaint** is one that is reported to a School Principal

**School Vehicle Accident** is one that involves students and/or involves another vehicle or stationary object and/or involves an injured person.

**School Vehicle Incident** is one that does not involve students, but property damage occurs.

#### 4.0 POLICY STATEMENT

Student safety is a core value underlying all activities within public education. The establishment of standardized incident/accident procedures will ensure that emergencies are handled effectively and efficiently with accurate, concise and timely information provided to parents and other stakeholders when an accident involving a school bus occurs.

#### 5.0 PROCEDURES

School Vehicle Accident is treated as follows:

**At the scene of an accident, a school vehicle driver must follow these steps:**

Step 1: Attend to the immediate physical and emotional needs of students.

Step 2: Secure emergency services (police, ambulance, fire services) as may be required in the circumstances.

**PROCEDURE NO. ASD-W-510-01****PROCEDURES FOR ACCIDENTS INVOLVING A SCHOOL VEHICLE****Category:** Transportation**Effective:** November 2014

If a school vehicle driver has reason to believe that an ambulance or other medical emergency services are required at the scene of the accident, assistance must be requested. In the interest of the health and safety of students, drivers should err on the side of caution when deciding when to request ambulance or other medical services.

The Pupil Transportation Regulation under the Education Act states that a school vehicle driver must not leave a school vehicle unattended while students are on board. In the event of an emergency, a school vehicle driver may only leave a vehicle unattended, while students are passengers, if absolutely necessary for the purpose of securing emergency services.

Other methods by which emergency services can be contacted at the scene of an accident may include sending a student of high school age to call for assistance or flagging down a passing motorist who may be able to assist. Only when all other possibilities have been exhausted should a school vehicle driver leave students unattended, and the period of time for which students are left unattended should be minimized.

School vehicle drivers must cooperate fully with the emergency services personnel at the scene of an accident. However, the Pupil Transportation Regulation states that school vehicle drivers must not sign any document or make any admission of liability in any manner when an accident has occurred.

Where possible, emergency service providers triage vehicle occupants on site. Injured students are transported to the emergency department of the local hospital. All other students are transported to appropriate school destinations.

Step 3: Report the following pertinent information to School District Transportation staff:

- location of the accident;
- telephone number from which the call is being placed;
- vehicle/bus number and driver's name;
- number of students involved;
- physical and emotional status of the students and driver;
- physical status and position of the vehicle; and,
- need for a substitute bus or other form of alternate transportation.

Step 4: Record, or oversee the recording of, the following information:

- names and addresses of every person involved in the accident;
- names and addresses of witnesses, if any;
- license plate number of other vehicles involved, in any;
- names and driver's license numbers of the operators of such vehicles; and,
- identification of which persons, if any, were injured in the accident.

**PROCEDURE NO. ASD-W-510-01****PROCEDURES FOR ACCIDENTS INVOLVING A SCHOOL VEHICLE****Category:** Transportation**Effective:** November 2014

Step 5: Inspect the school vehicle to assess its condition, and to determine whether it is in safe mechanical condition.

The Pupil Transportation Regulation states that the driver of a school vehicle that has been involved in an accident must not proceed with students as passengers unless the driver is satisfied that the vehicle is in a safe mechanical condition. If there is any disagreement at the scene of an accident about the safety of a school vehicle, the driver makes the final determination not to proceed with students as passengers if the driver believes that the school vehicle is not sufficiently safe to transport students.

If a school vehicle owned by the Province is considered to be in an unsafe mechanical condition, the driver of the school vehicle, or other person designated by the superintendent, must contact the Department of Transportation immediately to make arrangements for alternate transportation and removal of the vehicle from the accident.

**A School District Transportation management staff member must follow these steps:**

- Step 1: Immediately dispatch a member of the transportation management team or designate to the accident scene.
- Step 2: Notifies the Director of Finance and Administration. If the Director of Finance and Administration cannot be reached, the Superintendent is contacted. If the Superintendent cannot be reached the local Director of Schools is contacted. Personal contact must be made. This person will determine the need to assemble the District Crisis Response Team.
- Step 3: Notifies School Administrator(s). Personal contact must be made.
- Step 4: At the scene, becomes designated spokesperson and is responsible for identifying any additional resources required.
- Step 5: Assesses damage and take photos, may request DOT Shop Supervisor attends the site to determine bus mobility, if necessary.
- Step 6: Arranges for alternate school bus driver and/or bus, if necessary.
- Step 7: Ensures School Vehicle Driver completes Provincial Accident/Incident Report and forwards copies of incident/collision report to Department of Education, Vehicle Management and DOT Shop Supervisor.
- Step 8: Review Accident with Safety Committee and examine the contents of each accident file in order to review the details relating to any losses incurred in the

**PROCEDURE NO. ASD-W-510-01****PROCEDURES FOR ACCIDENTS INVOLVING A SCHOOL VEHICLE****Category:** Transportation**Effective:** November 2014

accident, determine the extent to which the accident may have been preventable, assess the effectiveness of the policy, plan and procedures relating to school vehicle accidents, and prepare recommendations aimed at reducing the possibility of reoccurrence.

**The School District Director of Finance and Administration (or other member of Senior Administration) must follow these steps:**

- Step 1: Become designated spokesperson at The Office of the Superintendent
- Step 2: Determine need to assemble Crisis Response Team. If the Crisis Response Team is needed, personally contact the Director of ESS who will activate the team.
- Step 3: Notifies the Communication Officer and Pupil Transportation Branch at the Department of Education
- Step 4: Leads the debriefing process, involving district staff and school administration (held as soon as possible).

**The School Administrator must follow these steps:**

- Step 1: Become designated spokesperson at the School
- Step 2: Must ensure that the parent(s) of each of their students involved in a school vehicle accident are, as soon as possible on the day of the accident, notified of the accident and advised to consider having the student examined by a medical practitioner. It is preferred that parents are personally contacted by the School Administrator or designate.

**Reference**

- Department of Education – [Policy 504 – School Vehicle Inspection, Maintenance and Reduction of Idling](#)