SCHOOL BUS ACCIDENTS

Belief

Specific procedures are required in the case of a school bus accident.

Procedures

1. In the event of an accident the driver shall:
   1.1 Ensure the safety of the students is of highest priority. Students shall not be removed from the bus unless there is a fire, danger of fire, or the bus is in an unsafe position. When necessary, the students shall be evacuated to a safe location as determined by the driver, if capable, otherwise by the senior student on the bus.
   1.2 Phone 911 and ask for services needed, or direct a senior student to go for help, who shall return immediately to report his/her efforts to the driver.
   1.3 Assess for student injuries, provide the first aid, and supervise the accident scene until help arrives.
   1.4 Stay at the accident scene. If a second motor vehicle is involved or anyone is injured, the driver must contact the police department nearest the accident scene. The school bus must not be moved until a police officer so directs, unless the safety of the students requires the vehicle to be moved.
   1.5 Notify the Principal and Transportation Manager as soon as practical, giving details as to location, extent of injuries and damage, and advising if and what further assistance is required at the scene.
   1.6 If practical, arrange for alternate transportation for students.
   1.7 Have the responsibility to take whatever action considered necessary to:
      1.7.1 Protect the health and welfare of the students which may include insisting upon every passenger of the bus be physically examined by a doctor or taken to a hospital for an examination;
      1.7.2 Prevent any further damage to the school bus involved;
      1.7.3 Protect the Division against liability.

2. Upon receipt of a call at the Transportation Office advising of a school bus accident the following procedures shall be followed:
   2.1 Determine if police, ambulance or medical assistance is required, and if necessary make contact with the service provider.
   2.2 If available, the Transportation Manager shall proceed to the accident scene to assess the accident and assist as necessary.
2.3 Arrange for alternate transportation for the students and the bus driver.

2.4 Advise the Superintendent or other personnel at Central Office and direct all press inquires to Central Office.

2.5 Assist the driver in completing accident reports.

2.6 Provide an accident report to the Director of Business Services as soon as possible in order that the Insurance Company and adjusters can be advised of the accident.

2.7 Report accident particulars to Alberta Transportation Safety Branch, Edmonton.

Reference: Section 51, 60, 61, School Act
Traffic Safety Act