Student Transportation Service Consortium of Grey-Bruce **Procedures**

Bluewater District School Board Bruce-Grey Catholic District School Board

TCP-B011

Procedure Title:	SCHOOL BUS ACCIDENTS / INCIDENTS		Approved: Updates:	January 11, 2011 September 14, 2012 March 13, 2014 August 27, 2014 April 18, 2018 Jan 30, 2019
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:	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.

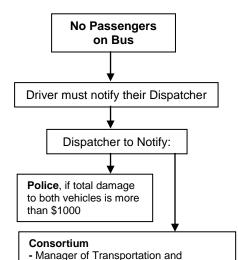
Please note that this definition does not include incidents governed by the <u>Accepting Schools Act</u>. Those incidents will be reported in accordance with board policies and procedures governing Safe and Accepting Schools.

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



- Route Planner

the driver shall:complete an Accident Report (approved form TCF-B011) as soon as possible

- Consortium System Administrator and

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 Director of Education
- notify the Supervisor Director's Office (BWDSB only)
- notify the Superintendent of Business
- notify the Area Superintendent of
- Education
- notify the Board Communications Officer

Passengers on Bus – No Apparent Injuries Driver must notify their Dispatcher Dispatcher to Notify: Police and other emergency services, as appropriate School Principal(s)

Consortium

- Manager of Transportation and
- Consortium System Administrator and
- Route Planner

the driver shall:

- complete an Accident Report (approved form TCF-B011) 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;
- send incident report to OSBIE

the bus company manager or designate shall:

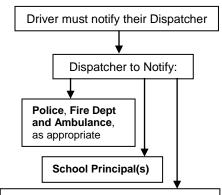
- attend the scene of the accident
- forward Accident Report to the

Transportation Consortium by fax within 24 hours

the Manager of Transportation or designate shall:

- notify the Director of Education
- notify the Supervisor Director's Office (BWDSB only)
- notify the Superintendent of Business
- notify the Area Superintendent of Education
- notify the Board Communications Officer

Passengers on Bus – Apparent Injuries (however minor)



Consortium

- Manager of Transportation and
- Consortium System Administrator and
- Route Planner

the driver shall:

- complete an Accident Report (approved form TCF-B011) 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 appropriate;
- 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 Area Superintendent of Education
- notify the Director of Education
- notify the Supervisor Director's Office (BWDSB only)
- notify the Board Communications Officer
- 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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