

SCHOOL BUS ACCIDENT PROTOCOL

With the increasing number of students being transported on school district buses and the increased use and traffic on area roads, the potential for a school bus being involved in a motor vehicle accident increases.

Superintendent's Responsibilities

- Should the accident cause injury to students and/or the bus driver, the Superintendent will appoint a school district representative(s) to attend the acute care hospital(s) to ascertain the extent of injuries and to assist hospital officials as may be required. (Depending on the severity of the accident, a command centre may be established by hospital officials at the hospital to deal with family and media, etc.).
- The Superintendent will contact the Principals or designates of the affected schools and advise which students (if any) have been transferred to the hospital and which students have continued en route to the school.
- The Superintendent will advise the Principal to contact a parent of each student involved in the bus accident to advise of the accident and the student's condition and present whereabouts.
- The Superintendent will notify the District Principals and the Student Support Services Department and will initiate the School Crisis Response Team if necessary.
- The Superintendent will respond to all media inquiries.

Principal or Designate's Responsibilities

- Upon being contacted by the Superintendent, the Principal will contact a parent of each student involved in the bus accident (both injured and uninjured) to advise of the accident, the student's condition and present whereabouts.
- Response Team is to assess how they are doing (check for shock, etc. and process event).
- At the first appropriate opportunity, the **Principal** should notify staff of the accident and of available details.

Bus Accident (Field Trips/Sports Teams/Clubs, etc.)

- Before a bus or buses leave with students going on a field trip or school sponsored trip, a list of riders for each bus will be left at the school. The list will include parent phone numbers and emergency contact numbers. Riders are expected to return on the same bus. A copy of the riders' list is taken along by the Chaperone/Teacher on the bus. A **map of routes** to and from the field trip destination is to be left at school and must be clearly marked **indicating the routes of travel**.
- When the report of a bus accident comes in, the Principal/Vice Principal will notify the Superintendent of Schools (250-305-7952) or Assist. Manager of Transportation (250-305-4600) or Assist. Manager of Facilities & Transportation (250-305-7961) or Manager of Transportation (250-305-7964) for the district.
- The school will use the riders' list to notify parents. If the location or condition of students is known, that information will be conveyed to parents.
- The Principal will remain at the school while district and school staff go directly to the accident site and to hospital locations. Those that go to remote sites are to take a copy of the riders' list with them. The riders' list is to be picked up at the school office before leaving.



SCHOOL BUS INCIDENT

In the event of a dangerous incident during school transportation, safety of the students and staff are the most important factor. Follow school district policy and refer to any of the previously mentioned school safety responses for direction. Calls to the bus garage, 911 and/or the Principal should occur in every emergency situation.

Driver's Responsibilities

- Check for injuries.
- Call dispatcher with the accident location and report any injuries.
- Secure vehicle and display warning signs.
- Keep all students on the bus unless it is unsafe to do so. If a threat of fire exists, move everyone to a safe location.
- Administer first aid, if necessary.
- Account for all students. Record extent of all injuries.
- Complete necessary incident(s)/report(s).

Bus Garage Responsibilities

- If emergency call is received, record all accident information. Keep open communication with driver.
- Call **911** or local police if not already done by the driver.
- Notification of Manager of Transportation.
- Manager of Transportation will notify School Board Office.
- Manager of Transportation or designate will help to secure accident site.
- Provide another bus and driver to assist, if necessary.
- Fax/e-mail student rider list to school.
- Notify school of estimated time of arrival for students.

Manager of Transportation Responsibilities

- Upon notification of accident, the Manager of Transportation will immediately contact emergency services (police, fire, ambulance at 911) to confirm their attendance at the accident scene.
- Notify Superintendent of Schools at 250-398-3800.

- Arrange for alternate transportation for students.
- Advise the affected schools of the incident.

Obtain a list of students on the bus at the time of the accident and record information whether the student(s) were transferred to the hospital or continued en route to the school and communicate this information to the Superintendent.

Superintendent's Responsibilities

- Should the accident cause injury to students and/or the bus driver, the Superintendent will appoint a school district representative(s) to attend the acute care hospital(s) to ascertain the extent of injuries and to assist hospital officials as may be required. (Depending on the severity of the accident, a command centre may be established by hospital officials at the hospital to deal with family and media, etc.).
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Principal or Designates Responsibilities

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- **School Crisis Response Team** is to assess how they are doing (check for shock, etc, and process event).
- At the first appropriate opportunity, the **Principal** should notify staff of the accident and of available details.



"It's my secret to meeting girls. It covers the odor of school bus with the smell of a new car."

