



Administrative Procedure 568

SCHOOL BUS ACCIDENT

Background

In the event of a school bus accident, specific procedures are required.

Procedure

1. Contracted Service Bus Accident.
 - 1.1 Bus driver shall call the bus company's Dispatcher. If the driver is incapacitated, the police will contact the bus company who will contact the Superintendent or designate.
 - 1.2 Driver (and/or police) informs Dispatcher and it is determined if the bus is in a safe position.
 - 1.3 Driver (and/or police) secures the scene.
 - 1.4 Driver (and/or police) assesses if there may be injuries.
 - 1.5 Driver (and/or police) informs Dispatch and it is determined if:
 - 1.5.1 Ambulance/s are to be called.
 - 1.5.2 Police are to be called.
 - 1.5.3 Rescue bus is required.
 - 1.6 Dispatcher shall make emergency calls if necessary.
 - 1.7 If rescue service is required:
 - 1.7.1 Rescue service will determine which students are to be transported to hospital.
 - 1.7.2 Driver will determine which hospital injured students are being transported to.
 - 1.7.3 Driver will account for remaining students.
 - 1.7.3.1 Driver/Dispatcher shall make arrangements for uninjured students to be transported home.
 - 1.7.4 For serious accidents, District staff are to be consulted.
 - 1.8 Dispatcher shall call the Manager of Transportation and Grounds with information about accident.

- 1.9 The Manager of Transportation and Grounds will inform the Principal if it is not a District-owned bus.
 - 1.9.1 If students are to be transported to the hospital, the Principal shall proceed to the hospital to provide support to families
 - 1.10 The Manager of Transportation and Grounds shall inform the Assistant Superintendent.
 - 1.11 Upon notification from the Assistant Superintendent, the Secretary-Treasurer will report the incident to the [School Protection Program](#) (SPP).
 - 1.12 The District Principal, Student Support Services will act as liaison with both the police and media.
 - 1.12.1 The District Principal, Student Support Services and Manager of Transportation and Grounds will liaise with Bus Company to ensure information to be shared with media is known by both the District and the Bus Company.
 - 1.13 The Manager of Transportation and Grounds will inform parents upon consultation with Assistant Superintendent(s). Communication will:
 - 1.13.1 Provide information, if possible, about whether or not the student is injured, and which hospital they are being transported to.
 - 1.13.2 Provide information, if the child is uninjured, about the alternate transportation arrangements to get the child home
 - 1.14 The Bus Company, in cooperation with the Manager of Transportation and Grounds office will complete and provide a full report to the District as soon as possible after the accident.
 - 1.15 District staff will debrief/investigate the accident as appropriate.
2. In the event of a District-owned school bus accident, the above procedures are to be followed with the Principal acting as the “Dispatcher” and “Bus Company”.
 3. In the event of a District-owned school bus accident outside of regular operating hours:
 - 3.1 The sponsor teacher will contact the school-based administrator
 - 3.2 School-based administrator will follow-up with the Assistant Superintendent for next steps.

Reference: Sections 22, 23, 65, 85 School Act

Adopted: December 15, 2020