



East of Thunder Bay  
Transportation Consortium

**M04 303**

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<b>Accident or Incident Policy</b>		1 of 4
<b>Transportation - Safety</b>		Date Feb 7 <sup>th</sup> , 2012 Revised
<b>Policy</b>	In the event that a school bus is involved in an accident or incident, a series of communications and actions must take place, depending on the seriousness of the accident or incident. Our first and foremost priority is the students' well being.	
<b>Levels</b>	<p>Levels of emergency</p> <p>Level 1      serious injury sustained by a student;  Level 2      non-serious injury sustained by a student;  Level 3      emergency requiring a change of bus only;  Level 4      emergency causing a delay in bus travel time.</p>	
<b>Levels 1 and 2</b>	<p><b>Responsibilities of the Bus Driver</b></p> <ol style="list-style-type: none"> <li>1. verify the passengers' condition;</li> <li>2. ensure that all passengers are safe;</li> <li>3. uninjured students are to be removed from any source of danger;</li> <li>4. ask a responsible student on the bus to keep the group of students together until the arrival of the emergency teams;</li> <li>5. contact the Operator to report the incident (time, location, etc.);</li> <li>6. if required, request that emergency teams be dispatched to the scene of the accident or incident;</li> <li>7. assist the injured student until the arrival of the emergency teams, without moving him/her, unless it is absolutely necessary;</li> <li>8. follow the instructions of the police and the ambulance who will take control of the situation.</li> </ol>	

### **Responsibilities of the School Bus Operator**

1. if required, call emergency services, i.e. police and ambulance;
2. immediately inform the East of Thunder Bay Transportation Consortium's Transportation Coordinator about the details of the accident or incident, including the students' and bus driver's condition;
3. dispatch a replacement vehicle and ask another driver to cover this route in addition to his own, if needed;
4. dispatch the Safety Officer to the scene in order to take photographs and record details pertaining to the accident or incident; and
5. submit an accident report to the East of Thunder Bay Transportation Consortium within 24 hours following the accident or incident.

### **Responsibilities of the East of Thunder Bay Transportation Consortium**

1. record all the pertinent information in writing;
2. inform the school principal and Director of Education;
3. inform the members of the East of Thunder Bay Transportation Consortium's Board of Directors;
4. inform the Ministry of Transportation of the accident;
5. keep a telephone line free for communication;
6. direct phone calls from the media to the Director of Education (s) who will be the official school board spokesperson.

### **Responsibilities of the School Principal**

1. delegate staff members to go to the hospital until a parent or guardian arrives;
2. communicate the accident or incident information to parents or guardians of all students on the bus;
3. parents will be asked to go to the hospital to pick up their child if he/she was admitted;
4. advise parents or guardians of students who are not sent to the hospital and ask them to make the decision as to whether the child is to be referred to a physician;
5. record in writing all information about the phone calls concerning the accident or incident;
6. inform the East of Thunder Bay Transportation Consortium of any new development, in writing, within 48 hours of the accident or incident; and

	<p>7. direct phone calls from the media to the Director (s) of Education who will be the official school board spokesperson.</p>
<p><b>Levels 3 and 4</b></p>	<p><b>Responsibilities of the Bus Driver</b></p> <ol style="list-style-type: none"> <li>1. verify the passengers' condition;</li> <li>2. ensure that all passengers are safe;</li> <li>3. contact the transportation services dispatcher:       <ol style="list-style-type: none"> <li>a. to inform him/her of the time and location of the accident or incident;</li> <li>b. to ask that emergency services and the police be dispatched, if necessary;</li> <li>c. to request a new vehicle, if required; and</li> </ol> </li> <li>4. to comfort the students until the arrival of the replacement bus.</li> </ol> <p><b>Responsibilities of the School Bus Operator</b></p> <ol style="list-style-type: none"> <li>1. dispatch the appropriate emergency services to the scene of the accident or incident;</li> <li>2. dispatch a replacement bus to the scene, if required;</li> <li>3. inform the East of Thunder Bay Transportation Consortium about the accident or incident; and</li> <li>4. send a report to the East of Thunder Bay Transportation Consortium within 24 hours after the accident or incident.</li> </ol> <p><b>Responsibilities of the East of Thunder Bay Transportation Consortium</b></p> <ol style="list-style-type: none"> <li>1. record all the pertinent information in writing on the Consortium's Reporting Form;</li> <li>2. inform the school principal; and</li> <li>3. inform the affected member of the East of Thunder Bay Transportation Consortium's Board of Directors.</li> </ol> <p><b>Responsibilities of the School Principal</b></p> <ol style="list-style-type: none"> <li>1. inform the parents or guardians; and</li> <li>2. record all the pertinent information in writing and forward it to the East of thunder Bay Transportation Consortium's Transportation Coordinator.</li> </ol>