



## School Bus Accident Procedure Administrative Procedure 7.09

**Board Governance Policy Cross Reference:**

**Administrative Procedure Cross Reference:**

**Legal Reference:** Public Schools Act

**Date Adopted:** November 2019

**Date Amended:**

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School bus accidents may occur both within the geographic boundaries of Evergreen School Division or outside the Division (field trips, interscholastic activities). While data continues to show that school buses are the single safest mode of travel between home and school, accidents can occur.

*An accident is defined as any and all occasions where a school bus collides with another object and/or the driver loses control of bus and/or bus leaves roadway.*

Each bus is equipped with a first aid kit, fire extinguisher, flashlight and batteries and emergency warning devices (road flares and reflective devices, such as triangles and vests).

The purpose of this procedure is to provide a standardized approach in the event of a school bus accident. Primary consideration in all accidents **MUST** be the safety of the students.

**NOTE:** A laminated copy of this procedure should be housed on each bus and each driver should have a copy in his/her bus binder.

### **BUS DRIVER RESPONSIBILITIES:**

#### **Immediate Responses: MINOR**

Examples: bus hit a fence; bus hit a stop sign; another vehicle hit bus bumper; minor impact; very minor damage; no injuries; students not affected; no students on bus, etc.

- Set parking brake, turn off ignition switch and activate hazard lights.
- Assess situation.
- **Call the ESD Transportation Department.**
  - **Reminder: any accident** or moving violation that occurs during the course of bus driver employment **must be reported.**
  - Provide exact location and details of accident.
  - Do not operate the bus until the Manager of Transportation or Superintendent/delegate authorizes such and the school bus is in safe mechanical condition.

- Collect information for reports (see *Post Accident Responses*)

### **Immediate Responses: MAJOR**

Examples: multiple vehicles involved; major impact; major damage; bus left roadway; student injuries; bus not operable, etc.

- Set parking brake, turn off ignition switch and activate hazard lights.
- Remain calm; remember that your reaction to the situation will most likely be mirrored by the student passengers
- If there is a staff member on board, share these responsibilities accordingly.
- Check on safety of all students.
  - Check for injured students and if necessary, administer first aid.
  - It is extremely important that injured persons are not moved unless a hazard exists that presents an imminent danger of further injury.
- Check for any immediate dangers (possibility of a fire; dangerous position of the bus, etc.). If it is safe and feasible to do so, employ the use of fire extinguisher.
- Keep all students on the bus unless hazardous conditions exist that require evacuation and/or relocation to a safer area.
- Remind students not to share information on social media as it may create panic and impede efforts to deal with the situation.
- **Call the ESD Transportation Department.**
  - **Any accident** or moving violation that occurs during the course of bus driver employment **must be reported.**
  - Provide exact location of accident, along with information about severity, injuries and hazards, and resources needed.
  - Indicate whether police and/or medical are required.
  - Do not operate the bus until the Manager of Transportation or Superintendent/delegate authorizes such and the school bus is in safe mechanical condition.
- Do not leave the bus unattended to go for help.
- Reassure students and/or other passengers.
- Be alert to and monitor conditions that could escalate situation.

### **Secondary Responses:**

- Use or deploy warning devices as appropriate.
- Place triangular reflectors around the bus.
- Protect the scene to ensure evidence is not destroyed.

### **Evacuation Responses:**

*If evacuation of the bus is warranted:*

- Determine the type of evacuation required: service door, rear emergency door or both

doors.

- Protect the passengers from further accident and injuries and gather in a safe area away from the accident scene.
- Designate staff, “bus patrols” or older students to take charge at the safe area until you join them.
- Stay on the bus to oversee the evacuation procedures and be the last person out of the bus after ensuring that all students have exited the bus.
- Ensure that all students remain together in a group.
- Take the first aid kit with you when exiting, and then join the students at the designated gathering spot.

### **Post - Accident Responses:**

- Do not release any of the students to anyone unless instructed to do so by school administrators, or unless medical aid is required.
- Record and report any information regarding any students/passengers that are transferred to another location (hospital, shelters, another bus) including who was transported and to what location.
- If students require medical care, ensure that any special health or medical information, as noted on student’s ***Personal Transportation Plan*** is shared with emergency responders.
- Regularly update school or emergency personnel on situation and conditions.
- Do not leave scene of accident until authorization to do so has been provided by ESD Manager of Transportation or designate (this applies to driver and bus).
- Cooperate with directions of any law enforcement personnel emergency responders.
- Do not discuss incident with media; this is the Superintendent’s responsibility.
- Complete all necessary reports, in conjunction with the ESD Transportation Department following incident (see ***Reporting Responsibilities*** section).
- **Collect information for reports; this may include**
  - location of accident
  - time of accident
  - number of students/passengers on board
  - condition of students/passengers
  - damage to bus
  - car and driver information from other vehicles involved in accident
  - names and contact information for any witnesses

### **PRINCIPAL/VICE-PRINCIPAL/DESIGNATE RESPONSIBILITIES:**

***Dependent on accident***, the Principal/Vice-Principal/Designate will:

- dispatch appropriate staff to the accident location to support students
- obtain names of students/passengers

- obtain information regarding students/passengers' conditions and locations if removed from the site (transported to hospital for example)
- report information gathered to ESD Superintendent
- in consultation with ESD Superintendent make decisions around communication and parental notifications
- in consultation with ESD Superintendent make decisions around and any necessary follow up (counselling etc.)
- see **Procedure 8.32 Crisis Response**
- only the Superintendent will discuss the incident with the media; other ESD employees are not to talk to the media

### **MANAGER OF TRANSPORTATION RESPONSIBILITIES:**

*In absence of Manager of Transportation, the ESD Superintendent or designate will assume these responsibilities.*

**Dependent on accident**, the Manager of Transportation will:

- attend scene of accident to collect information
- attend scene of accident if there is possibility of significant damage to bus or if any students/passengers were injured
- immediately inform the Principal(s) of the students involved in accident
- determine when bus may be removed from scene of accident / removed from service
- contact Superintendent (or designate) and ESD Safety Officer
- ensure all necessary reports are completed by bus driver (see *Reporting Responsibilities* section).
  
- conduct a thorough review/investigation report; which may include:
  - o gathering information on estimated speed of bus and other vehicles involved
  - o gathering information on road and visibility conditions
  - o creating a diagram of the accident scene
  - o obtaining pictures of the scene, bus, location
  - o interviewing bus driver, passengers, witnesses
  - o reviewing other reports completed
  - o an assessment of fault

### **SUPERINTENDENT/DESIGNATE RESPONSIBILITIES:**

**Dependent on accident**, the Superintendent/Designate will:

- communicate with the Transportation Department, ESD Safety Officer, Principal and other ESD staff to obtain all relevant information
- make all decisions regarding parent notification, school community notification, media communication
- contact Manitoba Education and Training Incident Reporting and complete MET Serious

### Incident Report

- involve other ESD personnel (Student Services Department for example) and/or outside supports as required
- determine if a bus driver is to be placed on administrative leave; determine any disciplinary action
- share information with the Board

## **POST ACCIDENT REPORTS**

### **REPORTING RESPONSIBILITIES:**

The driver, in conjunction with the ESD Manager of Transportation / Transportation Department will

- complete a written report (***ESD 8.00 A Serious Incident Report***) within 24 hours of accident for ***all accidents***
- report the accident to Manitoba Public Insurance; MPI will determine the need to also report accident to the police
- initiate an injury claim through MPI if driver is injured
- complete the **Manitoba School Bus Accident Report** and forward to the ESD Safety Officer
- complete the **MSBA Employee Accident/Incident Report**
- complete any other reports/forms as required by Manitoba Education, RCMP, MPI and ESD