



PROCEDURE B-2

SUBJECT: BUS/SCHOOL PURPOSE VEHICLE ACCIDENTS

In case of a bus accident, the following actions are to take place:

- School Bus Driver places call over the radio to designated dispatcher, advising of the accident location, number of vehicles involved and if any injuries.
- Dispatcher clears the air (optional).
- Dispatcher calls 9-1-1 if required.
- Dispatcher sends another bus/vehicle to the scene to remove unaffected students if required and when cleared by authority at the scene.
- Dispatcher calls the Principal of the affected School(s) and the HPSTS General Manager.
- Students' names are to be verified by the School Bus Driver or another appropriate person when possible.
- Principal or designate contacts Parents or Guardians of students involved as soon as possible when accident details and student ridership have been confirmed.
- Principal to complete Critical Incident report (if required) and send to OSBIE.
- HPSTS General Manager contacts Board SBO's
- Board SBO's contact their respective Director of Education.
- School Bus Driver, Contractor, or Board Representative should ensure that students are listed and taken to a secure environment. Injured students must receive permission by authority (e.g.: police, EMT, etc.) in order to leave the scene by school purpose vehicle or by parent/guardian.
- If accident victim and/or School Bus Driver are taken to hospital, Contractor or Board Representative should travel to hospital to support and encourage the injured party.
- The Dispatcher or School Bus Company Supervisor is to notify the School Bus Driver's family as soon as possible if an injury to the School Bus Driver has occurred.
- If possible, the School Bus Driver should try to record the incident as it happened.
- Contractor or Board Representative should provide continuous updates to all contacts e.g. School(s), Administration Office(s), etc.
- Copies of police accident reports are to be submitted to the HPSTS if available.
- A completed Vehicle Accident/Incident report must be filed with HPSTS as soon as practical.
- HPSTS will follow up with the Contractor to analyze the chain of events as required.

Initial Review: March 2014

Last Review: November 2016

Next Scheduled Review: November 2019 or as required