

<b>Title:</b> Accident/ Incident	<b>Procedure #:</b> 023 <b>Page:</b> 1 of 6	<b>Section:</b> Emergency Procedures
<b>Effective:</b> Nov 2010	<b>Last Review:</b> Oct 2018	<b>Review:</b> Oct 2021

<b>Statement</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 event. Our first priority is the students' safety and well-being.
<b>Definition(s)</b>	<p>For the purpose of the procedure, the following definitions will apply:</p> <p>Accident: any occurrence where a school purpose vehicle, with children on board, comes in contact with another vehicle or damage occurs to private property.</p> <p>Incident: any occurrence where a child requires medical attention (allergy or seizure), becomes injured either while riding on the bus or while entering/ exiting the vehicle or when a school purpose vehicle unintentionally leaves the roadway.</p>
<b>Responsibilities during an Accident</b>	<p><b>Responsibilities of the Bus Driver:</b></p> <ol style="list-style-type: none"> <li>1. Verify the passengers' condition and ensure that all passengers are safe.</li> <li>2. Assist any student(s) that are injured.</li> <li>3. If the evacuation of the bus is required, ask a responsible student on the bus to assist in keeping the group of students together until the arrival of the emergency team(s).</li> <li>4. Contact the dispatcher to report the accident (time, location, etc.). If required, request that emergency team(s) be dispatched to the scene of the accident.</li> <li>5. Assist the injured student(s) until the arrival of the emergency team(s), without moving him/her, unless it is absolutely necessary.</li> <li>6. Keep the students who are not injured away from any source of danger.</li> <li>7. Prepare a student list along with injuries sustained.</li> </ol>

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<p><b>Responsibilities during an Accident continued...</b></p>	<p><b>Responsibilities of the School Bus Operator:</b></p> <ol style="list-style-type: none"> <li>1. If required, call emergency services, i.e. police, fire and ambulance.</li> <li>2. Immediately inform the Manager of Transportation Services of STSBHN as well as the school principal(s) about the details of the accident or incident, including the students' and bus driver's condition.</li> <li>3. Dispatch a replacement vehicle and driver to cover the route, if required.</li> <li>4. Dispatch a person in charge of accidents to the scene in order to take photographs and record details pertaining to the accident as well as provide additional assistance managing the scene of the accident.</li> <li>5. Submit an Accident/ Incident Report (TF010) or operator equivalent to STSBHN within 48 hours following the accident.</li> </ol> <p>Students are only to be transferred to another vehicle, or released to a parent/guardian, once they have been released by police or other emergency services personnel, unless permission has been granted by the Manager of Transportation Services.</p> <p><b>Responsibilities of the School Principal:</b></p> <ol style="list-style-type: none"> <li>1. Alert the Manager of Transportation Services of STSBHN if contact has not been made.</li> <li>2. Forward the instructions of STSBHN to the school staff.</li> <li>3. Inform, by phone call, the parents/guardians of the students who were on the bus at the time of the accident.</li> <li>4. Designate staff member(s) to respond to questions from the parents/guardians or to meet with them.</li> <li>5. If required, delegate staff members to go to the hospital.</li> <li>6. Prepare a letter for parents/guardians with the assistance of the Manager of Communications of the school board that has the bus involved in the accident.</li> </ol>
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<p><b>Responsibilities during an Accident continued...</b></p>	<p><b>Responsibilities of Staff of STSBHN:</b></p> <ol style="list-style-type: none"> <li>1. Record all the pertinent information in writing at the time of the first contact.</li> <li>2. Make contact with the school principal or their designate.</li> <li>3. Inform the members of the STSBHN Operations Committee, whose students were involved in the accident, so that they can notify the appropriate contacts in their respective boards.</li> <li>4. Direct the parents/guardians phone calls to the school to speak with the principal.</li> <li>5. If the school and/ or principal cannot be reached, inform the parents/guardians of the students who were on the bus.</li> <li>6. Keep a telephone line free for communication.</li> <li>7. Send one or more staff representatives to the scene of the accident and/or hospital if required.</li> <li>8. In the event of any injuries, submit the appropriate documentation to the insurance company of STSBHN.</li> </ol> <p><b>Responsibilities of the School Administrative Support Staff:</b></p> <ol style="list-style-type: none"> <li>1. Record in writing all information about the phone calls concerning the accident.</li> <li>2. Report the facts clearly and accurately.</li> <li>3. Inform STSBHN of any new developments.</li> <li>4. Forward the instructions of STSBHN to the appropriate staff.</li> <li>5. Follow the school principal's instructions.</li> <li>6. Direct phone calls from the media to the Manager of Communications of their school board.</li> </ol>
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<p><b>Responsibilities during a non-medical incident</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 company dispatcher: <ul style="list-style-type: none"> <li>• To inform them of the time and location of the accident or incident.</li> <li>• To ask that emergency services and the police be dispatched, if necessary.</li> <li>• To request a new vehicle, if required.</li> </ul> </li> <li>4. To comfort the students until the arrival of the replacement vehicle.</li> <li>5. Collect the names of the students on board and any other pertinent information.</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, if required, to the scene of the incident immediately.</li> <li>2. Contact the school Principal</li> <li>3. Dispatch a replacement vehicle to the scene, if required.</li> <li>4. Inform school and STSBHN about the incident.</li> <li>5. Send Accident/ Incident Report (TF010) to STSBHN within 48 hours after the accident or incident along with the student list as collected by the driver.</li> </ol> <p><b>Responsibilities of Staff of STSBHN:</b></p> <ol style="list-style-type: none"> <li>1. Record all the pertinent information in writing.</li> <li>2. Contact the school principal if contact was not made by the Operator.</li> <li>3. Inform the required members of the Operations Committee of STSBHN.</li> </ol>
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<p><b>Responsibilities during a non-medical incident continued...</b></p>	<p>4. Submit (TF010) Accident/ Incident Report and staff notes relating to the incident to the Board office.</p> <p><b>Responsibilities of the School Principal:</b></p> <p>7. Inform, by phone call, the parents/guardians of the students who were on the bus at the time of the incident.</p> <p>1. Forward instructions of STSBHN to the appropriate staff.</p> <p>2. Prepare and distribute a letter to affected parents/guardians.</p> <p><b>Responsibilities of the School Administrative Support Staff:</b></p> <p>1. Record all the pertinent information in writing and forward it to the school principal.</p> <p>2. Report the facts clearly and accurately.</p> <p>3. Follow the school principal's instructions.</p> <p>Whenever a student appears to experience breathing difficulties and/or indicates that they are injured,</p> <p><b>The Driver must:</b></p> <p>1. Stop the vehicle and ensure that it is completely immobilized.</p> <p>2. Ensure that all passengers are safe.</p> <p>3. Assess the situation and determine whether to perform emergency first aid and/ or CPR on the student.</p> <p>4. Contact the dispatcher immediately to indicate the location of the incident and to request that emergency services be dispatched immediately.</p> <p>5. Watch over the student until the arrival of the emergency services team.</p> <p>A bus driver may perform CPR or First Aid emergency procedures as required and applying the "in loco parentis" not as a health care provider.</p>
<p><b>Responsibilities during a medical incident</b></p>	

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<p><b>Responsibilities during a medical incident continued...</b></p>	<p><b>The Dispatcher must:</b></p> <ol style="list-style-type: none"> <li>1. Confirm with the bus driver the time and location of the incident.</li> <li>2. Inform 911 emergency services, the school, and STSBHN of the student(s) involved in the incident.</li> <li>3. Remain in contact with the emergency services and with the bus driver.</li> <li>4. Within 48 hours following the incident, submit a report to STSBHN, describing the incident involving the use of CPR or First Aid.</li> </ol> <p><b>The School Principal must:</b></p> <ol style="list-style-type: none"> <li>1. Notify the parents or guardians of the student(s) involved in the incident and where their child has been taken to receive further medical treatment.</li> <li>2. Prepare a letter for parents/guardians to inform them about the incident that took place on the bus, for the students to take home with them.</li> </ol> <p><b>STSBHN must:</b></p> <ol style="list-style-type: none"> <li>1. Oversee the incident and provide guidance and support to the school and bus operator.</li> <li>2. Provide appropriate documentation to the school board of the student involved in the incident.</li> <li>3. In situations where the school can not be contacted, notify the parent/ guardian of the student involved in the incident and indicate where the child has been taken to receive medical care.</li> </ol>
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