

Administrative Procedure 550 Appendix A

SCHOOL BUS ACCIDENTS

1. In the event of an accident the driver shall -
 - 1.1 Ensure the safety of the students is of the highest priority. Students are not to be removed from the bus unless there is a fire, danger of fire, or the bus is in an unsafe position. When necessary, the students are to be evacuated to a safe location as determined by the driver, if capable, otherwise by a senior student on the bus.
 - 1.2 Phone 911 and ask for services needed, or direct a senior student to go for help, who shall return immediately to report his/her efforts to the driver.
 - 1.3 Assess for student injuries, provide first aid, and supervise the accident scene until help arrives.
 - 1.4 Stay at the accident scene. If a second motor vehicle is involved or anyone is injured, the driver must contact the police department nearest the accident scene. The school bus must not be moved until a police officer so directs, unless the safety of the students requires the vehicle to be moved.
 - 1.5 Notify the principal and the Secretary-Treasurer as soon as practical, giving details as to location, extent of injuries and damage, and advising if and what further assistance is required at the scene.
 - 1.6 If practical, arrange for alternate transportation for students.
 - 1.7 Have the responsibility to take whatever action considered necessary to:
 - 1.7.1 Protect the health and welfare of the students which may include insisting upon every passenger on the bus being physically examined by a doctor or taken to a hospital for examination;
 - 1.7.2 Prevent any further damage to the school bus involved; and
 - 1.7.3 Protect the Division against liability.
2. Upon receipt of a call advising of a school bus accident, the following procedure is to be followed:
 - 2.1 Determine if police, ambulance or medical assistance is required, and if necessary make contact with the service provider;
 - 2.2 If available, the Secretary-Treasurer is to proceed to the accident scene to assess the accident and assist as necessary;
 - 2.3 Arrange for alternate transportation for the students and the bus driver;
 - 2.4 Advise the Superintendent or other personnel at Central Office and direct all press inquiries to Central Office;
 - 2.5 Provide an accident report to the Superintendent as soon as possible in order that the insurance company and adjusters can be advised of the accident; and
 - 2.6 Report accident particulars to Alberta Transportation Safety Branch, Edmonton.

3. Drivers/contractors shall post "Accident Procedures" document (AP 550 Appendix B) in plain view for easy reference.

Reference: Section 25, 45, 51, 52, 60, 61, 113, 117, School Act
Traffic Safety Act
School Bus Operation Regulation
Student Transportation Regulation 250/98 (amended AR 197/2000)