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.

Reference:
Section 4,11,33,36,37,52,53,59,59.1,68,197,222,225 Education Act
Traffic Safety Act
Commercial Vehicle Safety, Alta Reg 121/2009
School Transportation Regulation 96/2019