



File EPC

ACCIDENTS OR EMERGENCIES INVOLVING SCHOOL BUSES

In the event of an accident or emergency, the Bus Driver's primary concern **MUST** be, the safety of the children. Lives have been lost on numerous occasions in avoidable secondary accidents. The Bus Driver shall observe the following safety precautions.

Mechanical Breakdown

1. While the vehicle is still moving make every effort to bring it to a stop off the traffic lane.
2. Place your portable reflectors as required by the *Highway Traffic Act*.
3. Unless there is a fire danger, keep passengers on the bus until help arrives. In cold weather make every effort to conserve heat.
4. Get the message out that you need assistance, by radio, passersby or, as a last resort, send two senior students to the nearest telephone. Be sure to give your bus number and location, and number of students on board.

Accidents or Collision With Another Vehicle or Object

1. Turn off the ignition.
2. If possible apply parking brake firmly.
3. Check passengers for injuries and, unless common sense dictates otherwise, keep passengers in the bus.
4. If passengers must be unloaded for reasons of hazard, move them to a safe place and delegate bus patrols or older students to take charge.
5. If it is necessary to remove injured passengers do so with extreme care using recommended first aid techniques.
6. In the event of fire - attempt to extinguish if practical and feasible to do so.
7. Get the message out that you need assistance, by radio, passerby or, as a last resort, send two senior students to the nearest telephone. Be sure to state bus number, location, whether there are injuries, number of students at the scene. Priority of notification:
 - a) R.C.M.P.
 - b) Board Office or Operations Department

PORTAGE LA PRAIRIE SCHOOL DIVISION
Section E: Operations (Property And Transportation)



EPC

8. Collect initial information pertinent to accident using the bus accident check list below.
9. All accidents, however minor, must be reported to the Board Office through the Supervisor of Operations or the Superintendent.
10. All accidents where there are injuries or where total property damage exceeds \$1000.00 must be reported to the R.C.M.P. immediately. A subsequent report is required within seven (7) days. (See EPC-E)

School Bus Accident Checklist

Where applicable, obtain the following information from the other party or parties involved:

Make of Vehicle _____ Year _____ License No. _____

Owner's Full Name _____

Driver's Full Name _____

Driver's License Number _____

Time _____ Date _____ Place of Accident _____

Name and addresses of as many witnesses as possible.

File EPC

The Supervisor of Operations shall prepare all necessary reports promptly.

If there are any students on the bus at the time of the accident, the parents shall be contacted by the Supervisor of Operations or the Driver as soon as possible after the accident to ensure that they are fully informed on the details of the accident and to give an immediate report if their child/children suffer any injury directly resulting from the accident.

The Superintendent's Department shall be responsible for responding to media inquiries.