

LETHBRIDGE SCHOOL DIVISION ACTIVITY BUS ACCIDENT PROTOCOL

Duties of Bus Driver:

- The passenger list must be completed and kept in the activity bus binder for the duration of the trip.

Minor Collisions Without Injury

- Quickly assess the situation and evacuate passengers if necessary and as required.
- Summon the assistance of the Police.
- Summon the assistance of the Transportation Coordinator and/or emergency response personnel as required. The Transportation Coordinator will inform the school administrators and Education Centre personnel of the situation and any anticipated delays in student arrivals. Education Centre personnel will contact area trustees as necessary to inform them of the accident.
- Arrange for another bus to complete the route as required.
- Obtain the particulars of all other drivers involved in the accident.
- Make a full report of the incident to the Transportation Coordinator.

Major Collisions

- The severity of the collision will determine the order in which a driver must proceed. People involved in a major accident will tend to panic and complicate the situation. The most important job of the driver is to remain calm and attempt to maintain order by helping to calm others and summon the assistance of the Police as well as the school administrator and Education Centre personnel.
- Quickly assess the situation and evacuate passengers if necessary and as required.
- Assign an individual to protect the scene in order to prevent other motorists from becoming involved in any further accidents. Set out flags as required.
- Treat injured passengers as required in order of severity. Those passengers who have stopped breathing must be the first priority, then severe bleeding, shock and minor injuries as required.
- Summon the assistance of emergency response personnel as required.
- Advise the Transportation Coordinator who will arrange for the school administrators and Education Centre to be contacted as required.
- After the accident, provide a complete report of the incident to the Transportation Coordinator. The report must include a list of the students on the bus.

Duties of Associate Superintendent, Business Affairs:

- Attend to each scene as available.
- Contact schools with details of students involved as soon as practical. Advise the school administrator of the accident and provide a brief assessment of the situation.
- Ensure the students are taken directly to the school as soon as possible.
- Complete accident report forms for insurance purposes and district records and interview the bus driver.
- Investigate the cause of the accident.

Duties of School Administrators:

- Upon receiving notification of an accident involving a school bus a school administrator will contact the parents of students on the bus involved. Parents will be requested to meet their children at either the school or hospital as the case may depend on the severity of any injuries received. ***It is recommended that parents be advised to not attend the accident scene under any circumstances.*** Students will be transported to their school if the accident is of a minor nature (no injury involved).
- It is possible that not all students registered on the bus will be in attendance on the bus at the time of an accident. It is the responsibility of school staff to meet the students as they arrive at the school to account for students on the bus and check their conditions as they arrive. A list of the students who arrive from the accident site should be available for the Transportation Coordinator.
- School staff are responsible for filing an accident report in the on-line Incident Reporting Software RISC System.