

ADMINISTRATIVE PROCEDURES	
<i>Administrative Procedure Section</i> TRANSPORTATION	<i>Policy Number</i> 1005
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ADMINISTRATIVE PROCEDURE TITLE

Bus Accidents and Resulting Injuries

1.0 ADMINISTRATIVE PROCEDURE

1.1 Accidents on Buses - Driver's Responsibility

- (a) In the event of an accident, the driver's first responsibility is to the passengers, and the driver shall:
 - (i) remain with the bus and passengers;
 - (ii) determine, as quickly as possible, if anyone is injured;
 - (iii) immediately use the onboard two-way communication device to report the accident, being sure to give the exact location of the accident to assist police and emergency personnel in locating the scene;
 - (iv) ask for an ambulance to be dispatched, if any children are hurt or complain of minor injuries;
 - (v) not move any student from the accident site, until the officials at the scene (i.e., police, ambulance, bus driver, or appropriate Board personnel) have jointly agreed to release them. Ultimately, all students shall be assessed and, where deemed appropriate, be sent to hospital for an examination (where developmentally handicapped or non-verbal students are involved and there is doubt as to whether medical attention is required, they should be sent to hospital for examination); and
 - (vi) attend to injured students while waiting for police, ambulance, and a Board official to arrive.

1.2 Accidents on Buses - Operator's Responsibility

It is the responsibility of the operator to notify the school or schools whose students are assigned to the vehicle and the Transportation Authority immediately of the accident, providing complete details. The school staff will be responsible for contacting each student's parent or guardian as soon as possible and advising him/her of the accident. Schools should develop a mechanism to ensure staff coverage (with access to a student database) is available at the school for the time required to contact all affected families. Where school staff is not available to contact families, the bus operator shall assume the responsibility.

1.3 Accidents on Buses - the Transportation Authority's Responsibility

Once advised, the Transportation Authority will notify the appropriate Education Centre personnel (i.e. school superintendent, trustee, Communication Services).

1.4 Accident Report

As soon as possible after the accident, the driver will file a report with the operator using the accident report form supplied by the Transportation Authority. The operator will be responsible for supplying the Transportation Authority with a completed copy of the accident report form within twenty-four (24) hours of the accident. In serious cases, a written report shall be submitted immediately.

1.5 Accident Contact List

- (a) In order to assist in the above process, it is essential that each bus display a listing of:
 - (i) appropriate police telephone numbers;
 - (ii) driver's name;
 - (iii) bus operator name and telephone number;
 - (iv) Transportation Authority telephone numbers;
 - (v) Transportation Authority contact personnel;
 - (vi) route number;

- (vii) schools served; and
- (viii) list of passengers on the route and telephone number of each.

1.6 The Bus Accident Report Form is attached as Appendix A to this Administrative Procedure and is to be used by operators to report accidents to the Transportation Authority.

2.0 TERMS AND DEFINITIONS

2.1 TRANSPORTATION AUTHORITY

For the jurisdictions of the Board in Peterborough, Northumberland, and Clarington, the Transportation Authority is Student Transportation Services of Central Ontario, through its Chief Administrative Officer. For the City of Kawartha Lakes, the Transportation Authority is Trillium Lakelands District School Board, through its Transportation Supervisor.

3.0 REFERENCES/RELATED DOCUMENTS

4.0 RELATED ADMINISTRATIVE PROCEDURES

AP-TRAN-1001, Student Eligibility
AP-TRAN-1002, Bus Operator Contracted Services
AP-TRAN-1003, Route Operation
AP-TRAN-1004, Safety and Conduct on School Buses
AP-TRAN-1006, Student Safety

5.0 RELATED FORMS

Administrative Procedure AP-TRAN-1005, Bus Accidents and Resulting Injuries,
Appendix A, Accident Report Form

6.0 ADMINISTRATIVE PROCEDURE REVIEW DATE

May 2017

7.0 APPROVED BY BOARD

October 24, 2006

8.0 EFFECTIVE DATE

May 22, 2012

9.0 REVIEW BY

Business and Finance Services
Transportation Authority

10.0 LAST REVISION DATE

May 22, 2012