



Transportation – Accident or Emergency

In the event of a school bus accident, the bus driver shall assess the nature of the accident and identify if there is injury or inherent danger to the occupants of the bus following the accident. Primary consideration shall be given to student safety.

Operators of Division owned vehicles and contractor owned school buses will follow the procedures outlined herein.

Immediate Response to the Accident or Emergency:

1. The bus driver will contact the Transportation Supervisor or designate by radio or by calling 204-842-2899 in all bus accident or emergency situations. In the case of a need for immediate medical attention, the bus driver may first call 911.
2. The bus driver will provide the following information to the Transportation Supervisor or delegate:
 - a) Bus #
 - b) Driver name
 - c) Location of the accident or emergency
 - d) Number of students on Board
 - e) Assessment of the situation including
 - Injuries
 - Inherent danger
 - The need for emergency services
 - Vehicular damage
3. The Transportation Supervisor or delegate will:
 - a) Contact the appropriate jurisdictional police service and, if necessary, other emergency services.
 - b) Make arrangements regarding a replacement bus and bus towing
 - c) Contact the school principal and make arrangements to contact the parents of the affected students.
4. In travel outside the Division boundaries the bus driver will contact emergency services directly if required.
5. The bus driver will exchange personal information with the driver(s) of the other vehicles involved in an accident including driver license numbers and vehicle license numbers.



Accident Investigation Procedures

Following verbal notification of an accident, the Transportation Supervisor or delegate will conduct an investigation. The investigation will include a comprehensive review of the situation and will ensure that the following is assessed:

- a) The estimated speed of the vehicles
- b) Road and visibility conditions
- c) A diagram of the accident scene and photographs of damage and location
- d) The bus driver interview and reports completed by the bus driver
- e) An assessment of fault

Accident Reporting Procedures

The bus driver will provide a written report on the accident by the next working day.

The Transportation Supervisor or designate will provide a report on the accident to the Board at the next regularly scheduled Board meeting.

The bus driver will complete all required accident report forms as required by the jurisdictional Police Service, Manitoba Education, Manitoba Public Insurance Corporation and the Division and will provide a copy of all reports completed to the Transportation Supervisor.

Disciplinary Action

The Transportation Supervisor will meet with the CEO or designate to review the preliminary accident report and to determine if the driver will be removed from active duty pending a report to the Board of Trustees. The Transportation Supervisor will confirm the removal from active duty to the bus driver.

The Transportation Supervisor will meet with the CEO or designate to review the investigation report to determine if disciplinary action will be imposed.

The dismissal/termination of a driver requires board approval.