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Accident or Incident Policy		1 of 3
Transportation - Safety		Date June 2003
		Revised August 2010
Policy	<p>In the event that a school bus is involved in an accident or incident, a series of communications and actions must take place, depending on the seriousness of the accident or incident. Our first and foremost priority is the students' well being.</p>	
Levels	<p>Levels of emergency</p> <p>Level 1 serious injury sustained by a student; Level 2 non-serious injury sustained by a student; Level 3 emergency requiring a change of bus only; Level 4 emergency causing a delay in bus travel time.</p>	
Levels 1 and 2	<p>Responsibilities of the Bus Driver</p> <ol style="list-style-type: none"> 1. verify the passengers' condition; 2. ensure that all passengers are safe; 3. uninjured students are to be removed from any source of danger; 4. ask a responsible student on the bus to keep the group of students together until the arrival of the emergency teams; 5. contact the Operator to report the incident (time, location, etc.); 6. request that emergency teams be dispatched to the scene of the accident or incident; 7. assist the injured student until the arrival of the emergency teams, without moving him/her, unless it is absolutely necessary; 8. follow the instructions of the police and the ambulance who will take control of the situation. 	

Responsibilities of the School Bus Operator

1. call emergency services, i.e. police and ambulance;
2. immediately inform the Sudbury Student Services Consortium Executive Director about the details of the accident or incident, including the students' and bus driver's condition;
3. dispatch a replacement vehicle and ask the driver to cover this route in addition to his own, if needed;
4. dispatch the Safety Officer to the scene in order to take photographs and record details pertaining to the accident or incident; and
5. submit an accident report to the Sudbury Student Services Consortium within 24 hours following the accident or incident.

Responsibilities of the Sudbury Student Services Consortium

1. record all the pertinent information in writing;
2. inform the school principal and Director of Education;
3. inform the members of the Sudbury Student Services Consortium's Board of Directors;
4. inform the Ministry of Education of the student injuries;
5. inform the Ministry of Transportation of the accident;
6. in the morning, when the school staff cannot be reached, inform the parents or guardians of the students who were on the bus;
7. in the afternoon, inform the parents or guardians of the students who were on the bus;
8. keep a telephone line free for communication;
9. attend at the hospital until either a school staff representative, parent or guardian arrives;
10. direct phone calls from the media to the Sudbury Student Services Consortium's Executive Director who is the Sudbury Student Services Consortium's spokesperson or the Director of Education who will be the official school board spokesperson.

Responsibilities of the School Principal

1. in the morning, communicate the accident or incident information to parents or guardians of all students on the bus;
2. parents will be asked to go to the hospital to pick up their child if he/she was admitted;
3. delegate staff members to go to the hospital until a parent or guardian arrives;
4. advise parents or guardians of students who are not sent to the hospital and ask them to make the decision as to whether the child is to be referred to a physician;

	<ol style="list-style-type: none"> 5. record in writing all information about the phone calls concerning the accident or incident; 6. inform the Sudbury Student Services Consortium of any new development, in writing, within 48 hours of the accident or incident; and 7. direct phone calls from the media to the Sudbury Student Services Consortium's Executive Director who is the Sudbury Student Services Consortium's spokesperson or the Director of Education who will be the official school board spokesperson.
<p>Levels 3 and 4</p>	<p>Responsibilities of the Bus Driver</p> <ol style="list-style-type: none"> 1. verify the passengers' condition; 2. ensure that all passengers are safe; 3. contact the transportation services dispatcher: <ol style="list-style-type: none"> a. to inform him/her of the time and location of the accident or incident; b. to ask that emergency services and the police be dispatched, if necessary; c. to request a new vehicle, if required; and 4. to comfort the students until the arrival of the replacement bus. <p>Responsibilities of the School Bus Operator</p> <ol style="list-style-type: none"> 1. dispatch the appropriate emergency services to the scene of the accident or incident; 2. dispatch a replacement bus to the scene, if required; 3. inform the Sudbury Student Services Consortium about the accident or incident; and 4. send a report to the Sudbury Student Services Consortium within 24 hours after the accident or incident. <p>Responsibilities of the Sudbury Student Services Consortium</p> <ol style="list-style-type: none"> 1. record all the pertinent information in writing on the Sudbury Student Services' Reporting Form; 2. in the afternoon, inform the parents or guardians; 3. inform the school principal; and 4. inform the affected member of the Sudbury Student Services Consortium's Board of Directors. <p>Responsibilities of the School Principal</p> <ol style="list-style-type: none"> 1. in the morning, inform the parents or guardians; and 2. record all the pertinent information in writing and forward it to the Sudbury Student Services Executive Director.

