



# 701.16AP Accident Protocol and Reporting

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## LEGAL REFERENCE:

- *Alberta Highway Traffic Act;*
- National Safety Code (Transport Canada);
- Alberta Transportation & Infrastructure;
- Canadian Standards Association D250-D270

## CROSS REFERENCE:

- [701BP Student Transportation Services](#)
  - [701.10AP Safety](#)
  - [701.16AP Exhibit 1 School Bus Accident Report](#)
  - [701.16AP Exhibit 2 Details of Accident](#)
  - [701.16AP Exhibit 3 Accident Reporting Flow Chart](#)
  - [502.2AP Crisis Communication](#)
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## BACKGROUND:

To ensure all accidents are properly reported and communicated, and that all relevant collision information is collected and recorded.

## GUIDELINES:

In the event of an accident involving a contractor bus, school owned vehicle or private vehicle transporting students or staff, the driver of the vehicle shall be responsible to take control of the scene and follow proper protocol to ensure the safety of their passengers and themselves.

Accident reporting is gathering and recording required information to establish exactly where and when the event took place, to identify who and what was involved, to describe how much injury or damage resulted, to indicate the intended course of traffic units and to specify certain additional circumstances of occurrence. The objective of the accident report is to record facts, NOT opinions, nor is it intended to

be used to determine fault.

## **PROCEDURES:**

The following procedures and flow chart are to be followed in the event of an accident;

1. **Driver:** In the event of an accident involving a contractor bus, school owned vehicle or private vehicle transporting students or staff, the driver of the vehicle is responsible to:
  - 1.1. Ensure the safety of the students and secure the scene. Students are not to be removed from the vehicle unless there is a fire, danger of fire, or the vehicle is in an unsafe position. When necessary, the students are to be evacuated to a safe location as determined by the driver, if capable, otherwise by a senior student on the bus if able. Set up emergency flares and activate hazards.
  - 1.2. Phone 911 for services needed, If phone service is unavailable use the two-way radio to contact the Transportation Office for assistance in reaching 911.
  - 1.3. In the event the driver is unable to use their cell phone or two-way radio for assistance:
    - 1.3.1 flag down a passing motorist to phone for assistance or sent TWO responsible students to phone for assistance where safe to do so (including conditions for severe weather) and reasonable for the age of the students.
    - 1.3.2 The school bus driver should write down the following required information on a piece of paper and have the students phoning for assistance take it with them:
      - 1.3.2.1 telephone numbers to call
      - 1.3.2.2 bus number
      - 1.3.2.3 Location of breakdown
      - 1.3.2.4 what the trouble is or what happened
      - 1.3.2.5 number of students aboard
      - 1.3.2.6 any other pertinent information
  - 1.4. Assess for student injuries, provide first aid or other help as required, and supervise the accident scene until help arrives.
  - 1.5. As soon as reasonably possible report the accident to the Director of Transportation or designate (who will inform the Principal), giving details as to location, passenger list, extent of injuries and damage, and advising if and what further assistance is required at the scene.
  - 1.6. Stay at the accident scene and gather information.
    - 1.6.1. Get names, phone number, driver's license number (MVID), license plate number, insurance and registration from other person/people involved in the accident.
    - 1.6.2. Take pictures.
    - 1.6.3. Take the information down of any witnesses and get their contact information.
  - 1.7. If the collision is expected to have damage greater than \$2000, involve a second motor vehicle or anyone is injured, the collision must be reported to the local police. The school bus must not be moved until a police officer so directs. Unless the safety

- of the students requires the vehicle to be moved.
- 1.8. Driver is NOT to release students to anyone other than Division Staff, RCMP, Fire or Ambulance personnel.
    - 1.8.1. Students must be checked over by RCMP, Fire or Ambulance personnel prior to their release.
    - 1.8.2. Once checked over, arrangements for alternate transportation for students can be made. Ensure parent permission is received before transportation is provided.
  - 1.9. The Driver has the responsibility to take whatever action considered necessary to:
    - 1.9.1. Protect the health and welfare of the students;
    - 1.9.2. Prevent any further damage to the vehicle(s) involved; and
    - 1.9.3. Protect the Division against liability.
2. **Principal and/or Director of Transportation** upon receipt of a call advising of an accident shall:
    - 2.1. Determine if police, ambulance or medical assistance is required, and if necessary make contact with the service provider if bus driver has not done so already;
    - 2.2. Arrange for alternate transportation for the students and driver;
    - 2.3. Advise the Superintendent or Designate;
    - 2.4. Direct all press inquiries to Division Office/Superintendent or Designate;
    - 2.5. Follow-up communication with parent/guardian as required
  3. **Parent/Guardian Notification:** Parents/Guardians of all students on the bus at the time of the accident are to be notified as soon as all students' safety has been secured. If bus driver is not able to contact parents notification may be completed by the school or Transportation Department, depending on the circumstances and availability. All notification must be documented.
4. **Reporting:**
    - 4.1. Drivers shall complete in detail the School Bus Accident [form](#) and Details of Accident [form](#) and submit to the principal or school safety officer and Director of Transportation as soon as possible following the accident.
    - 4.2. Provide an accident report to the Secretary Treasurer or designate as soon as possible in order that the insurance company and adjustors can be advised of the accident
      - 4.2.1. Report accident particulars to Alberta Transportation Safety Branch, Edmonton.
    - 4.3. Drivers are to report any incident, regardless of how minor in nature, to the principal or school safety officer and the Director of Transportation immediately.
      - 4.3.1. Failure to report an accident may result in the suspension or dismissal of a driver.
    - 4.4. Information regarding the incident shall not be posted or shared on social media. Drivers are not to respond to any posts on social media and any questions or concerns shall be sent directly to the Director of Transportation.