



Section <b>Accident Reporting Procedure</b>	Page 1 of 4
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<p><b>Statement</b></p>	<p>In the event that a school bus is involved in an accident the priority is ensuring the safety and securing of the students.</p> <p>Acknowledging there can be a range of severity of accidents/incidents there are specific requirements for each level of accident/incident and the requirements are predicated on the severity of the situation.</p>
<p><b>Levels of Accidents/Incidents</b></p>	<p>The following are the identified levels of accidents and incidents:</p> <p><b>Level 1</b>      any injury sustained (student or driver)  <b>Level 2</b>      need to change off bus only  <b>Level 3</b>      delay in travel time</p>
<p><b>Procedures Level 1</b></p>	<p>The procedures for Level 1 require that emergency services (i.e. police, ambulance, fire) must be called to the scene, immediately.</p> <p><b>Bus Driver Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Ensure the safety of the passengers;</li> <li>• Verify passengers' condition;</li> <li>• Contact dispatch to report incident and request emergency services, ensuring that location is provided;</li> <li>• Assist any injured passenger without moving him/her, unless absolutely necessary, until emergency services arrives;</li> <li>• Assign bus patrols or other responsible students to keep students together until such time as emergency services arrive;</li> <li>• Complete required reports of accident/incident.</li> </ul> <p><b>Bus Operator Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Call emergency services</li> <li>• Immediately inform WESTS as well as the school principal(s) about the details of the accident/incident including any information about the condition of passengers and driver;</li> <li>• Provide a list of students that should be on the bus to the principal;</li> </ul>



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	<ul style="list-style-type: none"> <li>• Dispatch a replacement vehicle to the scene to transport any passengers once they are free to leave the scene;</li> <li>• Dispatch the safety or security personnel to conduct the accident investigation;</li> <li>• Submit the accident report to WESTS within 24 hours of the accident/incident.</li> </ul> <p><b>WESTS Staff Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Call the pertinent board contact;</li> <li>• Follow up with school principal to see if they have been informed and provide them with a list of all students at the bus if it has not been provided by the bus operator, including contact numbers;</li> <li>• If the school staff are not contactable or able to contact parents, calls will be made to parents of students on the bus;</li> <li>• Follow the direction of the pertinent school board with respect to communication and attendance at the scene or the hospital;</li> <li>• Follow up with bus operator to determine status and ensure that all procedures have been followed;</li> <li>• Forward a copy of accident/incident report to pertinent board, as required, within 24 hours of accident/incident;</li> <li>• Input accident/incident information into Bus Planner software.</li> </ul> <p><b>School Official Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Forward instructions to the General Manager, WESTS or designate;</li> <li>• Identify spokesperson for media and parent/guardian inquiries;</li> <li>• Inform General Manager, WESTS of any new developments.</li> </ul>
<p><b>Procedures: Level 2 and Level 3</b></p>	<p><b>Bus Driver Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Ensure that all passengers are safe;</li> <li>• Contact dispatch services to:             <ul style="list-style-type: none"> <li>○ Inform dispatch of time and location of accident/incident</li> <li>○ Request police dispatch, if necessary; and</li> <li>○ Request replacement vehicle, if required.</li> </ul> </li> </ul>



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	<ul style="list-style-type: none"><li>• Comfort the students until such time as the replacement vehicle arrives and ensure a safe transfer of students to the replacement vehicle.</li></ul> <p><b>Bus Operator Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Dispatch appropriate emergency services to the scene of the accident/incident;</li><li>• Dispatch a replacement bus if required;</li><li>• Inform WESTS of accident/incident;</li><li>• Inform school principal;</li><li>• Complete and send report to WESTS within 24 hours after accident/incident.</li></ul> <p><b>WESTS Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Inform the pertinent board contact;</li><li>• Record information;</li><li>• Input accident/incident information into Bus Planner software.</li></ul>
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Approved by Motion ETC#09-07;

Dated: November 20, 2009