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<p>Statement</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>Levels of Accidents/Incidents</p>	<p>The following are the identified levels of accidents and incidents:</p> <p>Level 1 any injury sustained (student or driver) Level 2 need to change off bus only Level 3 delay in travel time</p>
<p>Procedures Level 1</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>Bus Driver Responsibilities:</p> <ul style="list-style-type: none"> • Ensure the safety of the passengers; • Verify passengers' condition; • Contact dispatch to report incident and request emergency services, ensuring that location is provided; • Assist any injured passenger without moving him/her, unless absolutely necessary, until emergency services arrives; • Assign bus patrols or other responsible students to keep students together until such time as emergency services arrive; • Complete required reports of accident/incident. <p>Bus Operator Responsibilities:</p> <ul style="list-style-type: none"> • Call emergency services • 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; • Provide a list of students that should be on the bus to the principal;



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



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	<p>transfer of students to the replacement vehicle.</p> <p>Bus Operator Responsibilities:</p> <ul style="list-style-type: none">• Dispatch appropriate emergency services to the scene of the accident/incident;• Dispatch a replacement bus if required;• Inform WESTS of accident/incident;• Inform school principal;• Input information in to Centralized Reporting System within 24 hours after accident/incident. <p>WESTS Responsibilities:</p> <ul style="list-style-type: none">• Inform the pertinent board contact;• Review accident information in Centralized Reporting System and score operator on handling of accident/incident.
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Approved by Motion ETC#09-07;

Dated: November 20, 2009

Approved by BOD

Dated: June 21, 2018