

ROLLING RIVER SCHOOL DIVISION POLICY

Transportation – Accident

EEAAE/P

In the event of a school bus accident, the School 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.

Immediately following assessment of the situation, the Bus Driver shall follow the reporting procedures as outlined herein and report the accident to the Transportation Supervisor or in his/her absence to the available Senior Administrator.

The Bus Driver shall not leave the scene of the accident until so directed by the Transportation Supervisor or delegate.

The school bus shall not be used until such time as the bus has been inspected for damage and operational safety.

All school bus accidents shall be reported to the appropriate jurisdictional police service, the Board of Trustees, Manitoba Education and the Manitoba Public Insurance Corporation. Only the Superintendent or Board Chair will discuss the incident with the media. Other employees are not authorized to speak to media.

The Division shall conduct a thorough review of the accident and report to the Board at the next regularly scheduled Board meeting.

The Secretary-Treasurer or delegate may remove a Bus Driver from service pending completion of the investigation of the accident.

Index Regulation

Date Adopted: March 21, 2002

Date Reaffirmed: October 5, 2006

Date Revised: January 12, 2011

ROLLING RIVER SCHOOL DIVISION REGULATION

Transportation – Accident

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Operators of Division owned vehicles will follow the procedures outlined herein. In the absence of the Transportation Supervisor, his/her responsibilities will be delegated as follows:

- 1) Secretary-Treasurer
- 2) Superintendent
- 3) Assistant Superintendent
- 4) School Principal
- 5) Maintenance Supervisor

Immediate Response to the Accident:

1. The Bus Driver will provide the following information to the Transportation Supervisor or delegate:
 - a) Bus #
 - b) Driver name
 - c) Assessment of the situation including
 - Injuries
 - the need for emergency services
 - inherent danger
 - d) Location of the accident
 - e) Number of students on board
 - f) Vehicle damage
2. The Transportation Supervisor or delegate will:
 - a) Contact the appropriate jurisdictional police service and, if necessary, other emergency services.
 - b) Contact the School Principal and make arrangements to contact the parents of the affected students.
 - c) Make arrangements regarding a replacement bus and bus towing
3. In travel outside the Division boundaries the Bus Driver will contact emergency services directly if required.
4. The Bus Driver will exchange personal information with the driver(s) of the other vehicles involved in the accident including drivers' 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

ROLLING RIVER SCHOOL DIVISION REGULATION

Transportation – Accident - Continued

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Accident Reporting Procedures

The Bus Driver will provide a written report on the accident by the next working day.

The Transportation Supervisor or delegate 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 Secretary-Treasurer to review the preliminary accident report and to determine if the driver will be removed from active duty pending completion of the investigation.

The Secretary-Treasurer will inform the bus driver of the decision upon completion of the accident investigation. The Transportation Supervisor will meet with the Secretary-Treasurer to review the investigation report and determine. They will determine disciplinary action or removal from service is recommended to the Superintendent.

The Superintendent will report the findings of the accident investigation and subsequent actions taken, to the Board.

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