



Section Procedures for Accidents or Incidents	Page 1 of 4
Type General	Date August, 2012

Statement	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.
Levels	Levels of emergency 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.
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. Assist the students who are injured. 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 dispatcher 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. Keep the students who are not injured away from any source of danger. <p>Responsibilities of the Liaison Officer:</p> <ol style="list-style-type: none"> 1. Call emergency services, i.e. police and ambulance. 2. Immediately inform RRDTS as well as the school principal 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.



Section Procedures for Accidents or Incidents	Page 2 of 4
Type General	Date August, 2012

<p>Levels 1 and 2... continued</p>	<ol style="list-style-type: none"> 4. Dispatch a person in charge of accidents/incidents to the scene in order to take photographs and record details pertaining to the accident or incident. 5. Submit Accident Report F01 to RRDTS within 24 hours following the accident or incident. <p>Responsibilities of Staff of RRDTS:</p> <ol style="list-style-type: none"> 1. Record all the pertinent information in writing. 2. Contact the school principal. 3. Inform the members of the RRDTS Management Committee and Board representatives as appropriate. 4. Inform the parents/guardians of the students who were on the bus, when the school staff cannot be reached. 5. Keep a telephone line free for communication. 6. Direct the parents/guardians phone calls to the school principal. 7. Direct phone calls from the media to the Communications Department of the school board that has the bus involved in the accident. 8. Submit Accident Report F01 and staff notes relating to the accident or incident to the Board office. <p>Responsibilities of the School Principal:</p> <ol style="list-style-type: none"> 1. Alert RRDTS if contact has not been made. 2. Forward the instructions of RRDTS to the school staff. 3. Inform the parents/guardians. 4. Designate staff members to respond to questions from the parents/guardians or to meet with them. 5. Delegate staff members to go to the hospitals. 6. Prepare a letter for parents/guardians with the assistance of the Communication Department of the school board that has the bus involved in the accident.
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Section Procedures for Accidents or Incidents	Page 3 of 4
Type General	Date August, 2012

<p>Levels 1 and 2... continued</p>	<p>Responsibilities of the School:</p> <ol style="list-style-type: none"> 1. Follow School Protocol. 2. Report the facts clearly and accurately. 3. Follow the school principal's instructions. <p>Responsibilities of Teachers:</p> <ol style="list-style-type: none"> 1. Follow the school principal's instructions.
<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 his/her company liaison officer: <ul style="list-style-type: none"> • To inform him/her of the time and location of the accident or incident. • To ask that emergency services and the police be dispatched, if necessary. • To request a new vehicle, if required. 4. To comfort the students until the arrival of the replacement bus. <p>Responsibilities of the Liaison Officer:</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 school and RRDTS about the accident or incident. 4. Send Accident Report F01 to RRDTS within 24 hours after the accident or incident. <p>Responsibilities of Staff of RRDTS:</p> <ol style="list-style-type: none"> 1. Record all the pertinent information in writing. 2. Contact the school principal. 3. Inform the members of the Management Committee of RRDTS.



Section Procedures for Accidents or Incidents	Page 4 of 4
Type General	Date August, 2012

Levels 3 and 4... continued	<p>4. Submit Accident Report F01 and staff notes relating to the accident or incident to the Board office.</p> <p>Responsibilities of the School Principal:</p> <ol style="list-style-type: none">1. Alert RRDTS if contact has not been made.2. Inform the parents/guardians.3. Forward the instructions of RRDTS to the appropriate staff.4. Prepare and distribute the letter to parents/guardians. <p>Responsibilities of Teachers:</p> <ol style="list-style-type: none">1. Follow the school principal's instructions. <p>Responsibilities of the School:</p> <ol style="list-style-type: none">1. Follow School Protocol.2. Report the facts clearly and accurately.3. Follow the school principal's instructions
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