



8.05 Accidents Involving School Buses

8. Student Transportation - Administrative Procedure Manual

In the event that a school bus is involved in an accident, the bus driver's first response will be to ensure the safety of the children.

Immediately following an accident, the bus driver must notify the R.C.M.P. by both dialing 911 and advising the Transportation Department via radio or phone. The Bus Driver is required to report all incidents to the Transportation Department regardless of the degree of seriousness.

The Transportation Coordinator (or designate) will ensure that the Bus Driver has called 911 and will call on driver's behalf if necessary. Manitoba's 911 Emergency Services will determine if Emergency Medical Services (EMS) are required at the scene.

The bus driver will determine if it is safe for the riders to remain on the bus or if they need to move to a safe place with the Bus Driver until EMS has arrived to the scene.

The Transportation Coordinator will contact the applicable school Principals, informing them of the accident. Together they will make every effort to contact the parents of any students who were riding the bus when the accident occurred.

Senior Administration shall be responsible for responding to media inquiries.

As soon as possible following the accident, the Bus Driver will complete the Pupil Transportation Unit (PTU) Accident Report and submit to the Transportation Coordinator, who will submit the report to PTU on behalf of the Division.

The Transportation Coordinator will provide Senior Administration with a full report on the accident. The report will include, but will not be limited to the following information:

- All circumstances surrounding the accident including visibility, road conditions, obstructions, etc.
- A written report from the RCMP, where applicable
- A written report from Manitoba Public Insurance, when applicable
- The estimated speed of the bus at the time of the accident
- Where applicable, documentation of interviews with the driver, students, or other riders
- A copy of the Pupil Transportation Unit Accident Report
- Any other pertinent information

The incident will be recorded and placed in the Bus Driver's personnel record, where it will remain for a minimum of two complete years.

The Division may decide to proceed further with investigations of any bus accident and any driver who has been involved in a bus accident.

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At the discretion of the Transportation Coordinator and in consultation with Senior Administration, the Bus Driver may be subject to disciplinary action.