

## Administrative Procedure 554

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# VEHICLE ACCIDENT PROCEDURE

### Background

To ensure all accidents are properly reported and all relevant collision information is collected and recorded.

### Procedures

#### 1. Driver:

In the event of an accident involving a contractor bus, school owned vehicle or private vehicle transporting students or staff, the driver of the vehicle is responsible to:

- 1.1. Ensure the safety of the students. Students are not to be removed from the vehicle unless there is a fire, danger of fire, or the vehicle is in an unsafe position. When necessary, the students are to be evacuated to a safe location as determined by the driver, if capable, otherwise by a senior student on the bus if able.
- 1.2. Phone 911 for services needed, or direct a senior student to go for help, if no phone service is available, and return to report his/her efforts to the driver.
- 1.3. Assess for student injuries, provide first aid or other help as required, and supervise the accident scene until help arrives.
- 1.4. As soon as reasonably possible report the accident to the principal, and/or to the Transportation Coordinator, giving details as to location, passenger list, extent of injuries and damage, and advising if and what further assistance is required at the scene.
- 1.5. Stay at the accident scene.
- 1.6. If the collision is expected to have damage greater than \$2000, involve a second motor vehicle or anyone is injured, the collision must be reported to the local police. The school bus must not be moved until a police officer so directs. Unless the safety of the students requires the vehicle to be moved.
- 1.7. If practical, arrange for alternate transportation for students.
- 1.8. The Driver has the responsibility to take whatever action considered necessary to:
  - 1.8.1. Protect the health and welfare of the students;
  - 1.8.2. Prevent any further damage to the vehicle(s) involved; and
  - 1.8.3. Protect the Division against liability.

#### 2. Principal and/or Transportation Coordinator

Upon receipt of a call advising of an accident, the following procedure is to be followed:

- 2.1. Determine if police, ambulance or medical assistance is required, and if necessary make contact with the service provider;
- 2.2. Arrange for alternate transportation for the students and driver;
- 2.3. Advise the Superintendent
- 2.4. Direct all press inquiries to Division Office;

### **3. Parent/Guardian Notification:**

Parents/Guardians of all students on the bus at the time of the accident are to be notified as soon as all students' safety has been secured. Notification may be complete by the school, Division Office, bus contractor, or driver depending on the circumstances and availability.

### **4. Reporting**

- 4.1. Bus drivers shall complete in detail the Collision Reporting Kit from AVPS Safety & Maintenance manual and submit to the principal or school safety officer as soon as possible following the accident.
- 4.2. Provide an accident report to the Secretary Treasurer as soon as possible in order that the insurance company and adjustors can be advised of the accident
  - 4.2.1. Report accident particulars to Alberta Transportation Safety Branch, Edmonton.
- 4.3. Drivers are to report any incident, regardless of how minor in nature, to the principal or school safety officer.
  - 4.3.1. Failure to report an accident may result in the suspension or dismissal of a driver.
- 4.4. Drivers/contractors shall post Accident Procedures Checklist (AP 554) in plain view for easy reference.