



Section <b>Procedure for Collisions</b>	Page 1 of 4
Type <b>General</b>	Date March 3, 2016

<b>Statement</b>	In the event a school bus is involved in an collision, a series of communications and actions must take place, depending on the seriousness of the collision. Our first and foremost priority is the students' well-being.
<b>Levels</b>	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.
<b>Levels 1 and 2</b>	<p><b>Responsibilities of the Bus Driver:</b></p> <ol style="list-style-type: none"> <li>1. Verify the passengers' condition.</li> <li>2. Ensure that all passengers are safe.</li> <li>3. Assist the students who are injured.</li> <li>4. Ask a responsible student on the bus to keep the group of students together until the arrival of the emergency teams.</li> <li>5. Contact the dispatcher to report the collision (time, location, etc.).</li> <li>6. Request that emergency teams be dispatched to the scene of the collision.</li> <li>7. Assist the injured student until the arrival of the emergency teams, without moving him/her, unless it is absolutely necessary.</li> <li>8. Keep the students who are not injured away from any source of danger.</li> </ol> <p><b>Responsibilities of the School Bus Operator:</b></p> <ol style="list-style-type: none"> <li>1. Call emergency services, i.e. police and ambulance.</li> <li>2. Immediately inform STWDSTS as well as the school principal about the details of the collision, including the students' and bus driver's condition.</li> <li>3. Dispatch a replacement vehicle and ask the driver to cover this route in addition to his own, if needed.</li> </ol>



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<b>Levels 1 and 2... continued</b>	<ol style="list-style-type: none"><li>4. Dispatch a person in charge of collisions to the scene in order to take photographs and record details pertaining to the collision.</li><li>5. Submit Collision Report (TF010) to STWDSTS within 24 hours following the collision.</li></ol> <p><b>Responsibilities of Staff of STWDSTS:</b></p> <ol style="list-style-type: none"><li>1. Record all the pertinent information in writing.</li><li>2. Contact the school principal.</li><li>3. Inform the members of the STWDSTS Management Committee and Board representatives as appropriate.</li><li>4. Inform the parents/guardians of the students who were on the bus, when the school staff cannot be reached.</li><li>5. Keep a telephone line free for communication.</li><li>6. Direct the parents/guardians phone calls to the school principal.</li><li>7. Send one or more staff representatives to the hospital.</li><li>8. Direct phone calls from the media to the Communications Department of the school board that has the bus involved in the collision.</li><li>9. Submit Collision Report (TF010) and staff notes relating to the collision to the Board office.</li></ol> <p><b>Responsibilities of the School Principal:</b></p> <ol style="list-style-type: none"><li>1. Alert STWDSTS if contact has not been made.</li><li>2. Forward the instructions of STWDSTS to the school staff.</li><li>3. Inform the parents/guardians.</li><li>4. Designate staff members to respond to questions from the parents/guardians or to meet with them.</li><li>5. Fill out an OSBIE report and forward on to the Board Office.</li><li>6. Delegate staff members to go to the hospitals.</li></ol>
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<p><b>Levels 1 and 2... continued</b></p>	<p>7. Prepare a letter for parents/guardians with the assistance of the Communication Department of the school board that has the bus involved in the collision.</p> <p><b>Responsibilities of the School Administrative Support Staff:</b></p> <ol style="list-style-type: none"> <li>1. Record in writing all information about the phone calls concerning the collision.</li> <li>2. Report the facts clearly and accurately.</li> <li>3. Inform STWDSTS of any new development.</li> <li>4. Forward the instructions of STWDSTS to the appropriate staff.</li> <li>5. Follow the school principal's instructions.</li> <li>6. Direct phone calls from the media to the Communications Department of the school board that has the bus involved in the collision.</li> </ol> <p><b>Responsibilities of Teachers:</b></p> <ol style="list-style-type: none"> <li>1. Follow the school principal's instructions.</li> </ol>
<p><b>Levels 3 and 4</b></p>	<p><b>Responsibilities of the Bus Driver:</b></p> <ol style="list-style-type: none"> <li>1. Verify the passengers' condition.</li> <li>2. Ensure that all passengers are safe.</li> <li>3. Contact his/her company dispatcher:             <ul style="list-style-type: none"> <li>• To inform him/her of the time and location of the collision.</li> <li>• To ask that emergency services and the police be dispatched, if necessary.</li> <li>• To request a new vehicle, if required.</li> </ul> </li> <li>4. To comfort the students until the arrival of the replacement bus.</li> </ol> <p><b>Responsibilities of the School Bus Operator:</b></p> <ol style="list-style-type: none"> <li>1. Dispatch the appropriate emergency services to the scene of the collision.</li> </ol>



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<b>Levels 3 and 4... continued</b>	<ol style="list-style-type: none"><li>2. Dispatch a replacement bus to the scene, if required.</li><li>3. Inform school and STWDSTS about the collision.</li><li>4. Send Collision Report (TF010) to STWDSTS within 24 hours after the collision.</li></ol> <p><b>Responsibilities of Staff of STWDSTS:</b></p> <ol style="list-style-type: none"><li>1. Record all the pertinent information in writing.</li><li>2. Contact the school principal.</li><li>3. Inform the members of the Management Committee of STWDSTS.</li><li>4. Submit Collision Report (TF010) and staff notes relating to the collision to the Board office.</li></ol> <p><b>Responsibilities of the School Principal:</b></p> <ol style="list-style-type: none"><li>1. Alert STWDSTS if contact has not been made.</li><li>2. Inform the parents/guardians.</li><li>3. Forward the instructions of STWDSTS to the appropriate staff.</li><li>4. Prepare and distribute the letter to parents/guardians.</li></ol> <p><b>Responsibilities of Teachers:</b></p> <ol style="list-style-type: none"><li>1. Follow the school principal's instructions.</li></ol> <p><b>Responsibilities of the School Administrative Support Staff:</b></p> <ol style="list-style-type: none"><li>1. Record all the pertinent information in writing and forward it to the school principal.</li><li>2. Report the facts clearly and accurately.</li><li>3. Follow the school principal's instructions</li></ol>
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