



Section Incident Reporting	Page 1 of 2
Type General	Date October 20, 2017

<p>Statement</p>	<p>STWDSTS is mandated by the Ministry of Education to track and record incidents that occur on a school bus during regular scheduled home to school bus route services. Incident reports are collected and reported on by STWDSTS to the Ministry of Education as requested.</p>
<p>Responsibilities</p>	<p>STWDSTS must:</p> <ol style="list-style-type: none"> 1. Ensure that the school bus operators (bus company) staff have access to the Incident / Misconduct Reporting from TRF – 100. 2. Oversee the mandatory completion of incidents reports as they occur by the school bus operators. 3. Compile incident information for future analysis and required reporting purposes. 4. Produce reports and statistics as requested by the Ministry of Education. <p>The School Bus Operators must:</p> <ol style="list-style-type: none"> 1. Ensure the all staff including school bus drivers have proper access to the Incident / Misconduct form TRF – 100. 2. Ensure all staff are trained with respect to completing the TRF – 100 form properly and in its entirety. 3. Train school bus drivers and staff to identify incidents as specified on the form. 4. Electronically submit completed TRF – 100 forms to STWDSTS within a 24-hour timeframe. 5. Follow up with bus drivers and staff if corrective measures are necessary. <p>The Schools must:</p> <ol style="list-style-type: none"> 1. Ensure staff are familiar with the form. 2. Follow up with students, parents, and STWDSTS as necessary.



Section Incident Reporting	Page 2 of 2
Type General	Date October 20, 2017

Procedure	<p>School Bus Operators:</p> <ol style="list-style-type: none">1. Be trained in the various incident types to ensure awareness of them.2. When an incident is observed, the driver is responsible for reporting the incident to their dispatch office immediately.3. Dispatch will fill out the TRF – 100 form and send electronically to STWDSTS. <p>STWDSTS:</p> <ol style="list-style-type: none">1. Ensure the incidents are sent into the STWDSTS contact by the school bus operators as they occur.2. Track, collect and report on Incidents as required by the Ministry of Education.3. Follow up on incidents as needed with school bus operators, schools, board office etc. <p>Schools:</p> <ol style="list-style-type: none">1. Review the incident form.2. Follow up with students, parents and staff if corrective measures are necessary and complete the resolution portion of the form and send back to STWDSTS.
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