

## Administrative Procedure 602

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### School Bus Accidents

#### Background

The Board believes that a format needs to be established, and followed, for the reporting of school bus collisions.

#### Procedures

1. The driver of the school bus must first contact the busing contractor and relay the following information:
  - a. Location;
  - b. Number of students on the bus;
  - c. Are there any injuries; and
  - d. Number of vehicles involved.
2. The busing contractor must immediately:
  - a. Contact R.C.M.P. (R.C.M.P. will contact an ambulance if necessary);
  - b. Send a relief bus to the scene of the accident;
  - c. Protect the scene until the R.C.M.P. give permission to move vehicles; and
  - d. Contact the District's Supervisor of Transportation and Custodians; and
  - e. Notify all parents by telephone or by sending a note sent home with each child as soon as possible.
1. The District's Supervisor of Transportation and Custodians is responsible for:
  - a. Attending the accident scene;
  - b. Contacting the Superintendent or designate by phone and summarizing the events of the accident;
  - c. Collecting information about the accident and preparing a written report and submitting it to the Associate Superintendent of Business Operations within hours of the accident; and
  - d. Referring all media inquiries to the Superintendent.