



# TRANSPORTATION 7 – School Bus Crash/Response Procedures

Date: June 30, 2004    Reviewed: Feb. 13, 2013    Responsible Administrator: Manager, Transportation

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## **1.0 RATIONALE**

The Division believes that if a school bus is involved in a single or multi-vehicle collision that school bus operators and Division staff should respond in a prompt and responsible manner.

## **2.0 PROCESS**

The Manager, Transportation Services shall maintain this Administrative Practice.

## **3.0 GUIDELINES**

- 3.1 All school bus operators shall be familiar with school bus emergency response and evacuation procedures.
- 3.2 The Division will provide all school bus operators with an opportunity to attend emergency first aid training courses.
- 3.3 In the instance of a collision, with any other object, the school bus is to be stopped immediately regardless of how slight or insignificant the collision appears to be.
  - 3.3.1 Bring the bus to a complete stop, turn off the ignition, apply the parking brake and, if possible, turn on the 4-way warning lights.
- 3.4 The bus operator, after being in a collision with another object or vehicle and having stopped the bus, shall immediately assess the scene of the incident. If there are any injured passengers, first attention must be given to those passengers who have ceased breathing.
  - 3.4.1 If it is practical, that is if the bus is not on fire or likely to catch fire, overturned or likely to overturn or stopped in a location where it may be hit by an oncoming vehicle, the passengers should remain on the bus.
  - 3.4.2 If the passengers cannot safely remain on the bus, the bus operator shall evacuate the passengers to a safe location away from the bus.

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References:    *Board Policy: 1/4 School Bus Crash/Response Procedures*



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- 3.4.3 Immediately after having determined whether or not the bus should be evacuated or upon completion of the emergency evacuation, school authorities shall be notified of all circumstances regarding the crash scene.
- 3.4.4 School authorities shall be notified by the mobile two-way radio system. If the radio system is inoperative or if the bus is not radio equipped, school and/or police authorities shall be notified through the assistance of a responsible passerby or, failing this, by two older students who shall be dispatched to the nearest telephone. These students should have a written information slip which identifies the location of the bus, the condition of the passengers and any assistance that is immediately required.
- 3.4.5 In the instance of school bus crashes where there are injuries, or where there is suspicion of injuries, all passengers shall be sent to hospital for a medical check.
- 3.5 The-Manager, Transportation Services will be responsible for the reporting of school bus crash information to the Superintendent of Schools, the Board of Trustees, the Board's insurers, and other agencies as required.
- 3.6 The Manager, Transportation Services shall maintain a report of each and every school bus crash on file at the Divisional office for a period of five (5) years from the date of the incident.
- 3.7 School bus operators, who are involved in a collision with any other object or vehicle while operating a school bus performing a service for the Board, are required to make a verbal report of the circumstances of the incident to the, Manager, Transportation Services.

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References:    *Board Policy: 1/4 School Bus Crash/Response Procedures*