



Rolling River School Division

ADMINISTRATIVE PROCEDURE

EEAAE – SCHOOL BUS AND FLEET VEHICLE - ACCIDENT

In the event of a school bus or fleet vehicle accident, the driver shall assess the nature of the accident and identify if there is injury or inherent danger to the occupants of the bus or fleet vehicle following the accident.

Primary consideration shall be given to student safety.

Immediately following assessment of the situation, the bus or fleet vehicle driver will follow the reporting procedures as outlined herein and report the accident to the Transportation Supervisor or in his/her absence to the available Senior Administrator.

The bus or fleet vehicle driver will not leave the scene of the accident until so directed by the Transportation Supervisor or delegate.

The school bus or fleet vehicle will not be used until such time as the vehicle has been inspected for damage and operational safety.

All division vehicle accidents will be reported as required in legislation to the Board of Trustees and the appropriate jurisdictional authority (eg: the local police, Manitoba Education, Manitoba Public Insurance). Only the Superintendent or Board Chair will discuss the incident with the media. Other employees will not speak to media.

The Division shall conduct a thorough review of the accident and report to the Board at the next regularly scheduled Board meeting.

The Secretary-Treasurer or delegate may remove a bus or fleet vehicle driver from service pending completion of the investigation of the accident.

Operators of Division owned vehicles will follow the procedures outlined herein. In the absence of the Transportation Supervisor, his/her responsibilities will be delegated as follows:

- 1) Secretary-Treasurer
- 2) Superintendent
- 3) Coordinators
- 4) School Principal
- 5) Maintenance Supervisor

Immediate Response to the Accident:

1. The bus or fleet vehicle driver will provide the following information to the Transportation Supervisor or delegate:
 - a) Bus # or Vehicle #

- b) Driver name
 - c) Assessment of the situation including
 - Injuries
 - the need for emergency services
 - inherent danger
 - d) Location of the accident
 - e) Number of students or passengers on board (if applicable)
 - f) Vehicle damage
2. The Transportation Supervisor or delegate will:
- a) If necessary, contact the appropriate jurisdictional police service and other emergency services.
 - b) Advise the Superintendent and Secretary-Treasurer of the accident.
 - c) Contact the School Principal or employee supervisor and make arrangements to contact the parents of the affected students.
 - d) Make arrangements regarding a replacement bus, or fleet vehicle and for vehicle towing.
3. In travel outside the Division boundaries, the bus or fleet vehicle driver will contact emergency services directly if required.
4. The bus or fleet vehicle driver will exchange personal information with the driver(s) of the other vehicles involved in the accident including drivers' license numbers and vehicle license numbers.

Accident Investigation Procedures

Following verbal notification of an accident, the Transportation Supervisor or delegate will conduct an investigation. The investigation will include a comprehensive review of the situation and will ensure that the following is assessed:

- a) The estimated speed of the vehicles
- b) Road and visibility conditions
- c) A diagram of the accident scene and photographs of damage and location
- d) The bus or fleet vehicle driver interview
- e) Reports completed by the bus driver/ fleet vehicle driver.
- f) An assessment of fault

Accident Reporting Procedures

The bus or fleet vehicle driver will provide a written report on the accident by the next working day.

The Superintendent or delegate will provide a report on the accident to the Board at the next regularly scheduled Board meeting.

The bus or fleet vehicle driver will complete all required accident report forms as required by the jurisdictional Police Service, Manitoba Education, Manitoba Public Insurance and the Division and will provide a copy of all reports completed to the Transportation Supervisor.

Disciplinary Action

The Transportation Supervisor will meet with the Secretary-Treasurer to review the preliminary accident report and to determine if the driver will be removed from active duty pending completion of the investigation.

The Secretary-Treasurer will inform the bus or fleet vehicle driver of the decision upon completion of the accident investigation. The Transportation Supervisor will meet with the Secretary-Treasurer to review the investigation report and will determine if disciplinary action or removal from service is recommended to the Superintendent.

The Superintendent will report any recommendation on disciplinary action to the Board.

Date Adopted: March 21, 2002

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