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<p>Statement</p>	<p>In the event that a school bus is involved in an accident the priority is ensuring the safety and security of the students.</p> <p>Acknowledging there can be a range of severity of accidents there are specific requirements depending on the severity of accident.</p>
<p>Categories of Accidents</p>	<p>Accidents will be identified by the following categories:</p> <ol style="list-style-type: none"> 1. Major Accident – any accident that results in medical intervention for any party in the vehicles involved in the accident or major damage to the bus. 2. Minor Accident – any accident that requires the bus to be changed off but does not result in any medical intervention. This would include situations such as a broken mirror, stop arm or damage to any safety component of the bus. 3. Minor Accident Delay Only – any accident that does not result in damage to any safety component of the bus. This could include scrapes, dents and minor body damage to the bus.
<p>Major Accident</p>	<p>Emergency services (i.e. police, ambulance, fire) must be called to the scene.</p> <p>Bus Driver Responsibilities:</p> <ol style="list-style-type: none"> 1. Contact dispatch to report accident and request emergency services, ensuring that location is provided; 2. Ensure safety of passengers, which could include evacuating the bus; 3. Assist any injured passenger without moving them, unless absolutely necessary, until emergency services arrives; 4. Assign bus patrols or other responsible students to keep students together until such time as emergency services arrive; 5. Cooperate with emergency services personnel as required; <p>Bus Operator Responsibilities:</p> <ol style="list-style-type: none"> 1. Call emergency services 2. Immediately inform WESTS and the school



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	<p>principal and provide details of the accident, including any information about the condition of the students and the driver;</p> <ol style="list-style-type: none"> 3. Provide a list of students that are registered to be on the bus to the principal; 4. Dispatch a replacement vehicle to the scene to transport any students once emergency services releases them from the scene; 5. Post the delay in the Delays and Cancellations Module of BusPlanner; 6. Dispatch the safety or security personnel to conduct an accident investigation; 7. Submit the accident report, through the Centralized Reporting System (CRS) within 24 hours of the accident. <p>WESTS Staff Responsibilities:</p> <ol style="list-style-type: none"> 1. Follow up with school principal to see if they have been informed and provide them with a list of all students on the bus if it has not been provided by the bus operator, including contact numbers; 2. Call the appropriate School Board contact(s); 3. Follow the direction of the School Board(s) with respect to communication and attendance at the scene or the hospital; 4. Follow up with bus operator to determine status and ensure that all procedures have been followed; 5. Review Accident submission in CRS and input response. <p>School Board Responsibilities:</p> <ol style="list-style-type: none"> 1. Forward instructions to the General Manager, WESTS or designate; 2. Identify spokesperson for media and parent/guardian inquiries; 3. Inform General Manager, WESTS of any new developments or requirements.
<p>Minor Accident</p>	<p>Bus Driver Responsibilities:</p> <ol style="list-style-type: none"> 1. Ensure that students stay in their seats and do not leave the bus; 2. Contact dispatch services to advise them of the time and location of the accident and to request



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	<p>police dispatch:</p> <ol style="list-style-type: none"> 3. Request a replacement bus be sent. 4. Supervise students until such time as the replacement vehicle arrives; 5. Wait for police services to release the students from the bus; 6. Ensure a safe transfer of students to the replacement vehicle. <p>Bus Operator Responsibilities:</p> <ol style="list-style-type: none"> 1. Dispatch appropriate emergency services to the scene of the accident/incident; 2. Dispatch a replacement bus; 3. Inform WESTS of accident; 4. Inform school principal, identifying the list of students that are registered to be on the bus at that time; 5. Post the delay in the Delays and Cancellations Module of Bus Planner; 6. Input information in to Centralized Reporting System within 24 hours after accident/incident. <p>WESTS Responsibilities:</p> <ol style="list-style-type: none"> 1. Inform the School Board contact(s); 2. Review accident information in CRS and input response.
<p>Minor Accident Delay Only</p>	<p>Bus Driver Responsibilities:</p> <ol style="list-style-type: none"> 1. Ensure that students stay in their seats and do not leave the bus; 2. Contact dispatch services to advise them of the time and location of the accident and to request police dispatch: 3. Wait for police to release the bus. <p>Bus Operator Responsibilities:</p> <ol style="list-style-type: none"> 1. Contact police services to notify them of the accident; 2. Inform WESTS of accident; 3. Inform school principal, identifying the list of students that should be on the bus at that time; 4. Post the delay in the Delays and Cancellations



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	<p>Module of Bus Planner;</p> <p>5. Input information in to Centralized Reporting System within 24 hours after accident/incident.</p> <p>WESTS Responsibilities:</p> <ol style="list-style-type: none">1. Inform the pertinent board contact;2. Review accident information in CRS and input response.
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