



Section Accident Reporting	Page 1 of 4
	Date : January 18, 2024 Amended : December 10, 2025

Statement	<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>
Categories of Accidents	<p>Accidents will be identified by the following categories:</p> <ol style="list-style-type: none"> 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. 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. 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.
Major Accident	<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"> Contact dispatch to report accident and request emergency services, ensuring that location is provided; Ensure safety of passengers, which could include evacuating the bus; Assist any injured passenger without moving them, unless absolutely necessary, until emergency services arrives; Assign bus patrols or other responsible students to keep students together until such time as emergency services arrive; Cooperate with emergency services personnel as required; <p>Bus Operator Responsibilities:</p> <ol style="list-style-type: none"> Call emergency services



Section Accident Reporting	Page 2 of 4
	Date : January 18, 2024 Amended : December 10, 2025

2. Immediately inform WESTS and the school principal and provide details of the accident, including any information about the condition of the students and the driver;

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.

WESTS Staff Responsibilities:

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.
6. Contact the families of students involved in the accident;
7. Record how families were contacted and any families that were unreachable.

School Board Responsibilities:

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.



Section Accident Reporting	Page 3 of 4
	Date : January 18, 2024 Amended : December 10, 2025

Minor Accident	Bus Driver Responsibilities: <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. 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. Bus Operator Responsibilities: <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 WESTS and the 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. WESTS Responsibilities: <ol style="list-style-type: none">1. Inform the School Board contact(s);2. Review accident information in CRS and input response.3. 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;4. Contact the families of students involved in the accident;5. Record how families were contacted and any family unreachable.



Section Accident Reporting	Page 4 of 4
	Date : January 18, 2024 Amended : December 10, 2025

Minor Accident Delay Only	<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 Module of Bus Planner;5. 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 pertinent board contact;2. Review accident information in CRS and input response.
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