



Section <b>Accident Reporting</b>	Page 1 of 4
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<b>Statement</b>	<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>
<b>Categories of Accidents</b>	<p>Accidents will be identified by the following categories:</p> <ol style="list-style-type: none"><li>1. <b>Major Accident</b> – any accident that results in medical intervention for any party in the vehicles involved in the accident or major damage to the bus.</li><li>2. <b>Minor Accident</b> – 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.</li><li>3. <b>Minor Accident Delay Only</b> – 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.</li></ol>
<b>Major Accident</b>	<p>Emergency services (i.e. police, ambulance, fire) must be called to the scene.</p> <p><b>Bus Driver Responsibilities:</b></p> <ol style="list-style-type: none"><li>1. Contact dispatch to report accident and request emergency services, ensuring that location is provided;</li><li>2. Ensure safety of passengers, which could include evacuating the bus;</li><li>3. Assist any injured passenger without moving them, unless absolutely necessary, until emergency services arrives;</li><li>4. Assign bus patrols or other responsible students to keep students together until such time as emergency services arrive;</li><li>5. Cooperate with emergency services personnel as required;</li></ol> <p><b>Bus Operator Responsibilities:</b></p> <ol style="list-style-type: none"><li>1. Call emergency services</li></ol>



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	<ol style="list-style-type: none"><li>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;</li><li>3. Provide a list of students that are registered to be on the bus to the principal;</li><li>4. Dispatch a replacement vehicle to the scene to transport any students once emergency services releases them from the scene;</li><li>5. Post the delay in the Delays and Cancellations Module of BusPlanner;</li><li>6. Dispatch the safety or security personnel to conduct an accident investigation;</li><li>7. Submit the accident report, through the Centralized Reporting System (CRS) within 24 hours of the accident.</li></ol> <p><b>WESTS Staff Responsibilities:</b></p> <ol style="list-style-type: none"><li>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;</li><li>2. Call the appropriate School Board contact(s);</li><li>3. Follow the direction of the School Board(s) with respect to communication and attendance at the scene or the hospital;</li><li>4. Follow up with bus operator to determine status and ensure that all procedures have been followed;</li><li>5. Review Accident submission in CRS and input response.</li><li>6. Contact the families of students involved in the accident;</li><li>7. Record how families were contacted and any families that were unreachable.</li></ol> <p><b>School Board Responsibilities:</b></p> <ol style="list-style-type: none"><li>1. Forward instructions to the General Manager, WESTS or designate;</li><li>2. Identify spokesperson for media and parent/guardian inquiries;</li><li>3. Inform General Manager, WESTS of any new developments or requirements.</li></ol>
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<b>Minor Accident</b>	<p><b>Bus Driver Responsibilities:</b></p> <ol style="list-style-type: none"><li>1. Ensure that students stay in their seats and do not leave the bus;</li><li>2. Contact dispatch services to advise them of the time and location of the accident and to request police dispatch;</li><li>3. Request a replacement bus be sent.</li><li>4. Supervise students until such time as the replacement vehicle arrives;</li><li>5. Wait for police services to release the students from the bus;</li><li>6. Ensure a safe transfer of students to the replacement vehicle.</li></ol> <p><b>Bus Operator Responsibilities:</b></p> <ol style="list-style-type: none"><li>1. Dispatch appropriate emergency services to the scene of the accident/incident;</li><li>2. Dispatch a replacement bus;</li><li>3. Inform WESTS of accident;</li><li>4. Inform WESTS and the school principal, identifying the list of students that are registered to be on the bus at that time;</li><li>5. Post the delay in the Delays and Cancellations Module of Bus Planner;</li><li>6. Input information in to Centralized Reporting System within 24 hours after accident/incident.</li></ol> <p><b>WESTS Responsibilities:</b></p> <ol style="list-style-type: none"><li>1. Inform the School Board contact(s);</li><li>2. Review accident information in CRS and input response.</li><li>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;</li><li>4. Contact the families of students involved in the accident;</li><li>5. Record how families were contacted and any family unreachable.</li></ol>



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<b>Minor Accident Delay Only</b>	<p><b>Bus Driver Responsibilities:</b></p> <ol style="list-style-type: none"><li>1. Ensure that students stay in their seats and do not leave the bus;</li><li>2. Contact dispatch services to advise them of the time and location of the accident and to request police dispatch;</li><li>3. Wait for police to release the bus.</li></ol> <p><b>Bus Operator Responsibilities:</b></p> <ol style="list-style-type: none"><li>1. Contact police services to notify them of the accident;</li><li>2. Inform WESTS of accident;</li><li>3. Inform school principal, identifying the list of students that should be on the bus at that time;</li><li>4. Post the delay in the Delays and Cancellations Module of Bus Planner;</li><li>5. Input information in to Centralized Reporting System within 24 hours after accident/incident.</li></ol> <p><b>WESTS Responsibilities:</b></p> <ol style="list-style-type: none"><li>1. Inform the pertinent board contact;</li><li>2. Review accident information in CRS and input response.</li></ol>
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