

# School Bus Accidents and Incidents

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## Statement

Tri-Board Student Transportation Services is required to report all school bus accidents and student incidents immediately to senior school board administrations. A student incident refers to any occurrence where a student requires medical attention or becomes injured while either riding, entering, or exiting a school purpose vehicle. An accident is any unplanned or unintended event involving a moving or stationary school bus, including all extensions of the bus and its undercarriage, on public or private property. Operators must report such occurrences to Tri-Board immediately and contact emergency services. An ambulance must be called if students are on board the bus even when injuries are not apparent. It is the responsibility of the school to communicate necessary details to families. Review our “Medical Emergencies” procedure for information on providing emergency first aid to students.

## Procedure

### REPORTING

In the event of a bus accident or incident, the bus driver will immediately contact their bus operator. The bus operator will call emergency services to the scene and then contact Tri-Board and the school alerting them to the event. Tri-Board and the bus operator will ensure the following details are provided to school administration as soon as possible:

- bus route identification number
- location of accident
- names of students who may require medical attention
- number/names of students on board at the time
- the type of damage to vehicle
- information on whether the students will be transported on their bus or another bus if there is damage, where the students will be transported to and indicate length of time that the bus will be delayed

Within 48 hours of the event, Tri-Board receives documentation from the bus operator including:

- a copy of the Accident Report Form
- a copy of the police report
- the details of the Bus Operators’ investigation including any changes to the bus driver’s status as a result of the investigation

### COMMUNICATION

The bus operator is responsible for maintaining communication with the driver and relaying pertinent details to Tri-Board. Tri-Board is responsible for ensuring operators follow this procedure and that all necessary details are provided to school administration. It is the responsibility of the school and/or school board to communicate with families.