

Reporting School Bus Accidents, Collisions, and Incidents

Procedure 224

Reviewed: 8/29/24

Statement

Tri-Board must be immediately notified by the Bus Operator of any accident, collision or incident. A school bus is a highly visible, publicly scrutinized vehicle and we have an obligation to report all accidents, collisions, and incidents immediately to senior school board administration so they may properly field parent/community queries.

An “**accident**” is considered any unplanned or unintended event involving a school bus. Examples include but are not limited to:

- A bus leaving the travelled portion of the roadway, such as sliding into a ditch
- A bus rolling out of a parked position
- A bus getting stuck (ex: in snow or mud)
- A bus losing a wheel or other mechanical failure

An accident may also involve a collision, incident, or medical event.

A “**collision**” is considered any event where a bus makes contact with a vehicle, animal, person, or any other stationary or moving object.

An “**incident**” is considered any atypical event involving a school bus, students, and/or bus drivers and monitors, including medical events and student incidents that are required to be reported in accordance with *AP 212 –Student Incident Reporting*.

Any medical event requiring driver/monitor intervention shall be responded to in accordance with *AP 222 –Medical Emergencies on the Bus*.

Procedure

A Driver involved in any accident, collision, or incident will immediately secure their bus, check on students, and contact their dispatcher (the Operator). The Operator will call Tri-Board immediately upon learning of a school bus accident/collision/incident. Emergency services must be contacted by the driver or operator if students are on board, regardless of the severity of the accident, collision, or incident. If emergency services are dispatched, the bus will remain at the scene until released. The Operator will send their Safety Officer or designate to the scene. Tri-Board may also send a representative to the scene. Operators are encouraged to report accidents, collisions, and incidents involving a school bus even if the bus was not servicing a Tri-Board route, but that occur in Tri-Board’s geographical service area.

Responsibilities of Tri-Board

Tri-Board management is responsible for ensuring this procedure and all other applicable procedures are followed by the Operator, and that all pertinent information is provided to school/board administration as soon as possible. If Tri-Board receives a call from the public and is unable to confirm if the bus was operating for Tri-Board, it will be assumed so until otherwise confirmed. When a call regarding a bus accident/collision/incident is received by Tri-Board, the following information must be collected:

1. Location and time of event
2. Name and contact information of caller
3. Name of bus company and route number(s) involved
4. The number of students on board the bus at time of accident
 - If there is one or more student(s) on board, verify emergency services have been called to the scene
5. Any injuries to any parties involved (students, driver, monitor, motorist, pedestrian, etc.,) and their severity
6. The school(s) the students on board attend
7. Details/Description of what occurred

All members of Tri-Board Management are equipped with mobile phones for times when they are not at their desks. If Management is not available through their office extensions, staff must attempt to reach them via mobile.

Reporting to School and Board Administration

Tri-Board management will assess the nature of the event and verify pertinent information using BusPlanner/GPS software.

Where applicable, Tri-Board will call, or instruct the Operator to call, the impacted school(s) to alert them to the event. Tri-Board management will send the list of students on board and a description of the accident by email to Tri-Board staff and all Member School Boards' senior leadership, as provided by the Boards, via the "All Accidents" Distribution List, copying the school Principal(s) and Vice Principal(s) as noted in BusPlanner. Depending on the timing of delivery of the student list, Tri-Board may need to send multiple emails as the event unfolds or information is provided.

School and School Board Responsibilities

School/Board administration is responsible for communicating directly with parents/guardians about school bus accidents/collisions/incidents involving their students and/or school, as necessary. Tri-Board will not notify families.

Follow-Up by Tri-Board's Safety Officer or Designate:

Tri-Board's Safety Officer is responsible for ensuring the Bus Operator and Driver provide the applicable accident report within 48 hours from the time of the accident. This report will be provided to the school/school board where applicable. The Safety Officer will record the event and follow up with the Operator regarding their internal investigation and the Driver's status (retraining, dismissal, etc.,) as needed.