

Administrative Procedure 611 ACCIDENT REPORTING

Division staff and bus drivers shall exercise their responsibilities ensuring the safety of students being transported, in accordance with provincial legislation and regulations.

Procedures

1. A passenger list shall be maintained by each bus driver for regular bus routes.
2. A passenger list shall be retained by the Principal for all curricular and extra-curricular expeditions.
3. In the Event of an Accident
 - 3.1 Bus Driver/Volunteer Driver shall:
 - 3.1.1 Remove passengers from the bus if there is a danger of a fire or on-bus hazard. The evacuation procedures as outlined by Alberta Transportation Safety Branch are to be followed.
 - 3.1.2 Make a preliminary determination of the immediate needs of students and render preliminary first aid, if required.
 - 3.1.3 Immediately notify the Principal of the nature and extent of the accident, injuries, damages and any further assistance required.
 - 3.1.4 Provide names of students to the Principal, RCMP, and Emergency Services if applicable, indicating injured students if any.
 - 3.1.5 Complete Form 611-1 – Accident Reporting Form.
 - 3.1.6 Obtain damage estimates as required by the Secretary-Treasurer.
 - 3.2 Principal shall:
 - 3.2.1 Notify the Secretary-Treasurer/designate of the accident.
 - 3.3 Secretary-Treasurer/Designate shall:
 - 3.3.1 Contact RCMP and Emergency Services if required, the Division OH&S Coordinator and the Superintendent.
 - 3.3.2 Arrange for alternate transportation for the passengers.
 - 3.3.3 Attend the scene of the accident.
 - 3.3.4 After giving attention to students, bus driver and other needs ask the RCMP to conduct an investigation of the accident according to Alberta Transportation procedures where the following exists:
 - 3.3.4.1 Injury or death
 - 3.3.4.2 Evidence of alcohol or drugs
 - 3.3.4.3 Hit and run or other Criminal Code offence

- 3.3.4.4 Vehicles damaged such that they required aided movement and are presenting a traffic hazard.
- 3.3.5 Notify the Principals of the schools the students attend.
- 3.3.6 Notify the families of students involved.
- 3.3.7 Formally advise the driver of an interim action being taken
- 3.3.8 Give a verbal report to the Superintendent followed by a written report.
- 3.3.9 Prepare a release to all trustees when complete confirmed information is received.
- 3.4 The Superintendent shall:
 - 3.4.1 Be the media contact person.
- 3.5 It is the responsibility of the RCMP to notify families in the event of a death.

Created: September 2016

Reference: Section 10, 59, 59.1, 53, 52, 222 Education Act
Alberta Traffic Safety Act
Commercial Vehicle Safety Regulation 78/13
Use of Highway and Rules of the Road Regulation 304/02
Vehicle Equipment Regulation 122/09
Student Transportation Regulation 250/98 (Amended AR 133/15)
AP 551 - Elk Island Catholic Separate Regional Division No. 41