

TRANSPORTATION - COLLISIONS and NEAR MISSES

Background

The Division believes that in order to ensure the safety of students and employees, the following procedures should be followed in the event of a school bus/division-owned vehicle collision or a near miss. Reporting is required upon each and every incident regardless of how minor in nature, and regardless of the extent of the damage.

Procedures

1. Every division-owned vehicle must be equipped with warning triangles and a fluorescent reflective safety vest that meet the requirements of the Alberta OH&S Code.
2. All drivers who have to exit a division-owned vehicle into traffic must wear the fluorescent reflective safety vest upon exiting the vehicle and place the warning triangles on the road.
3. After using, the driver must return the warning triangles and safety vest to the approved storage location in the vehicle.
4. For **near misses**, the driver shall:
 - 4.1 Report to Transportation Department personnel. Reporting is vital to the safety program and allows for investigation to produce recommendations for prevention of similar situations.
 - 4.2 Contact the Director of Transportation for an "Incident Report" (Form 558-1) and return the completed form to the Transportation Department. They will forward a copy to the division's Safety Coordinator for additional review.
5. To report a problem with a railway crossing:
 - 5.1 Call the rail police at the number on the cross buck to report the location number and describe the situation.
 - 5.2 Contact the Director of Transportation.
6. When **evacuation** of a school bus is required, the driver shall:
 - 6.1 Ensure the safety of students is the highest priority. Students shall not be evacuated from the bus unless:
 - 6.1.1 There is a fire;
 - 6.1.2 There is danger of fire; or
 - 6.1.3 The bus is in an unsafe position.

- 6.2 Evacuate students to a safe location as determined by the driver, if capable, or otherwise by a senior student on the bus.
7. In the case of a **minor collision**, the driver shall:
 - 7.1 Report to the police any school bus collision in which the total damages to vehicles appears to be over two thousand dollars (\$2,000) and/or if there are injuries. (If there are any injuries, all collisions must be reported to police regardless of the amount of damage).
 - 7.2 Report all incidents, no matter how minor, to the Division's Transportation Repair Shop personnel in order for a bus/vehicle safety check.
 - 7.3 Contact the Director of Transportation for an Incident Report (Form 558-1) and return the completed form to the Transportation Department. They will forward a copy to the division's Safety Coordinator for additional review.
8. In the case of a **major collision**, the driver shall:
 - 8.1 Protect passengers and take whatever action is possible to secure the scene of the collision in order to prevent further injury.
 - 8.2 Call to 911 immediately. If injuries are evident, give the 911 operator an indication of the nature and number of injuries.
 - 8.3 As soon as possible after emergency help has been notified, contact Transportation Department personnel by radio or call the after-hours emergency line (780-781-1899).
 - 8.4 Assess student injuries and provide first aid if required.
 - 8.5 Wear the safety vest anytime out in traffic.
 - 8.6 Set warning triangles and supervise the collision scene as practical. Warning triangles are to be placed in accordance with legal requirements; approximately 30 metres (100 feet) in front of the vehicle and at a distance of approximately 30 metres (100 feet) at the rear of the vehicle. During the period between sunset and sunrise, this distance should be increased to 75 metres (250 feet) in front and behind your bus.
 - 8.7 Stay at the accident scene and ensure that the bus/vehicle is not moved until a police officer so directs, unless the safety of students requires the bus to be moved.
 - 8.8 Not release any students to parents/guardians unless it is recorded on a "Student Accountability Form" (Form 558-2).
 - 8.9 Not admit to liability or make similar statements to anyone implying the Division's insurance company will pay for damages.
 - 8.10 Prepare a written report of the collision as soon as possible afterwards, recording:
 - 8.10.1 Date of collision
 - 8.10.2 Time of collision

- 8.10.3 Time notes were made
- 8.10.4 Location of collision
- 8.10.5 Nature and number of injuries
- 8.10.6 Weather conditions at time of collision
- 8.10.7 Road conditions at time of collision
- 8.10.8 Road signs
- 8.10.9 Description of intersection (if applicable)
- 8.10.10 Sight lines at location of collision
- 8.10.11 Direction of travel of vehicles
- 8.10.12 Description of events leading up to collision
- 8.10.13 Names of any witnesses

8.11 If possible, obtain licence number, name, insurance company, and description of other party (vehicles, number of occupants) at the scene of the collision.

8.12 Contact the Director of Transportation for an Incident Report (Form 558-1) and return the completed form to the Transportation Department. They will forward a copy to the division's Safety Coordinator for additional review.

9. The Director of Transportation or designate shall:

9.1 Ensure that police and ambulance are summoned, if not already called.

9.2 Notify the Assistant Superintendent - Business (who will in turn notify the Superintendent, Assistant Superintendents, Community Relations Advisor and appropriate trustees) of the incident.

9.3 Arrange for tow truck and replacement bus, if required.

9.4 Arrange for notification of parents/guardians of the students involved in the collision.

9.5 If deemed appropriate, instruct a replacement bus driver to transport all remaining students to the nearest hospital facility.

9.6 Contact the School Administrator(s) with collision details and ask for the school to initiate the phone fan out to parents/guardians.

9.7 If practical, attend the collision scene.

9.8 Ensure that the appropriate follow-up documentation, including Notice of Loss, Police Reports, Statements, Registration, etc., is collected and forwarded to the:

9.8.1 division's insurance company; and

9.8.2 Assistant Superintendent - Business.

9.9 Notify Alberta Transportation of major collisions at 1-800-272-9600.

9.10 If deemed necessary, arrange through the School Administrator(s) and/or Student Services Coordinator for crises counselling for the students.

Reference: Section 45, 51, 52, 60, 61, 113, 117, School Act
Traffic Safety Act
School Bus Operation Regulation
Student Transportation Regulation 250/98 (amended AR 197/2000)
Cross Reference Policy 5 - Role of the Board Chair

Forms: 558-1 Transportation - Incident Report
558-2 Transportation - Student Accountability Form

Amended: January 2017