

## **BUS ACCIDENT PROCEDURES**

In the event of a Bus Accident, the following procedures should be followed:

1. Bus driver must radio garage for emergency assistance immediately, if possible. Give location and particulars of accident.
2. Bus Garage staff must call the following to advise them of the situation and bus route involved.
  - a) Emergency Services
  - b) School
  - c) Division Board Office
3. Bus Garage staff will arrange for an additional driver and bus to attend at the scene for transportation services and assistance. Open radio communication will be maintained between the additional driver and the bus garage.
4. Roll Call will be taken of all students on the bus using the extra route sheet by either the bus driver or the additional driver.
5. Students deemed by emergency services to be safe to travel to school, will be transported to school by the additional bus.
6. The school will be given the roll call sheet (in 4 above) when students arrive at school.
7. The school will contact parents advising them of the situation.
8. If one of the above procedures conflicts with directions from emergency services personnel, the emergency services personnel directions will take priority.
9. A post-accident meeting will be held as soon as deemed necessary after the accident to assess the current procedures and opportunities for improvement.