

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION
POLICY and PROCEDURES**

Title	Effective Date	Revision Date	Pages
No. 505 Accident Reporting	04/17/96	06/12/06 12/02/14 10/04/16	10

It is the policy of the Tri-County Regional Centre for Education that any accident involving Tri-County Regional Centre for Education transportation equipment be speedily and accurately reported.

PROCEDURE Under Policy 505

A) School Busses

1. In the event of an accident, no matter how minor, the school bus driver is to assess the condition of the students and then care for the injured if as necessary. The driver or designate shall refer to the action guidance card posted in the bus and telephone/radio the Dispatch Office with the following information:
 - a) Children aboard: Yes or No
 - b) Bodily injury: Yes or No
 - c) Emergency equipment required
 - d) Location of accident
 - e) Time of Accident
 2. The Dispatch Office will contact police and other required emergency vehicles (see Appendix B).
 3. Once the students are safe and time permits, the driver will secure the bus by erecting reflective triangles. Within 24 hours the Tri-County Regional Centre for Education accident report will be submitted (see Appendix A).
 4. The area Dispatcher, or designate, will immediately dispatch another bus, if required, to either take the children home, to the school, or to the nearest Health Care Centre. The driver must also complete Motor Vehicle Accident report (MV58A) at the local police station on the same day.
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PROCEDURE Under Policy 505 Cont'd

5. The Transportation Department will notify the appropriate school(s) of the accident so that the school's(s') Principal(s), or designate(s), can advise the parents as soon as possible.
6. Parents may contact the Regional Executive Director of Education or designate for additional details, if available.
7. School bus driver(s) will remain with the vehicle and note the following:
 - a) Name of driver of other vehicle.
 - b) Address of other driver.
 - c) Make and model of other vehicle.
 - d) License number or other vehicle.
 - e) Name of insurance company of other driver.
 - f) Drivers are not to communicate with anyone other than Tri-County Regional Centre for Education staff or emergency personnel.
 - g) Direct any media inquiries to the Regional Executive Director of Education or Designate.
8. All accidents involving Tri-County Regional Centre for Education vehicles must be investigated. Do not leave the scene of the accident until released by the police officer making the investigation or by the Coordinator of Transportation or designate.

B) Support Vehicles

1. In the event of an accident, the driver is to immediately care for the injured, call 911 (if warranted) and then contact their immediate supervisor/designate with the following information:
 - a) Bodily injury: Yes or No
 - b) Location of Accident
 - c) Time of Accident
 - d) Vehicle Damage
 2. Drivers will make every attempt to collect (as required) other person's information as follows:
 - a) Name of driver of other vehicle.
 - b) Address of other driver.
 - c) Make and model of other vehicle.
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PROCEDURE Under Policy 505 Cont'd
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- d) License number of other vehicle.
 - e) Name of insurance company of other driver.
 - f) Drivers are not to communicate with anyone other than Tri-County Regional Centre for Education staff or emergency personnel.
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- 3. Once released from the scene by the authorities, the driver will submit to their immediate supervisor, a Tri-County Regional Centre for Education accident report (Appendix A), no matter how minor, describing details, within 24 hours.
 - 4. The Coordinator of Transportation will investigate as necessary and liaise with the Tri-County Regional Centre for Education's insurance agent.
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Appendix "A: Policy 505
Bus Accident Report Form
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Bus #

Driver's Name: _____

Driver's Ph.# _____

____//____//____ DD MM YY Date of Accident
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_____ AM/PM Time

daylight dark dusk

_____ Location of Accident

Purpose of Trip

Weather Conditions

Road Conditions

Your Speed

Direction

Other's Speed

Direction

Police Investigation by (detachment)

Charges (yes or no)

YES NO
Had you taken any alcoholic beverages
or drugs prior to the accident?

Who was responsible for the accident? Reason?

POINT OF IMPACT
(Check "X" for each vehicle)

OUR VEHICLE

Front	Lft. Side
Rt. Front	Rear
Lft. Front	Rt. Rear
Rt. Side	Lft. Rear

**OTHER
VEHICLE**

Front	Lft. Side
Rt. Front	Rear
Lft. Front	Rt. Rear
Rt. Side	Lft. Rear

Keep this form in your vehicle, in case of an accident, obtain and fill in all available information right at the scene. Report to the Transportation Analyst as soon as possible, with copies to all others indicated at the bottom of the page.



Appendix “A: Policy 505
Bus Accident Report Form
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OUR VEHICLE	OTHER VEHICLE
MAKE	
VEHICLE LICENSE NO.	
YEAR/MODEL	
OWNER	
ADDRESS	
PHONE NUMBER	
DRIVER’S LICENSE NO.	
NAME OF INSURER	
POLICY NO.	



Bus Accident Report Form
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WITNESSES

NAME:

ADDRESS:

PHONE

IN WHICH CAR?

YOUR CAR

OTHER CAR #1

OTHER CAR #2

OTHER

NAME:

ADDRESS:

PHONE

IN WHICH CAR?

YOUR CAR

OTHER CAR #1

OTHER CAR #2

OTHER

NAME:

ADDRESS:

PHONE

IN WHICH CAR?

YOUR CAR

OTHER CAR #1

OTHER CAR #2

OTHER

DESCRIPTION OF ACCIDENT

(Illustrate position of cars at time of collision. Show skid marks. If any street is more than two lanes or is one way, please indicate.)

Briefly describe what happened:

Diagram

Forward Copy To: Coordinator of Transportation _____ (date forwarded)



**Appendix “B”: Policy 505
Accident/Incident Protocols
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Driver’s Duties:

- ☐ 1. Ensure students are injury free.
- ☐ 2. Apply first aid as necessary.
- ☐ 3. Contact dispatch with the following information:
 - a) Message – “ EMERGENCY- Yarmouth Dispatch Bus XXX .
AT THIS POINT All non-related radio traffic will cease!!!!
 - b) Civic address, number of students on Tri-County Regional Centre for Education. (911 will be called by dispatch).
 - c) Compile a list of students on Tri-County Regional Centre for Education. Evacuate if student safety is in question.
 - d) Do not allow students to leave scene without EHS approval.
 - e) Tend to third party needs as necessary; providing your absence is not going to jeopardize student safety.
 - f) Drivers are not to communicate with anyone other than Tri-County Regional Centre for Education staff or emergency personnel.
Direct any media inquiries to the Regional Executive Director of Education or Designate.
 - g) Scene security- road flares & safe zone for students
 - h) As time permits, document events. Complete accident report.

Dispatcher Duties:

- ☐ 1. Ensure students are injury free.
- ☐ 2. Collect / guide as necessary the information from the driver.
- ☐ 3. Call 911, advise them as necessary.
- ☐ 4. Contact Coordinator or designate.
- ☐ 5. Direct bus(es) to scene as necessary.
- ☐ 6. Contact the Bus Garage and dispatch the Head Mechanic as required.
- ☐ 7. Maintain radio contact as time permits with the driver involved.
- ☐ 8. Advise neighboring Counties of Code Red in XXX County. (This is to advise an emergency is ongoing and dispatch will be tied up assisting).
- ☐ 9. Alert school(s) of delays
- ☐ 10. Update Coordinator as necessary.

Head Mechanic Duties:

- ☐ 1. Respond to scene as required with bus/service vehicle and take possession of bus as authorities allow.
 - ☐ 2. Render any assistance possible to students, driver, etc.
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Accident/Incident Protocol
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Coordinator Duties:

- ☐ 1. Record information from the Dispatcher.
- ☐ 2. Contact and advise Regional Executive Director of Education of Education & Director.
- ☐ 3. Respond to the scene as required, if possible.
- ☐ 4. Prepare details for the Regional Executive Director of Education or Designate.
- ☐ 5. Contact investigation committee members and conduct investigation as necessary.

Regional Executive Director of Education Duties:

- ☐ 1. Take steps to alert Tri-County Regional Centre for Education Members.
 - ☐ 2. Prepare media release as necessary.
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Appendix “C”: Policy 505
Nova Scotia Bus Collision Protocol
Page 1 of 2

The following protocol has been established for Tri-County Regional Centre for Education and Bus Operators in Nova Scotia. This should allow for unified post collision management that will facilitate the most effective outcome for the students, schools, EHS (Emergency Health Services) and other responsible authorities involved.

Bus Operators should place a note at dispatch or transportation office phone locations reminding them that when calling 911 (Verify the collision location and confirm that you are not calling from collision site)

Operators are to remind drivers that when a collision is being reported, all unnecessary radio traffic must cease

Protocol for Drivers

1. Evacuate bus only if necessary (Students are safer and better managed on the bus)
If necessary to evacuate, keep the students together and managed in one spot and consider the following: distance in case of fire or explosion / downed power lines / hazardous materials / traffic hazards / low visibility due to snow or darkness
 2. Report collision to dispatch office or bus garage if no immediate response

(BE SURE TO GIVE THE COLLISION LOCATION IN EACH CASE)
 3. Report to Dispatcher any potential injury collision or any collision which involves significant damage to either vehicle. Dispatcher to report collision location, not office/garage site, to 911
 4. Any student or person involved in collision with injury or is showing signs or symptoms suggesting an injury should be assessed by EHS.
 5. Assist students and administer first aid as necessary, hold students at site until EHS arrives
 6. If the driver is uninjured, he/she is the authority on a collision scene until emergency services arrive, i.e. EHS, Fire Department, Police
 7. As soon as time permits, complete a list of students on Tri-County Regional Centre for Education bus at the time of collision along with the school they attend, the information should include their condition & disposition (where they were sent, i.e. home or school on a bus, left with parent or transported by ambulance to hospital)
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**Appendix “C”: Policy 505
Nova Scotia Bus Collision Protocol
Page 2 of 2**

8. On extra or co-curricular trips or charters, a list of the students/staff on Tri-County Regional Centre for Education bus must be present on the bus and located with the pre-trip inspection book

(Third Draft, June 12, 2006)

File: DOE - Nova Scotia School Bus Collision Protocol (3rd Draft)
