

# STUDENT TRANSPORTATION OF PEEL REGION STOPR

STOPR025

Section <b>Accident Procedures</b>	Page 1 of 3
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<b>Statement</b>	In the event that a school bus is involved in an accident or incident, a series of communications and actions must take place depending on the seriousness of the accident or incident. Our first and foremost priority is the students' well being.
<b>Procedures</b>	<p><b>Accident Procedure (no students on board)</b></p> <ol style="list-style-type: none"> <li>1. The School Bus Driver will immediately radio their Dispatcher with details of the incident/accident.</li> <li>2. The Dispatcher or company designate will immediately contact the necessary emergency personnel (i.e. 911, Police, Fire) and then contact the STOPR office.</li> <li>3. Upon receipt of a telephone call regarding any accident involving a school bus that does not have children on board, the <u>STOPR</u> staff member receiving the call will fill out all available information on the accident report form and notify the area officer and/or manager or assistant manager of transportation if the officer is not available. (TFL007)</li> <li>4. The staff member taking the call will determine from the bus company if any school runs will be affected (run late) by the accident and inform the affected schools.</li> <li>5. The staff member taking the call will also confirm with the company if any personal injury has resulted from the accident i.e. the driver or general public, and inform the officer, manager or assistant manager of transportation. A manager or officer will immediately inform the appropriate Administrative Team member and follow up with the company involved to determine the severity of the accident.</li> <li>6. The School Bus Operator will enter the delay time of the route into Geoquery if necessary.</li> <li>7. The School Bus Company will complete an accident report and forward a copy to the STOPR office as soon as possible and within no more than 48 hours of the accident/incident.</li> </ol>

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<b>Procedure</b>	<p><b>Accident Procedure (with students on board)</b></p> <ol style="list-style-type: none"> <li>1. The School Bus Driver will immediately radio their Dispatcher with details of the incident/accident.</li> <li>2. The Dispatcher or company designate will immediately contact the necessary emergency personnel (i.e. 911, Fire, Police) and then contact the STOPR office.</li> <li>3. The School Bus Company will contact the Police for all major vehicle accidents and any incident or accident which involves student injury.</li> <li>4. Upon receipt of a telephone call regarding any accident involving a school bus that has children on board, the <u>STOPR</u> staff member receiving the call will fill out all available information on the accident report form (TFL007) and notify the school, area officer and/or managers of STOPR. The officer or managers will ensure that the appropriate Board Administrators are contacted.</li> </ol> <p>When an accident is reported to STOPR staff and no response is received when attempting to contact the school by phone and advise them of the accident, the following actions are to occur immediately:</p> <ol style="list-style-type: none"> <li>5. The Superintendent of Schools responsible for the involved school shall be contacted by telephone and;</li> <li>6. In the event that the Superintendent cannot be reached, the Principal of the involved school shall be contacted by telephone.</li> <li>7. The school/schools (Principal) in question will be notified that an accident involving some of their students has occurred and in the case of injuries, the principal or designate will be asked to attend at the accident site and hospital if required.</li> <li>8. If serious injuries have occurred, a <u>STOPR</u> manager will attend the accident site. The appropriate <u>STOPR</u> Administrative Team member will be kept updated by telephone of all developments. Any inquiries regarding the accident, injuries, etc., will be directed to the managers of STOPR if available.</li> </ol>
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	<p>9. Transportation staff (an officer and at least one coordinator) will remain in the office until directed by a manager or appropriate Administrative Team member to leave and will liaise with parents and the school. Emergency phone lines will be kept open as long as deemed necessary. The names of injured students <b><u>will not be released</u></b> to anyone. Parents calling will be asked for the name of their child and will be told whether or not, to the best of our knowledge, their child was involved.</p> <p>10. The School Bus Company will complete an accident report and forward a copy to the STOPR office as soon as possible and within no more than 48 hours of the accident/incident.</p>
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