



STUDENT TRANSPORTATION SERVICES OF WATERLOO REGION, INC

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<p>Statement</p>	<p>In the event that a school purpose vehicle 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.</p>
<p>Definition(s)</p>	<p>For the purpose of the policy, the following definitions will apply:</p> <p>Accident: any occurrence where a school purpose vehicle, with children on board, is involved in a collision with another vehicle or damage occurs to private property.</p> <p>Incident: any occurrence where a child requires medical attention (allergy or seizure), becomes injured either while riding on the bus or while entering/exiting the vehicle, or when a school purpose vehicle unintentionally leaves the roadway.</p>
<p>Responsibilities during an Accident</p>	<p>Responsibilities of the Bus Driver:</p> <ol style="list-style-type: none"> 1. Verify the passengers' condition and ensure that all passengers are safe. 2. Assist any students if injured. 3. If required, ask a responsible student on the bus to keep the group of students together until the arrival of the emergency team(s). 4. Contact the dispatcher to report the accident (time, location, specify if wheelchair passengers are on-board, etc.). If required, request that emergency team(s) be dispatched to the scene of the accident. 5. Assist the injured student until the arrival of the emergency team(s), without moving him/her, unless it is absolutely necessary. 6. Keep the students who are not injured away from any source of danger. 7. Prepare a student list if possible.



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	<p>Responsibilities of the School Bus Operator:</p> <ol style="list-style-type: none"> 1. Call emergency services, i.e. police and ambulance. 2. Immediately inform STSWR as well as the school principal about the details of the accident or incident, including the students' and bus driver's condition. 3. Dispatch a replacement vehicle and ask the driver to cover this route in addition to his own, if needed. 4. Dispatch a person in charge of accidents to the scene in order to take photographs and record details pertaining to the accident. 5. Students are only to be transferred to another vehicle once they have been released by police or other emergency services personnel. 6. Submit ACCIDENT REPORT to STSWR within 48 hours following the accident. <p>Responsibilities of the School Administration:</p> <ol style="list-style-type: none"> 1. Alert STSWR if contact has not been made. 2. Inform the parents/guardians of affected children. 3. Designate staff members to respond to questions from the parents/guardians or to meet with them. 4. If required, delegate staff members to go to the hospitals. 5. Prepare a letter for parents/guardians with the assistance of the Communication Department of the appropriate school board. 6. Record in writing all information about the phone calls concerning the accident, report the facts clearly and accurately 7. Direct phone calls from the media to the manager of Communications of the school board. 8. Inform STSWR of any new developments
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	<p>Responsibilities of Staff of STSWR:</p> <ol style="list-style-type: none"> 1. The staff member receiving first contact will record all pertinent information in writing. (bus co., route number, school run affected, location ...) 2. Confirm the school principal has been informed, if not make that contact. 3. Inform the members of the STSWR Management. 4. Produce an emergency call list from the web site that can be emailed/faxed if needed by the principal or police. 5. Remain at the office to direct the parents'/guardians' phone calls to the school principal and media calls to the Manager of Communications of the affected school board. 6. Provide any assistance or additional information that may be required by the school principal or police. 7. Retain and have available an ACCIDENT REPORT and staff notes relating to the accident for the appropriate Board office.
<p>Accident Report</p>	<p>The Accident Report must at a minimum cover:</p> <ul style="list-style-type: none"> • Driver identification • Vehicle information • Third Party identification • Witness identification • Passenger list • Collision details • Collision investigation details • Driver statement • Preventability assessment • Corrective action