



# **Northland School Division No.61**

## **EMERGENCY RESPONSE PLAN**

### **Bus / Transportation**

**May 1999**

## **A. DRIVER RESPONSIBILITIES**

### **In case of an Accident**

#### **1. Minor Collisions without Injury:**

- Stop the bus and if there is a danger to other motorists move the vehicle, where possible, off the roadway.
- Assess the scene, check the condition of all passengers, check the vehicle(s) to ensure there is no danger of fire and evacuate if necessary.
- Student safety is the driver's first responsibility.
- Place approved warning devices approximately 50 - 100 feet behind the vehicle.
- Summon assistance from the school. If the bus is non-operational and if damages are extensive call the police and a tow truck.
- Arrange to have another vehicle continue the bus run or field trip.
- Obtain information required by school board, insurance company and police.
  - (a) If another vehicle is involved with the accident, request a copy of the driver's licence, insurance and registration.
  - (b) When possible inform the Transportation Co-ordinator and immediately fill out an accident report.
- Check with local policy to ensure you are aware of what is required of you in the event of a collision.
- Report the particulars in accordance with local policy.
- Remain calm and attempt to calm others.

## **2. Major collision:**

- Stop the bus and if there is a danger to other motorists, move the vehicle off the roadway.
- Quickly assess the situation, check the condition of all passengers, ensure that there is no danger of fire and evacuate if necessary.
- Treat the injured (a first aid course is recommended, which is available through the School Bus Driver Improvement Program).
- Place approved warning devices approximately 50 - 100 feet behind the vehicle.
- Summon help to the scene as required (police, ambulance, fire department).
- Obtain information required by the school board, insurance company and police.
  - (a) If another vehicle is involved with the accident, request a copy of the driver's licence, insurance and registration.
  - (b) When possible inform the Transportation Co-ordinator and immediately fill out an accident report.
- Check with local policy to ensure you are aware of what is required of you in the event of a collision.
- Report the particulars in accordance with local policy.
- Remain calm and attempt to calm others.

## **School Bus Accidents**

### **In the event of an accident, the driver shall:**

1. Assess the accident scene. Do not remove students from the bus unless there is a fire, danger of fire or the bus is in an unsafe position. If necessary, evacuate the students to a safe location in order to prevent further injuries or to remove students from danger.
2. Assess injuries and provide first aid.
3. Depending on the seriousness of the accident, contact the Police Department nearest the accident scene, and if necessary, request an ambulance and medical assistance. The RCMP must be notified of all motor vehicle accidents and a Damage Sticker must be obtained.
  - As a general rule, do not move the school bus until directed to do so by a police officer. However, the safety of the students may depend on you moving the vehicle to avoid further collisions or further damage.
4. Notify the Principal and Transportation Coordinator or the Division Office giving details as to location, extent of injuries and damage. Advise if and what further assistance is required at the scene.
5. If possible, arrange for alternate transportation for the students.
6. The bus driver responsible shall have the authority to take whatever action considered necessary to:
  - Protect the health and welfare of the students that may include that every passenger involved be physically examined by a doctor or taken to a hospital for an examination.
  - Protect and/or prevent any further damage to the school bus involved.
  - Protect the Division against future liabilities.

### **Upon receipt of a call at the Division Office informing of a school bus accident, the following procedure shall be followed:**

1. Should the situation warrant, and if the driver has not already done so, contact the RCMP/Police Department nearest the accident scene requesting an ambulance and medical assistance.
2. If available, the Transportation Coordinator should proceed to the accident scene to assess the accident and assist.
3. Ensure that the driver does not complete the run or drive a bus if he or she has in any way been physically injured or emotionally upset.
4. Alert a repair shop, if deemed necessary to have them stand by with whatever rescue equipment may be required i.e.: wrecker, winch truck, cutting torches, etc.

5. Advise the Superintendent of Schools, Human Resources and others as deemed necessary. If the Transportation Coordinator does not take the call, advise him/her at the earliest possible time.
6. If the Division owns the school bus involved, report the accident to the Insurance Company and adjusters.
7. Report the accident particulars to Alberta Transportation Safety Branch, Edmonton (780) 427-7235.

## **Emergency Situations**

- At the beginning of the school year the driver will designate two (2) older students as helpers and make them aware of the duties they are to carry out in an emergency including evacuation procedures, operation of radio equipment and location of First Aid and safety supplies.
- The driver should consult with the Local School Board Committee and the Principal in cases of adverse weather and road conditions, or if this is not possible, use their own judgement and act accordingly. Do not attempt to complete the run if it would be considered unsafe. Notify the Principal and parents of your intentions.
- If severe blizzard, other weather or road conditions have emerged overnight, refer to the local radio station in the early morning hours, probably 0700 hours (7:00 a.m.). Drivers are asked to listen to these stations if in doubt. In the event a school is to be closed, the Principal will notify the radio stations.
- Drivers shall make arrangements so that the Principal can contact them throughout the day. In the event a school is to be closed early, the Principal of the school will advise the drivers concerned and the Principal will advise the radio stations to this effect. Parents should be aware that during severe weather conditions their children could be arriving home early. Parents are requested to listen to radio stations on such days and make necessary alternate arrangements in the event their children arrive home ahead of the normal schedule.
- Drivers shall consult with the Principal if they feel it necessary to make the homeward trip early.