

Section <b>Security</b>	Number of pages <b>4</b>
Title <b>Accident/Incident Procedure</b>	Effective date <b>April 1st, 2017</b>

<b>Statement</b>	When a school vehicle is involved in an accident or incident, a series of communications and actions are required, depending on the severity of the accident or incident. Student safety and well-being remains our top priority.
<b>Definition</b>	An <b>incident</b> is an unusual event that could have resulted in physical or property damage if the circumstances had been slightly different.  An <b>accident</b> is an unforeseen event that results in personal or property damage.
<b>Levels</b>	<b>Level 1:</b> Minor incident causing delay in travel time.  <b>Level 2:</b> Minor incident causing injuries during the route with or without delay.  <b>Level 3:</b> Incident that requires the transfer of students to another vehicle;  <b>Level 4:</b> Minor accident, with no injuries, that caused material damage to the school vehicle or other vehicle or required the transfer of students to another school vehicle.  <b>Level 5:</b> Serious accident with one or more injured persons and possibly material damage that required the transfer of students to another school vehicle.
<b>Level 1 Incident Procedure</b>	<b>The driver must :</b> <ul style="list-style-type: none"> <li>• Inform the bus operator of the incident.</li> </ul> <b>The bus operator must :</b> <ul style="list-style-type: none"> <li>• Notify the school principal and CTSE of the anticipated delay;</li> <li>• post the delay on their portal;</li> <li>• if the delay is more than 15 minutes, in collaboration with CTSE, notify the parents affected by the delay of the school vehicle.</li> <li>•</li> </ul>
<b>Level 2 Incident Procedure</b>	<b>The driver must :</b> <ul style="list-style-type: none"> <li>• safely stop the vehicle;</li> <li>• check passenger status;</li> <li>• provide appropriate first aid to injured persons if necessary;</li> <li>• notify bus operator of the incident and provide full details on the status of students onboard;</li> </ul>

<p><b>Level 2 Incident Procedure (next)</b></p>	<ul style="list-style-type: none"> <li>• complete the Incident/Accident report as soon as possible and submit to the bus operator.</li> </ul> <p><b>The bus operator must :</b></p> <ul style="list-style-type: none"> <li>• Obtain from the driver, detailed information about the incident including the condition of the injured persons;</li> <li>• notify the school principal and CTSE of the incident details and the anticipated delay if applicable;</li> <li>• immediately post expected delay on its portal if necessary;</li> <li>• in collaboration with CTSE, notify the parents affected by the delay of the school vehicle if necessary;</li> <li>• send an incident/accident report to CTSE within the following hours.</li> </ul> <p><b>CTSE staff must :</b></p> <ul style="list-style-type: none"> <li>• Investigate the incident and take all relevant information in writing;</li> <li>• verbally inform the superintendents of business of each board and the school principal concerned.</li> </ul> <p><b>The school principal must :</b></p> <ul style="list-style-type: none"> <li>• Notify the injured students' parents of the details of the incident and injuries;</li> <li>• hand in the letter, via the calendar, to the parents of the students in the vehicle involved or to all parents, if it deems it preferable;</li> <li>• inform their administrative support staff of the situation so that they can adequately respond to the parents ' calls;</li> <li>• inform CTSE of any new developments related to the incident, including necessarily the health status of the students onboard.</li> </ul>
<p><b>Level 3 Incident Procedure</b></p>	<p><b>The driver must:</b></p> <ul style="list-style-type: none"> <li>• Safely stop the vehicle;</li> <li>• inform the bus operator of the incident.</li> </ul> <p><b>The bus operator must :</b></p> <ul style="list-style-type: none"> <li>• Notify the school principal and CTSE of the expected delay;</li> <li>• immediately post expected delay on its portal if necessary;</li> <li>• if the delay is more than 15 minutes, in collaboration with CTSE, notify the parents affected by the delay of the school vehicle;</li> <li>• send an Incident/accident report to CTSE within the following hours.</li> </ul> <p><b>CTSE staff must :</b></p> <ul style="list-style-type: none"> <li>• Send an explanatory letter to the school principal;</li> <li>• send a copy of the report to the school principal upon receipt.</li> </ul> <p><b>The school principal must :</b></p> <ul style="list-style-type: none"> <li>• Hand in the letter via the calendar to the parents of the students of the vehicle involved.</li> </ul>
<p><b>Level 4 Accident Procedure</b></p>	<p><b>The driver must:</b></p> <ul style="list-style-type: none"> <li>• Safely stop the vehicle;</li> <li>• check the condition of passengers and ensure that they are safe;</li> <li>• notify bus operator of the accident and provide full details;</li> <li>• request that emergency teams be sent to the scene of the accident;</li> </ul>

<p><b>Level 4 Accident Procedure (next)</b></p>	<ul style="list-style-type: none"> <li>• turn on the emergency lights and install reflectors if necessary;</li> <li>• collaborate with emergency services;</li> <li>• complete the Incident/Accident report as soon as possible and submit to the bus operator.</li> </ul> <p><b>The bus operator must:</b></p> <ul style="list-style-type: none"> <li>• Obtain detailed information about the accident from the driver;</li> <li>• contact emergency services;</li> <li>• notify school principal and CTSE of the accident and the anticipated delay;</li> <li>• dispatch another school vehicle to the scene of the accident;</li> <li>• dispatch a staff member to the scene of the accident to take pictures and relevant details;</li> <li>• immediately post expected delay on its portal if necessary;</li> <li>• in collaboration with CTSE, notify parents affected by the delay of the school vehicle;</li> <li>• send an Incident/Accident report to CTSE within the following hours.</li> </ul> <p><b>CTSE staff must :</b></p> <ul style="list-style-type: none"> <li>• Investigate the incident and take all relevant information in writing;</li> <li>• verbally inform the superintendents of business of each board and the school principal concerned;</li> <li>• send an explanatory letter to the school principal for the parents and guardians concerned;</li> <li>• forward media calls to member boards communications services;</li> <li>• send a copy of the Incident/Accident report to the school principal.</li> </ul> <p><b>The school principal must :</b></p> <ul style="list-style-type: none"> <li>• hand in the letter, via the calendar, to the parents of the students in the vehicle involved or to all parents, if it deems it preferable;</li> <li>• inform their administrative support staff of the situation so that they can adequately respond to the parents ' calls;</li> <li>• inform CTSE of any new developments related to the incident, including necessarily the health status of the students on board.</li> </ul>
<p><b>Level 5 Accident Procedure</b></p>	<p><b>The driver must :</b></p> <ul style="list-style-type: none"> <li>• Safely stop the vehicle;</li> <li>• check the condition of passengers and ensure that they are safe;</li> <li>• notify bus operator of the incident and provide full details on the status of students on board;</li> <li>• request that emergency teams be sent to the scene of the accident;</li> <li>• immediately rescue injured persons until emergency teams arrive, without moving them unless absolutely necessary;</li> <li>• take attendance to ensure that no students are missing and record the condition of the passengers whenever possible;</li> <li>• evacuate the vehicle in the safest way if necessary;</li> <li>• ask for assistance from a responsible student, if possible, to keep the group together until emergency teams arrive;</li> <li>• keep students away from all hazards;</li> <li>• turn on the emergency lights and install reflectors if necessary;</li> <li>• collaborate with emergency services;</li> <li>• complete the Incident/Accident report as soon as possible and submit to the bus operator;</li> </ul>

<p><b>Level 5 Accident Procedure (next)</b></p>	<p><b>The bus operator must :</b></p> <ul style="list-style-type: none"> <li>• Obtain detailed information about the accident from the driver;</li> <li>• Contact emergency services;</li> <li>• notify school principal and CTSE of the accident and the anticipated delay;</li> <li>• dispatch another school vehicle to the scene of the accident;</li> <li>• dispatch a staff member to the scene of the accident to take pictures and relevant details;</li> <li>• immediately post expected delay on its portal if necessary;</li> <li>• in collaboration with CTSE, notify parents affected by the delay of the school vehicle;</li> <li>• send an Incident/Accident report to CTSE within the following hours.</li> </ul> <p><b>CTSE staff must:</b></p> <ul style="list-style-type: none"> <li>• Investigate the incident and take all relevant information in writing;</li> <li>• verbally inform the superintendents of business of each board and the school principal concerned;</li> <li>• dispatch a staff member to the scene of the accident to take pictures and relevant details;</li> <li>• send an explanatory letter to the school principal for the parents and guardians concerned;</li> <li>• forward media calls to member boards communications services;</li> <li>• send a copy of the Incident/Accident report to the school principal.</li> </ul> <p><b>The school principal must:</b></p> <ul style="list-style-type: none"> <li>• hand in the letter, via the calendar, to the parents of the students in the vehicle involved or to all parents, if it deems it preferable;</li> <li>• inform their administrative support staff of the situation so that they can adequately respond to the parents ' calls;</li> <li>• inform CTSE of any new developments related to the incident, including necessarily the health status of the students onboard.</li> </ul>
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Review dates  
May 6, 2015  
December 7, 2016  
March 1, 2017  
March 20, 2019  
March 10, 2021