

## School Bus Collision/Incident Protocol

### Background:

In the event that a school bus is involved in an accident, a series of communications and actions must take place depending on the seriousness of the collision or incident. Our first and foremost priority is the students' well-being.

The purpose of this protocol is to:

- Provide a standardized approach in the management of school bus collisions/incidents in the Halifax Regional School Board and to define the responsibilities of all partners.

### Responsibilities:

#### Stock Transportation Responsibilities

- The driver of the school bus must notify the Stock Dispatcher of the collision/incident if a 2-way radio is present. If cell phone is present, the driver must call 911. The driver must then follow the steps as outlined in the "School Bus Driver Action Guidance Card" prepared by the Department of Education and Early Childhood Development (EECD) and Emergency Health Services (EHS).
- The Stock Dispatcher should confirm that 911 has been called.
- The Stock Dispatcher will contact the designated Stock personnel who will contact the HRSB Director of Operations.
- All collisions will be reported each month by Stock Transportation general manager to the HRSB Director of Operations in the monthly update report.

#### HRSB Departmental Responsibilities

- The Director of Operations will contact the Director/Coordinator of School Administration. The Coordinator of Communication Services will be contacted in turn.
- The Director/Coordinator of School Administration will contact the School Administration Supervisor to advise the Principal to contact a parent/guardian of each

student involved in the bus collision/incident to advise of the collision/incident and the student's condition and present location.

- The Coordinator of School Administration will contact the Coordinator of Student Services and will initiate the School Crisis Response Team if necessary.
- The Coordinator of Communication Services will be responsible for media inquiries.

### **School Principal Responsibilities**

- The principal must keep the most up to date list of all students on every bus trip. This includes a list for all daily regular commutes to and from school and for school trips. Principals should ensure that MapNet is accurate for daily regular commutes. In addition, a detailed list of all students on school trips will need to be kept at school.
- Upon being contacted by the School Administration Supervisor (and/or the Manager of Stock Transportation), the Principal will contact a parent/guardian of each student involved in the bus accident (both injured and uninjured) to advise of the collision/incident, the student's condition and present location.
- If reasonable, the principal (or designate) should drive to the scene of the collision/incident to assist in any way possible.
- If students are injured and hospitalized, the principal (or designate) should attend the hospital where possible and if applicable. This is to assist parents/guardians and to provide support to students, as appropriate.
- At the first appropriate opportunity, the principal (or designate) should notify relevant school staff of the collision/incident and of any details.
- The principal should complete the necessary SIP Incident Report Form for any injured student.
- In the days subsequent to the collision/incident, the principal (or designate) will ask teachers and parents/guardians to monitor the students to ensure that no problems develop.
- The principal (or designate) should remind parents/guardians about the coverage of student accident insurance as appropriate.
- The principal may communicate with the school community as a whole through *Alert* to provide an accurate account of the collision/incident. The Coordinator of Communication Services can provide assistance.

### **Teacher Responsibilities (for Trips)**

- The teacher on the bus must have a list of all students on the bus. A copy of the list is to be left at the school. The list will include all emergency contact information.
- The teacher should inform the school principal (or designate) of the collision/incident and any injuries as soon as possible.
- The teacher should assist with bus evacuation if necessary.
- The teacher should hold all students at the scene until EHS arrives. The teacher should explain to parents/guardians on scene that EHS are on their way to assess the students. If the parent/Guardian insists on removing their child, take note on the student list.
- Students may only be permitted to leave with a parent/guardian after they have been evaluated by an EHS professional. The teacher should also ensure the safety of the remaining students.
- If students are injured and require immediate medical attention and/or hospitalization, the teacher takes direction from Emergency Health Services (EHS).
- The teacher should remain in contact with the principal (or designate) as appropriate.