

<b>CLASS Business Unit:</b>	Student Transportation
<b>Operating Procedure:</b>	Bus/Student Accident or Incident
<b>Reference:</b>	STS-PRO-003-07
<b>Adopted:</b>	April 17, 2007
<b>Revised:</b>	April 20, 2017

## 1.0 Scope

CLASS is committed to proactively ensuring safe transportation for students throughout the district and to reporting bus & student incidents to appropriate stakeholders in a timely fashion.

## 2.0 Responsibility

2.1. It is the responsibility of the school bus driver secure the bus and to notify the school bus operator/designates of the incident.

2.2. It is the responsibility of the school bus operator/designates to call 911 if necessary.

2.3. It is the responsibility of the school bus operator/designates to contact CLASS with details of the accident/incident.

2.4. It is the responsibility of the school bus operator/designates to contact the schools affected by the accident/incident.

2.5. It is the responsibility of the school bus operator/designates to send another bus to complete the route whenever possible.

2.6. It is the responsibility of CLASS to prepare a detailed report and send it to Senior Administration electronically.

2.7. It is the responsibility of the school to notify the affected families of the incident/accident.

2.8. It is the responsibility of the school bus operator/designates to forward a copy of the police report (if available) to Student Transportation Services as soon as possible.

### 3.0 Procedure

In the event of a school bus accident or a serious incident with a student at any point during a normal school day the following procedures must be followed:

- 3.1. The school bus driver will drive the bus slowly to the shoulder of the road, or off the traveled portion of the road to a safe location.
- 3.2. The school bus driver will radio the school bus operator/designate with the details of the incident/accident.
- 3.3. The school bus operator/designate will call the affected school(s), CLASS and 911 (if necessary). Police will be contacted for all motor vehicle accidents and any incident in which the safety of students is jeopardized.
- 3.4. CLASS will log all the pertinent details and prepare an accident / incident report and send via email to senior administration.
- 3.5. CLASS will continue to provide updates to senior administration until the situation has been resolved as appropriate.

### 4.0 Definitions

Term	Definition
School Bus Operator/designates	The person(s) in charge of the school bus operation at the time of the accident/incident. ie. the owner, manager or dispatcher
Senior Administration	Includes the directors of education and their assistants, all superintendents and communication officers for the Lambton-Kent District School Board and the St. Clair Catholic District School Board.
Accident/Incident	An event/mishap that occurs on/with a school bus that may cause possible harm to the students or driver of the bus.