

CLASS Business Unit:	Student Transportation
Operating Procedure:	School Purpose Vehicle / Student Collision or Incident
Reference:	STS-PRO-003-07
Adopted:	April 17, 2007
Revised:	January 25, 2023

1.0 Scope

CLASS is committed to proactively ensuring safe transportation for students throughout our district and to reporting school purpose vehicle and student collisions/incidents to appropriate stakeholders in a timely fashion.

2.0 Responsibility

2.1 It is the responsibility of the Driver to assess the situation, contact dispatch with the relevant details including location, condition of the students on board and whether emergency services are required.

2.2 It is the responsibility of the bus operator dispatcher to maintain contact with the Driver, support the Driver to maintain a calm environment to notify appropriate internal bus operator staff and call emergency services if required.

2.3 It is the responsibility of the bus operator dispatcher to notify CLASS of the collision/incident and provide pertinent details.

2.4 It is the responsibility of CLASS to record the pertinent information, prepare a detailed report, and send it to Senior Administration and affected School Administrator(s) electronically and provide updates as they become available.

3.0 Procedure

If a school purpose vehicle is involved in a collision or incident, depending on the severity, a series of communications must happen. There are three levels of emergencies - **Mild, Moderate and Major Events**.

3.01 MILD EVENT

A Mild Event is considered any collision/incident where no injuries are sustained, minimal or no damage to the school purpose vehicle. The vehicle and Driver can continue the route, eg. Tail swing incident; came in contact with an object such as a curb or mailbox.

Driver Responsibilities

- Secure the school purpose vehicle and immediately ensure the well-being of the students on board, while maintaining a calm environment.
- Contact dispatch and report the collision/incident details.
- Follow instructions from dispatch and report any updates.

School Bus Operator Designate Responsibilities

- Capture all accident/incident details from Driver accurately and support the Driver to maintain a calm environment at the scene.
- Contact Student Transportation Services-CLASS and report the accident/incident details.
- Post any delays to MYSBI app and enter vehicle GPS substitution in Bus Planner Web.

Student Transportation Services – CLASS Responsibilities

- Record the accident/incident details and prepare a detailed report in the Issue Tracker database located at T:\TRACKING, and forward to Senior Administration for the Lambton-Kent DSB and the St. Clair Catholic DSB and affected School Administrator(s).

3.02 MODERATE EVENT

A Moderate Event is considered any collision/incident where minimal damage to the school purpose vehicle has happened, students must be transferred onto another vehicle or when a minor injury is sustained by student (not due to the collision/incident).

Driver Responsibilities

- Secure the school purpose vehicle and immediately ensure the well-being of the students on board, while maintaining a calm environment on the school purpose vehicle.
- Assist any injured students until the arrival of emergency services.
- Contact dispatch and report the relevant details.
- Once the replacement vehicle has arrived, and once students have been released by police/first responder, start the transferring of students.
- Follow instructions from dispatch and report any updates.

School Bus Operator Designate Responsibilities

- Capture all reported details from the Driver accurately and provide support to maintain a calm environment at the scene.
- Call emergency services if necessary.
- Contact Student Transportation Services (CLASS) and report the accident/incident details.
- Dispatch a replacement vehicle to complete the route and ensure the Driver does not transfer students to the replacement vehicle until they have been released by police/first responder.
- Post any delays to MYSBI app and enter vehicle GPS substitution in Bus Planner Web.

Student Transportation Services – CLASS Responsibilities

- If a student has sustained an injury, notify the school principal immediately.
- Record the collision/incident details and prepare a detailed report in the Issue Tracker database located at T:\TRACKING, forward the report to Senior Administration for the Lambton-Kent DSB and the St. Clair Catholic DSB, and affected School Administrator(s).
- Maintain communications with the school bus operator, provide updates to internal Board stakeholders and support for school bus operator as required.

School Administrator Responsibilities

- Receive and review incident report details provided from CLASS and request further information or support if required.
- Follow internal Board protocols regarding student incident response and communication.
- Inform CLASS of any new developments.

3.03 MAJOR EVENT

A Major Event would be considered any collision/incident where there was a serious injury sustained by student, Driver, motorist, pedestrian, or animal and/or significant damage to the school purpose vehicle.

Driver Responsibilities

- Secure the school purpose vehicle and immediately ensure the well-being of the students on board, while maintaining a calm environment on the vehicle.
- Evacuate the students to a safe location out of the vehicle if necessary.
- Contact dispatch and report the relevant details and request emergency services.
- Assist any injured students until the arrival of emergency services.
- Once the replacement vehicle has arrived, and once students have been released by police/first responder, start the transferring of students.
- Prepare a student rider manifest (Appendix "A").
- Follow instructions from dispatch and report any updates.

School Bus Operator Designate Responsibilities

- Capture all reported details from Driver accurately and support the Driver to maintain a calm environment at the scene.
- Call emergency services.
- Contact Student Transportation Services (CLASS) and report the accident/incident details.
- Dispatch a replacement vehicle to complete the route; students are only to be transferred to the replacement vehicle once they have been released by police/first responders.
- Send a staff member to the scene to record details pertaining to the collision/incident, and to verify student ridership manifest.
- Post any delays to MYSBI app and enter vehicle GPS substitution in Bus Planner Web.

- Provide CLASS with a list of students on board at the time of the collision/incident immediately after the incident.
- Submit a detailed collision/incident report, including Driver statement to Transportation Supervisor within (48) hours following the collision/incident.
- Submit a copy of the police report to Transportation Supervisor immediately upon receipt of the report.

Student Transportation Services – CLASS Responsibilities

- Call the impacted School Administrator(s) immediately to report the collision/incident details and any reported injuries.
- Assist the School Administrator(s) with any administrative support as required.
- Provide the School Administrator(s) with the list of students on board at the time of the collision/incident.
- Record the collision/incident details and prepare a detailed report in the Issue Tracker database located at T:\TRACKING, forward to Senior Administration for the Lambton-Kent DSB and the St. Clair Catholic DSB and affected School Administrator(s).
- Notify Senior Administration and School Administrator(s) with additional updates as they become available.
- Transportation Supervisor will follow up with the School Bus Operator to ensure all required documentation has been received.

School Administrator Responsibilities

- Receive and review incident report details provided from CLASS and request further information or support if required.
- Follow internal Board protocols regarding student incident response and communication.
- Inform CLASS of any new developments.

6.0 Definitions

Term	Definition
School Bus Operator	The independent organization contracted by CLASS to provide student transportation services.
Senior Administration	Includes the Directors of Education, Associate Directors of Education and their Assistants, all Superintendents and Communication Officers for the Lambton Kent and St. Clair Catholic District School Boards.
Incident	An event/mishap that occurs on/with a school purpose vehicle that may cause possible harm to the students or Driver of the vehicle.
Collision	When a school purpose vehicle makes contact with another object or leaves the roadway unintentionally.
School Bus Operator Designate	School Bus Operator designate refers to the person (owner, manager, or dispatcher etc.) at the School Bus Operator that handles the communication between the Student Transportation Services designate and the Driver.
Driver	An employee of a School Bus Operator who is responsible for transporting students to/from school on a school purpose vehicle.
School Administrator	Principal, Vice-Principal, or any designates that are responsible for student well-being or safety.
Collision /Incident Details	Includes the following information: Time and location of incident, number of students on board, details of incident (including direction of travel, where vehicle was hit), route number, reported injuries, if medical services are required etc.

Appendix “A” Passenger List

ROUTE SYMBOL: _____

DRIVER NAME: _____

SCHOOL BUS OPERATOR: _____

[illegible]

Incident Date: _____