

ACTIVITY BUS ACCIDENT PROTOCOL

Background

The Holy Spirit Roman Catholic Separate Regional Division No.4 believes that the safety of students and staff must be a priority; therefore, a procedure for an unexpected activity bus emergency must be in place.

Procedure

In the event of an activity bus accident while traveling with students on a school sanctioned event, the following steps shall be taken:

1. **Police** – The bus driver or other adult chaperone will call police to attend the accident scene and complete a report. If the bus driver hit large wildlife (deer, moose, elk, bear, goat), the bus driver or other adult chaperone will call police to report the accident.
2. **Ambulance/Fire** – In the event of injuries or fire hazard, the bus driver or other adult chaperone will call for an ambulance/fire to attend the accident scene.
3. **Contact the School Division** – The bus driver or other adult chaperone will call the Superintendent of Schools or designate. The Superintendent or designate will inform the Board Chair and Executive Team of the bus accident.
4. **Contact the School Principal or designate** – The bus driver or other adult chaperone will contact the School Principal whose students are on board the activity bus. The passenger list must be kept in the activity bus binder for the duration of the trip.
5. **Contact the Parents/Guardians** – The School Principal or designate will arrange for the notification of parents/guardians using the student/staff passenger list provided to the bus driver prior to the bus trip.
6. **Alternate Bus** – If traveling within Holy Spirit Catholic Schools' boundary, the bus driver or other adult chaperone will arrange to have one of our school division's activity buses to attend and transport the students. If traveling within another school district's boundary, the bus driver will use the Student Transportation Association of Alberta's *Mutual Aid Handbook* to arrange to have an alternate bus transport the students to safety.
7. **Transporting of Students** – Once students are cleared to leave the accident scene by police/EMS, they shall be loaded onto a spare bus to continue on their route.
8. **Damaged Activity Bus** – The bus driver will arrange to have the damaged activity bus towed to an approved auto repair business.
9. **Accident Report** – The bus driver shall complete a **Motor Vehicle Damage Accident Form**. If there are student injuries, the bus driver shall also complete a **Student Accident/Illness/Injury Report** for each student injured. The bus driver will have the school Principal review and sign the forms. As soon as the police report is available, all reports will be submitted to the Secretary Treasurer.
10. **Report Bus Accident** – The Secretary Treasurer will notify and submit all documentation regarding the activity bus accident to the School Division's insurer.
11. **Media** – The Superintendent of Schools (or designate) shall handle all communications with the media.