

# Hamilton-Wentworth Student Transportation Services

## Operational Procedures



Title: ACCIDENT / INCIDENT
Procedure: HWSTS-OP-0114-10
Adopted: August 31, 2010
Revised: August 31, 2013

### **1.0 Scope**

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

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### **2.0 Responsibility**

#### **2.1 HWSTS Service Provider Management / Staff are responsible to:**

- Ensure their drivers are properly trained in managing incidents.
- Assess the situation immediately and ensure student safety and welfare at the scene
- Ensure drivers immediately notify their service provider offices of the accident / incident
- Determine if necessary to contact "911" and act accordingly
- To notify HWSTS and impacted schools of the situation details as soon as possible
- To send another bus to complete the route asap
- To liaise with the affected schools and HWSTS to ensure all impacted families are notified of the accident / incident as appropriate.
- Forward a copy of the internal accident report HWSTS within 24hrs. If a police report is also available, it should be forwarded as well.

#### **2.2 The HWSTS Staff are responsible to:**

- Act as information / communication hub for all stakeholders in the event of any accident / incident
- Take immediate action towards clarifying situation details and reaching out to stakeholders & student contacts in efforts to support the response.
- Maintain open communication lines throughout the situation between all stakeholders
- Document incident details and resolution actions on HWSTS forms and report as required to Member Boards and Ministry of Education
- Notify HWSTS Administrative Team and Board Senior Administration of any situation whereby a student is injured / and or police have been involved

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### **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 radio the school bus operator/designate with the details of the incident/accident.

**3.2** The school bus operator/designate will call the affected school(s), HWSTS and 911 (if necessary). Police will be contacted for all motor vehicle accidents and any incident in which the safety of students is jeopardized.

**3.3** HWSTS staff member receiving a report of a student incident will log all pertinent information into the HWSTS incident reporting form.

**3.4** The school bus driver is to ensure that all students remain on the vehicle and is required to log all student names for the accident/incident report.

**3.5** The school bus operator/designate will dispatch another vehicle to the scene to provide assistance and support.

**3.6** Once it has been determined that no major injuries have been reported, the driver may continue to complete their designated route. If the bus involved is deemed unsafe to use, students will be transferred to another vehicle.

**3.7** HWSTS will provide updates to senior administration until the situation has been resolved as appropriate.

**3.8** The school bus operator/designate must complete their internal accident report and forward the completed copy to HWSTS within 24hrs.

**3.9** HWSTS will maintain a log of all accidents and serious incidents involving students and provide appropriate reports to Member Boards and the Ministry of Education as required.

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### **4.0 Definitions**

<b>Term</b>	<b>Definition</b>
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.
HWSTS	Hamilton-Wentworth Student Transportation Services Consortium
HWSTS Staff	All partner Board staff designated to the Consortium to support student transportation operations.
Partner Boards	The two Boards listed on the HWSTS agreement – the Hamilton-Wentworth Catholic District School Board and the Hamilton-Wentworth District School Board
Senior Administration	Includes the directors of education and their assistants, all superintendents and communication officers.
Administrative Team	Leadership Team as defined by the HWSTS Consortium agreement
School Bus Operator/designates	The person(s) who is in charge of the school bus operation at the time of the accident/incident. I.e. the owner, manager or dispatcher.