



**DURHAM CATHOLIC
DISTRICT SCHOOL BOARD**
Learning and Living in Faith

ADMINISTRATIVE PROCEDURE – 429-2

Busing Accident

Area: Operations
Policy Reference: Student Transportation (PO429)

Approved: September 20, 1999
Revised: January 27, 2025

1. Purpose

In the event of any bus accidents that occur while serving the Durham Catholic District School Board (the “Board”), the following procedure applies.

2. Definitions

Nil

3. Procedures

3.1 The bus driver shall:

- 3.1.1 check for injuries to any of the passengers and attend to those that require assistance;
 - 3.1.2 radio the situation to the company office stating the appropriate radio code and give details as to the exact location and description of the problem;
 - 3.1.3 remain at the scene, ensure passengers are safe and do not allow passengers to wander. Passengers must remain on the bus if it is safe to do so. If not, they are to be escorted to a safe, supervised place;
 - 3.1.4 record the names and telephone numbers of all passengers and make note of injuries sustained by each passenger, if possible;
 - 3.1.5 fill out an accident report.
- 3.2 Upon notification from the bus driver that an accident has occurred the bus operator shall:

- 3.2.1 contact the Supervisor of Transportation and provide all pertinent information and keep the telephone line open;
- 3.2.2 notify the police, fire and ambulance services of the accident and the need for response;
- 3.2.3 send an employee to the scene of the accident to act on behalf of the company in whatever capacity is required;
- 3.2.4 dispatch alternate transportation to the scene of the accident for the uninjured;
- 3.2.5 generate a written record of the accident as soon as possible and forward it to the Board's Supervisor of Transportation;
- 3.2.6 continue to monitor delays and post on Durham Student Transportation Services (DSTS) website accordingly.
- 3.3 Upon notification from the bus operator that an accident has occurred, the Supervisor of Transportation shall:
 - 3.3.1 inform the Director of Education (or designate) who will determine the need to convene the Administrative Response Team;
 - 3.3.2 inform departmental staff and instruct them to keep all telephone lines clear and maintain an open line with the bus operator;
 - 3.3.3 ensure that the School Principal is contacted and advised of the situation;
 - 3.3.4 ensure that alternate transportation has been dispatched to the accident location for the uninjured;
 - 3.3.5 report immediately to the scene of the accident (when feasible) and:
 - a) in conjunction with the School Principal, determine the names of the injured, contact the transportation department and provide names of the injured;
 - b) provide police with such information as they require for their investigation;
 - c) maintain communication with the transportation department who provides updates to the Director of Education (or designate)/Administrative Response Team. The Director of Education (or designate)/Administrative Response Team will then coordinate contact with the parents/guardians of the injured.
 - 3.3.6 maintain the necessary documentation, complete any necessary report(s) and forward to the Director of Education (or designate).

- 3.4 Upon notification from the Supervisor of Transportation that an accident has occurred, the School Principal shall:
- 3.4.1 report immediately to the scene of the accident (when feasible);
 - 3.4.2 assist/arrange first aid, support/emergency services, etc.;
 - 3.4.3 bring a copy of the passenger manifest list to the accident scene and, in conjunction with the Supervisor of Transportation, determine the names of the injured;
 - 3.4.4 collaborate with the police and medical personnel, make a decision regarding which students should receive medical attention or medical check-ups;
 - 3.4.5 provide police with such information as they require for their investigation;
 - 3.4.6 go to the hospital, doctor's office, etc. until parents/guardians of the injured have arrived;
 - 3.4.7 maintain necessary documentation of the accident and if requested, provide a written report to the Director of Education (or designate);
 - 3.4.8 in consultation with the Communications Department, provide a letter to families involved in the accident.
- 3.5 Circumstances will dictate the need in each specific situation. With that in mind, Principals should be prepared to have all uninjured students sent home by alternate means of transportation. Parents/Guardians of the uninjured will be informed as soon as possible and advised to have their children medically examined.

4. Sources

Nil

5. Appendices

Nil

6. Related Policies and Administrative Procedures

- 6.1 [Student Transportation Policy \(PO429\)](#)