Responsibility: Superintendent, Business Services & Treasurer of the Board

Legal References:

Related References: Board Policy 4009 – Student Transportation  
Administrative Procedure 4260- Student Transportation

Revisions: 
Reviewed: June 2016

1. **Preamble**

   1.1 The procedures that follow provide guidelines and expectations for responding to transportation incidents on vehicles providing student transportation where students, staff, parents or others are on board the vehicle.

2. **Procedure**

   2.1 In the event of an incident involving a vehicle under contract providing student transportation, where students, staff, parents or others are on board the vehicle, the following responses and reporting procedures shall occur: (As necessary based on severity of circumstances).

   2.2 Bus Driver (or designate based on driver condition)
      2.2.1 Call Police and/or 911 Emergency Services—depending on severity of situation;
      2.2.2 Call Bus Operator,

   2.3 Bus Operator
      2.3.1 (May have already been contacted by driver and may have contacted police);
      2.3.2 Advise STSWR of the situation;
      2.3.3 Dispatch back-up vehicle(s);
      2.3.4 Advise school(s);
      2.3.5 Respond to scene.

   2.4 STSWR Staff
      2.4.1 Advise school(s) (if not already done);
      2.4.2 Advise Board staff as appropriate; Director's Office, Superintendent, Student Achievement & Well-Being, Superintendent, Business Services & Treasurer, Chief Communications Officer, Health and Safety;
      2.4.3 Respond to media as appropriate;
      2.4.4 May respond to scene.

   2.5 School Staff (Principal or designate)
      2.5.1 Confirm with STSWR staff, students on vehicle/location of run or field trip;
      2.5.2 Advise parents/guardians;
2.5.3 Prepare to either receive students when released from accident scene and/or provide a location for parents to meet if trip is from out of town;
2.5.4 Complete Incident Report as appropriate, listing all parties whether injured or not and return to Health and Safety;
2.5.5 May need to follow-up with passengers in days following incident (often symptoms will occur a day or two after the incident);
2.5.6 Request Trauma Team or other support as appropriate;
2.5.7 Direct questions from media to Chief Communications Officer;
2.5.8 Review any concerns with routing, vehicle operator response, and/or communications with STSWR staff and Superintendent, Business Services & Treasurer.