

BUS ACCIDENT POLICY

In the event that there is an accident involving a school bus the following steps will be followed:

1. The driver shall notify the Transportation Office immediately regardless of the seriousness of the accident.
2. The Transportation Office will contact the R.C.M.P., and if necessary the ambulance. The Transportation Office in conjunction with the driver will decide on the necessity for medical attention for the students.
3. If there are any students on board, the School Principal, and the parents of the students will be informed as soon as possible.
4. The bus will not be used until such time as the Beautiful Plains School Division Bus Garage Staff has inspected the bus for damage resulting from the accident.
5. The driver of the bus will complete the Department of Education and Training Accident Form. Reports to the R.C.M.P. and the Manitoba Public Insurance Corporation will be made if necessary.
6. The Transportation Supervisor and/or a senior administrator will prepare a report containing:
 - a) All circumstances including visibility, road condition, obstruction, etc.
 - b) The estimated speed of vehicle(s) involved in the accident
 - c) A diagram of the accident scene
 - d) The bus driver's interview
 - e) Any other pertinent information
7. The Transportation Supervisor and/or a senior administrator after considering the report will:
 - a) i) Allow the driver to continue to drive and will make a report to the Board of Trustees at the next regular meeting
OR
ii) Suspend the bus driver until the first Board Meeting following the suspension. The Transportation Supervisor will confirm the suspension in writing to the employee and will make a report to the Board of Trustees at the next regular meeting, regarding the suspension and the facts. The Board will decide whether the suspension will be with or without pay. The Board may extend the suspension, with or without pay, or terminate employment for just cause.
 - b) Subject the driver to an evaluation, provided the driver is found to be 50% at fault.

Revised November 6, 1990
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