

DATE:	October 30, 2003	PR.556 TRA: Bus Accident
This document replaces the version dated June 21, 2000		
REFERENCE DOCUMENTS: Automobile Accident Report (see footnote, pg. 1)		

Purpose: To provide a process to be implemented in the event of a bus accident

The following procedure is to be implemented in the event of a bus accident.

1. TDSB-owned Bus

1.1. No passengers on bus:

- Driver will notify dispatcher.
- Dispatcher will notify the manager of transportation services or supervisor
- One person, if available, to be sent to assist driver.
- Police are to be notified if damage to the Board vehicle is more than \$700.
- Driver to fill an Automobile Accident Report¹ as soon as possible.
- Accident report to be returned to manager of transportation services or supervisor within 24 hours.

1.2. Passengers on bus:

- Driver will notify dispatcher.
- Dispatcher will notify manager of transportation services or supervisor and the principal.
- One person to be sent to assist driver.
- Police **must be called** regardless of extent of damage.
- If there are apparent injuries, or if in doubt, children will be taken to hospital by ambulance or by the school bus and be released to the care of their respective parents/guardians.
- If the accident is of a serious nature or there are apparent injuries, the manager will notify the comptroller of support services, school superintendent, local trustee, and manager of communications.
- Principal will send a letter to parents of students who were on the bus to inform them about the accident. The principal will also ask teachers and parents to monitor the children to ensure that no problems develop during the day or the evening depending on when the accident took place.

¹ All Board-owned vehicles should carry the form. Also available at the McGriskin and McCulloch garages or by phoning 395-4402.

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- Driver will complete an Automobile Accident Report as soon as possible. A list of all students on board at the time of the accident must be included.
- The Automobile Accident Report is to be returned to the Manager of Transportation Services or Supervisor.

2. Contracted Vehicles

2.1. No passengers on bus:

- Contractor will notify Transportation Services, schools and parents if the run schedule will be delayed. A copy of the Automobile Accident Report will be sent within 48 hours.

2.2. Passengers on bus:

- Driver will notify dispatcher.
- **Police must be called** regardless of the extent of damage.
- If there are apparent injuries, or if in doubt, children will be taken to the hospital and be released to the care of their respective parents/guardians or cared by the contractor.
- Contractor will notify the manager of transportation services, principals and parents for small buses only. If the accident is of a serious nature or if there are apparent injuries, the manager of transportation services will notify the comptroller of administrative services, school superintendent, local trustee and manager of communications.
- Principal will send a letter to parents of students who were on the bus to inform them about the accident. The principal will also ask teachers and parents to monitor the children to ensure that no problems develop during the day or evening depending on when the accident took place.
- Contractor will send the Automobile Accident Report within 48 hours. This report will include a list of the students on board at the time of the accident.