

BOARD ADMINISTRATIVE PROCEDURE	
Administrative Procedure	Administrative Procedure Number
<b>Accidents Involving School Purpose Vehicles</b>	<b>1305</b>
Directional Policy	
<b>1300 – Student Transportation</b>	

**Title of Administrative Procedure:**

Accidents Involving School Purpose Vehicles

**Date Approved:**

November, 2022

**Projected Review Date:**

2027

**Directional Policy Alignment:**

This Administrative Procedure aligns with the Directional Policy 1300 Student Transportation as it is built upon ensuring that consistent procedures are established and carried out in the event of an accident involving a school purpose vehicle.

**Alignment with Multi-Year Strategic Plan:**

This Administrative Procedure aligns with the multi-year strategic plan as we strive to maximize an effective and efficient student transportation system, within the resources available, while attending to student safety.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

**Action Required:**

All accidents involving a student or students and/or a contracted school purpose vehicle, no matter how minor, shall be reported to the Transportation Authority and the school or schools whose students are assigned to the vehicle.

1. In the event of an accident, the driver's first responsibility is to the students/passengers, and the driver shall:
  - Remain with the vehicle and passengers
  - Determine, as quickly as possible, if anyone is injured
  - Immediately use the onboard two-way communication device to report the accident (providing exact location to assist First Responders in locating the scene)
  - Explicitly ask for ambulance dispatch if any students/passengers are hurt or report minor injuries
  - Attend to injured students while waiting for First Responders to arrive
  - Follow direction of First Responders when they arrive
2. School staff, once notified of an accident involving students on a school purpose vehicle (regardless of whether there are injuries), are to notify parents/guardians as soon as possible and advise the parent/guardian of the accident. Where school staff is not available to contact families, the bus operator assumes the responsibility of contact.
3. Schools, where possible, should develop a mechanism to ensure staff coverage (with access to a student database) is available for the time required to contact all affected families.
4. Operators of vehicles under contract to the Board that are involved in an accident (either prior to the first pick-up or following the last drop-off) are also responsible for reporting the accident to the Transportation Authority, as the reports form part of the Contract Management system
5. Once advised, the Transportation Authority will notify the appropriate Education Centre personnel (i.e. school superintendent, Communications Services, superintendent responsible for transportation, etc.) Staff representatives of the Transportation Authority may be dispatched to attend to an accident scene as well.
6. As soon as possible after an accident, the driver will file a report with the operator using the accident report form supplied by the Transportation Authority.

(Appendix A). The operator will be responsible for supplying the Transportation Authority with a completed copy of the accident report form within twenty-four hours of the accident.

7. Accident Contact List:

In order to assist in the above processes, it is required that each bus display a listing of:

- Appropriate police telephone numbers
- Driver's name
- Bus operator name and telephone number
- Transportation Authority telephone numbers
- Transportation Authority contact personnel
- Route number
- Schools served and
- List of passengers on the route and contact telephone number of each.

**Responsibilities:**

**The Board of Trustees is responsible for:**

- Ensuring alignment of this Administrative Procedure with the Directional Policy

**The Director of Education is responsible for:**

- Responding to reports of accidents and supporting the principal and school community as needed. In the event of serious injuries, will act as Board spokesperson, or delegate the responsibility as appropriate.

**Superintendents of Schools and System Portfolios are responsible for:**

- Responding to reports of accidents and supporting the principal and school community as needed. This may include involving the Crisis Response Team.

**Principals and Vice-Principals are responsible for:**

- Supporting the communication process to parents/guardians when notified of an accident.

**Communication Services is responsible for:**

- Communicating and providing appropriate context to the public and media in the event of a serious accident with injuries.

**Transportation Authority is responsible for:**

- Advising appropriate personnel at the Education Centre, in a timely manner, in the event of an accident.
- Ensuring that all information relevant to any accident is received from the bus operator for investigative and contract purposes.

**Progress Indicators:**

- Information and contact with school authorities and through to parent/guardians is timely.
- Data relevant to any accidents is incorporated in the annual evaluation of bus operator performance.

**Definitions:**

- **Transportation Authority:** For the jurisdictions of the Board in Peterborough, Northumberland and Clarington, the Transportation Authority is Student Transportation Services of Central Ontario, through its Chief Administrative Officer. For the City of Kawartha Lakes, the Transportation Authority is Trillium Lakelands District School Board, through its Transportation Supervisor.
- **First Responders** – The term “first responder” includes a firefighter, law enforcement officer, paramedic, emergency medical technician, or other individual (including an employee of a legally organized and recognized volunteer organization, whether compensated or not), who, in the course of his or her professional duties, responds to emergencies.
- **School Purpose Vehicle** is a vehicle contracted to provide student transportation for the Board, through a Service Provider.