

## **SCHOOL BUS ACCIDENTS**

### **Background**

In order to ensure student safety following a school bus accident, it is wise to have procedures in place regarding the reporting of and follow-up to the situation.

### **Procedures**

1. Any staff member who becomes aware of a school bus accident involving Mother Earth's Children Charter School (MECCS) students is to immediately report the accident to the Secretary-Treasurer and/or Superintendent.
2. The Secretary-Treasurer or designate and/or the Superintendent shall ensure that these procedures are followed.
3. The spokesperson for the Board shall be the Chair or designate.
4. If the Secretary-Treasurer and/or Superintendent who is(are) made aware of the accident as outlined in procedure 1 deem(s) the accident to be of a sufficiently serious nature to warrant such action, he/they shall ensure that the other persons named and the appropriate law enforcement officials (e.g., R.C.M.P.) are informed if they have not already been so advised.
5. The Secretary-Treasurer or designate is to attempt to notify an elected official (first, the Board Chair; or second, the Vice-Chair; or third, another Director of the Board).
6. If possible, the Secretary-Treasurer should attend at the scene of the accident.
7. Following his/her assessment of the nature of the accident, the Secretary-Treasurer may, if it is his/her belief that the action would be in the best interests for the safety of students, immediately suspend, with pay, the driver in question for a period of time which the aforementioned administrator deems advisable.
8. The Secretary-Treasurer is to share the information (police reports, Director's reports, etc.) with the Superintendent once the reports are complete.

References: Sections 45, 51, 52, 60, 61, 113, 117, *School Act*  
*Traffic Safety Act*  
School Bus Operation Regulation  
Student Transportation Regulation 250/98 (amended AR 197/2000)

Cross Reference: Policy 5 – Role of the Board Chair

Adopted: June 2011

Amended:

Due for Review:

