

<p><b>ELK ISLAND CATHOLIC S.R.D. NO. 41</b></p> <p><b>LEGAL REFERENCES:</b> <i>School Act</i>, Section 35</p> <p><b>CROSS REFERENCE:</b> EEA, Student Transportation Services</p>	<p><b>CODE:</b> EEAC-Policy</p> <p><b>TITLE:</b> School Bus Safety Program</p> <p><b>ADOPTION DATE:</b> February 7, 2001</p> <p><b>REVISION DATE:</b></p>
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**The Board directs the Superintendent or designate to develop, implement and monitor a student transportation safety plan.**

**The Board expects the Superintendent or designate to ensure that all persons driving school buses have adequate training including driver training, safety training, medical fitness, and are able to pass the scrutiny of criminal record checks.**

**The Board expects bus drivers to conduct themselves in a manner which will ensure the safety and security of their passengers at all times. The Board authorizes the Superintendent to suspend a bus driver immediately if the safety of the passengers of the bus driver is deemed to be at risk by the continuing presence of that driver.**

**The Board expects the Superintendent or designate to develop a bus accident plan which will include communication with the parents, identification of the passengers, communication with the police and other emergency personnel, and communication with the media.**

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1. Parents shall:

1.1 Ensure that their children are adequately dressed for the weather conditions;

- 1.2 Inform the bus driver and the principal of any conditions that their children may have that would require immediate attention to ensure attention to the health of their children;
  - 1.3 Ensure that their children have access to the home before and after being transported on the bus to school and during inclement weather conditions; and
  - 1.4 Ensure that there is an alternative accommodation made for their children if they are unable to provide access to the home in response to the bus schedule.
2. Bus drivers shall give first consideration to the immediate welfare of all of the passengers. In emergency situations, the bus driver shall secure the safety of the passengers and then make contact with the any of the appropriate personnel including, but not limited to, the police, Transportation Manager, Superintendent, and/or principal. All accidents, even of a minor nature, shall be reported to the Transportation Manager.
  3. Bus drivers will conduct bus three (3) evacuation drills per school year. One of these drills shall include all students at a school. The other two (2) will be with students on their regular route.

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1. For Identification purposes:
  - 1.1. A passenger list shall be maintained by each bus driver for regular bus routes.
  - 1.2. A passenger list shall be retained by the Principals for all curricular and extra curricular expeditions.
2. In the event of an accident the driver shall:
  - 2.1. If there is a danger of a fire or on-bus hazard remove passengers from the bus. The evacuation procedures as outlined by Alberta Transportation safety branch are to be followed.
  - 2.2. Make a preliminary determination of the immediate needs of students and render preliminary first aid, if required.

- 2.3. Immediately notify the Transportation Manager of the nature and extent of the accident, injuries, damages and any further assistance required.
- 2.4. Provide names of students to the Transportation Manager, RCMP and Emergency Services if applicable. Indicating injured students if any.
- 2.5. Complete accident report forms.
- 2.6. Obtain damage estimates as required by Student Transportation.
- 3. In the event of an accident the Transportation Manager shall:
  - 3.1. Contact RCMP and Emergency Services if required.
  - 3.2. Arrange for alternate transportation for the passengers.
  - 3.3. Attend the scene of the accident.

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- 3.4. After giving attention to students, bus driver and other needs ask the RCMP to conduct an investigation of the accident according to Alberta Transportation procedures where the following exists:
  - 3.4.1. Injury or death
  - 3.4.2. Evidence of alcohol or drugs
  - 3.4.3. Hit and run or other Criminal Code offence
  - 3.4.4. Vehicles damaged such that they required aided movement and are presenting a traffic hazard.
- 3.5. Notify the Secretary-Treasurer
- 3.6. Notify the Principals of the schools the students attend.

- 3.7. Notify the families of students involved.
- 3.8. Formally advise the driver of an interim action being taken
- 3.9. Give a verbal report to the Secretary-Treasurer followed by a written report.
4. In the event of an accident the Secretary-Treasurer shall:
  - 4.1. Immediately advise the Superintendent.
  - 4.2. Prepare a release to all Board Members when complete confirmed information is received.
5. In the event of an accident the Superintendent shall:
  - 5.1. Be the media contact person
6. It is the responsibility of the RCMP to notify families names in the event of a death.