

SCHOOL BUS SAFETY PROGRAM

Background

Division staff, bus and other transportation operators shall exercise their responsibilities ensuring the safety of students being transported, in accordance with provincial legislation and regulations.

The Director of Transportation shall develop, implement and monitor a student transportation safety plan.

Procedures

1. Director of Transportation Responsibilities

- 1.1 The Director of Transportation shall 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.
- 1.2 The Director of Transportation shall 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.

2. Parent Responsibilities

Parents shall:

- 2.1 Ensure that their children are adequately dressed for the weather conditions;
- 2.2 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;
- 2.3 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
- 2.4 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.

3. Bus Driver Responsibilities

- 3.1 Bus drivers shall conduct themselves in a manner which will ensure the safety and security of their passengers at all times.
 - 3.1.1 The Superintendent is authorized 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.
- 3.2 Bus drivers will conduct three (3) bus evacuation drills per school year.

- 3.2.1 One (1) of these drills shall include all students at a school.
- 3.2.2 The other two (2) will be with students on their regular route.

4. For Identification Purposes

- 4.1 A passenger list shall be maintained by each bus driver for regular bus routes.
- 4.2 A passenger list shall be retained by the Principal for all curricular and extra-curricular expeditions.

5. In the Event of an Accident

5.1 Bus Driver shall:

- 5.1.1 Remove passengers from the bus if there is a danger of a fire or on-bus hazard. The evacuation procedures as outlined by Alberta Transportation safety branch are to be followed.
- 5.1.2 Make a preliminary determination of the immediate needs of students and render preliminary first aid, if required.
- 5.1.3 Immediately notify the Director of Transportation of the nature and extent of the accident, injuries, damages and any further assistance required.
- 5.1.4 Provide names of students to the Director of Transportation, RCMP and Emergency Services if applicable, indicating injured students if any.
- 5.1.5 Complete accident report forms.
- 5.1.6 Obtain damage estimates as required by Student Transportation.

5.2 Director of Transportation shall:

- 5.2.1 Contact RCMP and Emergency Services if required, the Division OH&S Coordinator, the Community Relations Coordinator and the Central Leadership Team.
- 5.2.2 Arrange for alternate transportation for the passengers.
- 5.2.3 Attend the scene of the accident.
- 5.2.4 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:
 - 5.2.4.1 Injury or death
 - 5.2.4.2 Evidence of alcohol or drugs
 - 5.2.4.3 Hit and run or other Criminal Code offence
 - 5.2.4.4 Vehicles damaged such that they required aided movement and are presenting a traffic hazard.
- 5.2.5 Notify the Principals of the schools the students attend.
- 5.2.6 Notify the families of students involved.

- 5.2.7 Formally advise the driver of an interim action being taken
- 5.2.8 Give a verbal report to the Secretary-Treasurer followed by a written report.
- 5.3 The Secretary-Treasurer shall:
 - 5.3.1 Immediately advise the Superintendent.
 - 5.3.2 Prepare a release to all trustees when complete confirmed information is received.
- 5.4 The Superintendent shall:
 - 5.4.1 Be the media contact person.
- 5.5 It is the responsibility of the RCMP to notify families names in the event of a death.

Reference: Section 45, 51, 52, 53, 60, 61, 113 School Act
Traffic Safety Act
Commercial Vehicle Safety Regulation 121/2009
Student Transportation Regulation 250/98 (Amended AR 125/2005)
Use of Highway and Rules of the Road Regulation 304/2002
Vehicle Equipment Regulation 122/2009

Revised October, 2012