

Action Guide Card



School Bus Driver

School Bus Collision/Incident

In the event the school bus is involved in a collision or other type of incident, **the driver is the authority on the scene** and shall perform the following steps if uninjured:

1. **Notify Bus Dispatcher/Supervisor of collision, declare an "EMERGENCY".**

Provide the following information:

- Exact location of the incident (ie. civic number and street name, highway number, mile marker, etc.)
- Barriers to scene access
- Total number of passengers
- Type of bus (WC accessible, etc.)
- Total injuries
- Details of collision/incident
- Types of injuries, ie. cuts, neck pain, unconsciousness, etc.
- Resources required, (ie. Police/Firefighters/EHS)

2. **Take a visual scan of the scene.**

Threats to look for:

- Dangerous/unstable position of bus/location on road
- Signs of smoke or fire
- Downed electrical wires/powerlines
- Fuel leak
- Hazardous materials

3. **Evacuate the bus only if threats are present. Otherwise, keep all passengers on the bus.**

4. **If evacuation is required, keep all passengers together in a single assembly point if conditions allow.**

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Considerations for assembly point:

- Distance from bus/other vehicles involved in case of fire/explosion
- Downed powerlines
- Traffic conditions

5. **Perform First Aid if necessary, before emergency personnel arrives on scene.**
6. **When time permits, complete a list of students on the bus at the time of the collision.**

Record the following:

- Student's name
- School attending
- Condition
- Disposition (where they were sent, ie. home or school, left with parent or transported by ambulance)

7. **Scene authority transfers to Police/Fire/EHS upon arrival.**
8. **Discussion of the collision/incident to be limited to emergency responders and school board officials.**
9. **Direct any/all media inquiries to the school board office.**
10. **Hold all students at the scene until EHS arrives.**
11. **Explain to parents on scene that EHS are on their way to assess the students. If the parent insists on removing their child, take note on the student list.**
12. **When EHS arrives on the scene**
 - Point out any scene threats/hazards
 - Provide student list to paramedics
 - Direct the paramedics to injured students
 - Assist the paramedics as directed
13. **Complete accident report as soon as possible.**