

STUDENT CONVEYANCE – ACCIDENT FOLLOW-UP

Background

Schools and all support services, are to be as safe as possible. Notwithstanding its ideals, the Division understands that accidents can occur. Well considered procedures after an accident can minimize injury, damage and potential post-accident difficulties.

Procedures

1. When the accident results in no injuries, and/or no property damage, and/or less than two hundred dollars (\$200.00) damage to the vehicle:
 - 1.1 The driver shall, as soon as possible after the occurrence of an accident, notify the Principal of the school and, through the Principal, shall file a written report with Division Office. Such a report shall contain the following information:
 - 1.1.1 Unit identification and name of operator;
 - 1.1.2 Date and time of accident;
 - 1.1.3 Location of accident;
 - 1.1.4 Brief explanation of circumstances leading to and surrounding the accident;
 - 1.1.5 Opinion with respect to "fault" and rationale for such opinion;
 - 1.1.6 Description of damages to vehicle;
 - 1.1.7 Indication of action to be taken to repair the damages;
 - 1.1.8 Signature of operator.
2. When the accident results in injuries, and/or property damage, and/or more than two hundred dollars (\$200.00) damage to the vehicle:
 - 2.1 The driver shall, as soon as possible after the occurrence of an accident notify the police and the Principal.
 - 2.2 As required, the driver shall file a written and signed statement with the police.
 - 2.3 The driver shall also supply the Principal with a written report which, in turn, will be filed with the Division.
 - 2.4 The Division shall file a detailed report with the Board and the Highway Traffic Board. This report shall contain the following information:
 - 2.4.1 Description of unit involved in accident including vehicle serial number, size, make, year and vehicle registration number;
 - 2.4.2 Name and address of operator and operator license number;

- 2.4.3 Date, time and location of accident;
 - 2.4.4 Detailed explanation of circumstances leading to and surrounding accident;
 - 2.4.5 Description of damage to vehicle;
 - 2.4.6 Names of other parties involved in accident;
 - 2.4.7 Names of passengers injured in accident and extent of injury;
 - 2.4.8 Signature of operator on statement is not requested or, if the signature is present on the report, the report is to be prefaced with the words "Without Prejudice".
3. In the event of an accident involving a loaded vehicle, the driver shall (unless incapacitated) immediately conscript the services of any older students on the vehicle who are not injured as well as any adults who are in the immediate vicinity of the accident.
- 3.1 The first effort shall be directed towards the safe removal of all passengers from the vehicle. The passengers shall not be permitted to re-enter the vehicle until it has been ascertained that there is no risk of fire breaking out in the vehicle as a result of the accident. If it is determined that there is no risk of fire, all passengers shall be returned to the vehicle to await assistance. If there is a risk of fire on the vehicle, all passengers shall be removed to a safe distance from the vehicle.
 - 3.2 The second effort of the driver shall be to secure assistance for the purpose of transporting any seriously injured passengers to a hospital or alternate medical attention.

In the treatment of all injured passengers, the basic rules of first aid shall apply.
 - 3.3 The third effort of the driver shall be to make arrangements to report the accident to the police. The driver is to remain with the vehicle until such time as all passengers have been removed from the vehicle and transported to a suitable and safe location.
 - 3.4 The vehicle shall not be removed from the scene of the accident until authorization is obtained from the police. The only exception to this would be a situation where the vehicle was still operable after the accident and the vehicle was the only vehicle that was immediately available for the transportation of seriously injured passengers to medical attention. In this situation, the vehicle is to be used for such purpose even though it may be unlawful to remove the vehicle from the scene of the accident.

Reference: Sections 85, 87, 108, 109, 110, 121, 194, 195, 196, 197 Education Act
Highways and Transportation Act
Traffic Safety Act