

SCHOOL BUS ACCIDENT PROTOCOL

LETHBRIDGE TRANSIT / LETHBRIDGE SCHOOL DISTRICT 51 / HOLY SPIRIT CATHOLIC SCHOOLS

CITY OF LETHBRIDGE RESPONSIBILITIES

1. Lethbridge Transit / School Bus Coordinator / Driver will call 9-1-1, and request that Police *and* EMS (Ambulance) attend the accident scene.
2. Lethbridge Transit / School Bus Coordinator will contact:
 - 1) The School(s)
 - 2) The School Board to report the bus accident. **(Leaving a voicemail or email is not sufficient; contact must be made.)**
3. School Bus Driver will utilize their S-Endorsement and First Aid training to assess the scene and ensure the safety and comfort of the students until Police, EMS and the Lethbridge Transit On-Street / School Bus Coordinator arrive at the accident scene.
4. Lethbridge Transit On-Street / School Bus Coordinator will attend the accident scene.
5. School Bus Driver and/or Lethbridge Transit On-Street Coordinator will compile a student passenger list.
6. Lethbridge Transit Dispatch / School Bus Coordinator will dispatch an alternate bus to the accident scene. All students must be medically cleared by EMS (Ambulance) personnel before boarding an alternate bus to resume the bus route. Have Transit Customer Service relay bus delay message to 3-1-1 call centre.
7. Lethbridge Transit / School Bus Coordinator will prepare the following reports for distribution:
 - 1) Accident Report
 - 2) Passenger List
 - 3) Police Accident Report
8. School Bus Operator radios School Bus Coordinator to let them know they are clear and is either continuing on route or if student have been cleared by EMS and transfer to another bus. Delay is then communicated to the School and School Board Contact and bus delay update to 3-1-1(Transit Customer Service).
9. Lethbridge Transit / School Bus Coordinator will distribute the above reports as soon as possible to the following School Board contacts:

Holy Spirit Catholic Schools

Lisa Marie Ryall

ryalll@holyspirit.ab.ca

W: 403.331.4312

C: 587.220.7124

Alt: 403.327.9555

Lethbridge School District 51

Cheryl Shimbashi

cheryl.shimbashi@lethsd.ab.ca

W: 403.380.5303

C: 403.308.5018

Alt: 403.380.5300

SCHOOL BUS ACCIDENT PROTOCOL Flow Chart

