



## Administrative Procedure 8005

### *Accidents Involving School Buses*

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**Board Governance Policy Cross Reference:** [1](#), [13](#), [14](#)

**Administrative Procedures Cross Reference:**

**Form Cross Reference:**

[School Bus Accident Report \(PTU\)](#)

[Bus Accident Report \(BSD\)](#)

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**Legal/Regulatory Reference:**

[The Highway Traffic Act](#)

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**Date Adopted:** June 1985

**Amended:** May 2019

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In the event of an accident involving a Brandon School Division school bus, the bus driver shall immediately verbally inform the Supervisor of Transportation or in the absence of the Supervisor of Transportation, the Director of Facilities and Transportation, who shall call the police to the scene of all accidents involving the school bus and another vehicle or pedestrian.

The driver shall not continue the trip without authorization from the Supervisor of Transportation.

Within 24 hours, the bus driver shall submit detailed reports of the accident, on the prescribed forms, to the Supervisor of Transportation and to Manitoba Public Insurance. The driver shall also report the accident to the police, as required by The Highway Traffic Act. The Supervisor of Transportation shall submit the School Bus Accident Report and Bus Accident Report to the Department of Education.

The Supervisor of Transportation shall verbally report accidents as soon as possible to the Secretary-Treasurer, who shall inform the Superintendent/CEO. The Supervisor of Transportation shall submit all necessary reports and recommendations promptly.

If there are any students on the bus at the time of the accident, the parents/guardians shall be contacted by the Supervisor of Transportation as soon as possible after the accident to ensure that they are fully informed on the details of the accident and to immediately report if their child/children suffer any injury directly resulting from the accident.

The Secretary-Treasurer or delegate may remove a bus driver from service pending completion of the investigation of the accident. A school bus driver involved in an accident maybe subject to an evaluation and/or disciplinary action if the accident is found be preventable.