



The Bus Driver shall immediately verbally inform the Transportation Supervisor who shall call the police to the scene of all accidents involving the school bus and another vehicle or pedestrian.

In the case of an accident, the Driver shall not continue the trip without authorization from the Transportation Supervisor.

Within two (2) working days, the Bus Driver shall submit detailed reports of the accident, on the prescribed forms, to the Transportation Supervisor and to Autopac. The Driver shall also report the accident to the police, as required by *the Highway Traffic Act*.

The supervisor shall verbally report accidents as soon as possible to the Superintendent/CEO, and shall submit all necessary reports and recommendations promptly.

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