

**COLLISION CHECKLIST AND COMMUNICATION TEMPLATE
FOR RCJTC STAFF**

In the event of a collision, RCJTC staff is to record the following pertinent information in writing:

1. Date and Time	
2. Route # and Transportation Operator	
3. Exact Location	
4. Are there students aboard?	
5. Anyone hurt?	
6. 911 been called?	
7. Sending another vehicle? Determine how long the run will be delayed Tier 1 and 2.	
8. Description of what occurred	
9. Students should not be released/transferred to other vehicle without police authority; actual riders on the vehicle should be confirmed and any students who left by ambulance.	
10. Email: RCJTC General Manager & RCJTC Staff Superintendent of Education (both Boards) School(s) Principal/Secretary Superintendent of Business (both Boards) Director of Education (both Boards) if required Time permitting and if details known include in email; otherwise email as soon as possible and follow up later with details.	

Email example:

To:...	RCJTC General Manager; RCJTC Staff; Superintendent of Education (both Boards), School(s) Principal/Secretary
cc:...	Superintendent of Business (both Boards), Director of Education (both Boards)
Subject:	COLLISION <insert route number here>
Attach:	Route Manifest
<p>Today <insert date here> at around <insert time here>, it was reported from <insert Transportation Operator name here> that <insert route number here> was <insert details here, such as> <i>involved in a head on collision on Hwy. 17 at Wylie Rd. (between Deep River and Chalk River). The driver of the vehicle that struck the bus was taken way by ambulance; the children on the bus were loaded onto a spare vehicle and taken to Deep River Hospital for evaluation.</i> Please find attached a copy of the route manifest of who should have been on from each respective Board.</p> <p>Special Note: Principals are reminded that a letter should be sent home with students regarding the collision, informing parents/guardians what occurred, and ask them to complete an OSBIE Incident Report.</p> <p>(Always cover off: When, Who, Where, What Outcome)</p>	

11. Get student list (manifest) out and ready in the event of a call out (use Edulog Reports, Student Transportation, MASTER Collision/Incident Manifest).	
12. Follow up immediately with a phone call and fax to the school, and then to the Superintendents and Directors of Education as required.	
13. Usually the RCJTC General Manager will go immediately to the site; up to the Boards to send an official out to the site and if applicable, to the hospital.	
14. Phone calls to parents/guardians may be required; school's responsibility with assistance from RCJTC if required.	
15. If required, student and route information can be released to fire, police, ambulance (get badge #'s).	
16. Transportation operator completes Collision Report within 24 hours or sooner.	
17. Clearly document, with times, all conversations, calls, emails, etc.	
18. Print all emails, keep all documents/logs together, file.	