

**NEAR HIT CHECKLIST AND COMMUNICATION TEMPLATE
FOR RCJTC STAFF**

In the event of a near hit, 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. Appropriate assistance has been called?	
6. Email: RCJTC General Manager & RCJTC Staff School(s) Principal/Secretary (effected) 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; Effected School(s) Principal/Secretary

cc:...

Subject: NEAR HIT <insert route number here>

Attach: **Route Manifest**

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> *in a near hit with a vehicle at the intersection of Hwy. 17 and Paul Martin Drive. No children were injured and the bus proceeded to deliver the students home as normal.* Please find attached a copy of the route manifest of who should have been on from each respective Board.

Special Note:
Principals are reminded that a letter should be sent home with students regarding the near hit, informing parents/guardians what occurred.

(Always cover off: When, Who, Where, What Outcome)

7. Get student list (manifest) out and ready in the event of a call out (use Edulog Reports, Student Transportation, MASTER Collision/Incident Manifest).	
8. Follow up immediately with a phone call and fax to the school.	
9. The RCJTC General Manager and/or designate may go immediately to the site.	
10. Phone calls to parents/guardians may be required; school's responsibility with assistance from RCJTC if required.	
11. Transportation operator completes Near Hit Report within 24 hours or sooner.	
12. Clearly document, with times, all conversations, calls, emails, etc.	
13. Print all emails, keep all documents/logs together, file.	