

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? (Emergency Response – any and all)?	
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. Post Delay	
11. Email: ICE Board's Exec (Board Sr. Staff); ICE RCJTC Exec (Admin, RCJTC Board, Staff); School(s) Principal/Secretary (school's generic email address). Time permitting and if details known include in email; otherwise email as soon as possible and follow up later with details.	

Email example:

To:...	ICE Board's Exec (Board Sr. Staff); ICE RCJTC Exec (Admin, RCJTC Board, Staff) School(s) Principal/Secretary- (school's generic email address)
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 away 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>	

12. Get student list (manifest) out and ready in the event of a call out.	
13. Follow up immediately with a phone call/email to the school, and then to the Superintendents and Directors of Education as required.	
14. Up to the Boards to send an official to the hospital.	
15. Phone calls to parents/guardians may be required; school's responsibility with assistance from RCJTC if required.	
16. If required, student and route information can be released to fire, police, ambulance (get badge #'s).	
17. Transportation operator completes Collision Report within 24 hours or sooner.	
18. Clearly document, with times, all conversations, calls, emails, etc.	
19. File in RIM (L04 Accident and Incident Reports).	