

Bus Accident Procedure

This procedure should be read in conjunction with the 'Arrival, Collection and Transportation Policy'

In the event of an accident (collision with another vehicle, pedestrian or object):

1. Remain calm & assess the situation
 - It is important to remain calm and reassure the children that everything will be ok
 - Take a moment to assess the situation to determine the best course of action in accordance with this procedure
2. Assess injuries and trauma
 - Assess the condition of all children and staff and prioritise first aid to prevent any further injury
 - Remember to use DRSABCD when assessing injuries and providing first aid
3. Evacuate bus if necessary and safe to do so
 - Decide where the safest place for children and staff to wait is. This could be remaining on the bus unless there is danger from fire or smoke, leaking fuel or the chance of further collision for example
4. Send for help
 - Organise Emergency services to be called to inform them of the situation
 - Any instructions from the 000 operator must be followed
5. Initiate contact with the other driver
 - Once all children and staff are safe, check on the other driver and their passenger's condition, advise them you need to firstly contact your Centre Manager and make sure they know you will not leave the scene without exchanging details
6. Call the centre
 - The driver will call the centre and inform the Centre Manager of the situation.
 - The Centre Manager will arrange for another bus to come to the scene to convey the children back to the centre.
7. Assess bus location
 - If the bus is in a dangerous location (i.e. blocking traffic), but is drivable, the Driver should endeavour to move the bus to the nearest safe location as long as it is safe for them to do so.
 - If the bus cannot be moved, the Driver will set up Emergency Hazard Warning Triangles – one at the bus, one 50 metres from the bus, and a third 150 metres from the bus to warn approaching traffic as per the Heavy Vehicle Road Manual.

8. Exchange driver details

- Once everyone is safe and being cared for the driver should exchange details with the other driver as follows:
- First identify yourself as the driver.
- Give the bus registration.
- Give the business name and centre phone number.
- Advise the other party that it is Greater West Childcare policy to direct all contact to the Centre Manager for insurance purposes.

Other responsibilities

- The driver will complete a bus incident report form
- The Centre Manager will notify the General Manager of the accident.
- Parents of children involved will be notified by the Centre Manager as soon as possible, if parents cannot be directly contacted other emergency contacts will be notified of the incident.
- All other parents will be informed of the accident via email within an appropriate timeframe depending on the severity of the accident.
- The Centre Manager will notify ACECQA within 24 hours of the incident as per regulations.
- In the event of an accident or incident, Management will make available a trained or registered counsellor for consultation. Debriefing sessions will be held for staff and children involved where necessary.

PROCEDURE VERSION AND REVISION INFORMATION



Authorised by

GENERAL MANAGER

Current version

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Last review

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