

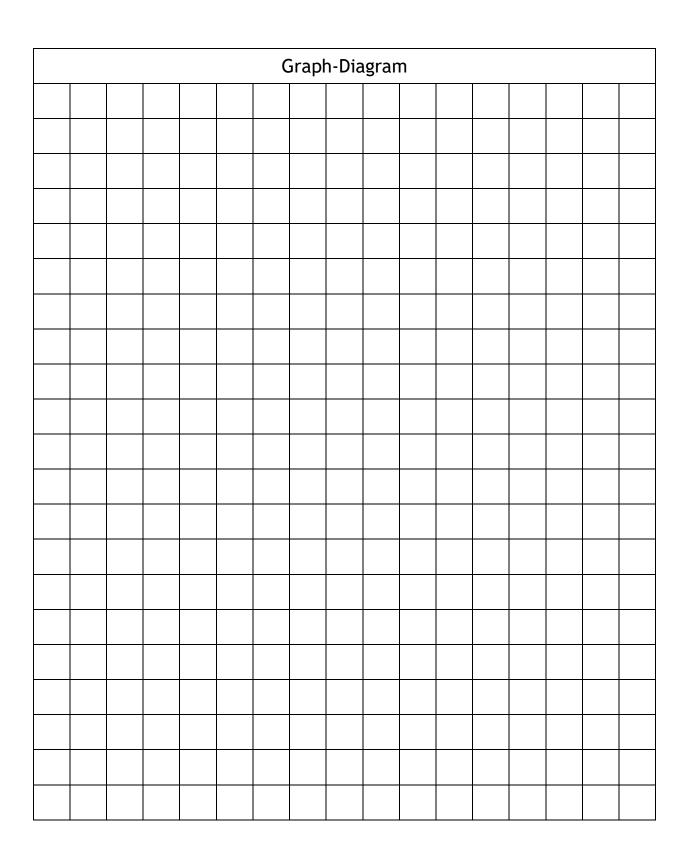
Administrative Procedures

AP Appendix 1601 B: Mechanic Motor Vehicle Incident Checklist (Conducted by the Mechanic)
Incident Date: Location: Incident #:
Procedure check list for Mechanic:
Immediately:
☐ Gather toolkit, flares, and designated binder from front office with student info. ○ Take the binder located in front office with student's info so you can do a roll call if driver hasn't already done so or is incapable.
<u>On-Scene</u> :
 □ Take a bus out to transfer students onto - Make sure you wearing your Hi Viz. PPE ○ Make sure the hazards on your truck have been turned on. □ Place reflectors/ triangles out if needed □ Make sure students have been checked out by EMT if required. □ As soon as possible take pictures of the bus and surrounding area. Conditions can change quickly and details are soon forgotten. □ Arrange for towing if needed □ Liaison with the RCMP if required □ Ensure you are in a safe position in the event of a secondary collision. □ Do not engage in conversation with anyone that's not involved. □ Collect all or any info from witnesses. If they refuse to tell you their name try and get their license plate number.
After returning to shop:
☐ Document as soon as you can or as soon as you return to shop (ex: weather Conditions, visibility)
☐ File reports to Student Protection Plan☐ File reports to Insurance

Version: January 2024 Page 1 of 3



Administrative Procedures



Version: January 2024 Page 2 of 3



Administrative Procedures

Notes

Version: January 2024 Page 3 of 3