

Administrative Procedures

AP Appendix 1601 D: On-Scene Motor Vehicle Incident Form

(Conducted by Bus Driver)

*All accidents, regardless of scope, must be reported to the Transportation Manager as soon as possible and no later than one (1) hour after completion of run.

Incident Date: Location: Incident #:
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- **Stay Calm**
- **Radio Dispatch**
 - o Where are you?
 - o How many passengers on board?
 - o Any injuries?
 - o Do you need 911?
 - o Is the bus drivable, or do you need a tow truck?
- **Evaluate and Secure Scene**
 - o Is it safer to remain on the bus or should you evacuate?
 - o Are triangles set out?
- **Record On-Scene information**
 - o Do not discuss the situation with anyone other than RCMP or authorized SD8 Staff
 - o Exchange license and Insurance information with other driver(s)
 - o Record Passengers
 - o Record conditions

Other Parties Involved (if more than one (1) other party involved, please attach supplement with info)					
Registered Owner:			Phone:		
Driver:			Driver License:		
Address:			Phone:		
			Email:		
License Plate:		Province/State:		Policy/Claim#:	
Insurance Company:			Phone:		
Damage:			Police Report #:		
Witness:			Phone:		
Conditions (circle all that apply)					
Time:	Dusk	Dawn	Daylight	Night	Other:
Weather:	Cloudy	Sunny	Rain	Snow	Other:
Road:	Bare	Wet	Snowy	Icy	Other:
Grade:	Hill	Flat	Corner	Straight	Other:

Complete [M12 - Motor Vehicle Incident Report](#) on return to garage.