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<b>Policy Section:</b>	<b>Transportation</b>
<b>Policy Title:</b>	<b>Vehicle Collision Disruption and Near Hit</b>
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### **13. VEHICLE COLLISION/DISRUPTION/NEAR HIT**

In the event that a vehicle is involved in a collision/disruption/near hit, a series of communications and actions must take place, depending on the seriousness of the collision/disruption/near hit. Our first and foremost priority is the students' well-being.

#### **Collision Definition**

If anyone is injured or suspected of injury, and/or if the total damage to all the vehicles involved appears to be MORE than \$2,000 (or as amended by the Highway Traffic Act), or if you suspect that any of the other drivers involved are guilty of a *Criminal Code* offence (such as driving under the influence of drugs or alcohol), then call 911.

#### **Disruption Definition**

NO bodily injuries, minor fender bender, damage to all the vehicles involved is less than \$2,000 (could be when impact occurs with an animal depending on damage). When in doubt, always respond as collision.

#### **Near Hit Definition**

NO bodily injuries, NO minor fender bender, NO damage to the vehicles involved. When in doubt, respond as disruption.

#### **Levels of Collision**

Level 1 – Serious injury(ies) sustained by student(s) and/or passenger vehicle

Level 2 – Non-serious injury(ies) sustained by student(s) and/or passenger vehicle

#### **Levels of Disruption**

Level 1 – Situation/Circumstance requiring a change of vehicle only (breakdown at side of road)

Level 2 – Situation/Circumstance causing a delay in vehicle travel time (due to weather conditions/traffic conditions)

## Levels of Near Hit

Level 1 – Occurrence of vehicle that nearly hit a student.

Level 2 – Occurrence of a bus that nearly hit another vehicle.

**13A.** In the event of a vehicle collision the driver and/or transportation operator shall:

- (i) ensure the safety of all students on the vehicle;
- (ii) obtain emergency assistance immediately by calling 911 for any injured and/or suspected injured party(ies);
- (iii) once the police arrive, cooperate with them in their investigation into the cause of the collision;
- (iv) notify the RCJTC and principal immediately and supply all known details of the collision;
- (v) complete the Collision Report Form, as prescribed by the RCJTC, within twenty-four (24) hours or sooner.

**13B.** In the event of a vehicle *collision* the **principal** shall:

- (i) notify the parents/guardians of injured and/or suspected injured students immediately;
- (ii) inform the area superintendent, as soon as possible;
- (iii) complete the Accident Report Form, as prescribed by their respective Board, if necessary;

**13C.** In the event of a vehicle *disruption* the **driver and/or transportation operator** shall:

- (i) ensure the safety of all students on the vehicle;
- (ii) notify the RCJTC and principal immediately and supply all known details of the disruption;
- (iii) complete the Disruption Report Form, as prescribed by the RCJTC, within twenty-four (24) hours;

**13D.** In the event of a vehicle *disruption* the **principal** shall:

- (i) inform the area superintendent, as soon as possible;
- (ii) complete the appropriate form, as prescribed by their respective Board, if necessary.

**13E.** In the event of a vehicle *near hit* the **driver/and or transportation operator** shall:

- (i) ensure the safety of all students on or outside the vehicle;

- (ii) notify the RCJTC and principal immediately and supply all known details of the occurrence;
- (iii) complete the Near Hit Form, as prescribed by the RCJTC, within twenty-four (24) hours.

**13F.** In the event of a vehicle near hit the **principal** shall:

- (i) notify the parents/guardians of the occurrence immediately;
- (ii) complete the appropriate form, as prescribed by their respective Board, if necessary.

#### **Related RCJTC Administrative Procedures**

- AP.03.07 Vehicle Collision/Disruption/Near Hit Reporting Procedure
- AP.03.07.1 Collision Preventability Determination Guideline

#### **Related RCJTC Forms**

- F.3.07.1 Collision Report Form
- F.3.07.1.1 Collision Checklist and Communication Template for RCJTC Staff
- F.3.07.2 Disruption Report Form
- F.3.07.2.1 Disruption Checklist and Communication Template for RCJTC Staff
- F.3.07.3 Near Hit Report Form
- F.3.07.3.1 Near Hit Checklist and Communication Template for RCJTC Staff