



VEHICLE ACCIDENT REPORTING

This Administrative Procedure is to guide users in the proper procedures for vehicle accident reporting.

DEFINITIONS

For the purpose of this Administrative Procedure:

Vehicle refers to cars, sport utility vehicles (SUV), vans, pick-up trucks, school buses, multi – function school activity buses, 15 Passenger vans that are owned or leased by the North East School Division No. 200. In addition, privately owned vehicles while transporting students will also pertain.

PROCEDURES

1. Preamble:
 - a. The vehicle must be used for the purpose of fulfilling North East School Division business
 - b. All drivers must possess a current driver's license that is valid for the jurisdiction in which the vehicle will be used and is appropriate for the class of vehicle being operated.
 - c. All drivers must be an approved driver that has completed the Driver Authorization Form.
 - d. Refer to BP105, AP713, AP807 and AP808 for additional information
2. If there are injuries 9-1-1 should be called first in all circumstances.
3. Do not accept responsibility for the accident.
4. All crashes involving hit and run, an impaired driver, an out of province vehicle or where the vehicle must be towed from the scene must be immediately reported to the police.
5. Accidents involving wildlife: contact local law enforcement to report the incident. Saskatchewan Environment and Resource Management may need to be contacted to dispose of the animal.
6. Do not involve yourself in an argument with the other driver.
7. Do not speak to the media. If approached by the media, redirect the media to the division office for any questions or comments.
8. The procedures required will depend on the extent of the damage to the vehicle(s) and if there are injuries to the occupants:
 - a. If the accident is MINOR and the vehicle is drivable, move vehicle out of traffic, turn off the engine and remove keys. Make arrangements to have the vehicle towed (if necessary).
 - b. If you are able take pictures of the accident scene and the vehicles involved.
 - c. When you are able, contact your direct supervisor to advise of the accident.



9. Division Owned Vehicles – Cars, SUV’s, Vans (NOT 15 Passenger) and pick-up trucks.
 - a. Each vehicle will be equipped with a “Vehicle Accident Package”.
 - The Accident Information Report (On Scene) is be used at the scene of the accident as a guide to collecting information. Pertinent information to obtain includes; license number of the other driver; make, model and year of other vehicle(s), names and contact information including address of other driver, witnesses and occupants of other vehicle(s). This form is provided as a guide only and can be used at the driver’s discretion.
 - The NESD Vehicle Accident Report must be completed within 24 hours of any incident involving an NESD vehicle and submitted to your direct supervisor.
 - b. Direct Supervisor Responsibilities
 - Scan the Accident Information Report (on scene) and the NESD Vehicle Accident Report to vehicle.report@nesd.ca.
 - Ensure that the school/individual complete the Marsh School Incident Report.
 - You will be informed of the next steps.

10. School Buses, Multi – Function Activity Buses, 15 Passenger Vans

These vehicles are considered commercial vehicles which are governed by the *Commercial Carrier Act*.

- a. Contact the Transportation Services Department for further instructions.

11. Personal Vehicles

- Insurance Requirement
 - Individuals authorized to use their vehicle MUST have third party liability insurance of at least two (2) million dollars in accordance with AP 807(e)
 - In case of claim, the vehicle owner’s liability insurance applies before the School Board Insurance.
 - Damage to the owner’s vehicle is not insured by the School Division. However, the NESD may cover the deductible to have the vehicle repaired provided the accident occurred while on School Division business.
- Accident Reporting
 - Contact your direct supervisor to report the accident as soon as you are able.
- Direct Supervisor Responsibilities
 - Record the details of the accident as it was reported to you and forward the information to the vehicle.report@nesd.ca.

You will be informed as to next steps.

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