

Administrative Procedure 564

STUDENT TRANSPORTATION INSURANCE

Background

All vehicles and buses contracted or tendered to provide student transportation must have the appropriate insurance coverage.

Procedures

1. The Division will facilitate umbrella insurance coverage through the Alberta Risk Managed Insurance Consortium (ARMIC).
 - 1.1 All Division owned buses will be insured through ARMIC.
 - 1.2 All owners of contract or tendered vehicles classified as school buses may access insurance through ARMIC or provide documentation of equivalent insurance coverage.
2. Owners of contract or tendered vehicles will be responsible for any additional insurance costs when the vehicles are used for purposes other than those required by the Division.
3. In the case of an accident:
 - 3.1 The driver's first priority is to determine the safety and wellness of everyone on the vehicle and security of the accident site.
 - 3.1.1 In the case of injury the driver will immediately call 911 and notify medical and law enforcement personnel.
 - 3.1.2 In the case of significant damage to the bus, even when there are no students involved, the driver will notify law enforcement.
 - 3.2 The Transportation Department is to be contacted and provided with all pertinent information.
 - 3.3 Parents/guardians are to be contacted as quickly as possible.
 - 3.4 An ARMIC Accident Report must be obtained from the Transportation Manager, completed and returned as soon as possible, along with a list of everyone on the bus at the time of the accident.
 - 3.5 A copy of any police report is to be forwarded to the Transportation Manager.
 - 3.6 In the case where the unit has come in contact with any object that the Transportation Manager may deem to have compromised the safety of the school bus, that bus must be inspected by a qualified mechanic as soon as practicable.
 - 3.6.1 Costs incurred for the inspection will be covered by the Division.
 - 3.7 Under no circumstances are persons acting on behalf of the Division to make any admission or take blame for an accident.

Reference: Section, 11, 53, 59, 59.1, 197, 222 Education Act
Traffic Safety Act
Commercial Vehicle Safety Regulation 121/2009
Student Transportation Regulation 250/98 (Amended AR 125/2005)
Use of Highway and Rules of the Road Regulation 304/2002
Vehicle Equipment Regulation 122/2009

Form: ARMIC Accident Report (External)