

#102138

**ACCIDENT REPORTS**

In all cases of accidental injury, all Student and Non-Student Accident Reports must be forwarded by the schools electronically:

**A. STUDENT ACCIDENT OR INJURY**

Student Accident Incidents are to be reported electronically via the [Manitoba School Boards Association online reporting form](#) and selecting Student Accident Incident Report.

Severe cases shall be reported immediately to the Secretary-Treasurer/Chief Financial Officer and to the Superintendent/Chief Executive Officer.

**B. CERTIFIED STAFF ACCIDENT OR INJURY**

Staff Members Accident Incidents are to be reported electronically via the [Manitoba School Boards Association online reporting form](#) and selecting Employee Accident Incident Report.

Severe cases shall be reported immediately to the Secretary-Treasurer/ Chief Financial Officer and to the Superintendent/Chief Executive Officer.

**C. NON-CERTIFIED STAFF ACCIDENT OR INJURY**

Staff Members Accident Incidents are to be reported electronically via the [Manitoba School Boards Association online reporting form](#) and selecting Employee Accident Incident Report.

Severe cases shall be reported immediately to the Secretary-Treasurer/Chief Financial Officer and to the Superintendent/Chief Executive Officer.

In addition to the above, the NOTICE OF ACCIDENT FORM, [Exhibit EBBB-E-2](#), shall also be completed for Workers' Compensation Board requirements and forwarded to the Management Secretary, Human Resources.

**D. SCHOOL VISITORS**

School Visitors Accident Incidents are to be reported electronically via the [Manitoba School Boards Association online reporting form](#) and selecting Non-Student Accident Incident Report.

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Severe cases shall be reported immediately to the Secretary-Treasurer/Chief Financial Officer and to the Superintendent/Chief Executive Officer.

**E. SCHOOL BUS ACCIDENTS**

Any disruption of regular bus service for reasons of accidents, mechanical breakdown, etc., shall immediately be reported to the Assistant Superintendent and to the Supervisor, Transportation, and every effort shall be made to provide for the safety and welfare of the students on board the bus.

Every driver of a school bus shall:

- a) Report immediately any accident in which the vehicle may be involved to the Transportation Supervisor before conforming to the regulations of the Highway Traffic Act with regard to informing the Police.
- b) Take names and address of an injured person or persons involved in an accident, obtain names of witnesses, if any available, also car license number, and operator's name and license number.
- c) Complete the Division's student accident report form EBBB-E1, and process as outlined above.

**F. ACCIDENT INVESTIGATIONS**

For severe injury situations, or where a lawsuit may result, refer to the Accident Investigation guide to develop a more complete report.

**G. DIVISION VEHICLE ACCIDENTS**

For any accidents involving a Division vehicle, an accident report form must be completed and forwarded to both the Supervisor, Transportation and the Secretary-Treasurer/Chief Financial Officer.

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