

RED RIVER PARISH PUBLIC SCHOOLS
DEPARTMENT OF TRANSPORTATION
Uniform School Bus Accident Reporting Procedures

All school bus accidents, no matter how minor, must be reported by the bus driver to the Supervisor of Transportation, who must ensure that all appropriate reporting procedures are followed. This reporting requirement applies to students who are injured while on board the bus, even if the bus is not in a collision or a near-collision. (Such accidents are called "on-board" accidents.) It applies whether or not bus passengers are injured or the bus is damaged as a result of the accident.

The Uniform School Bus Accident Report Form (adopted by the Louisiana Department of Education in July, 1985) must be completed whether passengers are on board or not if the accident involves property damage, personal injury or fatality to :

1. Occupants in the bus (driver, students, other passengers);
2. Occupants of any other vehicle(s) involved in the accident;
3. Non-occupants of the school bus or other vehicle (e.g., student in the loading/unloading zone, pedestrian, bystander, etc.).

If requested, the report must be sent to the Louisiana Department of Education's representative. A sample of the form, with instructions for filling it out, is included in this appendix.

The purpose of the form is to provide for the compilation of accurate, uniform and reliable information about school bus accidents so that problems and trends can be identified and needed safety programs can be developed. Information submitted by individual school districts may be compiled and provided to national organizations and federal government agencies whose mission, at least in part, is to help ensure the highest of safety for school bus passengers.

The bus driver is responsible for filling out and turning in the form, unless otherwise instructed by the Supervisor of Transportation, who then assumes responsibility for the procedure. All applicable items must be indicated on the form. If information required to complete a blank or blanks is not available, "unknown" should be entered in the blank(s).

DEFINITIONS:

Accident: That occurrence in a sequence of events which usually produces unintended injury, death or property damage.

Loading & Unloading Zone: Any place the school bus stops to load or unload student passengers.

Driver: The person driving the school bus or other motor vehicle involved in the accident.

Bus: A motor vehicle with motive power designed for carrying more than 10 persons.

School Bus: Every motor vehicle that complies with the color, equipment and identification requirements set forth in Title 32, Louisiana Revised Statutes, and which is used to transport children to and from school or school-related activities, but not including buses operated by common carriers in urban transportation of school children. There are four types of school buses:

Type A: A conversion or body constructed and installed upon a van-type compact truck or front-section vehicle, with a gross vehicle weight rating of 10,000 pounds or less, designed for carrying more than 10 persons.

Type B: A conversion or body constructed and installed upon a van or front-section chassis, or stripped chassis, with a gross vehicle weight rating of more than 10,000 pounds, designed for carrying more than 10 persons. Part of the engine is beneath and/or behind the windshield and beside the driver's seat. The entrance door is behind the front wheels.

Type C: A body installed upon a flat back cowl chassis with a gross vehicle weight rating of more than 10,000 pounds designed for carrying more than 10 persons. All of the engine is in front of the windshield and the entrance door is behind the front wheels.

Type D: A body installed upon a chassis with the engine mounted in the front, midships, or rear, with a gross vehicle weight rating of more than 10,000 pounds, designed for carrying more than 10 persons. The engine may be behind the windshield and beside the driver's seat; it may be at the rear of the bus, behind the rear wheels, or midships between the front and rear axles. The entrance door is ahead of the front wheels.

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INSTRUCTIONS FOR THE REPORT FORM:

A. Front Side-Top of Report

1. Fill in the parish or city school system for which you drive.
2. Fill in the date, day and time of the accident. Be sure to circle A.M. or P.M.
3. Give the location where the accident occurred as to parish, street, road or highway and the city or town.
4. Give the driver's name and commercial driver's license number.
5. Fill in the name of the bus owner, chassis make, body make and model year.
6. Fill in the police report number (if known) and indicate whether or not the school bus driver was cited.

B. Front Side-Numbered Section of Report

1. Indicate type of accident. (Check only one response.)
2. Complete if "fixed object" accident. (Check only one response.)
3. If known, place a check beside the approximate dollar value for damage sustained. (This information can be supplied later, if available.) If the amount cannot be determined, write "unknown." For "off bus loading/unloading accidents" only, check only one response each for a, b, c.
4. Indicate manner of collision between vehicles or objects.
5. Check only one response for the entire item.
6. In the box marked "enter," write only one letter to designate the first point of impact.
7. Check as many responses as may be applicable to describe circumstances contributing to the accident. These responses apply to all drivers, objects, roadway conditions, etc.
8. Write in the total number of lanes on the roadway.
9. Indicate whether or not the roadway was divided.
10. Write the posted speed limit on the roadway where the accident occurred.
11. Indicate the approximate speed of the school bus (if applicable) at the time of the accident. If the school bus was stopped, write "0."

C. Reverse Side of Report

Check or write in all information required. All information in the Driver Profile section must be checked by the Supervisor of Transportation (or designee).

"Type of Bus" refers to Types A, B, C and D. Consult descriptions under the heading "DEFINITION" in this appendix. Indicate rated capacity (66, 60, 54, etc., passenger) and how many students (pupils) were actually on board at the time of the accident.

To describe the accident, explain in your own words what occurred, and to the extent possible, why it occurred. Remember to state only facts. Refer to each vehicle by number, with the school bus being #1. If passengers were on board, describe their behavior at the time of the accident.

If the accident involved one or more students at the bus loading/unloading zone, describe the behavior of all students present as the bus arrived and stopped.

Fill the diagram, placing as nearly as possible, drawings of all vehicles involved.

If the bus driver signs the report, the Supervisor of Transportation (or designee) should sign the report, also.

"Information Required by Local School System" is additional space for use by the local school system. It may be left blank, if appropriate.

The Supervisor of Transportation should consult the Department of Education to ask whether or not the Uniform School Bus Accident Report Form should be forwarded to the Department of Education.

IN THE EVENT OF A FATALITY, the Supervisor of Transportation contact the National Highway Traffic Safety Administration, Department of Transportation and complete the Fatal School Bus Accident Notification Form. (See Appendix F, Bulletin 1191.)

**Louisiana Department of Education
BUREAU OF SCHOOL TRANSPORTATION
UNIFORM SCHOOL BUS ACCIDENT REPORT FORM**

COLLISION
ON BOARD
(circle one)

Bus # _____

Parish _____ Date of Accident _____ 200__ Day of Accident _____

Location (Parish) _____ Street, Road, Hwy. _____ City, Town _____

Driver's Name _____ License Number _____

Bus Owner _____ Chassis Make _____ Body Make _____ Model Year _____

Police Report:

Complaint #: _____ Was the bus driver ticketed? (check one) YES NO

1. TYPE OF ACCIDENT (check only ONE response)

- Between motor vehicles Pedestrian Pedacycle Other collision (animal, animal-drawn vehicle, streetcar, etc.)
 Noncollision Fixed object Railroad train

2. COMPLETE IF FIXED OBJECT ACCIDENT (check ONE response)

- Embankment Sign Fence Curb or wall
 Noncollision Guardrail Median Barrier Culvert or headwall
 Tree Bridgerail Fire Hydrant Other _____

3. PROPERTY DAMAGE ONLY: Was the damage More than \$500.00 Less than \$500.00

SCHOOL TRANSPORTATION RELATED PERSONNEL

INJURY SEVERITY	Age	Sex	Total (Numbered)	On-Board			**Off Bus		
				Pupil	Driver	Other	Load Pupil	Unload Driver	Zone Other
1. Killed									
2. Severe (incapacitating)									
3. Moderate (nonincapacitating)									
4. Minor (possible)									

**** OFF BUS LOADING UNLOADING ACCIDENTS ONLY (answer the following three questions)**

- a. AT THE TIME OF THE ACCIDENT, WAS THE BUS? (check only one response)
 Approaching the zone Stopped in zone Leaving zone Not in sight
- b. WAS THE PUPIL? Hit by the bus Hit by other vehicle
- c. LOCATION OF THE INJURED PUPIL(S): On side of road On sidewalk In roadway

4. MANNER OF COLLISION BETWEEN VEHICLES OR OBJECTS:

- Angle Head-on Rear-End Other _____

5. BUS DIRECTIONAL ANALYSIS (check only one response for the entire question)

COLLISION WITH OTHER VEHICLE

Intersection

- Entering at angle, both moving
 Entering same direction, both moving
 Entering opposite direction, both moving
 Other action _____
(specify)

Nonintersection

- Same direction, both moving
 Opposite direction, both moving
 One vehicle stopped
 Other action _____
(specify)

ALL OTHER COLLISION

- At Intersections:** Fixed object Other road vehicle, train, pedacycle
 Other object, animal
- Nonintersections:** Fixed object Other road vehicle, train, pedacycle
 Other object, animal

NONCOLLISION

At Intersections: . . .

Overturned

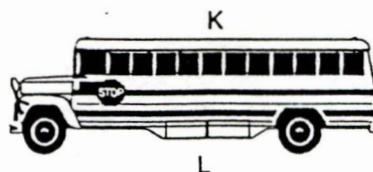
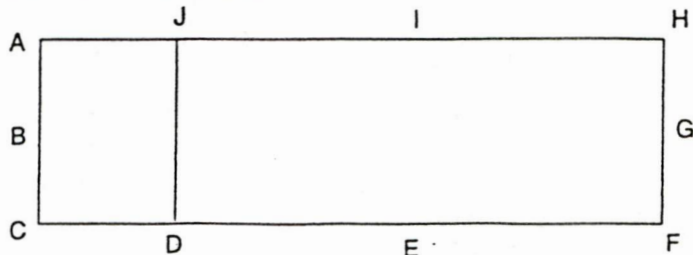
Other collision

Nonintersections:

Overturned

Other Collision

FIRST POINT OF IMPACT (enter only one response in box)



Enter

7. CONTRIBUTING CIRCUMSTANCES (check as many responses as applicable):

Bus Driver

- Speed
- Failed to yield right of way
- Passed stop sign
- Disregarded signal
- Drove left of center
- Improper overtaking/passing
- Made improper turn
- Followtoo closely
- Backing
- Sudden movement
- No improper action
- Other circumstances: (specify) _____

Other Driver

-
-
-
-
-
-
-
-
-
-
-

School Bus Vehicle Defects

- Tires Brakes Lights
- Steering No Defects

Roadway Condition

- Defective surface (e.g., potholes)
- Slippery
- Inoperative traffic signal
- View obstructed (e.g., tree, fence)
- Other _____ (specify)

8. TOTAL NUMBER OF LANES IN ROADWAY: _____

10. POSTED SPEED LIMIT: _____

J. WAS ROADWAY DIVIDED? Yes No

11. APPROXIMATE SPEED OF SCHOOL BUS: _____

DRIVER PROFILE

- a. Sex: Male Female
- b. Age: _____
- c. How many accidents in the last 3 years? _____
- d. Preservice driving training? Yes No
- e. Inservice training this year? Yes No
- f. Years of experience: _____

SCHOOL-BUS PROFILE

- a. Type A B C D Other _____
- b. Rated capacity _____ c. Pupils aboard _____
- d. Is lap belt on bus? Yes No
- e. Was belt being used? Yes No
- f. School bus use at time of accident:
 - Regular rouge Spec. Ed. route
 - Field/activity trip
 - Other (specify) _____

CONDITION OF ROAD

- Dry Wet Icy Under repair
- Holes or ruts Snow packed
- Other (specify) _____

WEATHER CONDITIONS

- Clear Rain Fog Snow Dust
- Other (specify) _____

LIGHT CONDITIONS

- Dawn Daylight Dusk
- Dark, artificially illuminated
- Dark, not artificially illuminated

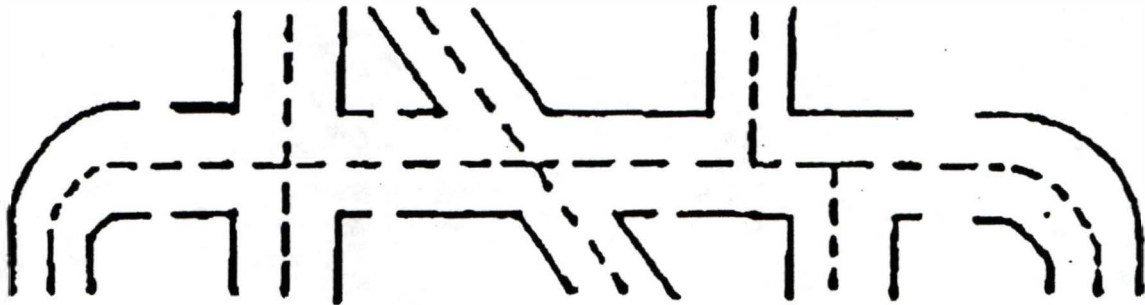
DESCRIPTION OF ACCIDENT: _____

NAME(S) OF INJURED PUPILS (IF ANY): _____

NAME(S) OF WITNESSES (IF ANY): _____

PLEASE DESCRIBE BEHAVIOR OF PUPILS IN LOADING ZONE ACCIDENT: _____

Complete the following diagram showing direction and positions of vehicles involved, designating clearly point of contact. (If this diagram will not serve for the accident in question, attach a drawing to this form.)



REPORT SUBMITTED BY:

Name

Signature

School Bus Operator

Position

Date

INFORMATION REQUIRED BY LOCAL SCHOOL SYSTEM:

