

**TRANSPORTATION ACCIDENT/INCIDENT CAUSING INJURY POLICY**

Pursuant to State Board of Education Policy 4336, the Board adopts the following policy on the reporting of accidents/incidents causing injury. This reporting policy covers all such accidents/incidents involving Board-owned vehicles.

1. As soon as possible after a transportation accident, the school employee shall notify the central office. Appropriate central office staff shall immediately notify the building principal of any transportation accidents or incidents resulting in injury that involve students within his/her building.
2. An accident report form (see below) shall be completed by the school employee on the same day as the accident unless an injury prevents the employee from doing so. And the employee shall be responsible for providing the central office with a copy of this report on the same day, unless an injury prevents the employee from doing so.
3. The school employee should keep a copy of the accident report form for his/her records.
4. The transportation director or his/her designee shall notify the Board's insurance carrier of accidents or incident resulting in injury in a timely manner.
5. A school bus accident is to be reported when the bus bumps or touches another vehicle, person or object and causes any damage no matter how little and regardless of whether or not there is an injury.
6. A verbal report of any school bus accident is to be given as soon as possible and a written report provided on the next business day to the county Director/Supervisor of Transportation.
7. All bus accidents involving bodily injury, fatality, extensive property damage or structural damage to a school bus shall be reported immediately via phone to the State Director of Transportation. A written report must be submitted to the State Director within one week. All other accidents shall be reported monthly to the State Director of Transportation.

**TRANSPORTATION ACCIDENT/INCIDENT CAUSING INJURY REPORT FORM**

DATE SUBMITTED: \_\_\_\_\_

SCHOOL WHERE REPORTED IS ASSIGNED: \_\_\_\_\_

NAME(S) OF SUPERVISING TEACHER(S); OTHER PERSONNEL INVOLVED: \_\_\_\_\_

1. DATE OF ACCIDENT/INCIDENT: \_\_\_\_\_
2. STUDENT(S) INVOLVED IN ACCIDENT/INCIDENT (If student(s) are from another school, so indicate):

2A. NON-STUDENTS INVOLVED IN ACCIDENT/INCIDENT:

3. TIME AND PLACE (Be as precise as possible):

4. INCIDENT (Describe fully.):

5. ACTION TAKEN (Describe fully action taken by you or your supervisor):

6. BACKGROUND INFORMATION (Describe fully any relevant background information):

7. INSURANCE COVERAGE OF OTHER PARTIES:

8. NAME AND LAW ENFORCEMENT UNIT OF ANY RESPONDER:

REPORT SUBMITTED BY (please print your name): \_\_\_\_\_

SIGNATURE OF REPORTER:

\_\_\_\_\_

By signing above I attest to the accuracy of this report to the best of my knowledge.

NOTE: The building principal must be notified immediately of any transportation accidents or incidents resulting in injury involving students within his/her building. A school bus accident is to be reported when the bus bumps or touches another vehicle, person or object and causes any damage no matter how little and regardless of whether or not there is an injury. A verbal report of any school bus accident is to be given as soon as possible and a written report provided on the next business day to the county Director/Supervisor of Transportation.

Adopted: September 3, 2013