

STUDENT TRANSPORTATION RECORDS AND REPORTS
(REPORTING - SCHOOL BUS ACCIDENT)

In order to facilitate the proper reporting of bus accidents, the following shall be observed:

1. The bus driver shall report any accident involving a school bus to the police agency within whose jurisdiction the accident has occurred.
2. The driver shall report all accidents to the transportation coordinator.
3. The Assistant Superintendent shall report accidents to the District's insurance agent and the Ohio Department of Education within 15 days from the time of the accident.
4. A copy of each accident report shall be retained in the District file for a period of five years.
5. Definition of a motor vehicle accident:
 - A. Any incident or occurrence involving a school bus operated by or under contract to the District which results in a fatality, an injury or damage to any motor vehicle or property, regardless of how minor.
 - B. Any action taken by a bus driver employed by the District which contributes directly to any fatality, injury or damage to any motor vehicle or property. A bus shall be considered involved in an accident, even though not physically involved, if the bus driver's actions contributed directly to the accident.

[Adoption date: September 25, 1995]