**POLICY 4336 STATES:**

A bus accident is to be reported **to the county director** when the bus touches another vehicle, person, or object, or leaves a mark and/or causes damage.

A verbal report is to be given by the operator as soon as possible and a written report provided on the next business day to **the county director**. Bodily injuries should be reported as per county board procedure or policy.

All bus accidents involving bodily injury, a fatality, extensive property damage, or structural damage to a bus shall be reported immediately via phone by the county director to **the State Director**. A written report is to follow to **the State Director** within one week.

1. TYPE OF ACCIDENT/ INCIDENT (Passenger, RR Grade Crossing, Work Zone, Law Enforcement, etc.):
2. LOCATION OF ACCIDENT INCIDENT (State, City, County, Route, Milepost, Railroad, etc.):

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1. DATE AND TIME OF ACCIDENT/ INCIDENT:
2. NUMBER OF FATALITIES/INJURIES:
3. DESCRIPTION OF ACCIDENT/INCIDENT (including cause):

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1. WEATHER AND ROAD CONDITIONS:
2. DRIVER’S INFORMATION: (Name, Address, City, State, Telephone #, any additional information deemed appropriate):
3. VEHICLE(S) INVOLVED (By TYPE and ID NUMBER [bus number OR license number]):
4. DRIVER INFORMATION (CDL Status and any other relevant information):

**Accident/Incident History for last 24 months (FOR COUNTY USE ONLY)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Total Accidents** | **Fatal Accidents** | **Injury Accidents** | **Towed Accidents** | **Fatalities** | **Injuries** |
|  |  |  |  |  |  |
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**Investigation History (FOR COUNTY USE ONLY)**

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| --- | --- | --- | --- | --- |
| **Review Date** | **Review Type** | **Rating Date** | **Proposed Safety Rating** | **Actual Safety Rating** |
|   |   |   |   |   |
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1. INVESTIGATING AGENCIES: (IF APPLICABLE)

State Police -- investigating officer:

Local Law Enforcement -- investigating officer:

1. County/School Transportation staff member(s) present at scene of accident/incident: