

# INSTRUCTIONS FOR USING THE UNIFORM SCHOOL BUS ACCIDENT/ADJUDICATION REPORT

## **Purpose:**

To compile 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 you provide in this form will be required to complete the National Safety Council's annual summary of school bus accidents. Please answer every question and promptly file this report with the proper state authorities.

## **Who should fill out this form:**

The local superintendent, transportation supervisor, or contractor.

**This form should be filled out** WHETHER OR NOT STUDENTS ARE PRESENT and if the accident you are reporting involves property damage, personal injury or fatality to:

- a. occupants in the bus (pupils, drivers, or other persons);
- b. occupants of any other vehicle(s) involved in the accident;
- c. non-occupants of the school bus or other vehicle (e.g., students in the loading or unloading zone, pedestrian bystanders, etc.)

## **DEFINITIONS**

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

**Bus** - A motor vehicle with motive power, except a trailer, designed for carrying more than 10 persons. (Code of Federal Regulations, Title 49, Transportation.)

**Driver** - The person driving the school bus.

**Intersection** - An area which (1) contains a crossing or connection of two or more roadways not classified as driveway access and (2) is embraced with the prolongation of the lateral curb lines or, if none, and roadway between two areas meeting these criteria is less than 10 meters (33 feet), the two areas and the roadway connecting them are considered to be parts of a single intersection. (Classification of Motor Vehicle Traffic Accidents, ANSI D16.1, American National Standards Institute.)

**Loading and Unloading Zone** - Any place the school bus stops to load or unload pupil passengers.

**Pupil** - A person who attends an educational institution.

**School Bus** - A bus that is sold, or introduced in interstate commerce, for purposes that include carrying students to and from school or related events, but does not include a designated and sold for operation as a common carrier in urban transportation (Code of Federal Regulations, Title 49, Transportation.)

There are four types of school buses:

**TYPE A-A** Type “A” school bus is a conversion or body constructed upon a van-type or cutaway front-section vehicle with a left side driver’s door, designed for carrying more than 10 persons. This definition shall include two classifications: Type A-I, with a Gross Vehicle Weight Rating (GVWR) over 10,000 pounds; and Type A-II, with a GVWR of 10,000 pounds and under.

**TYPE B-A** Type “B” school bus is a conversion or body constructed and installed upon a van or front-section vehicle chassis, or stripped chassis, with a gross vehicle weight rating or 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** Type “C” school bus is 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 on the windshield and the entrance door is behind the front wheels.

**TYPE D-** A Type “D” school bus is a body installed upon a chassis, with the engine mounted in the front, midship, or rear with a gross 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 midship between the front and rear axles. The entrance door is ahead of the front wheels.

**Other** - Any other person.

**Adjudication** - All school districts are required to adjudicate their reportable accidents preventable or non-preventable by using the GUIDE TO DETERMINE ACCIDENT PREVENTABILITY extracted from the National Safety Council Accident Criteria.

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