

PROCEDURES & INSTRUCTIONS FOR ACCIDENT REPORTING & ADJUDICATING

In accordance with Public Education Department (PED) regulations 6.41.4 NMAC, school districts are required to submit within one week (7 calendar days) by email, fax or regular mail school bus accident reports to the PED School Transportation Bureau (STB) utilizing the uniform school bus accident/adjudication report found on the STB website <http://www.ped.state.nm.us/div/fin/trans/dl/busform.pdf>.

STB requires all accidents to be reported involving school buses and school owned activity vehicles used for the purpose of transporting student be reported regardless of severity. This also includes accidents involving students whether or not it is a school bus or activity vehicle related traffic accident (IE: student injured at school bus stop, loading/unloading zone or school walk zone).

If a school bus is involved in an accident that results in hospitalization and/or serious injury of any student, bus driver, pedestrian or vehicle occupant, the STB shall be notified promptly by telephone.

If a school bus is involved in an accident in which a possible mechanical failure on the school bus is a factor the local school administrator shall notify the STB promptly. The possible defective parts should be secured until further directives are provided by STB.

If the accident results in fatality of any student, bus driver, pedestrian or other vehicle occupants, the STB shall be notified immediately by telephone.

POST ACCIDENT TESTING REQUIREMENTS:

Federal Regulations (49 CFR Part 382.303) requires that the driver submit to controlled substance and alcohol testing post-accident as defined in the Federal Motor Carrier Safety Regulations (FMCSR). The driver must be tested under any of the following circumstances.

- Anytime a fatality occurs as a result of the accident
- Anytime the driver receives a citation for a moving violation as a result of the accident
- Anytime the accident involves and injury to anyone that requires medical treatment at or away from the scene.
- Anytime the accident involves disabling damage to any of the vehicles. (Disabling damage means one or more vehicles had to be towed from scene and not driven away.

If an alcohol test cannot be administered within 2 hours of accident, school district must document reason. If the alcohol test cannot be given within 8 hours the school district must document reason test was not administered.

Violations are subject to audit by the PED STB, State, and Federal Authorities.

Antonio Ortiz, State Transportation Director STB Office : 505-827-6640 STB Fax : 505-827-5802

Alternative: To reach transportation director through NM State Police Communications Office Call: 505-827-9301
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