
ACCIDENT/INCIDENT REPORT FOR SCHOOL BUSES (TRN-P002)
Milford Public School District

1.0 SCOPE:

- 1.1 This outlines the procedure to follow when a school bus is involved in an accident, or has an incident on the bus at the Milford Public Schools.

The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Deputy Superintendent of Operations

3.0 APPROVAL AUTHORITY:

- 3.1 Transportation Coordinator

Authorized Signature on File
Signature Date

4.0 DEFINITIONS:

- 4.1 MPS: Milford Public Schools
4.2 BAI Form: Bus Accident/Incident Form (TRN-F002)

5.0 PROCEDURE:

- 5.1 The bus driver reports any accident or incident to the bus company immediately. The bus company takes all information over the radio.
- 5.2 Bus company reports to Deputy Superintendent of Operations and Transportation Coordinator immediately by telephone.
- 5.3 Deputy Superintendent of Operations and/or Transportation Coordinator reports incident to the Superintendent's Office.
- 5.4 Deputy Superintendent of Operations and/or Transportation Coordinator may report to site of accident.
- 5.5 Deputy Superintendent of Operations/Transportation Coordinator fills out BAI form based on information received by bus company and bus driver. Investigation follows, if needed.
- 5.6 Completed form is filed for future reference.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Bus Accident/Incident Form - TRN-F002

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Completed Bus Accident/Incident Form	Transportation Department files during school year; then to storage	One (1) year in Transportation Department; moved to storage for three (3) years.	Shredded after retention period.	Locked Office

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision #:</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release
09/03/2003	B	Change of Approval Authority/Responsibility
09/24/2003	C	Add to 5.6
10/04/2004	D	Change title in 2.0, 5.0 and retention period in 7.0

***** End of procedure *****