

**STUDENT TRANSPORTATION ACCIDENT REPORTING**

1. Transportation injuries, which occurred as a part of the transportation on district school buses, shall be verbally reported immediately by the Director of Transportation who, in turn, will notify the Superintendent, Assistant Superintendent for Human Resources, Assistant Superintendent for Pupil Services, Chief Financial Officer, and the appropriate building principal(s).
2. Transportation accidents/injuries, which occurred as a part of the transportation on district school buses, shall be reported in writing to the Director of Transportation on form PSD/TR19 by the responsible driver.
3. The Director of Transportation will investigate the accident and submit a report and action taken to the Assistant Superintendent for Human Resources.
4. Student injuries from the accident will be reported to the Assistant Superintendent for Pupil Services by the Director of Transportation within 24 hours of the accident.
5. Staff injuries from the accident will be reported to the Assistant Superintendent for Human Resources by the Director of Transportation within 24 hours of the accident.
6. The Director of Transportation shall submit a written monthly summary of the student transportation accidents on the PSD/TR19 form to the Assistant Superintendent for Human Resources who will approve the report and submit to the Superintendent for appropriate distribution.

Adopted: February 27, 1986

Revised: November 11, 2003