



ARIZONA DEPARTMENT OF PUBLIC SAFETY

SCHOOL BUS ACCIDENT / INCIDENT REPORT

STUDENT TRANSPORTATION ☆ ARIZONA DEPARTMENT OF PUBLIC SAFETY
MAIL DROP NO. 1250 ☆ P.O. BOX 6638 ☆ PHOENIX, ARIZONA 85005-6638
PHONE: 602 223-2646 ☆ FAX: 602 223-2923

ACCIDENT
INCIDENT
(See definitions on the back of this page.)

In accordance with R 13-13-104.E.2, school bus accidents involving the death or injury of any person shall be reported to the Department by telephone (contact the nearest DPS District Office or the DPS Duty Office) as soon as possible. In addition, all other accidents involving a school bus shall be reported on this form and shall be forwarded to: Arizona Department of Public Safety, Student Transportation Mail Drop 1250, P. O. Box 6638, Phoenix, AZ 85005 OR faxed to: 602-223-2923 OR email to schoolbus@azdps.gov.

DISTRICT / EMPLOYER NO. SCHOOL DISTRICT / EMPLOYER
ACCIDENT / INCIDENT DATE DAY OF WEEK TIME a.m. p.m. PRINT DRIVER NAME (LAST) (FIRST) M.I.
DRIVER CERTIFICATION NO. BUS NO. MAKE VEHICLE IDENTIFICATION NO. (VIN)

BUS TYPE FUEL LIGHT DESTINATION
A C Gas Dawn Going to school
A1 D Diesel Dusk Leaving school
A2 Other Electric Daylight Activity trip
B Unknown Compressed Natural Gas Dark (lighted) Other/Unknown
Dark (unlighted)
Unknown

AREA WEATHER ROAD CONDITIONS TYPE OF ROAD
Urban Clear Dry City Street
Rural Cloudy Wet State Highway
Unknown Rain Snow/Slush Federal Highway
Snow/Sleet/Ice Ice/Snow packed Interstate
Fog Mud/Dirt/Sand Country Road
Dusty/Windy Construction Gravel
Unknown Other

RESPONDING POLICE AGENCY DR (CASE) NUMBER

TOTAL NO. OF INJURIES (including ALL involved vehicles) TOTAL NO. OF FATALITIES (including ALL involved vehicles) NO. OF PUPILS OUT OF SCHOOL BEYOND DAY OF ACCIDENT / INCIDENT DUE TO INJURIES?
NO. OF PUPILS ON BUS (describe each below) NO. OF PUPILS INJURED (describe each below) NO. OF PUPILS KILLED (describe each below)

Table with 7 columns: SEX M or F, AGE, INJURY Yes or No, ON BUS Yes or No, POSITION IN THE BUS (Front, Back, Other, Unknown), INJURED BY (Bus, Auto, Train, Large Truck, Small Truck, Snow Plow, Street Sweeper, Other), PLACE INJURED (Bus Stop, Road, School Grounds, Walking to / from bus stop, Other, Unknown)

(USE SEPARATE SHEET OF PAPER, IF MORE STUDENTS INVOLVED)

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DID MECHANICAL FAILURE OR DEFECT CAUSE OR CONTRIBUTE TO THE ACCIDENT / INCIDENT OR INJURIES SUSTAINED?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Object caught in handrail <input type="checkbox"/> Object caught in closed door	<input type="checkbox"/> Child dropped object? <input type="checkbox"/> Not applicable
BUS DRIVER INJURED?	BUS DRIVER OFF DUTY <b>BEYOND</b> DAY OF ACCIDENT / INCIDENT DUE TO INJURIES?	BUS DRIVER DRUG SCREEN COMPLETED WITHIN 12 HOURS OF ACCIDENT / INCIDENT?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
BUS DRIVER HAD <b>PRIOR</b> ACCIDENTS / INCIDENTS <b>WITHOUT</b> INJURIES?	<input type="checkbox"/> Yes    DATE(S) <input type="checkbox"/> No		
BUS DRIVER HAD <b>PRIOR</b> ACCIDENTS / INCIDENTS <b>WITH</b> INJURIES?	<input type="checkbox"/> Yes    DATE(S) <input type="checkbox"/> No		
BUS DRIVER HAD <b>PRIOR</b> ACCIDENTS / INCIDENTS <b>WITH</b> FATALITIES?	<input type="checkbox"/> Yes    DATE(S) <input type="checkbox"/> No		
WHAT WAS THE <b>OTHER</b> DRIVER DOING?			
DESCRIBE WHAT HAPPENED (You are <b>NOT</b> required to make a statement that would admit guilt.)			
SCHOOL BUS DRIVER SIGNATURE		DATE	
X			
SCHOOL ADMINISTRATOR SIGNATURE		DATE	
X			

**DEFINITIONS**

**ACCIDENT** - means any unexpected occurrence involving a moving or non-moving school bus that results in any bodily injury or fatality to a passenger or non-passenger, damage to personal or real property outside the school bus, or damage to the school bus that affects the integrity of the school bus. Per R-13-13-101 of the AZ Administrative Code Minimum Standards for School Buses and School Bus Drivers.

**INCIDENT** - means any unexpected occurrence involving a moving or non-moving school bus that results in either no damage to the bus or damage qualifying as only a minor defect(s) as outlined in R-13-13-108.B. of the AZ Administrative Code Minimum Standards for School Buses and School Bus Drivers. Also includes any illegal act, whether intentional or unintentional, involving a school bus e.g. crossing a barricaded flood area, handling or using a weapon on the bus, hijacking with or without hostages, leaving a pupil unattended on the school bus or act(s) of vandalism over \$1, 250 per occurrence.

**SCHOOL BUS TYPES** - (Per R-17-9-101 of the AZ Administrative Code Minimum Standards for School Buses and School Bus Drivers.)

**Type A** - (sometimes called **A-II**) means a van converted to a school bus body or a school bus body that is constructed upon a cutaway van, has a left side door for the school bus driver, and is designed to carry more than 10 individuals. Part of the engine

is beneath the windshield and beside the driver's seat and the service door is located behind the front wheels. A Type A, or **Type B** - (sometimes called Type **A-I**) means a school bus body that is constructed upon a cutaway van or a forward-control chassis, has a gross vehicle weight rating of more than 10,000 pounds, and is designed to carry more than 10 individuals. Part of the engine is beneath the windshield and beside the driver's seat and the service door is located behind the front wheels.

**Type C** - means a school bus body that is installed either upon a chassis cowl with the engine located beneath or in front of the windshield and in front of the cowl or upon a forward-control chassis with part of the engine beneath the windshield and beside the driver's seat. The service door is located behind the front wheels. The school bus has a gross vehicle weight rating of more than 10,000 pounds, and is designed to carry more than 10 individuals.

**Type D** - means a school bus body that is installed upon a chassis with the engine mounted in front of the front axle, between the front and rear axles, or behind the rear axle. The school bus driver's seat and the service door are located in front of the front wheels. The school bus has a gross vehicle weight rating of more than 10,000 pounds, and is designed to carry more than 10 individuals.