

CHAPTER 12
INCIDENTS AND EMERGENCY
PROCEDURES

INCIDENT AND EMERGENCY PROCEDURES

LESSON TOPIC:

INCIDENT AND EMERGENCY PROCEDURES

OBJECTIVE:

GIVEN PROPER INSTRUCTION, THE SCHOOL BUS DRIVER WILL BE ABLE TO DEAL WITH INCIDENTS, MECHANICAL FAILURES/BREAKDOWNS AND EMERGENCY EVACUATIONS.

PERFORMANCE STANDARDS:

THE DRIVER WILL KNOW:

- ❖ THE MAJOR CAUSES OF INCIDENTS INVOLVING SCHOOL BUSES;
- ❖ THE LEGAL RESPONSIBILITIES AND REQUIRED ACTION IN CASE OF AN INCIDENT;
- ❖ WHAT PROCEDURES SHOULD BE TAKEN IN CASE OF AN INCIDENT;
- ❖ WHAT PROCEDURES SHOULD BE TAKEN IN CASE OF MECHANICAL FAILURES/BREAKDOWNS; AND
- ❖ WHAT PROCEDURES SHOULD BE FOLLOWED IN EVACUATING A BUS IN CASE OF EMERGENCY.

INSTRUCTOR GUIDELINES/NOTES	CONTENT
<p>DISCUSS POSSIBLE REASONS FOR INCIDENTS: YOUNG DRIVERS MAY BE LESS MATURE EMOTIONALLY AND LESS EXPERIENCED IN VARIOUS DRIVING SITUATIONS; ELDERLY DRIVERS TEND TO HAVE LONGER REACTION TIME, POORER VISION AND HEARING.</p> <p>EMPHASIZE THAT STANDARD OF CONDUCT INVOLVES “DUE CARE” OF VARYING DUTY. SCHOOL BUS DRIVERS ARE USUALLY ASSUMED TO HAVE A LEGAL DUTY TO ACT WITH A HIGHER DEGREE OF CARE THAN THE ORDINARY DRIVER BECAUSE THEY ARE TRANSPORTING PUPILS.</p> <p>EXPLAIN STATEMENT #2: “FAILURE TO CONFORM TO A STANDARD OF CONDUCT” IS USUALLY DETERMINED BY WHETHER THE DRIVER COULD FORESEE HARM FROM HIS ACTION OR INACTION. THE QUESTION BECOMES: “WAS THE INCIDENT FORESEEABLE – AND THUS, PREVENTABLE – BY THE DRIVER?” IF SO, HE/SHE PROBABLY FAILED TO MEET THE STANDARD OF CONDUCT.</p>	<p><u>INTRODUCTION</u></p> <p>On a national and state level, statistics show that school bus drivers are at fault about half of the time; with failure to yield the right of way being the most common driver violation.</p> <p>Young and elderly drivers have a higher incident rate than the intermediate age group.</p> <p>Defective brakes are the most common mechanical factor, however, mechanical failures cause very few incidents.</p> <p><u>DRIVER LIABILITY FOR PUPIL INJURIES</u></p> <p>A driver can be liable for injuries to school children caused by negligence. Courts have held that four (4) essential elements for negligence must be present:</p> <ol style="list-style-type: none"> 1. your legal duty to conform to a standard of conduct for the protection of others against unreasonable risks; 2. your failure to conform to the standard; 3. a reasonable close connection between your conduct and resulting injury; and 4. actual loss of damage of the interests of another.

INSTRUCTOR GUIDELINES/NOTES	CONTENT
<p>DISCUSS THE EIGHT (8) CONSIDERATIONS LISTED.</p> <p>CAUTION: “NORMALLY ACCEPTED PROCEDURES” MAY NOT INCLUDE CORPORAL PUNISHMENT.</p> <p>UNREASONABLE THREATS, ETC. GIVE EXAMPLES OF WHAT YOUR DISTRICT CONSIDERS “NORMALLY ACCEPTABLE.”</p>	<p>The considerations that most courts use in determining driver negligence are:</p> <ol style="list-style-type: none"> 1. The degree of care a driver must use ranges from “ordinary” and “reasonable” to “extraordinary” and highest degree”, and depends on their type of duty. Courts tend to require more care when younger children are involved. 2. Children, ages ten (10) or eleven (11), are generally considered capable of recognizing traffic dangers. 3. The driver and the district are accountable for maintaining a safe vehicle. 4. In incidents occurring while boarding and leaving a bus, factors of “reasonable care” and “safe places” determine negligence. 5. A driver is expected to keep order on a bus and may use any of the normally accepted procedures. 6. A driver is not automatically guilty of negligence if injury occurs. The driver can refute charges with proof that proper care was used. 7. A driver may be held liable for “his/her” actions separate from the district’s liability. 8. NEGLIGENCE IS DETERMINED BY A JURY.

INSTRUCTOR GUIDELINES/NOTES	CONTENT
TRANSPARENCIES	<p>that you will be more visible to other drivers.</p> <p>A. <u>ON A TWO-LANE HIGHWAY</u></p> <ol style="list-style-type: none"> 1) Place the first reflector one hundred feet (100'), or forty (40) paces, to the rear of the bus so that it can be seen but not run over. 2) Place the second reflector ten feet (10') from left rear corner of bus. 3) Place the third reflector one hundred feet (100'), or forty (40) paces, to the front of the bus. <p>B. <u>ON A CURVE OF HILL:</u></p> <ol style="list-style-type: none"> 1) Place the second and third reflectors as stated in Section A. 2) Place the first reflector one to five hundred feet (100'-500'), or forty to two hundred (40-200) paces, to the rear of the bus where it will give ample warning to motorists. <p>C. <u>ON A DIVIDED HIGHWAY:</u></p> <ol style="list-style-type: none"> 1) Place the first and second reflectors as stated in Section A. 2) Place the third reflector two hundred feet (200'), or eighty (80) paces, to the rear of the bus. <p>D. If the bus is blocking a traffic lane, all reflectors should be placed in that lane.</p>

INSTRUCTOR GUIDELINES/NOTES	CONTENT
<p>EMPHASIZE THAT A BUS CAN BE A POTENTIAL FURNACE.</p>	<p>E. If the bus is on the shoulder of the roadway, the reflectors should be placed on the edge of the roadway.</p> <p>5. Protect the scene from traffic and people so that evidence is not destroyed.</p> <p>6. Under normal circumstances, the vehicles involved should not be moved until law enforcement officers advise to do so, unless the bus is on a railroad track or in danger.</p> <p>7. Check for injury to pupils. If pupils are injured, follow first aid procedures (first aid is covered in another unit).</p> <p>8. Keep all pupils on the bus except in the following cases:</p> <p>A. A fire or the possibility of a fire. The following are some causes of fires:</p> <ol style="list-style-type: none"> 1) Ruptured fuel tank and fuel lines. 2) Electrical fires. 3) Hot tires, which may catch fire caused by metal rubbing against tires. <p>Extinguish fire if possible, however, a driver should never endanger himself/herself or their passengers to extinguish a fire.</p>

INSTRUCTOR GUIDELINES/NOTES	CONTENT
<p>DISCUSS C.</p> <p>PASS OUT EMERGENCY TELEPHONE NUMBER CARDS.</p> <p>ALWAYS SEND MORE THAN ONE PUPIL. THERE IS GREATER SAFETY IN NUMBERS.</p> <p>TRANSPARENCIES</p>	<p>B. Danger of Further Collision.</p> <p>In normal traffic conditions, the bus should be visible for a distance of three hundred feet (300') or more.</p> <p>C. Whenever passengers are endangered.</p> <p>9. Account for all pupils.</p> <p>10. Notify school administrators and appropriate law enforcement agencies of the location and nature of the bus incident.</p> <p>A. You should carry a list of emergency telephone numbers on the bus.</p> <p>B. Send for help – if a motorist is available, have him report the incident – if not, have two (2) of the older, more responsible pupils go to the nearest telephone and report the incident. Make sure they know where to go, what to do and what to say before you permit them to leave.</p> <p>11. Do not discuss the facts of the incident with anyone except the investigating officer and school officials.</p> <p>A. Make a list of all pupils' names, ages, and addresses (each district should develop a card for this information).</p> <p>B. Information should be given to the investigating officer concerning the</p>

school bus such as insurance, make, model, number, owner, bus number, driver's name, address, driver's license number, and bus serial number, along with the names of children, their ages and seating arrangements. This information should be carried on the bus.

C. While being investigated:

- 1) Be patient.
- 2) Evaluate questions.
- 3) Give clear, concise answers.

D. A driver involved in an incident is required to give his name, address, driver's license number and vehicle registration number. Be ready to give this information to the other driver and also write down the same information regarding him/her.

E. If witnesses are present, other than the pupils, get their names, addresses and license numbers.

F. The driver should never admit fault or try to assign blame. Generally, the less said the better.

12. Cooperate with school officials:

A. During the investigation of the incident or during a breakdown, do not release any of the pupils to anyone unless told to do so by

INSTRUCTOR GUIDELINES/NOTES	CONTENT
<p>BRIEFLY DISCUSS INCIDENT REPORT FORMS REQUIRED BY THE STATE. THIS IS A GREAT OPPORTUNITY TO WORK ON DRIVER TRAINING.</p>	<p>school administrators.</p> <p>B. If pupils are injured, use the radio to summon help or send someone to call for aid, such as hospital, ambulance or fire department, wherever help can be summoned quickly. The injured pupil(s) should be transported by proper and acceptable means to a hospital for care.</p> <p>C. When authorized to do so, continue the transportation of the pupils by:</p> <ol style="list-style-type: none"> 1) The present bus, if safe and operable; or 2) A substitute bus. <p>D. Report the facts of the incident to the school official in charge of pupil transportation and assist in completing the necessary incident report forms.</p> <p>E. The driver may be required to submit to a alcohol and/or controlled substances screening in accordance with state and federal laws.</p>
<p>QUOTE LOCAL PROCEDURES FOR THIS.</p>	<p><u>MECHANICAL FAILURE/BREAKDOWN PROCEDURES</u></p> <p>Despite preventative maintenance, buses will have mechanical failures. Know what to do and when to do it if a breakdown occurs on the road.</p> <p>Let's begin by studying legal requirements as far as equipment is concerned.</p>

INSTRUCTOR GUIDELINES/NOTES	CONTENT
<p>DRIVER SHOULD HAVE A THOROUGH KNOWLEDGE OF THE ROUTE, BEST PULL-OFF POSITIONS, LOCATION OF PUBLIC TELEPHONES, WHOM TO CALL, ETC.</p> <p>EXPLAIN YOUR SCHOOL POLICY ON SENDING STUDENTS FOR HELP, FLAGGING DOWN PASSING MOTORISTS.</p> <p>PROVIDE LOCAL POLICY AND PROCEDURE EXCEPTIONS.</p>	<ol style="list-style-type: none"> 1. Stop the bus as far to the right as possible (on the shoulder, if available). 2. Secure the bus and activate the 4-way hazard lights. 3. Keep the passengers on the bus. If the location of the bus is unsafe, evacuate the passengers to a safer location. 4. Place reflectors in accordance with state and federal laws. 5. Telephone, radio or contact the proper school authorities, giving the bus location and description of breakdown. 6. See that all pupils are delivered to their destination. Remember, the driver is responsible for the safety of all his/her students. 7. Complete maintenance repair reports. <p><u>LOCAL EXCEPTIONS</u></p>

EVACUATING THE BUS

Usually, pupils remain on the bus during an emergency. There are situations where the bus should be evacuated. Two examples of such times are:

1. FIRE OR DANGER OF FIRE

The bus should be stopped and evacuated immediately if the engine or any portion of the bus is on fire. Pupils should move to a safe place (one hundred feet {100'} or more from the bus) and remain until the driver of the bus has determined that no danger exists. Being near an existing fire and unable to move the bus away or near the presence of gasoline or other combustible materials should be considered as "danger of fire" and pupils should be evacuated. Also, if smoke is present, the bus should be evacuated.

2. UNSAFE POSITION

In the event that a bus is stopped due to an incident, mechanical failure, road conditions, or human failure, the driver must determine immediately whether it is safe for pupils to remain in the bus or to evacuate. You must evacuate if:

- A. The final stopping point is in the path of a train or adjacent to any railroad tracks.

EMPHASIZE: THE SAFETY OF THE PASSENGERS ALWAYS COMES FIRST. A BUS CAN BE REPLACED – PEOPLE CANNOT.

INSTRUCTOR GUIDELINES/NOTES	CONTENT
	<p data-bbox="885 189 1502 735">B. The stopping position of the bus may change and increase the danger. If, for example, a bus should come to rest near a body of water or where it could still move and go into the water or over a cliff, it should be evacuated. The driver should see that the evacuation is carried out in a manner, which affords maximum safety for the passengers.</p> <p data-bbox="885 756 1502 1176">C. The stopped position of the bus is such that there is danger of collision. In normal traffic conditions, the bus should be visible for a distance of three hundred feet (300'), or more. A position over a hill or around a curve where such visibility does not exist should be considered reason for evacuation.</p> <p data-bbox="738 1207 1502 1743">In any school bus emergency situation, the driver must use his/her own judgement when deciding the best action to take under the circumstances. If an evacuation is necessary, the type of evacuation will depend on the particular situation. Make sure the pupils get off of the bus safely and ensure they are safe after they egress from the bus by having them assemble at least one hundred feet (100') from the bus and traffic. This is a good time to take roll.</p>

INSTRUCTOR GUIDELINES/NOTES	CONTENT
<p>ILLUSTRATE THESE EVACUATIONS PROCEDURES WITH OVERHEAD TRANSPARENCIES.</p> <p>SHOW EACH TRANSPARENCY.</p>	<p>There are eight (8) emergency evacuation plans or procedures:</p> <p style="text-align: center;">FRONT DOOR</p> <p>Everyone exits through the front entrance.</p> <p style="text-align: center;">REAR DOOR</p> <p>Everyone exits through the rear emergency door.</p> <p style="text-align: center;">FRONT AND REAR DOORS</p> <p>Front half exits through the front door and the rear half exits through the rear emergency door.</p> <p style="text-align: center;">LEFT SIDE DOOR</p> <p>Everyone exits through the left side door.</p> <p style="text-align: center;">FRONT AND LEFT SIDE DOORS</p> <p>Half of the passengers exit through the front door and half exit through the left side door.</p> <p style="text-align: center;">REAR AND LEFT SIDE DOORS</p> <p>Half of the passengers exit through the rear and half exit through the left side door.</p> <p style="text-align: center;">FRONT, REAR AND LEFT SIDE DOORS</p> <p>Passengers exit through the front, rear and left side doors.</p> <p>NOTE: IF NO DOOR CAN BE USED, EVERYONE EXITS THROUGH THE SIDE WINDOWS, WINDSHIELD OR ROOF HATCHES.</p> <p>Only the evacuation procedures listed above, excluding the side windows, roof hatches and windshield, should be practiced by the local school districts during the four (4) annual evacuation drills.</p>

In a real emergency, a driver may need help. He/she may become incapacitated and not be able to assist in the evacuation. At the beginning of each school year, the driver should choose two (2) or three (3) dependable pupils for helpers (these are not pupil monitors). The helpers should be instructed in how to:

1. Take control and stop the bus if something happens to the driver.
2. Turn off the ignition switch and set the parking brake.
3. Open the service and emergency doors.
4. Assist the other passengers in exiting the bus. One helper should stay inside the bus to keep everyone calm and direct them to the exit they should use. Another helper should be outside the bus to assist exiting passengers and direct them to a safe assembly area.
5. Operate the fire extinguisher.
6. Use the emergency warning devices.
7. Give basic first aid.
8. Summon help.

Written consent from the parent should be obtained before assigning a pupil as a helper.

EMERGENCY EVACUATION DRILLS

In an emergency, it is possible for children to jam the emergency door by all trying to get out of the door at the same time. To help avoid this situation, you and the

INSTRUCTOR GUIDELINES/NOTES	CONTENT
	<p>school administration should organize and conduct emergency evacuation drills for all pupils who ride the school buses. These drills should be conducted at least four (4) times during each school year. The required time to conduct these drills are: the first week of school; the first week of the second semester; and the other two (2) drills within the school year, preferably one in the late fall and one in the early spring.</p> <p>In the interest of safety, all drills should be planned in advance with the school administration. The age levels of the pupils should be considered in the planning.</p> <ol style="list-style-type: none"> 1. All drills should be supervised by the principal, or by persons assigned by the principal, to act in a supervisory capacity. The driver is the person who should administer the drill(s). 2. The driver should have a briefing session with his/her helpers before the drill. Go over the drill procedures with them and make sure they understand what to do. 3. All pupils should be carefully informed about the drill. They should know what to do during the drill or in a real emergency. Never have surprise school bus evacuation drills. 4. Drills should be held on school property and not on bus routes.

5. The driver should stay on the bus during the drill and follow these steps:
 - A. Stop the bus, set parking brake, turn off engine and remove the key.
 - B. Stand and open the door, face the passengers and get their attention.
 - C. Give the command for the evacuation: “Emergency drill, remain seated”, then give one of the following:
 1. “front evacuation”
 2. “rear evacuation”
 3. “front-rear evacuation”
 4. “side evacuation”
 5. “front-side evacuation”
 6. “rear-side evacuation”
 7. “front-rear-side evacuation”
 - D. Refer to Chapter XI, “Critical Situations” for the proper procedure of the seven (7) emergency evacuations.
 - 1) Pupils should be shown how the emergency door operates and they should be told not to open the door until the driver has given the command to do so.

2) Care should be given to small children while exiting the emergency door. They can lower themselves to a sitting position with feet outside the door, then drop to the ground.

3) A gym mat should be placed beneath the door during the drill and a helper should assist the pupils as they exist.

E. Types of bus drills should be varied.

F. Do not permit children to take lunch boxes, books, etc., with them when they leave the bus – getting the pupil off safely in the shortest time possible and in an orderly fashion is the objective of a school bus evacuation.

G. The pupils should go to a distance of at least one hundred feet (100') from the bus away from traffic in an evacuation drill and remain there in a group until given further directions by the driver or assigned pupil.

H. All pupils who ride the bus, at any time, should participate – including those children who ride a bus on special trips.

I. Each pupil should be instructed in the proper safety precautions while riding the bus and in evacuation drill procedures.

- J. Instruct pupils how and where to get help. Instructions and telephone numbers should be posted or otherwise carried on the bus.
- K. Every step of an evacuation should be carried out, including placing the reflectors at the proper distance from the bus.
- L. Since the driver is an active participant in the drill, the principal or some other school official should observe the drill. After the drill, the driver and the observer can advise the pupils of improvements to be made or tell them of the job well done.

EMERGENCY EQUIPMENT

When an emergency or incident happens, it is too late to learn how and when to use the emergency equipment. You should know the exact location and operation of the:

- ❖ Reflectors;
- ❖ Hazard flasher;
- ❖ First-aid kit;
- ❖ Fire extinguisher; and
- ❖ Body fluids clean-up kit.

REFLECTORS

1. There are three (3) red reflectors located on your bus. These can be used at night or in the daytime. Find the location of these and make sure they are on the bus. Check them daily as part of the pre-trip inspection.

2. Follow the directions for their placement that were described in Chapter XI, “Critical Situations.”

HAZARD FLASHERS

1. The switch to activate the hazard flashers is located on the steering column or turn signal arm.
2. Good judgment should be used when turning on the hazard flashers. **They should only be used to warn traffic or in a dangerous situation.**

FIRST-AID KIT

1. The first-aid kit is a 24-unit kit located in the driver’s compartment. The first-aid kit should contain the following items:

- ✓ 1” adhesive bandage 2 units
- ✓ 2” compress 2 units
- ✓ 3” compress 2 units
- ✓ 4” compress 2 units
- ✓ 2” X 6YD gauze bandage 2 units
- ✓ Triangular bandage 4 units
- ✓ 3 X 3 gauze pads 1 unit
- ✓ 18” X 36” gauze compress 3 units
- ✓ 24” X 72” gauze compress 3 units
- ✓ ½” X 2 ½ YD adhesive tape 1 unit
- ✓ Eye pads w/tape 1 unit
- ✓ Micro-shield w/gloves 1 unit

2. Most of the items in the first-aid kit are used to control bleeding.
3. Three (3) primary first-aid procedures are:
 - A. To restore breathing;
 - B. Stop bleeding; and/or
 - C. Prevent shock.

NOTE: FIRST-AID PROCEDURES ARE DISCUSSED IN CHAPTER 13.

4. All items used from the first-aid kit should be replaced immediately.

FIRE EXTINGUISHER

1. All buses manufactured on or before 1980 were required to be equipped with a dry-chemical fire extinguisher with a 20 BC rating. A 20 BC rating means it is large enough to extinguish a Class B or C fire covering twenty (20) square feet of surface. All buses manufactured after 1980 are required to be equipped with a dry-chemical fire extinguisher with a 2A-20-BC rating. 2A-20-BC means that it will also extinguish a Class A fire covering two (2) square feet. A 3A-40-BC fire extinguisher is required on all Kentucky school buses manufactured after 1986.

INSTRUCTOR GUIDELINES/NOTES	CONTENT
<p>DEMONSTRATE THE USE OF THE FIRE EXTINGUISHER.</p> <p>REMIND DRIVERS THAT THE FIRST THING TO DO IN CASE OF FIRE IS TO TURN OFF THE IGNITION AND QUICKLY EVACUATE THE BUS.</p>	<ol style="list-style-type: none"> 2. Class A fires are of ordinary combustible material such as wood, paper, textile fabrics, rubbish, etc. A Class B fire is a chemical fire which would include flammable liquids such as gasoline, oil, paints, grease, etc. A Class C fire is an electrical equipment fire where the use of a “non-conductor” extinguisher agent is of first importance. 3. The fire extinguisher gauge should be checked daily to see that it has adequate pressure. If the indicator needle is in the red area, the extinguisher should be replaced with one that is properly charged. 4. To operate the fire extinguisher: <ol style="list-style-type: none"> A. Remove the fire extinguisher from the bracket. B. Hold the extinguisher in an upright position so that all the powder in the extinguisher will be available for use. C. Pull the safety pin by breaking the seal. D. If possible, stand upwind from the burning material to prevent standing in smoke and heat. E. Squeeze the handle to discharge the powder. Turn on and off to control the fire.

INSTRUCTOR GUIDELINES/NOTES	CONTENT
<p>ONCE EACH WEEK THE FIRE EXTINGUISHER SHOULD BE TAKEN OFF THE BUS AND SHAKEN. IT IS SUGGESTED THAT THE EXTINGUISHER BE TAPPED ON THE GROUND TO BREAK LOOSE ANY POWDER CLUMPS INSIDE THE UNIT.</p>	<p>F. With nozzle in hand, aim powder at base of fire. The idea is to smother the fire and allow no oxygen to reach the flame. On oil or gasoline fires, it is better to use a sweeping motion with the extinguisher.</p> <p>5. The fire extinguisher, regardless of the extent of use, should be recharged or replaced with a substitute immediately after use.</p> <p>6. The three (3) most common areas where fires occur in a school bus are:</p> <ul style="list-style-type: none"> A. Under the hood, which can be a fuel and oil fire, electrical fire, or a combination of both; B. Electrical fire under the dash or in the console; or C. A fuel fire in the area of the fuel tank. <p>HAZARDOUS BODY FLUIDS CLEAN-UP KIT</p> <p>The driver is in full charge of the bus at all times. Knowing proper emergency procedures, emergency evacuation procedures, and incident scene procedures is a must. These areas of responsibility deal directly with the safety and care of your passengers in the event of an incident, as well as other emergency situations which may arise.</p>

INSTRUCTOR GUIDELINES/NOTES	CONTENT
<p>ALLOW OPPORTUNITY FOR QUESTIONS.</p> <p>OPTION: LOCAL POLICIES CONCERNING INCIDENTS AND EMERGENCY PROCEDURES SHOULD BE DISCUSSED AT THIS POINT.</p>	<p>The school bus driver must know:</p> <ol style="list-style-type: none"> 1. What to do; 2. How to do it; and 3. When to do it. <p>Check school district policies concerning incidents, emergency procedures or breakdowns.</p>

**INSTRUCTIONS FOR USING THE DAILY AND ANNUAL
SCHOOL BUS INCIDENT REPORT FORM(S)**

PURPOSE

To compile accurate, uniform and reliable information about school bus incidents so problems and trends can be identified and needed safety programs can be developed.

Information you provide in this Uniform School Bus Incidents Report Form will be required to complete the National Safety Council's **ANNUAL SUMMARY OF SCHOOL BUS INCIDENTS**. Please answer every question.

702 KAR 5:030 Section 3, states "The superintendent shall make reports annually to the Department of Education on all school bus accidents that occurred during the year. Incidents involving serious student injury or fatality or failure of safety equipment shall be reported to KDE immediately. KDE shall then distribute this information to all districts".

WHO SHOULD COMPLETE THIS FORM?

The person designated by state or local jurisdiction.

This form should be completed whether pupils are present or not if the incident you are reporting involves any amount of property damage OR personal injury OR fatality to:

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

DEFINITIONS

INCIDENT

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 ten (10) persons (Code of Federal Regulations, Title 49, Transportation).

DRIVER

The person driving the school bus and/or other vehicle.

INTERSECTION

An area which (1) contains a crossing or connection of two or more roadways not classified as driveway access; and (2) is embraced within the prolongation of the lateral curb lines or, if none the lateral boundary lines of the roadways. Where the distance along a roadway between two (2)

areas meeting these criteria is less than ten 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 DIG.1, American National Standards Institute).

LOADING AND UNLOADING ZONE

Any place the school bus stops to load or unload 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 bus designated and sold for operation as a common carrier in urban transportation (Code of Federal Regulations, Title 49, Transportation).

There are four (4) types of school buses:

TYPE A A conversion or body constructed and installed upon a van-type compact truck or front-section vehicle, with a gross vehicle weight rating of 10,000 pounds or less, designed for carrying more than ten (10) persons.

TYPE B A conversion of body constructed and installed upon a van or front-section chassis, or stripped chassis, with a gross vehicle weight rating of more than 10,000 pounds, designed for carrying more than ten (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 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 ten (10) persons. All of the engine is in front of the windshield and the entrance door is behind the front wheels.

TYPE D A body installed upon a chassis with the engine mounted in the front, mid-ship or rear, with a gross vehicle weight rating of more than 10,000 pounds, designed for carrying more than ten (10) persons. The engine may be behind the windshield and beside the driver's seat, at the rear of the bus, behind the rear wheels, or mid-ship between the front and rear axles. The entrance door is ahead of the front wheels.

OTHER

Any other person.

KENTUCKY DAILY SCHOOL BUS INCIDENT REPORT

SCHOOL DISTRICT NO. _____
BUS OWNER: _____
BUS CHASSIS MAKE: _____
BUS SERIAL #: _____
BUS DRIVER NAME: _____
DRIVER LICENSE: _____
DATE OF INCIDENT: _____
TIME OF INCIDENT: _____

SCHOOL DISTRICT NAME: _____
BUS BODY MAKE: _____
MODEL YEAR: _____
BUS SIDE #: _____
CITATION ISSUED: YES NO
DRIVER SSN: _____
DAY OF WEEK: _____
CIRCLE: A.M. P.M. URBAN RURAL

PART I – SCHOOL BUS PHYSICALLY INVOLVED

1. TYPE OF INCIDENT (see def.) (enter only one response):

- 1. between motor vehicles
- 2. noncollision
- 3. pedestrian
- 4. fixed object (complete Question 2)
- 5. pedalcycle
- 6. railroad train
- 7. other-animal, animal-drawn vehicle, streetcar

2. COMPLETE IF FIXED OBJECT INCIDENT (enter only one response, that which caused most damage):

- 01. embankment
- 02. utility pole
- 03. tree
- 04. sign
- 05. guardrail
- 06. bridgerail
- 07. fence
- 08. median barrier
- 09. fire hydrant
- 10. curb
- 11. culvert-headwall
- 12. other (specify)

3. DID INCIDENT RESULT IN (enter only one response):

- 1. fatality
- 2. incapacitation injury (serious)
- 3. non-incapacitating injury
- 4. possible injury (minor)

4. NUMBER INJURED (SEE PART III) _____

5. MANNER OF COLLISION BETWEEN VEHICLE OR OBJECTS:

- 1. angle
- 2. head-on
- 3. rear-end
- 4. other

6. BUS DIRECTION ANALYSIS (enter only one response for 01 thru 28):

COLLISION WITH PEDESTRIAN

- | | |
|--|---|
| <p>INTERSECTION (see def.)</p> <ul style="list-style-type: none"> 01. <input type="checkbox"/> bus going straight 02. <input type="checkbox"/> bus turning right 03. <input type="checkbox"/> bus turning left 04. <input type="checkbox"/> bus backing 05. <input type="checkbox"/> other action (specify) _____ | <p>NON-INTERSECTION</p> <ul style="list-style-type: none"> 06. <input type="checkbox"/> bus going straight 07. <input type="checkbox"/> bus turning right 08. <input type="checkbox"/> bus turning left 09. <input type="checkbox"/> bus backing 10. <input type="checkbox"/> other action (specify) _____ |
|--|---|

COLLISION WITH OTHER VEHICLE

- | | |
|--|---|
| <p>INTERSECTION</p> <ul style="list-style-type: none"> 11. <input type="checkbox"/> entering at angle, both moving 12. <input type="checkbox"/> entering same direction, both moving 13. <input type="checkbox"/> entering opposite direction, both moving 14. <input type="checkbox"/> other action (specify) _____ | <p>NON-INTERSECTION</p> <ul style="list-style-type: none"> 15. <input type="checkbox"/> same direction, both moving 16. <input type="checkbox"/> opposite direction, both moving 17. <input type="checkbox"/> one vehicle stopped 18. <input type="checkbox"/> other action (specify) _____ |
|--|---|

ALL OTHER COLLISIONS

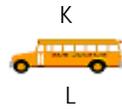
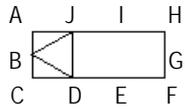
- | | |
|--|--|
| <p>INTERSECTION</p> <ul style="list-style-type: none"> 19. <input type="checkbox"/> fixed object 20. <input type="checkbox"/> other road vehicle, train, pedalcycle 21. <input type="checkbox"/> other object, animal | <p>NON-INTERSECTION</p> <ul style="list-style-type: none"> 22. <input type="checkbox"/> fixed object 23. <input type="checkbox"/> other road vehicle, train, pedalcycle 24. <input type="checkbox"/> other object, animal |
|--|--|

NON- COLLISION

- | | |
|---|---|
| <p>INTERSECTION</p> <ul style="list-style-type: none"> 25. <input type="checkbox"/> overturn 26. <input type="checkbox"/> other non-collision | <p>NON-INTERSECTION</p> <ul style="list-style-type: none"> 27. <input type="checkbox"/> overturn 28. <input type="checkbox"/> other non-collision |
|---|---|

7. FIRST POINT OF IMPACT (enter only one response in box):

Enter Letter



8. TOTAL NUMBER OF LANES ON ROADWAY: _____

9. POSTED SPEED LIMIT: _____

10. APPROXIMATE SPEED OF THE BUS: _____

11. AGE OF SCHOOL BUS DRIVER: _____

12. DRIVER GENDER: 1. MALE 2. FEMALE

13. DRIVER'S EXPERIENCE DRIVING SCHOOL BUS:

1. less than 6 months 3. 1-2 years 5. 5-10 years
 2. 1 year or less 4. 2-5 years 6. over 10 years

14. IN LAST THREE YEARS, HOW MANY SCHOOL BUS INCIDENTS HAS DRIVER HAD? _____

15. DID THE DRIVER RECEIVE A PRE-SERVICE SCHOOL BUS DRIVER TRAINING COURSE? 1. YES 2. NO

16. DID THE DRIVER RECEIVE IN-SERVICED TRAINING IN THE LAST 12 MONTHS? 1. YES 2. NO

17. WAS BUS DRIVER'S SEAT BELT IN USE WHEN THE INCIDENT OCCURRED? 1. YES 2. NO

18. TYPE OF SCHOOL BUS: (see def.) 1. TYPE A 2. TYPE B 3. TYPE C 4. TYPE D 5. OTHER

19. TOTAL NUMBER OF PASSENGERS ON BUS (EXCLUDING DRIVER): _____

20. BUS RATED SEATING CAPACITY: _____

21. SCHOOL BUS USE AT TIME OF INCIDENT: 1. REGULAR ROUTE 3. SPECIAL EDUCATION USE
2. FIELD/ACTIVITY TRIP (SCHOOL RELATED USE) 4. OTHER USE

22. CONDITION OF ROAD AT TIME OF INCIDENT (enter only one response):

1. dry 3. under repair 5. holes or ruts 7. wet
 2. ice 4. snow packed 6. muddy 8. other (specify) _____

23. LIGHT CONDITION (enter only one response): 1. dawn 3. dusk 5. dark, not artificially illuminated
2. daylight 4. dark, artificially illuminated

24. WEATHER CONDITION (enter only one response):

1. clear 3. raining 5. snowing 7. smog/smoke
 2. sleeting 4. fog 6. dusk 8. other (specify) _____

PART II – LOADING/UNLOADING ZONE INCIDENTS (SEE DEFINITIONS)

1. AT THE TIME OF THE INCIDENT, WHERE WAS THE BUS? (enter only one response)

1. approaching zone 2. stopped in the zone 3. leaving the zone 4. not in sight

2. WAS THE PUPIL(S)? 1. hit by the bus 2. hit by other vehicle

3. NUMBER INJURED: (SEE PART III)

4. LOCATION OF INJURED PUPILS:

1. on side of road 2. in roadway 3. on sidewalk 4. other (specify) _____

DESCRIPTION OF INCIDENT: _____

PART III – INJURY TALLY SHEET FOR STUDENT AND SCHOOL PERSONNEL

AGE	ON BOARD BUS										OFF BUS LOADING/UNLOADING ZONE									
	KILLED				INJURED						KILLED				INJURED					
					SERIOUS		MODERATE		MINOR						SERIOUS		MODERATE		MINOR	
	M	F			ALL		ALL		ALL		M	F			ALL		ALL		ALL	
Under 5	01		02		03		04		05		06		07		08		09		10	
5	11		12		13		14		15		16		17		18		19		20	
6	21		22		23		24		25		26		27		28		29		30	
7	31		32		33		34		35		36		37		38		39		40	
8	41		42		43		44		45		46		47		48		49		50	
9	51		52		53		54		55		56		57		58		59		60	
10	61		62		63		64		65		66		67		68		69		70	
11	71		72		73		74		75		76		77		78		79		80	
12	81		82		83		84		85		86		87		88		89		90	
13	91		92		93		94		95		96		97		98		99		100	
14	101		102		103		104		105		106		107		108		109		110	
15	111		112		113		114		115		116		117		118		119		120	
16	121		122		123		124		125		126		127		128		129		130	
17	131		132		133		134		135		136		137		138		139		140	
18	141		142		143		144		145		146		147		148		149		150	
Over 18	151		152		153		154		155		156		157		158		159		160	
Driver	161		162		163		164		165		166		167		168		169		170	
Others	171		172		173		174		175		176		177		178		179		180	
Totals	181		182		183		184		185		186		187		188		189		190	

REPORT SUBMITTED BY:

Signature

Name (Print)

Date

Position

KENTUCKY ANNUAL SCHOOL BUS INCIDENT REPORT

_____ SCHOOL YEAR TOTALS

SCHOOL DISTRICT NO. _____ SCHOOL DISTRICT NAME: _____

CITATION ISSUED: YES _____ NO _____ URBAN _____ RURAL _____

DAY OF WEEK	MON	TUE	WED	THUR	FRI	SAT	SUN
-------------	-----	-----	-----	------	-----	-----	-----

TIME OF INCIDENT: _____ A.M. _____ P.M. _____

(PLEASE ENTER THE TOTAL NUMBER OF INCIDENTS PER CATEGORY, FOR THE SCHOOL YEAR)

PART I – SCHOOL BUS PHYSICALLY INVOLVED

1. TYPE OF INCIDENT(S) (see def.):

- 1. between motor vehicles _____
- 2. non-collision _____
- 3. pedestrian _____
- 4. fixed object (complete Question 2) _____
- 5. pedal-cycle _____
- 6. railroad train _____
- 7. other-animal, animal-drawn vehicle, streetcar _____

2. COMPLETE IF FIXED OBJECT INCIDENTS:

- 01. embankment _____
- 02. utility pole _____
- 03. tree _____
- 04. sign _____
- 05. guardrail _____
- 06. bridge-rail _____
- 07. fence _____
- 08. median barrier _____
- 09. fire hydrant _____
- 10. curb _____
- 11. culvert-headwall _____
- 12. other (specify) _____

3. DID INCIDENT RESULT IN:

- 1. fatality _____
- 2. incapacitation injury (serious) _____
- 3. non-incapacitating injury _____
- 4. possible injury (minor) _____

4. NUMBER INJURED (SEE PART III)

5. MANNER OF COLLISION BETWEEN VEHICLES OR OBJECTS:

- 1. angle _____
- 2. head-on _____
- 3. rear-end _____
- 4. other _____

6. BUS DIRECTION ANALYSIS:

COLLISION WITH PEDESTRIAN

INTERSECTION (see def.)

NON-INTERSECTION

- 01. bus going straight _____
- 02. bus turning right _____
- 03. bus turning left _____
- 04. bus backing _____
- 05. other action (specify) _____
- 06. bus going straight _____
- 07. bus turning right _____
- 08. bus turning left _____
- 09. bus backing _____
- 10. other action (specify) _____

COLLISION WITH OTHER VEHICLE

INTERSECTION

NON-INTERSECTION

- 11. entering at angle, both moving _____
- 12. entering same direction, both moving _____
- 13. entering opposite direction, both moving _____
- 14. other action (specify) _____
- 15. same direction, both moving _____
- 16. opposite direction, both moving _____
- 17. one vehicle stopped _____
- 18. other action (specify) _____

ALL OTHER COLLISIONS

INTERSECTION

NON-INTERSECTION

- 19. fixed object _____
- 20. other road vehicle, train, pedalcycle _____
- 21. other object, animal _____
- 22. fixed object _____
- 23. other road vehicle, train, pedalcycle _____
- 24. other object, animal _____

NON-COLLISION

INTERSECTION

NON-INTERSECTION

- 25. overturn _____
- 26. other non-collision _____
- 27. overturn _____
- 28. other non-collision _____

7. TOTAL NUMBER OF LANES ON ROADWAY: One Lane _____ Two Lane _____ Three Lane _____ Multilane _____

8. AGE OF SCHOOL BUS DRIVER: 21-30 _____ 31-40 _____ 41-50 _____ 51-60 _____ Over 60 _____

9. DRIVER GENDER: 1. MALE _____ 2. FEMALE _____

10. DRIVER'S EXPERIENCE DRIVING SCHOOL BUS:
1. less than 6 months _____ 3. 1-2 years _____ 5. 5-10 years _____
 2. 1 year or less _____ 4. 2-5 years _____ 6. over 10 years _____
11. WAS BUS DRIVER'S SEAT BELT IN USE WHEN THE INCIDENT OCCURRED? 1. YES _____ 2. NO _____
12. TYPE OF SCHOOL BUS: (see def.) 1. TYPE A _____ 2. TYPE B _____ 3. TYPE C _____ 4. TYPE D _____ 5. OTHER _____
13. SCHOOL BUS USE AT TIME OF INCIDENT:
 1. REGULAR ROUTE _____ 3. SPECIAL EDUCATION USE _____
 2. FIELD/ACTIVITY TRIP (SCHOOL RELATED USE) _____ 4. OTHER USE _____
14. CONDITION OF ROAD AT TIME OF INCIDENT (enter only one response):
1. dry _____ 3. under repair _____ 5. holes or ruts _____ 7. wet _____
 2. ice _____ 4. snow packed _____ 6. muddy _____ 8. other (specify) _____
15. LIGHT CONDITION (enter only one response):
 1. dawn _____ 3. dusk _____ 5. dark, not artificially illuminated _____
 2. daylight _____ 4. dark, artificially illuminated _____
16. WEATHER CONDITION (enter only one response):
1. clear _____ 3. raining _____ 5. snowing _____ 7. smog/smoke _____
 2. sleeting _____ 4. fog _____ 6. dusk _____ 8. other (specify) _____

PART II – LOADING/UNLOADING ZONE INCIDENTS (SEE DEFINITIONS)

1. AT THE TIME OF THE INCIDENT, WHERE WAS THE BUS? (enter only one response)
1. approaching zone _____ 2. stopped in the zone _____ 3. leaving the zone _____ 4. not in sight _____
2. WAS THE PUPIL(S)? 1. hit by the bus _____ 2. hit by other vehicle _____
3. LOCATION OF INJURED PUPILS:
 1. on side of road _____ 2. in roadway _____ 3. on sidewalk _____ 4. other (specify) _____

PART III – INJURY TALLY SHEET FOR STUDENT AND SCHOOL PERSONNEL

AGE	ON BOARD BUS						OFF BUS LOADING//UNLOADING ZONE					
	FATALITY			INJURED			FATALITY			INJURED		
	M		F	SERIOUS	MODERATE	MINOR	M		F	SERIOUS	MODERATE	MINOR
				ALL	ALL	ALL				ALL	ALL	ALL
Under 5												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
Over 18												
Driver												
Others												
Totals												

REPORT SUBMITTED BY:

Signature Name (Print)

Date Position

NAME: _____ DATE: _____

**INCIDENTS AND EMERGENCY PROCEDURES
TEST******PLEASE ANSWER TRUE OR FALSE****

1. _____ Failure to yield the right of way is the most common driver violation that causes collisions.
2. _____ Defective brakes is the most common mechanical failure on a school bus.
3. _____ Young drivers have a lower accident rate than older drivers.
4. _____ Negligence on the part of a bus driver may result in the driver being liable for pupil injuries.
5. _____ The school board is directly responsible for maintaining a safe vehicle.
6. _____ State law requires that certain procedures be followed at the time of an incident.
7. _____ A school bus driver's first responsibility is to the passengers when an incident occurs.
8. _____ Emergency reflectors are required equipment on all Kentucky school buses.
9. _____ A school bus should never be moved before the police officer arrives at the scene of an incident.
10. _____ A school bus driver should check for the possibility of injuries after all incidents.
11. _____ A driver involved in an incident is required to give his/her name and address to the investigating officer.
12. _____ The local school district should have emergency information to give all drivers.
13. _____ During the investigation of an incident, pupils should be released to an adult at the scene to lessen the confusion.
14. _____ A school bus should never drive through standing water.
15. _____ The danger of fire and unsafe conditions during a school bus emergency, requires passenger evacuation.
16. _____ State law require pupil evacuation drills.

17. _____ There are four (4) emergency evacuation plans or procedures that should be followed.
18. _____ All school buses are equipped with a pick-head ax.
19. _____ The bus driver should not help with the emergency evacuation drill.
20. _____ Each Kentucky school bus is required to have a fire extinguisher as part of its equipment.
21. _____ The hazard flashers on a school bus should only be used to warn other motorists of a dangerous situation.
22. _____ All Kentucky school buses are required to have first-aid kits.
23. _____ The first three (3) first-aid procedures are (1) stop bleeding, (2) restore pulse and (3) prevent shock.
24. _____ There are three classes of fires that may occur on a bus: A, B and C.
25. _____ A school bus driver must know how, when and what to do if an emergency arises on the bus.

INSTRUCTOR'S SIGNATURE: _____

**INCIDENTS AND EMERGENCY PROCEDURES
TEST**

****PLEASE ANSWER TRUE OR FALSE****

KEY

The answer key is only released to KDE endorsed trainers.