

### GEORGIA DEPARTMENT OF EDUCATION

# **Pupil Transportation**

**Bus Accidents** 

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### How to Complete the Bus Accident Form

#### Who uses this procedure? Pupil Transportation Directors

This procedure lists the steps on completing a bus accident record in the Bus Accidents module.

- 1. Log into **MyGaDOE**.
- 2. Select **Application** from the Pupil Transportation main menu.

The Pupil Transportation page appears.

Pupil Transportation	2				
System Name:	Burke County - 617	~	Year:	2012	*
Data Collection:	Select a Data Collection	×	Status:	New	

- 3. Complete the fields at the top of the Pupil Transportation page:
  - a. Select a System Name.
  - b. Select a **Year**.
  - c. Select Bus Accidents from the Data Collection drop-down list.

The Bus Accidents page appears.

System	Name: Gwinnett	County - 667	*	Year:	2012	
Data Coll	ection: Bus Accid	ents	×			
ta Collection						
Search						
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eate New Bus Accide	20					
eate New Bus Accide	nt.					
eate new Bus Accide						
us Accident Search Status:	Select Status					
eate <u>New Bus Accide</u> Is Accident Search Status:	Select Status	×				
is Accident Search Status: Accident Month:	Select Status	×	Accident Date:		-	
eate rew Bus Accide Is Accident Search Status: Accident Month:	Select Status	N N	Accident Date:		×	

4. Click the Create New Bus Accident link.

The Bus Accidents form appears.

Pupil Transportation							
System Name:	Gwinnett County - 667	~		Year:	2012		1
Data Collection:	Bus Accidents	*		Status:	New		
ata Collection							
earch Bus Accidents Audit T	rail						
		T	Save	Sut	mit	Print	1
us Accident Date	Design Capacity		Bus N	umber			
us Accidents							
The Bus Accident form shall be 08. The form shall be submitte famage. Any school bus incider operation of the bus which cau percented by the Department	submitted by the local school system to the G 5 within 45 days of the accident. An accident t that: (1) generates a police accident or inci- ges personal injury or fatality to occupants in This form is used to monitor statewide trends	eorgia Department of is a sequence of even ident report; (2) involv the bus, in other vehic	Education in its which proves any amount cles or pedes	accordance w duces uninten unt of property trians should b	ith State Bo ded injury, o damage; ( be reported	oard Rule 160 Seath or prop 3) involves via the metho	-5-3- erty
reventable accidents.		so a more effective sa	nety program	n can be prese	nted in orde	r to reduce	
reventable accidents.		so a more effective sa	irety progran	n can be prese	nted in orde	r to reduce	
Second of the Department. Second Second Seco	Bus Number	so a more effective sa	Year f	n can be prese Model of Bus	nted in orde	r to reduce	
Sus Information Bus Design Capacity	Bus Number	so a more effective sa	Year 1	n can be prese Model of Bus	nted in orde	r to reduce	

- 5. Read the statement in the Bus Accidents section.
- 6. Fill out the **Bus Information** section:
  - a. Select Bus Design Capacity.

The Pupil Transportation application populates the Bus Number field.

b. Select **Bus Number**.

The Pupil Transportation application populates several fields: Year Model of Bus, Chassis Manufacturer, and Body Company.

- c. Enter the Number of Children on Bus.
- d. Select the Bus Driver's Name.

The Pupil Transportation application populates several fields: Bus Driver's First name, Bus Driver's Last Name, Bus Driver's Age, Bus Driver's Sex, and Years of Driving Experience. **Note:** If the name is not listed, fill in the Bus Driver information manually.

- e. Enter the Estimated Bus Pre-Crash Travel Speed.
- f. Enter the Estimated Impact Speed.
- g. Select the Bus Towed from Accident Location.
- h. Click the Save button.
- 7. Fill out the Accident Information section:

Date of Accident	Time of Accident	Weather Condition
Accident Reported to what Law Enforcement Agency?	Case Number Assigned by Agency Reported To	Accident Involved School Bus and
		Other Vehicle
		Fixed Object
		Pedestrian
Accident Occurred on	Roadway Surface Composition	Road on Which Accident Occurred
×	×	
City in Which Accident Occurred	State in Which Accident Occurred	Accident Severity
	GA V	~

- a. Enter the Date of Accident.
- b. Select the Time of Accident.
- c. Select the Weather Condition.
- d. Enter the agency name in the Accident Reported to what Law Enforcement Agency? field.
- e. Enter the Case Number by Agency Reported to.
- f. Check the option(s) for the **Accident Involved School Bus and** field. **Note:** There can be more than one.
- g. Select an option for the Accident Occurred on field.
- h. Select a Roadway Surface Composition.
- i. Enter the Road on Which Accident Occurred.
- j. Enter the City in Which Accident Occurred.
- k. Select the State in Which Accident Occurred.
- I. Select the **Accident Severity**. **Tip:** Hover your mouse over the severity types in the drop-down area to get an explanation.
- m. Click the **Save** button.
- 8. Fill out the Other Vehicle Information section:

Other Vehicle Inform	nation			
Vehicle Type	Estimated Vehicle Pre-Crash Travel Speed	Other Vehicle Towed from Accident Location?	Edit	Delete
V		×	Add Cancel	

**Note:** You must save the Bus Information and Accident Information before adding the Other Vehicle Information.

- a. Select a Vehicle Type
- b. Enter the Estimated Vehicle Pre-Crash Travel Speed.
- c. Select Yes, No, or Not Applicable for the **Other Vehicle Towed from Accident Locations?** field.
- d. Click Add.
- e. Click the Save button.
- f. Repeat step 8 for all other vehicles involved with the accident.

Note: You can click the Delete link to delete the Vehicle record.

9. Fill out the Injuries/Fatalities section:

Injuries/Fatalities							
You will need to enter ALL injuri	es/fatalities that apply to the ap	plicable Injured Party category	<i>i</i> .				
Injured Parties	Treated by EMS & released	Treated by Dr & released	Hospitalized	Fatalities	Total Injuries	Edit	Delete
×						Add Cancel	

**Note:** You must save the Bus Information and Accident Information before adding Injuries/Fatalities.

- a. Select an option for the **Injured Parties** field
- b. Enter the number of people that were **Treated by EMS & released**.
- c. Enter the number of people that were **Treated by a Doctor & released**.
- d. Enter the number of people that were **Hospitalized**.
- e. Enter the number of people that were Fatalities.
- f. Total Injuries auto populates.
- g. Click Add.
- h. Click the **Save** button.
- i. Repeat step 9 for all other vehicles involved with the accident.

Note: You can click the Delete link to delete an Injuries/Fatalities record.

#### 10. Fill out the Accident Causation Factors:

Accident Causation Factors	
Cause of Accident	Who was Charged?
~	

- a. Select a Cause of Accident.
- b. Select Who was Charged.
- c. Click the **Save** button.
- 11. In the **Statement** section enter a statement describing the accident and give the location, causes, and consequences.

Statement	
Make a brief statement describing the accident and give the location, causes, and consequences.	

Click the Save button.

#### Notes:

- A Bus Accidents record is created in the table on the Search page. You can open the record from the Search page to edit it.
- Once you have finalized a bus accident record for a system, you should submit it.

### How to Edit a Bus Accident Record

#### Who uses this procedure? Pupil Transportation Directors

This procedure lists the steps on editing a bus accident record in the Bus Accidents module.

- 1. Log into **MyGaDOE**.
- 2. Select **Application** from the Pupil Transportation main menu.

The Pupil Transportation page appears.

😻 Pupil Transportation					
System Name:	Burke County - 617	~	Year:	2012	-
Data Collection:	Select a Data Collection	~	Status:	New	

- 3. Enter the fields at the top of the Pupil Transportation page:
  - a. Select a System Name.
  - b. Select a Year.
  - c. Select Bus Accidents from the Data Collection drop-down list.

The Bus Accidents page appears.

Pupa Iranspo	totion						
Svi	tem Name:	Gainnett County - 667		~		Year: 2012	
0.212	Collections	animete county our		100		LUIL	
Data Collection	Conec dort:	Bus Accidents		*			
Search							
Create New Bus Acc	ident						
Design of the second design of the second							
Bus Accident area	un						
Stat	ant Intern						
	INC.						
	th: All	~		Accident Date:		1	
Accident Mon							
Accident Mon				Decise Conneibur			
Accident Mon Bus Numb	er: All	~		Design Capacity:	All	M	
Accident Mon Bus Numb	er: All	e -	Design Capacity	Design Capacity:	All Bus Number	Status	

4. Click the **Select** link to edit the record.

The form above the table displays the bus accident record.

Ven herei	0) new messages.				ttela.	- Dtickes	I Online Doc	wittente
Pupil Transportation					_	_		-
System Name:	Gwinnett County - 667	~		Year:	2012	8		
Data Collection		201		Crahar				
Data Collection.	Bus Accidents	×.		Status.	NCM			
Data Collection)								
Search Bus Accidents Audit T	rail							
			Saue	1 5	thenit		Print	
Bus Accident Date	Design Canacity		Bue N	imber	ADMINE .	103	Frank	- 01
AUDIONAL DI ALE DAL	24.22		22460	under	-			
12/2012 2.15 PM	21-33		22.100	P				
Bus Accidents The Bus Accident form shall be	submitted by the local school system to the Georgia	Department of	Education in a	ccordance wit	th State	Board	Rule 160-5-	308
Bus Accidents The Bus Accident form shall be The form shall be submitted with Any school bus incident that: ( which causes personal injury or Department. This form is used t	submitted by the local school system to the Georgia hin 45 days of the accident. An accident is a seque 1) generates a police accident or incident report; (2 fatality to occupants in the bus, in other vehicles to monitor statewide trends so a more effective safe	Department of nce of events wi ) involves any ar r pedestrians sh ty program can	Education in a hich produces mount of prop ould be report be presented	ccordance wit unintended in erty damage; ed via the me in order to red	th State jury, dea (3) invol thod pre- luce pre-	Board ath or p lves op scribed ventabl	Rule 160-5- property dar eration of ti I by the e accidents	30E nage. he bu
Bus Accidents The Bus Accident form shall be The form shall be submitted with Any school bus incident that: ( which causes personal injury or Department. This form is used t Bus Information	submitted by the local school system to the Georgia hin 45 days of the accident. An accident is a seque 1) generates a police accident or incident report; (2 fatality to occupants in the bus, in other vehicit; (2 o monitor statewide trends so a more effective safe	Department of nce of events wi ) involves any a r pedestrians sh ty program can	Education in a hich produces mount of prop ould be report be presented	ccordance wit unintended in erty damage; ed via the me in order to red	th State jury, dea (3) invol thod pre luce prev	Board I ath or p ives op scribed ventabl	Rule 160-5- property dar eration of t l by the le accidents	30E nage. he bu
Bus Accidents The Bus Accident form shall be The form shall be submitted with Any school bus incident that: ( which causes personal injury or Department. This form is used t Bus Information Bus Design Capacity	submitted by the local school system to the Georgia hin 45 days of the accident. An accident is a seque 1) generates a police accident or incident report; (2 fatality to occupants in the bus, in other vehicit; (2 o monitor statewide trends so a more effective safe Bus Number	Department of nece of events wi ) involves any ar r pedestrians sh ty program can i	Education in a hich produces mount of prop ould be report be presented Year	ccordance wit unintended in erty damage; ed via the me in order to red Model of Bus	th State jury, dea (3) invol thod pre- luce pre-	Board ath or p ves op scribed ventabl	Rule 160-5- property dar eration of ti l by the e accidents	3+.0E nage. he bu
Bus Accidents The Bus Accident form shall be The form shall be submitted with Any school bus incident that: ( which causes personal injury or Department. This form is used the Bus Information Bus Design Capacity 21-33	submitted by the local school system to the Georgia hin 45 days of the accident. An accident is a seque 1) generates a police accident or incident report; (2 fatality to occupants in the bus, in other vehicles to monitor statewide trends so a more effective safe Bus Number 22166 v	Department of nee of events w ) involves any a r pedestrians sh ty program can i	Education in a hich produces mount of prop ould be report be presented Year 1999	ccordance wit unintended in erty damage; ed via the me in order to red Model of Bus	th State jury, dea (3) invol thod pre- luce pre-	Board ath or p ives op scribed ventabl	Rule 160-5- roperty dar eration of ti l by the e accidents	30E nage. he bu
Bus Accidents The Bus Accident form shall be The form shall be submitted with Any school bus incident that: ( which causes personal injury or Department, This form is used the Bus Information Bus Design Capacity 21-33 Chassis Manufacturer	submitted by the local school system to the Georgia hin 45 days of the accident. An accident is a seque 1) generates a police accident or incident report; (2) fatality to occupants in the bus, in other vehicles o to monitor statewide trends so a more effective safe Bus Number 22166 Body Company	Department of nce of events wi ) involves any ar r pedestrians sh ty program can i	Education in a hich produces mount of prop ould be report be presented Year 1999 Numb	ccordance wit unintended in erty damage; ed via the me in order to red Model of Bus er of Children	th State jury, dea (3) invol thod pre- luce pre-	Board ath or p ves op scribed ventabl	Rule 160-5- roperty dar reation of the by the e accidents	3+.0E nage. he bu
Bus Accidents The Bus Accident form shall be The form shall be submitted with Any school bus incident that: ( which causes personal injury or Department. This form is used the Bus Information Bus Design Capacity 21-33 Chassis Manufacturer GMC	submitted by the local school system to the Georgia hin 45 days of the accident. An accident is a sequent 1) generates a police accident or incident report; (2 fatality to occupants in the bus, in other vehicles o o monitor statewide trends so a more effective safe Bus Number 22166 Body Company THO	Department of nce of events wi ) involves any ar pedestriars sh ty program can	Education in a hich produces mount of prop ould be report be presented Year 1999 Numb	ccordance wit unintended in erty damage; ed via the me in order to red Model of Bus er of Children	th State jury, dea (3) invol thod pre luce prev	Board ath or p ives op scribed ventabl	Rule 160-5- property dar eration of the le accidents	30E nage. he bu
Bus Accidents The Bus Accident form shall be The form shall be submitted with Any school bus incident that: ( which causes personal injury or Department, This form is used the Bus Information Bus Design Capacity 21-33 Chassis Manufacturer GMC Bus Driver's Name	submitted by the local school system to the Georgia hin 45 days of the accident. An accident is a sequent 1) generates a police accident or incident report; (2) fatality to occupants in the bus, in other vehicles o o monitor statewide trends so a more effective safe Bus Number 22166 Body Company THO John Doe	Department of nce of events wi ) involves any ar pedestriars an ty program can i	Education in a hich produces mount of prop ould be report be presented Year 1999 Numb	ccordance wit unintended in erty damage; ed via the ed in order to red Model of Bus er of Children	th State jury, dea (3) invol thod pre luce prev	Board ath or p ives op scribed ventabl	Rule 160-S- property dar eration of ti I by the e accidents	30E nage. he bu

- 5. Edit the record.
- 6. Click the **Save** button. The bus accident record is updated in the table on the Search page.

Note: Once you have finalized a bus accident record for a system, you should submit it.

### How to Submit a Bus Accident Record

Who uses this procedure? Pupil Transportation Directors Prerequisite: Creating a Bus Accident Record

This procedure lists the steps to submit a set of bus accident records in the Bus Accidents module.

- 1. Log into MyGaDOE.
- 2. Select Application from the Pupil Transportation main menu.

The Pupil Transportation page appears.

Pupil Transportation		<i></i>			
System Name:	Burke County - 617	~	Year:	2012	~
Data Collection:	Select a Data Collection	×	Status:	New	

- 3. Complete the fields at the top of the Pupil Transportation page:
  - a. Select a System Name.
  - b. Select a Year.
  - c. Select Bus Accidents from the Data Collection drop-down list.

The Bus Accidents page appears.

🛷 Pupil Trans	sportation								
	System Nar	ne: Gwinnet	t County - 667		~		Year:	2012	
	Data Collecti	Bus Acc	idents		~				
Data Collection									
Search									
3	Status: N	nw	×						
Accident	Status: N Month: A	nw.	×		Accident Date:				
Accident Bus f	Status: No Month: Al		*		Accident Date: Design Capacity:	IIA		-	
Accident Bus f	Status: Ne Month: Al Aumber: Al	Date	*	Design Capacity	Accident Date: Design Capacity:	All Bus Number		Status	

4. Click the **Select** link to open the record to be submitted.

Georgia Department of Education Dr. John D. Barge, State School Superintendent The form above the table displays that bus accident record.

You have (0) new m	1114285.				Bels	- Dticker	Online Doc	wment
Pupil Transportation								_
System Name: Gwit	nnett County - 667	~		Ye	er: 2012	5		
Data Collection: Bus	Accidents	~		Statu	is: New			
Data Collection	APPROX 112	191						
Search Bus Accidents Audit Trail								
		1	Save	E.	Submit	17	Print	1
Bus Accident Date	Design Capacity		Bus Nu	mber				
1/2/2012 2:15 PM	21-33		22166					
1/2/2012 2:15 PM Bus Accidents The Bus Accident form shall be submit	21-33	Department of E	22166 ducation in ac	cordance	with State	Board	Rule 160-5-	301
12/2012 2:15 PM Bus Accidents The Bus Accident form shall be submit The form shall be submitted within 45 Any school bus incident that: (1) gen which causes personal injury of fatalia Department. This form is used to mon Bus Information	21-33 tted by the local school system to the Georgia days of the accident. An accident is a sequen erates a police accident or incident report; (2) ty to occupants in the bus, in other vehicles or itor statewide trends so a more effective safet	Department of E ce of events wh involves any am pedestrians sho y program can b	22166 ducation in ac ch produces u ount of prope uld be reporte e presented in	cordance v inintended rty damage d via the n o order to r	with State injury, de 1; (3) invo rethod pre educe pre	Board ath or p lives op iscribed ventabl	Rule 160-5- property dar eration of t l by the e accidents	3- ,0i nage he bu
12/2012 2.15 PM Bus Accidents The Bus Accident form shall be submit The form shall be submitted within 45 Any school bus incident that: (1) gen which causes personal injury or fatalis Department, This form is used to mon Bus Information Bus Design Capacity	21-33 tted by the local school system to the Georgia days of the accident. An accident is a sequen erates a police accident or incident report; (2) y to occupants in the bus, in other vehicles or itor statewide trends so a more effective safet Bus Number	Department of E ce of events wh involves any am pedestrians sho y program can b	22166 ducation in ac ch produces u ount of prope uld be reporte e presented in Year M	cordance s inintended rty damage d via the n order to r todel of Bu	with State injury, de :; (3) invo rethod pre educe pre	Board ath or p lives op iscribed ventabl	Rule 160-5- property dar eration of ti by the e accidents	3- ,0i nage he bu
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1/2/2012 2:15 PM Bus Accidents The Bus Accident form shall be submit The form shall be submitted within 45 Arry school bus incident that: (1) gen which causes personal injury or fatalit Department. This form is used to mon Bus Information Bus Design Capacity 21-33 Chassis Manufacturer GMC Bus Driver's Name	21-33 tted by the local school system to the Georgia days of the accident. An accident is a sequen erates a police accident or incident report; (2) ty to occupants in the bus, in other vehicles or itor statewide trends so a more effective safet Bus Number 22166 Body Company THO John Doe	Department of E ce of events wh involves any am pedestrians sho y program can b	ducation in ac ch produces to ount of prope uld be reporte e presented in Year N 1999 Numbe	cordance i snintended rty damage d via the n order to r todel of Bus r of Childre	with State injury, de ;; (3) invo educe pre s n on Bus	Board ath or p lves op iscribed ventabl	Rule 160-5- oroperty dar eration of ti by the e accidents	301 nage he bu

- 5. Click the **Submit** button.
  - The Submit button disappears.
  - The fields on the form become uneditable.
  - The table in the Audit Trail tab indicates the records were submitted.

## How to View a Bus Accident Record

**Who uses this procedure?** Pupil Transportation Directors, Superintendents, Program Managers, and Helpdesk

This procedure lists the steps on viewing a bus accident record in the Bus Accidents module.

- 1. Log into **MyGaDOE**.
- 2. Select Application from the Pupil Transportation main menu.

The Pupil Transportation page appears.

Pupil Transportation	2				
System Name:	Burke County - 617	*	Year:	2012	*
Data Collection:	Select a Data Collection	~	Status:	New	

- 3. Complete the fields at the top of the Pupil Transportation page:
  - a. Select a **System Name**.
  - b. Select a Year.
  - c. Select Bus Accidents from the Data Collection drop-down list.

The Bus Accidents page appears.

System	Gwinnett	County - 667	*	rear:	2012	
Data Col	lection: Bus Accid	ents	×			
Collection						
sarch						
0						
te New Bus Accide	212					
te New Bus Accide	<u>nt</u>					
te New Bus Accide	at -					
te New Bus Accide	<u>al</u>					
te New Bus Accide Accident Search Status:	Select Status	*				
te New Bus Accide Accident Search Status:	Select Status	×				
te New Bus Accide Accident Bearch Status: Accident Month:	Select Status	×	Accident Date:			
te New Bus Accide Accident Bearch Status: Accident Month:	Select Status	<b>X</b>	Accident Date:		×	

4. Click the Status drop-down and select a status.

**Note:** Filtering can be done by: Accident Month Accident Date Bus Number Design Capacity The Accident record appears.

D IT								
Pupil Irans	portation					1000000		
	System Name:	Gwinnett County - 667		~		Year:	2012	
D	ata Collection:	Bus Accidents		~				
Data Collection								
Search								
Create New Bus	Accident							
	Sector Sector							
Bus Accident S	earch							
10								
S	tatus: New	×						
Accident #	Month: All	~		Accident Date:				
Bus N	umber: All	×		Design Capacity:	All		*	
	Accident Dat	te	Design Capacity		Bus Number	-	Status	
			and the second s	0.4			All stores	-

5. Click the **Select** link to view the record. The record appears.

You have (0) new me	1114283				their	- Dticket   Ot	fine Documents
					_		
Pupil Transportation							
System Name: Gwin	nett County - 667	*		Yea	2012	6	
Data Collection: Bus /	Accidents	~		Statu	: New		
Data Collection							
and the second se							
Search Bus Accidents Audit Trail							
		1	Save	1 4	iubmit	Pi	rint
Bus Accident Date	Design Capacity		Bus Nu	mber			
1/2/2012 2:15 PM	21-33		22166		-		
Bus Accidents							
The form shall be submitted within 45 of Any school bus incident that: (1) gene	days of the accident. An accident is a sequence rates a police accident or incident report; (2) in	e of events whi nvolves any am edestrians sho	ch produces u ount of proper uld be reporte	nintended i rty damage d via the m	njury, de (3) invo ethod pre duce pre	ath or proper lives operation iscribed by the ventable acc	ty damage. In of the bu he idents.
which causes personal injury or fatality Department. This form is used to monit	tor statewide trends so a more effective safety	program can b	e presented in				
which causes personal injury or fatality Department. This form is used to monit Bus Information	tor statewide trends so a more effective safety	program can b	e presented in				
which causes personal injury or fatality Department. This form is used to monit Bus Information Bus Design Capacity	Bus Number	program can b	Year M	lodel of Bus			
which causes personal injury or fafality Department. This form is used to monit Bus Information Bus Design Capacity 21-33	Bus Number	program can b	e presented in Year M [1999	lodel of Bus			
which causes personal injury or fafait; Department. This form is used to monit Bus Information Bus Design Capacity 21-33 v Chassis Manufacturer	Bus Number 22166  Body Company	program can b	e presented in Year M [1999] Numbe	lodel of Bus r of Childrer	n on Bus		
which causes personal injury or fatality Department. This form is used to monit Bus Design Capacity 21-33 • Chassis Manufacturer GMC	Bus Number 22156 Body Company THO	program can b	Year M Year M 1999 Numbe	lodel of Bus	n on Bus		
which causes personal injury of fafait; Department. This form is used to monit Bus Information Bus Design Capacity 21-33 Chassis Manufacturer GMC Bus Driver's Name	Bus Number 22166 Body Company THO John Doe	program can b	Year M Year M 1999 Numbe	lodel of Bus	n on Bus		

6. View the bus accident form.