GEORGIA DEPARTMENT OF EDUCATION

Pupil Transportation

Bus Accidents

Table of Contents

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**.
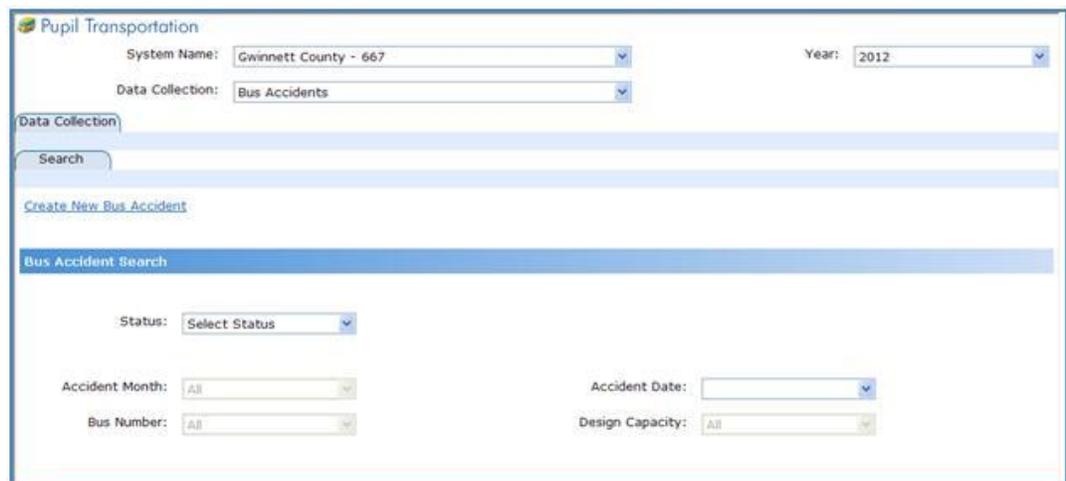2. Select **Application** from the Pupil Transportation main menu.

   The Pupil Transportation page appears.

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.

4. Click the **Create New Bus Accident** link.

   The Bus Accidents form appears.

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:

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**.

l. 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:

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:

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**:

   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.

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.

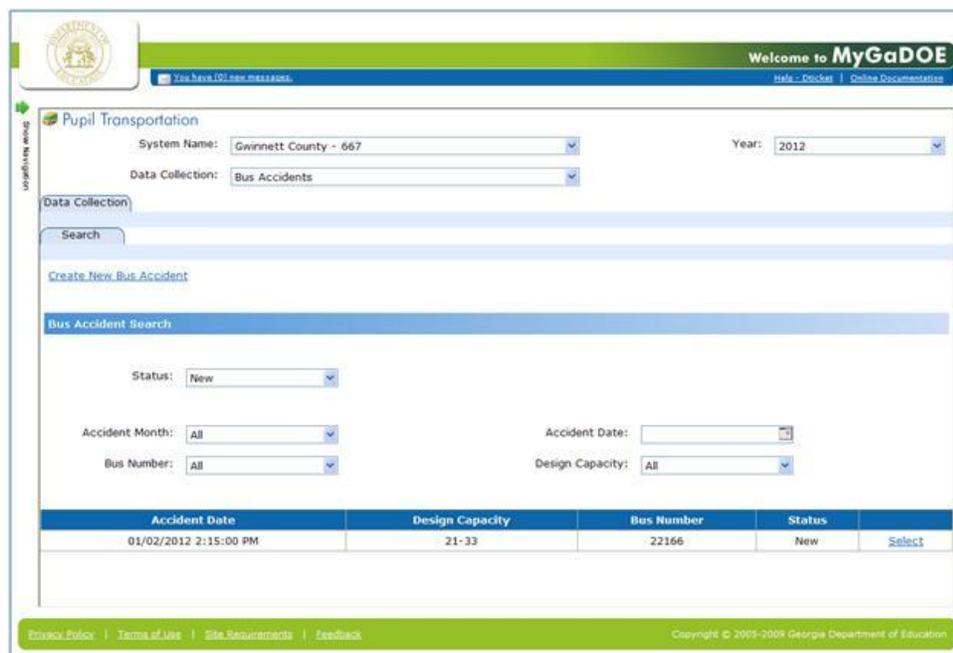   The Pupil Transportation page appears.

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.

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

The form above the table displays the bus accident record.

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.

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.

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

The form above the table displays that bus accident record.

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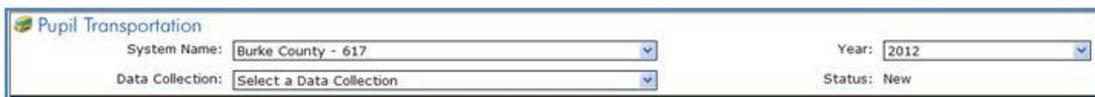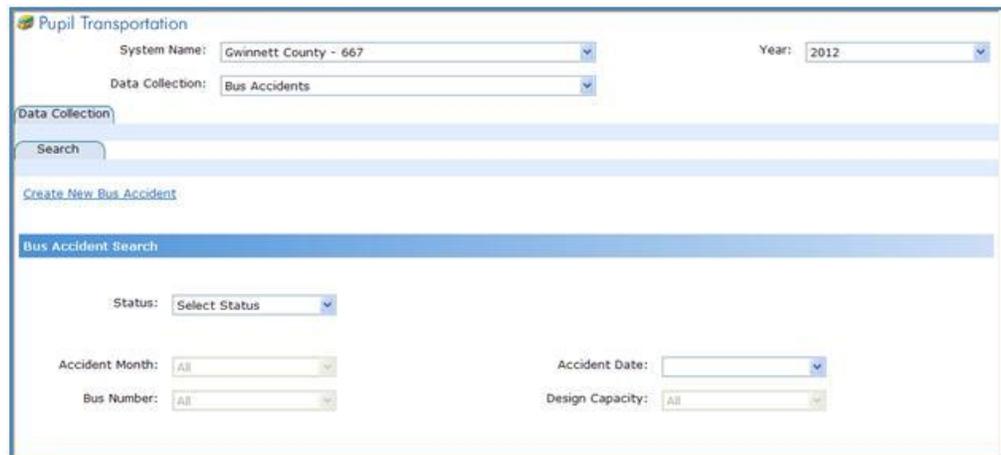   - The table in the Audit Trail tab indicates the records were submitted.

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.

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.

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

   Note: Filtering can be done by:
   Accident Month
   Accident Date
   Bus Number
   Design Capacity

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Dr. John D. Barge, State School Superintendent

The Accident record appears.

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

6. View the bus accident form.