

PROCEDURES FOR SCHOOL DISTRICTS REPORTING OF SCHOOL BUS AND ACTIVITY VEHICLE ACCIDENTS

In accordance with State Board of Education Regulation 6.41.4 NMAC, school districts are required to submit **within one week (7 calendar days)** by email or diskette school bus accident reports to the SDE School Transportation Unit utilizing the electronic **Crash Report Program** found on the transportation website: <http://www.sde.state.nm.us/div/fin/trans/memos/crash.instrs.htm>

STU requires all accidents, regardless of severity, involving school buses and school owned vehicles used for the purpose of transporting students be reported. This also includes accidents involving students, whether or not it is a school bus or activity vehicle related traffic accident (i.e.: student injured at school bus stop, loading/unloading zone, or school walk zone).

If a school bus is involved in an accident that results in the **hospitalization and/or serious injury** of any student, bus driver, pedestrian, or vehicle occupant, the STU shall be notified **promptly by telephone**.

If a school bus is involved in an accident in which a **possible mechanical failure on the school bus** is a contributing factor, the local school administrator will notify the STU **promptly**. The possible defective parts should be protected until directions are provided by the STU.

If the accident results in the **fatality** of any student, bus driver, pedestrian or other vehicle occupant, the STU should be notified by telephone **IM M E D I A T E L Y**.

In the case of **serious injury or fatality**, a complete investigation will be conducted by the STU and the vehicle is to be impounded until the investigation is complete. If there is a student fatality within the school bus, the U.S. Department of Transportation will be contacted by STU to conduct their investigation.

POST-ACCIDENT TESTING REQUIREMENTS

Federal Regulations (49 CFR Part 382.303) require that the driver submit to Controlled Substances and Alcohol Testing after an accident as defined in the *Federal Motor Carrier Safety Regulations (FMCSR)*. The driver must be tested under any of the following circumstances:

Anytime a **fatality** occurs as a result of the accident; or

Anytime the driver receives a citation for a moving violation as a result of the accident and the accident involves an **injury to anyone** which requires immediate medical treatment away from the scene; or

Anytime you receive a citation for a moving violation as a result of the accident and the accident involves **disabling damage to any of the vehicles**. (Disabling damage means one or more vehicles had to be towed away and cannot be driven from the scene.)

If an alcohol test cannot be accomplished within 2 hours of the accident, the school district must document why the test was not given. If the alcohol test cannot be given within 8 hours, the school district must again document why the test was not given. If a controlled substances test is not accomplished within 32 hours, the school district must document why the test was not given.

Violations are subject to audit by the State School Transportation Unit, State and Federal Authorities.

Telephone Numbers for Reporting Accidents

WEEKDAYS 8:00 am-5:00 pm:

STU Fax 827-5802

NIGHT, HOLIDAY, AND/OR WEEKENDS:

Gilbert Perea (State Transportation Director) (Bernalillo) 867-2943

OR

Request the New Mexico State Police to notify their communications office in Santa Fe (827-9301) to contact the

State Transportation Director at the above number.

9/17/2004