



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.

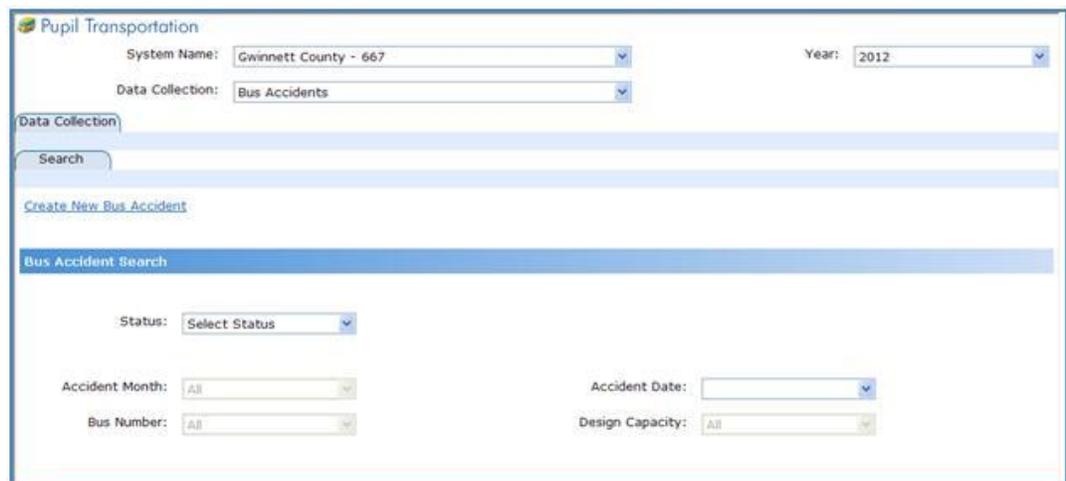
The Pupil Transportation page appears.



The screenshot shows the top section of the Pupil Transportation interface. It includes a title 'Pupil Transportation' with a small icon. Below the title are four dropdown menus: 'System Name' set to 'Burke County - 617', 'Data Collection' set to 'Select a Data Collection', 'Year' set to '2012', and 'Status' set to '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.



The screenshot shows the main content area of the Bus Accidents page. At the top, it repeats the dropdown menus from the previous page, but with 'System Name' set to 'Gwinnett County - 667' and 'Data Collection' set to 'Bus Accidents'. Below these is a 'Data Collection' tab, a 'Search' button, and a link 'Create New Bus Accident'. A 'Bus Accident Search' section contains several filters: 'Status' (Select Status), 'Accident Month' (All), 'Accident Date' (empty), 'Bus Number' (All), and 'Design Capacity' (All).

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:

Accident Information		
Date of Accident <input type="text"/>	Time of Accident : : <input type="text"/> : <input type="text"/> : <input type="text"/>	Weather Condition <input type="text"/>
Accident Reported to what Law Enforcement Agency? <input type="text"/>	Case Number Assigned by Agency Reported To <input type="text"/>	Accident Involved School Bus and <input type="checkbox"/> Other Vehicle <input type="checkbox"/> Fixed Object <input type="checkbox"/> Pedestrian
Accident Occurred on <input type="text"/>	Roadway Surface Composition <input type="text"/>	Road on Which Accident Occurred <input type="text"/>
City in Which Accident Occurred <input type="text"/>	State in Which Accident Occurred GA <input type="text"/>	Accident Severity <input type="text"/>

- 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:

Other Vehicle Information				
Vehicle Type	Estimated Vehicle Pre-Crash Travel Speed	Other Vehicle Towed from Accident Location?	Edit	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	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 injuries/fatalities that apply to the applicable Injured Party category.							
Injured Parties	Treated by EMS & released	Treated by Dr & released	Hospitalized	Fatalities	Total Injuries	Edit	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>	<input type="button" value="Cancel"/>

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

- Select an option for the **Injured Parties** field
- Enter the number of people that were **Treated by EMS & released**.
- Enter the number of people that were **Treated by a Doctor & released**.
- Enter the number of people that were **Hospitalized**.
- Enter the number of people that were **Fatalities**.
- Total Injuries auto populates.
- Click **Add**.
- Click the **Save** button.
- 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?
<input type="text"/>	<input type="text"/>

- Select a **Cause of Accident**.
- Select **Who was Charged**.
- 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.
<input type="text"/>

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.

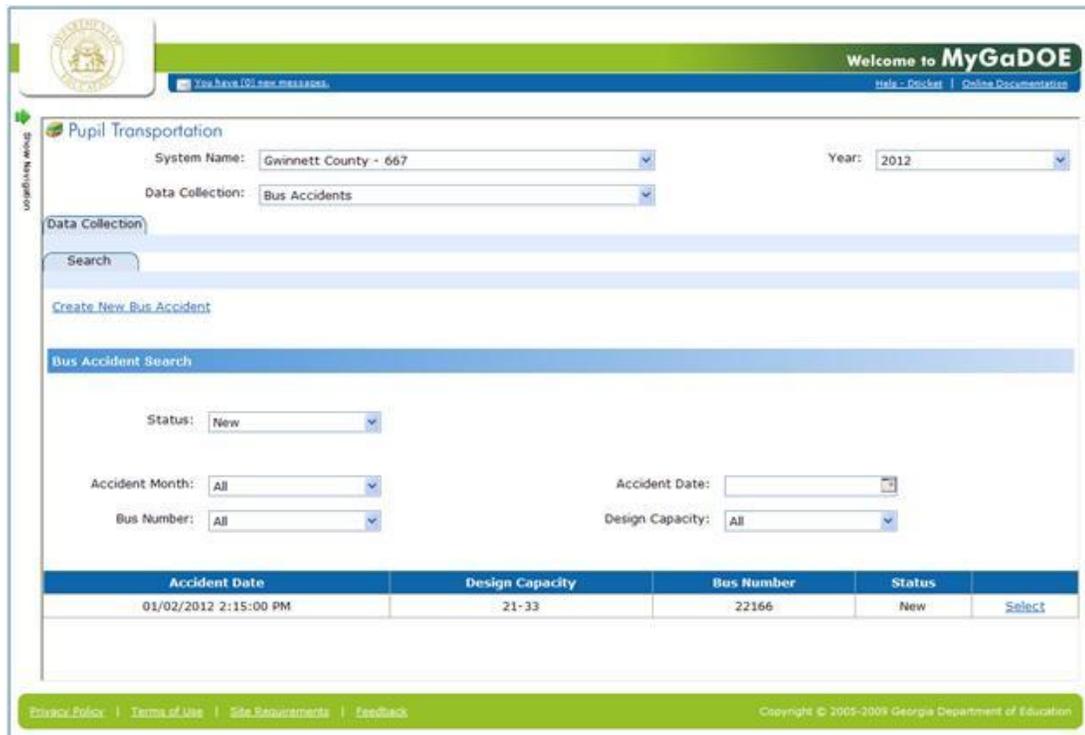


The screenshot shows the 'Pupil Transportation' page with the following fields:

- 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.



The screenshot shows the 'Bus Accidents' page with the following search filters and a table of records:

System Name: Gwinnett County - 667 Year: 2012
Data Collection: Bus Accidents

Search

[Create New Bus Accident](#)

Bus Accident Search

Status: New

Accident Month: All Accident Date:

Bus Number: All Design Capacity: All

Accident Date	Design Capacity	Bus Number	Status	Select
01/02/2012 2:15:00 PM	21-33	22166	New	Select

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

The form above the table displays the bus accident record.

Welcome to MyGaDOE

You have 0 new messages. [Help](#) [Printer](#) [Online Documentation](#)

Pupil Transportation

System Name: Year:

Data Collection: Status:

Data Collection

[Search](#) [Bus Accidents](#) [Audit Trail](#)

Bus Accident Date	Design Capacity	Bus Number
<input type="text" value="1/2/2012 2:15 PM"/>	<input type="text" value="21-33"/>	<input type="text" value="22166"/>

Bus Accidents

The Bus Accident form shall be submitted by the local school system to the Georgia Department of Education in accordance with State Board Rule 160-5-3-.06. The form shall be submitted within 45 days of the accident. An accident is a sequence of events which produces unintended injury, death or property damage. Any school bus incident that: (1) generates a police accident or incident report; (2) involves any amount of property damage; (3) involves operation of the bus which causes personal injury or fatality to occupants in the bus, in other vehicles or pedestrians should be reported via the method prescribed by the Department. This form is used to monitor statewide trends so a more effective safety program can be presented in order to reduce preventable accidents.

Bus Information

Bus Design Capacity: Bus Number: Year Model of Bus:

Chassis Manufacturer: Body Company: Number of Children on Bus:

Bus Driver's Name: Bus Driver's First Name: Bus Driver's Last Name: Bus Driver's Age:

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- Edit the record.
- 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.

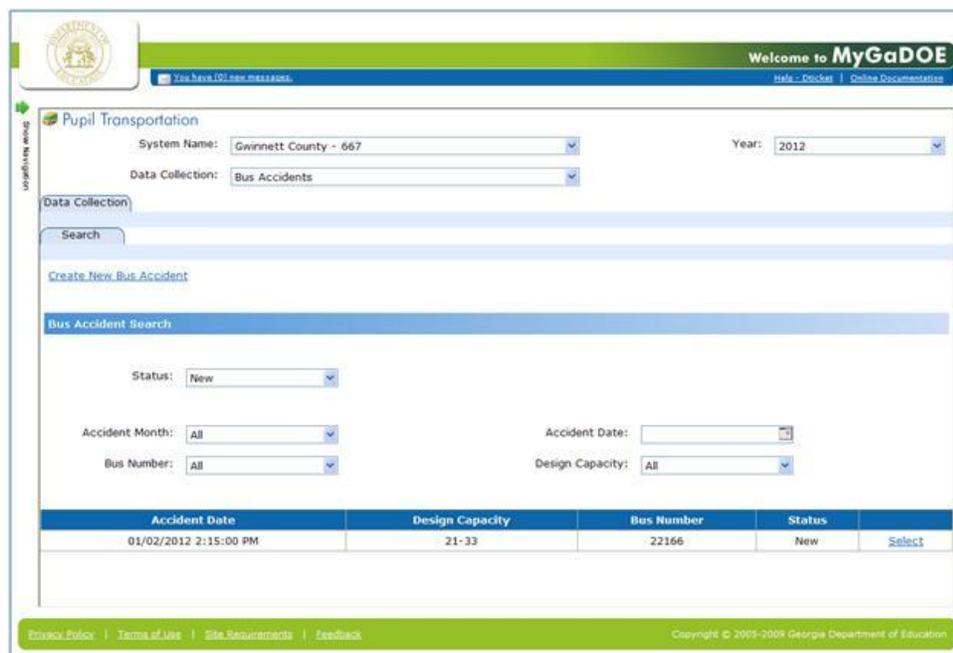


The screenshot shows the 'Pupil Transportation' page with the following fields:

- System Name: Burke County - 617
- Data Collection: Select a Data Collection
- Year: 2012
- 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.



The screenshot shows the 'Bus Accidents' page with the following search filters:

- Status: New
- Accident Month: All
- Accident Date: [Date Picker]
- Bus Number: All
- Design Capacity: All

Accident Date	Design Capacity	Bus Number	Status	
01/02/2012 2:15:00 PM	21-33	22166	New	Select

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

The form above the table displays that bus accident record.

Pupil Transportation

System Name: Gwinnett County - 667 Year: 2012

Data Collection: Bus Accidents Status: New

Data Collection

Search | Bus Accidents | Audit Trail

	Save	Submit	Print
Bus Accident Date			
1/2/2012 2:15 PM			
Design Capacity			
21-33			
Bus Number			
22166			

Bus Accidents

The Bus Accident form shall be submitted by the local school system to the Georgia Department of Education in accordance with State Board Rule 160-5-3-.06. The form shall be submitted within 45 days of the accident. An accident is a sequence of events which produces unintended injury, death or property damage. Any school bus incident that: (1) generates a police accident or incident report; (2) involves any amount of property damage; (3) involves operation of the bus which causes personal injury or fatality to occupants in the bus, in other vehicles or pedestrians should be reported via the method prescribed by the Department. This form is used to monitor statewide trends so a more effective safety program can be presented in order to reduce preventable accidents.

Bus Information

Bus Design Capacity: 21-33 Bus Number: 22166 Year Model of Bus: 1999

Chassis Manufacturer: GMC Body Company: THO Number of Children on Bus:

Bus Driver's Name: John Doe

Bus Driver's First Name: Bus Driver's Last Name: Bus Driver's Age:

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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.

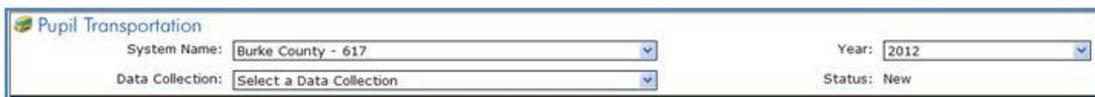
How to View a Bus Accident Record

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.

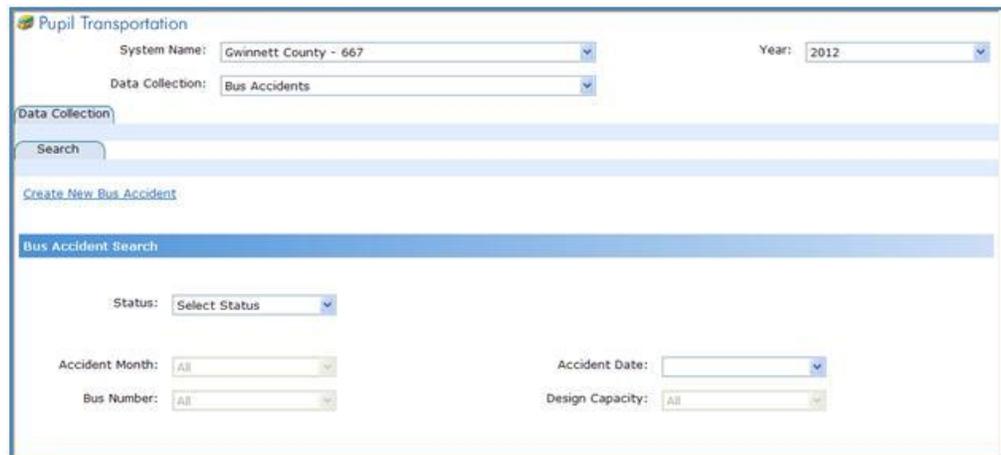
The Pupil Transportation page appears.



The screenshot shows the top section of the Pupil Transportation application. It includes a title bar with a logo and the text 'Pupil Transportation'. Below this are four dropdown menus: 'System Name' (set to 'Burke County - 617'), 'Year' (set to '2012'), 'Data Collection' (set to 'Select a Data Collection'), and 'Status' (set to '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.



The screenshot shows the 'Bus Accidents' page. At the top, it has the same navigation area as the previous screenshot, but with 'System Name' set to 'Gwinnett County - 667' and 'Data Collection' set to 'Bus Accidents'. Below this is a 'Data Collection' label, a 'Search' button, and a link 'Create New Bus Accident'. A section titled 'Bus Accident Search' contains several filters: 'Status' (set to 'Select Status'), 'Accident Month' (set to 'All'), 'Accident Date' (set to a date), 'Bus Number' (set to 'All'), and 'Design Capacity' (set to 'All').

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.

The screenshot shows the 'Pupil Transportation' section of the MyGaDOE website. The system name is 'Gwinnett County - 667' and the year is '2012'. The data collection is set to 'Bus Accidents'. A search filter shows 'Status: New'. Below the search filters is a table with one record:

Accident Date	Design Capacity	Bus Number	Status	
01/02/2012 2:15:00 PM	21-33	22166	New	Select

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

The screenshot shows the detailed 'Bus Accident' form. The form includes the following fields:

- System Name: Gwinnett County - 667
- Year: 2012
- Data Collection: Bus Accidents
- Status: New
- Search: Bus Accidents | Audit Trail
- Buttons: Save, Submit, Print
- Bus Accident Date: 1/2/2012 2:15 PM
- Design Capacity: 21-33
- Bus Number: 22166
- Section: Bus Accidents
- Text: The Bus Accident form shall be submitted by the local school system to the Georgia Department of Education in accordance with State Board Rule 160-5-3-.06. The form shall be submitted within 45 days of the accident. An accident is a sequence of events which produces unintended injury, death or property damage. Any school bus incident that: (1) generates a police accident or incident report; (2) involves any amount of property damage; (3) involves operation of the bus which causes personal injury or fatality to occupants in the bus, in other vehicles or pedestrians should be reported via the method prescribed by the Department. This form is used to monitor statewide trends so a more effective safety program can be presented in order to reduce preventable accidents.
- Section: Bus Information
- Bus Design Capacity: 21-33
- Bus Number: 22166
- Year Model of Bus: 1999
- Chassis Manufacturer: GMC
- Body Company: THO
- Number of Children on Bus: [Empty]
- Bus Driver's Name: John Doe
- Bus Driver's First Name: [Empty]
- Bus Driver's Last Name: [Empty]
- Bus Driver's Age: [Empty]

6. View the bus accident form.