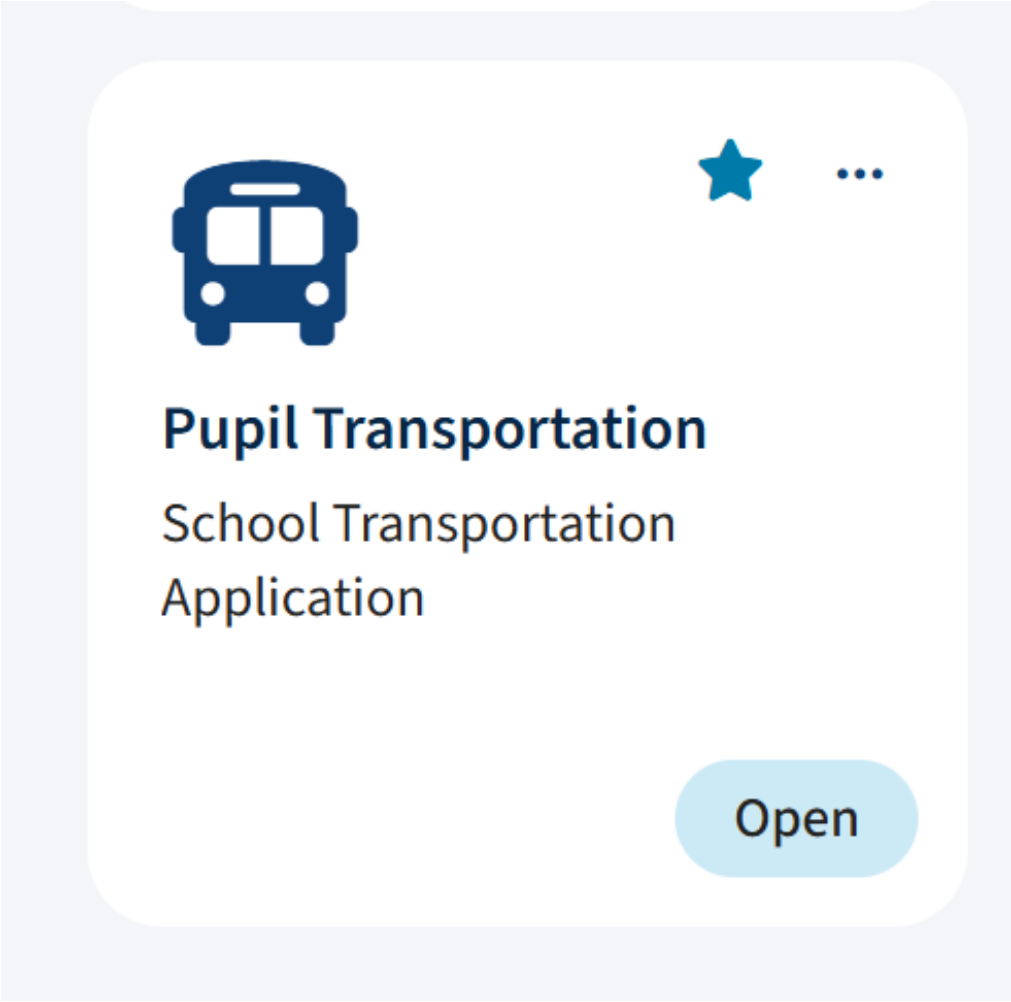
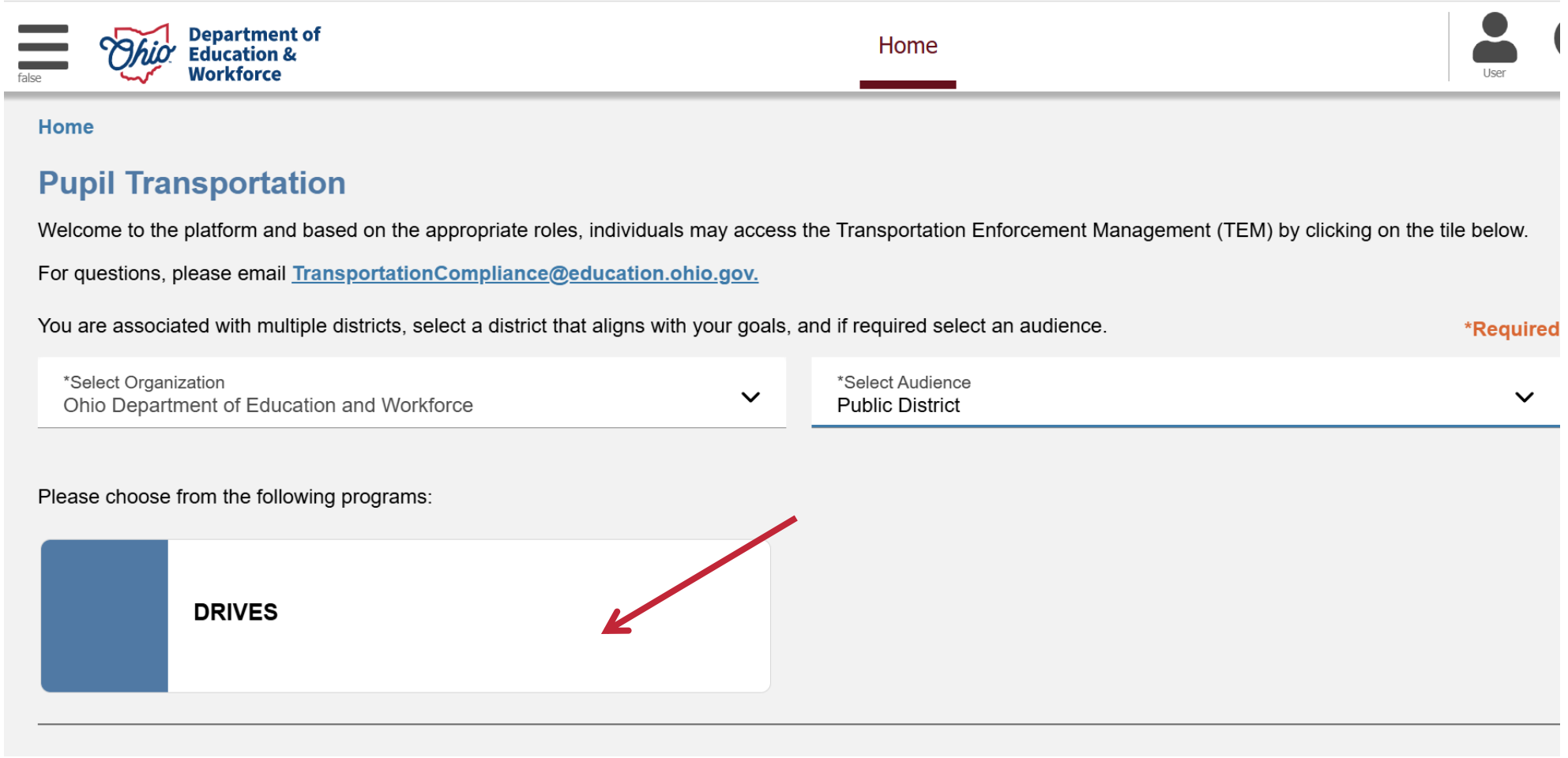
Department of Education & Workforce

Welcome to T-10 Accident Reporting



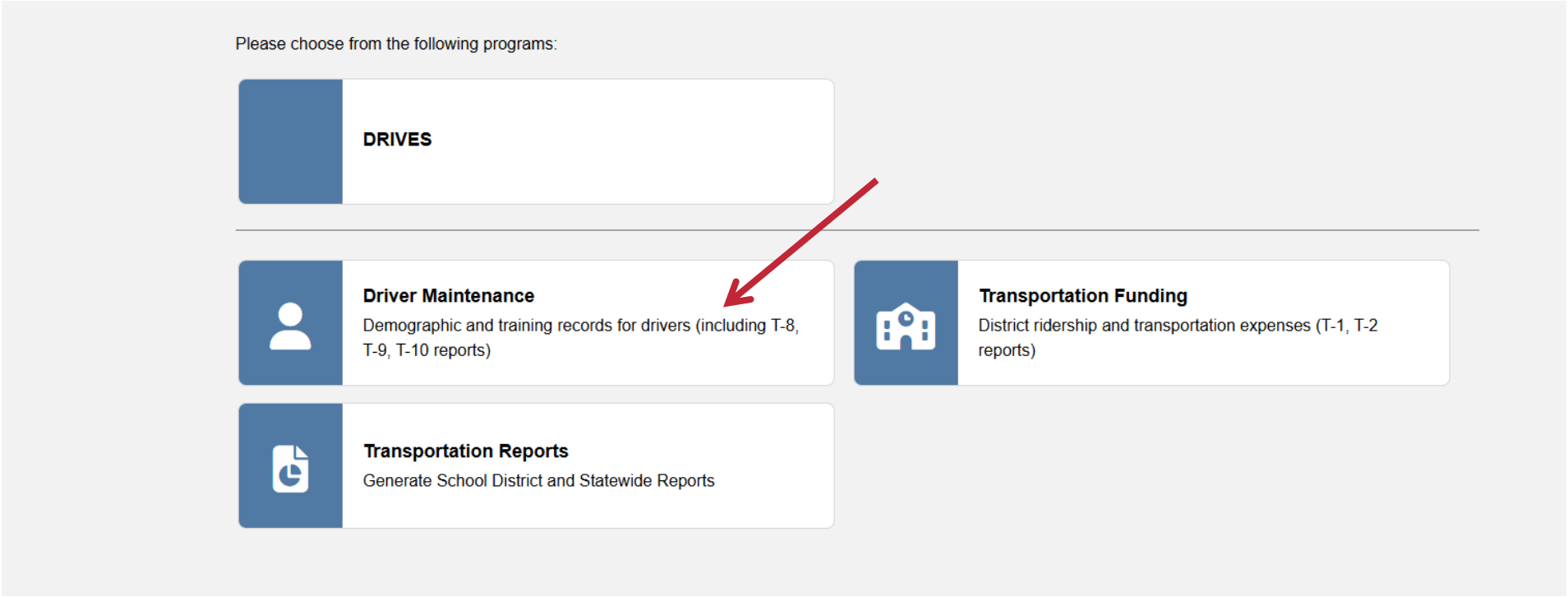
Drives

Enter Drives



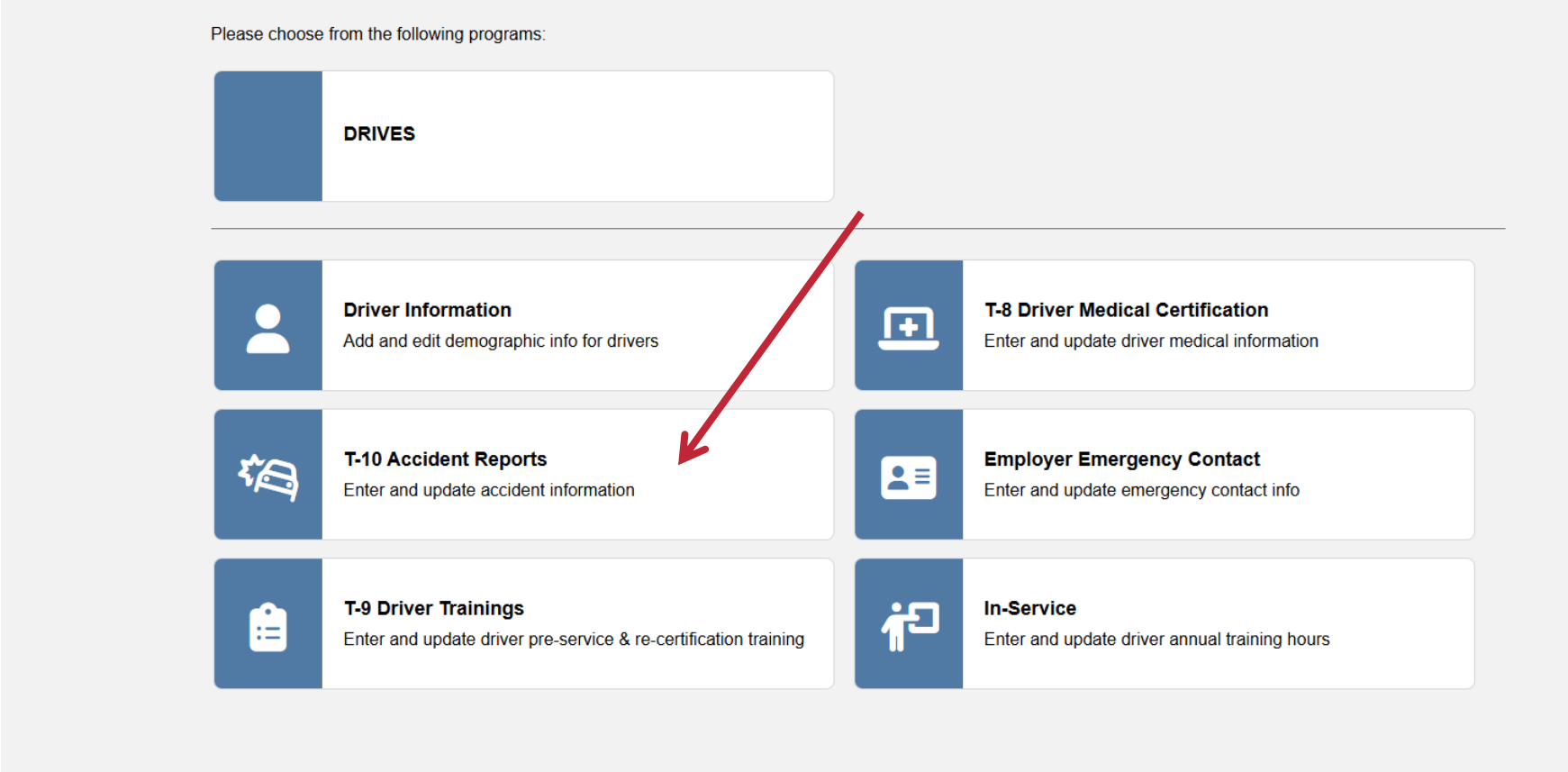
Driver Maintenance

Choose Driver Maintenance Tile



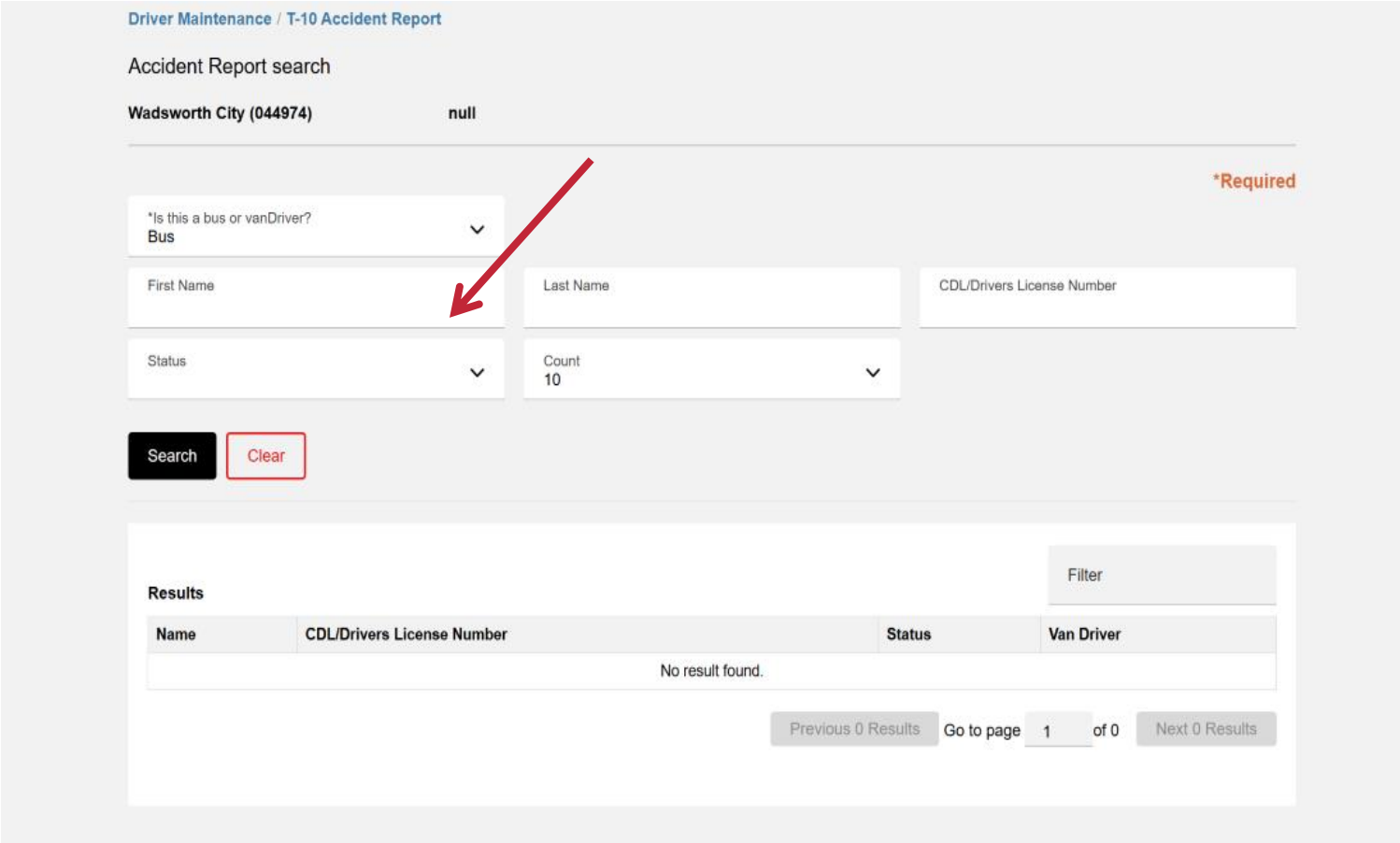
T-10 Accident Report

Choose T-10 Tile



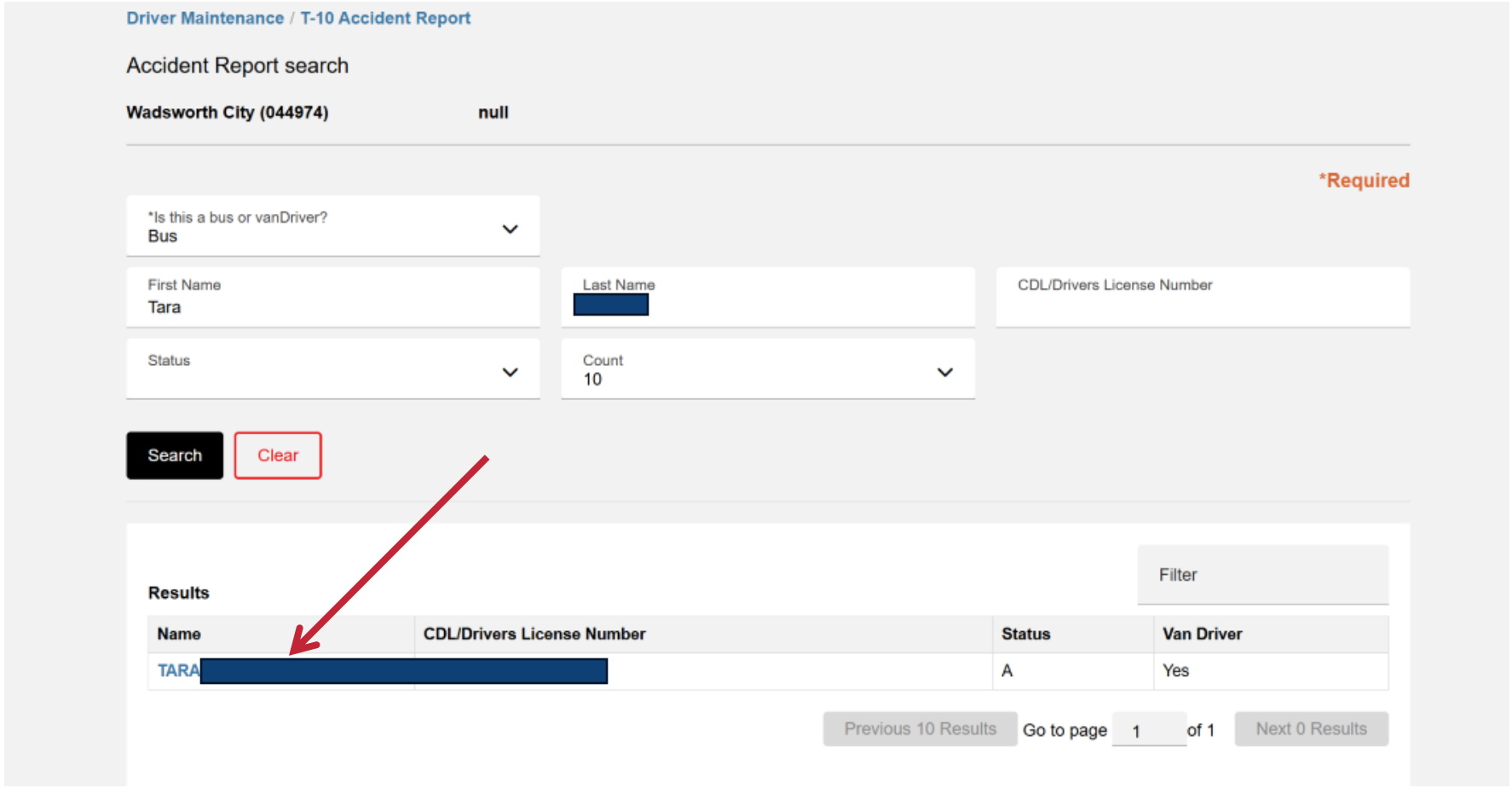
Enter Drivers Name

Enter name of driver in the fields



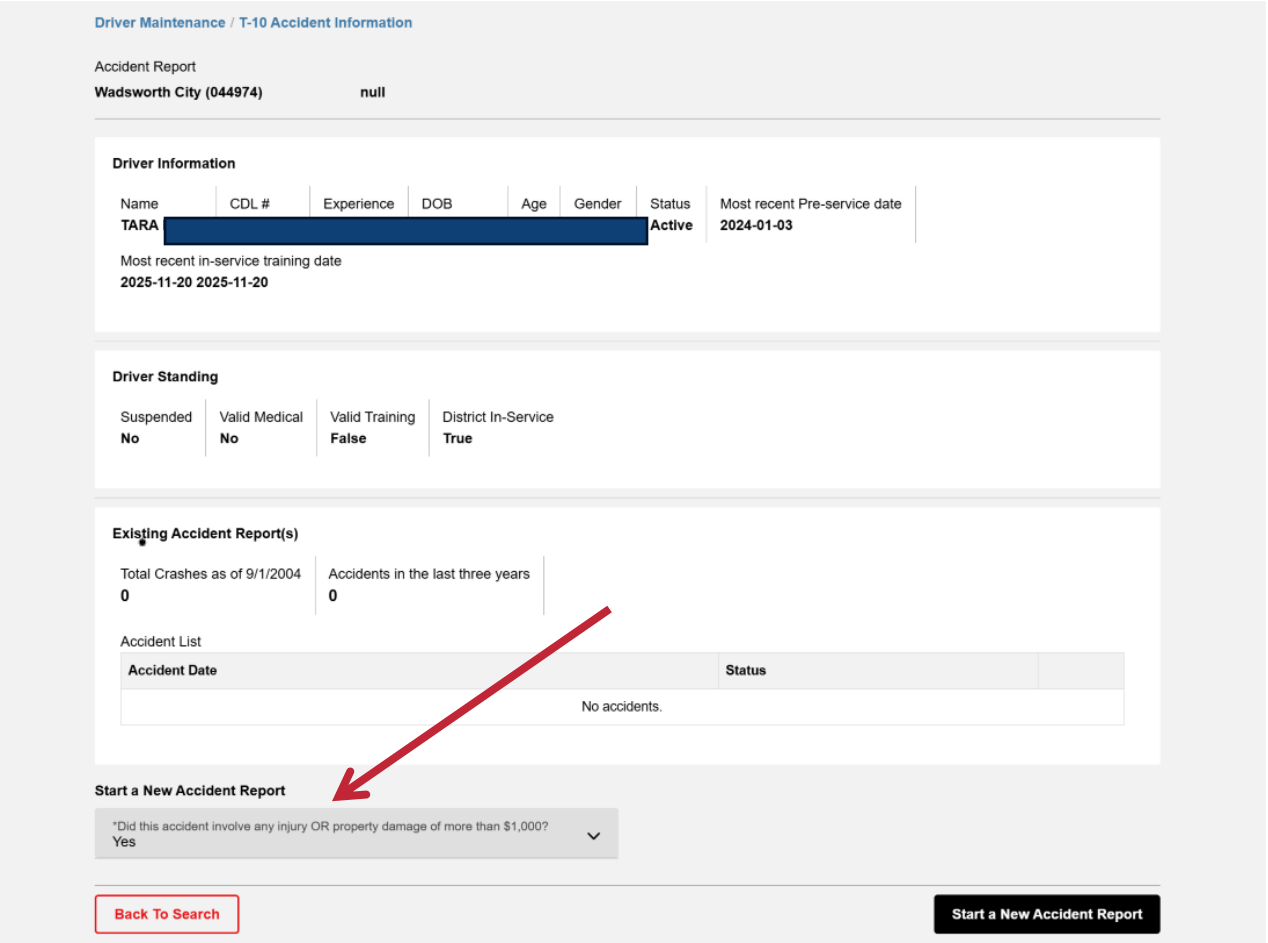
Choose the correct driver

Click on the correct driver's name in blue



Starting a Report

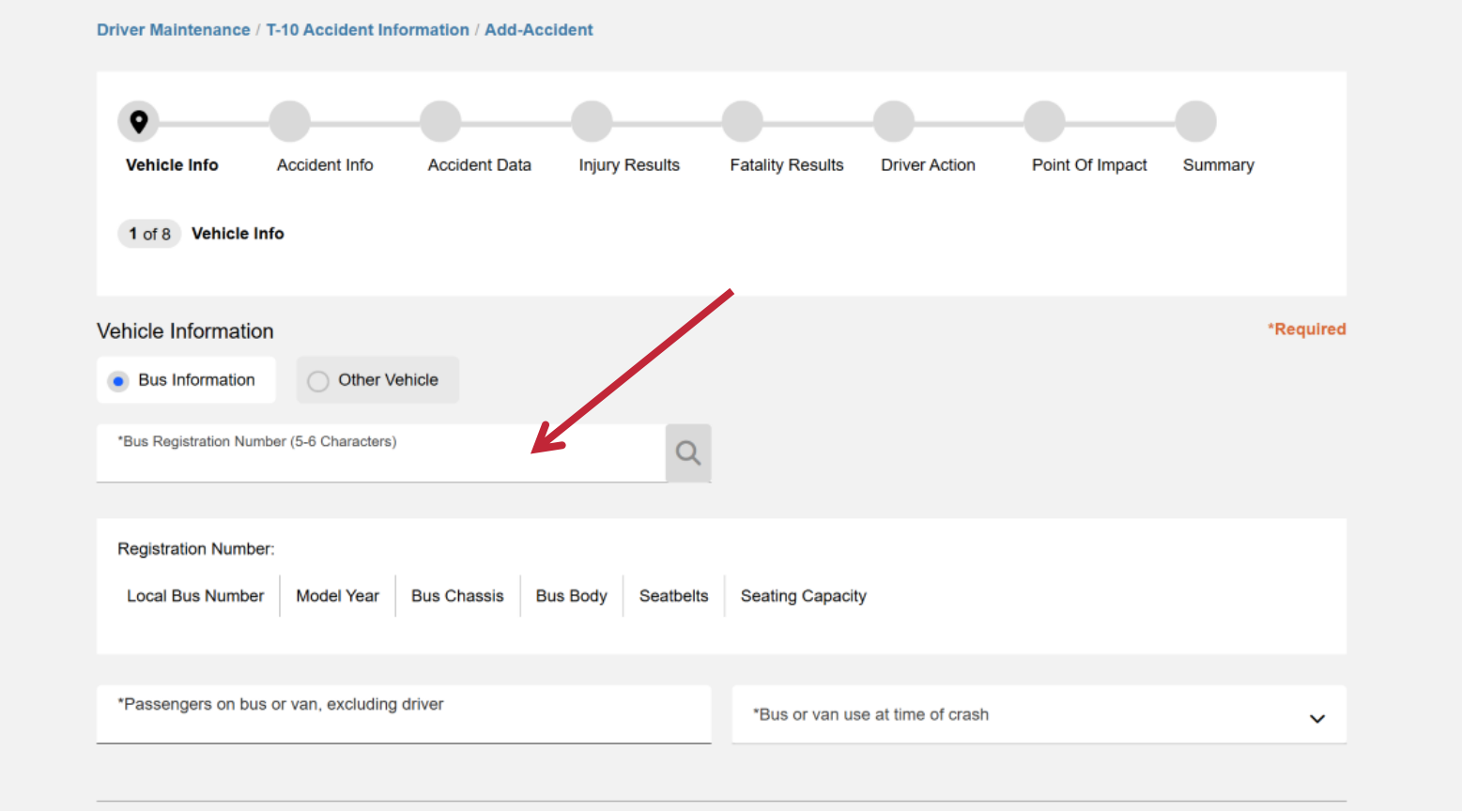
If there was an injury OR damage more than $1,000 chose 'YES'



If no injury or damage was less than $1000, a T10 is not required

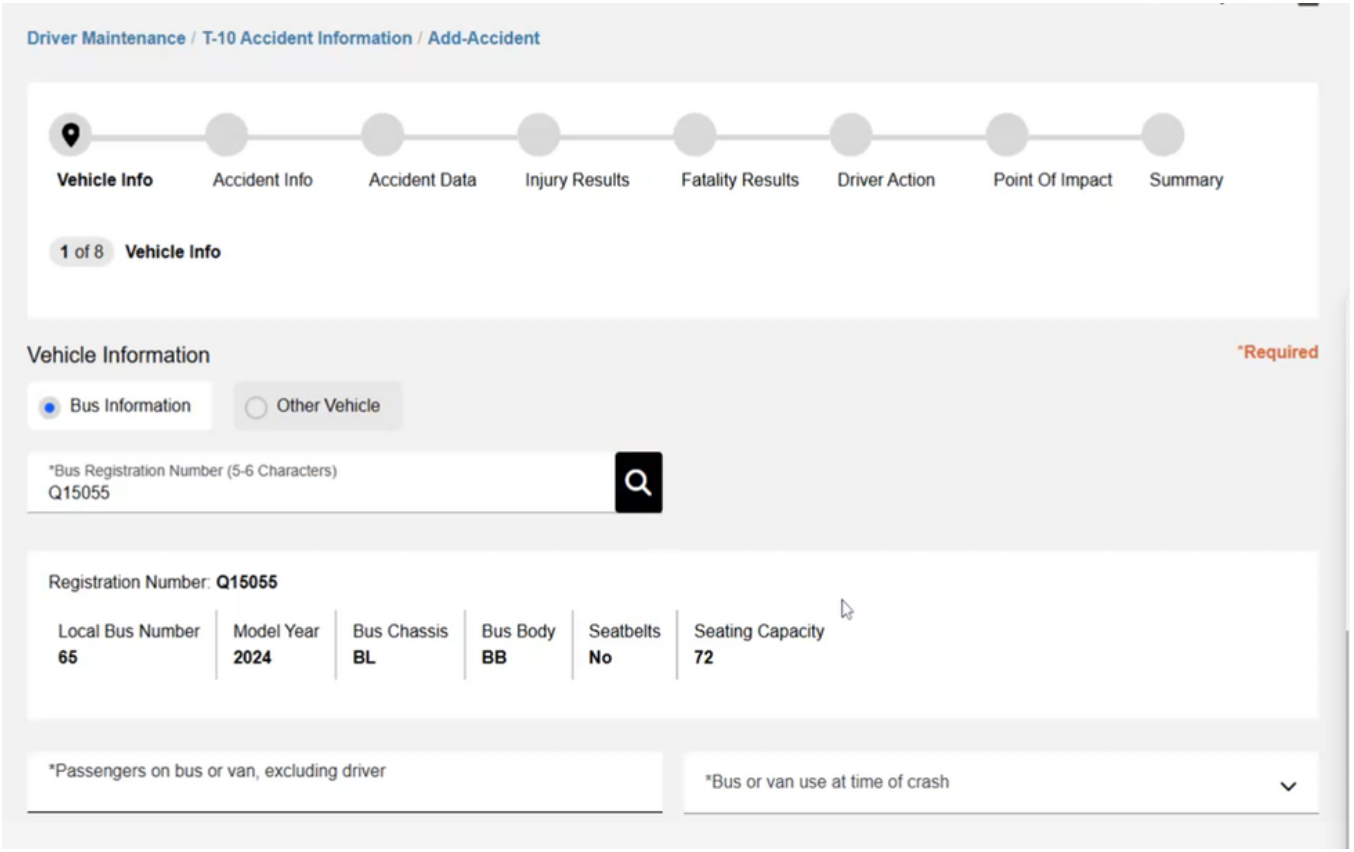
Adding Vehicle Information

If a School bus chose "Bus Information" then enter registration number to populate bus details



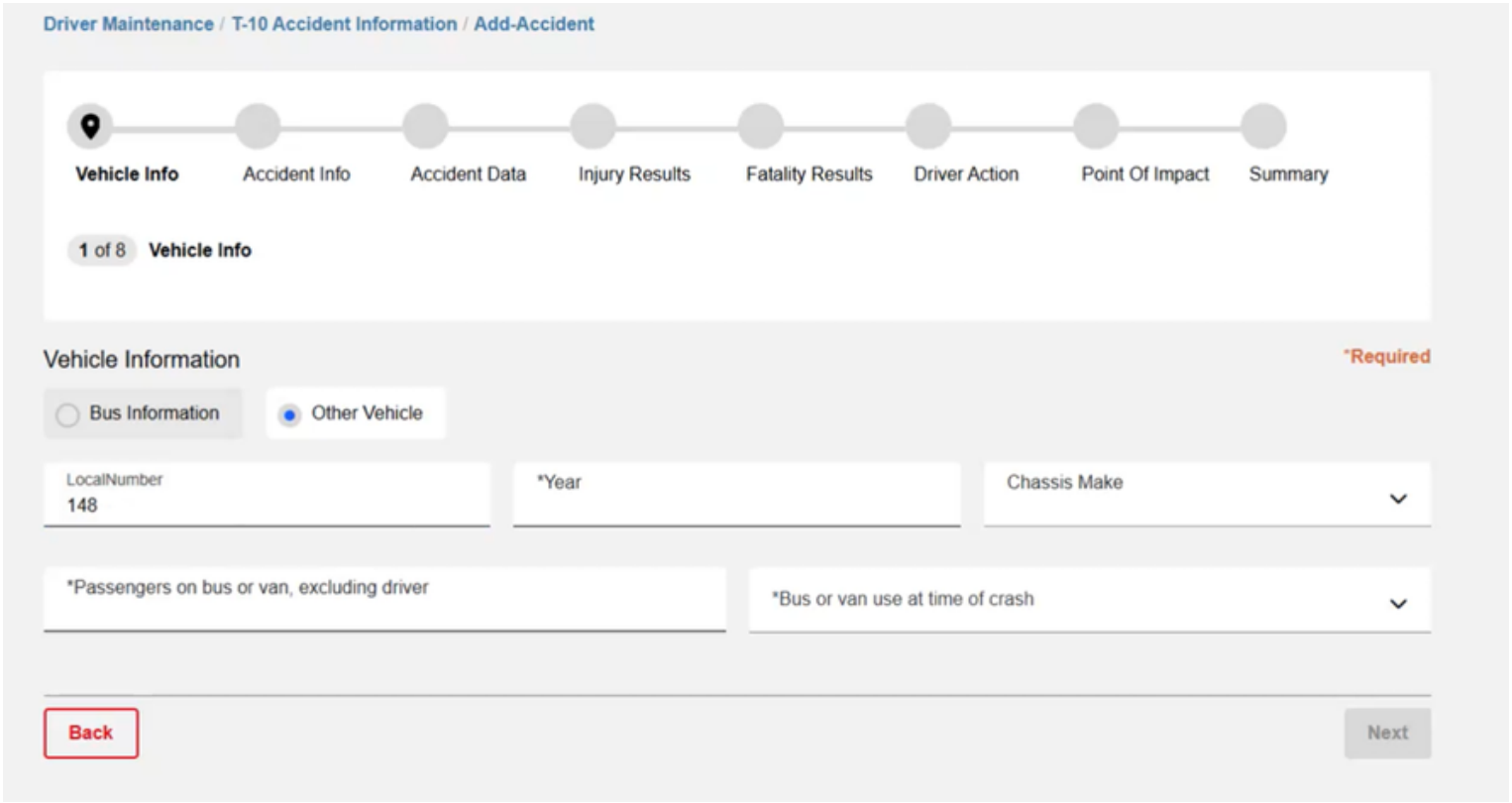
Adding Vehicle Information continued

All details will pull from bus inventory



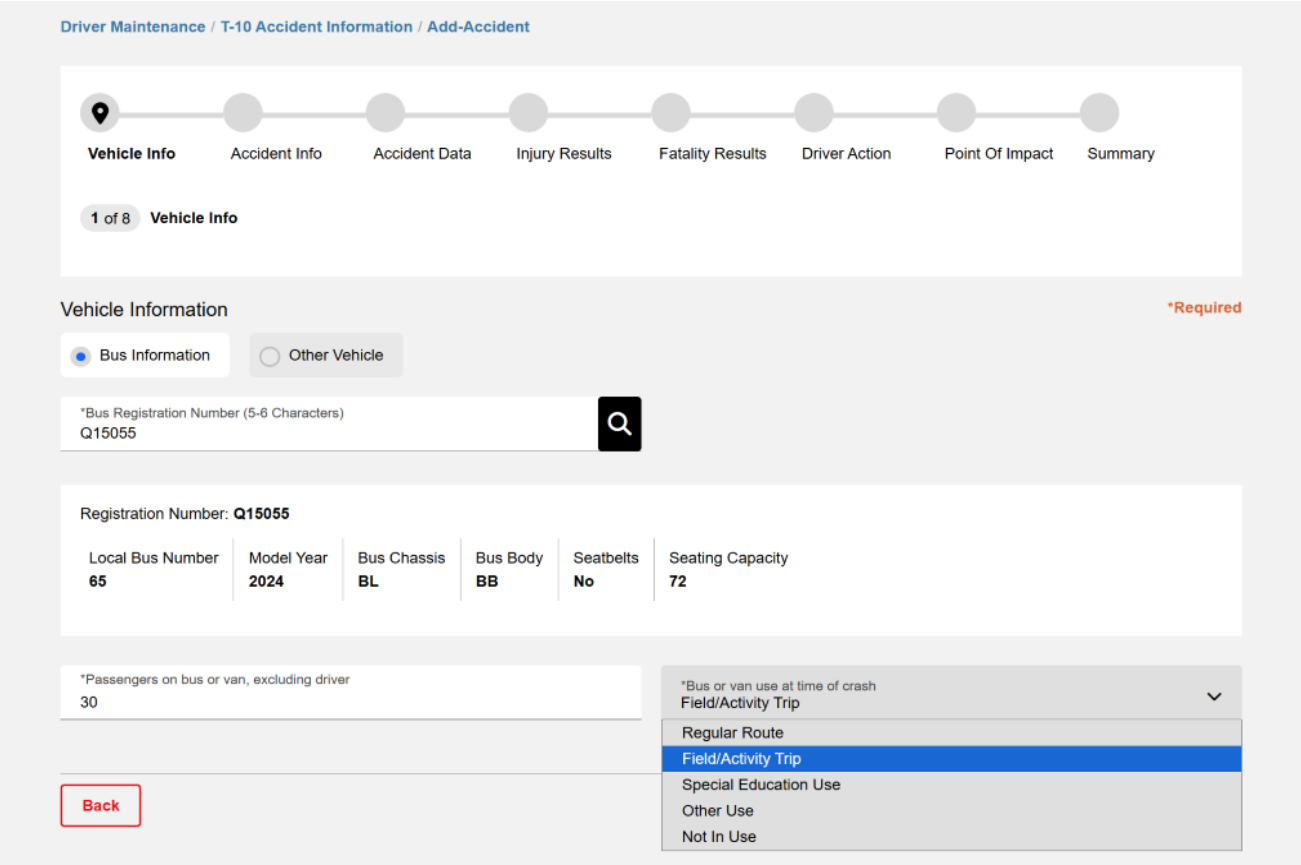
Adding “Other Vehicle” Information

If Vehicle other than bus chose "Other Vehicle" and manually enter details



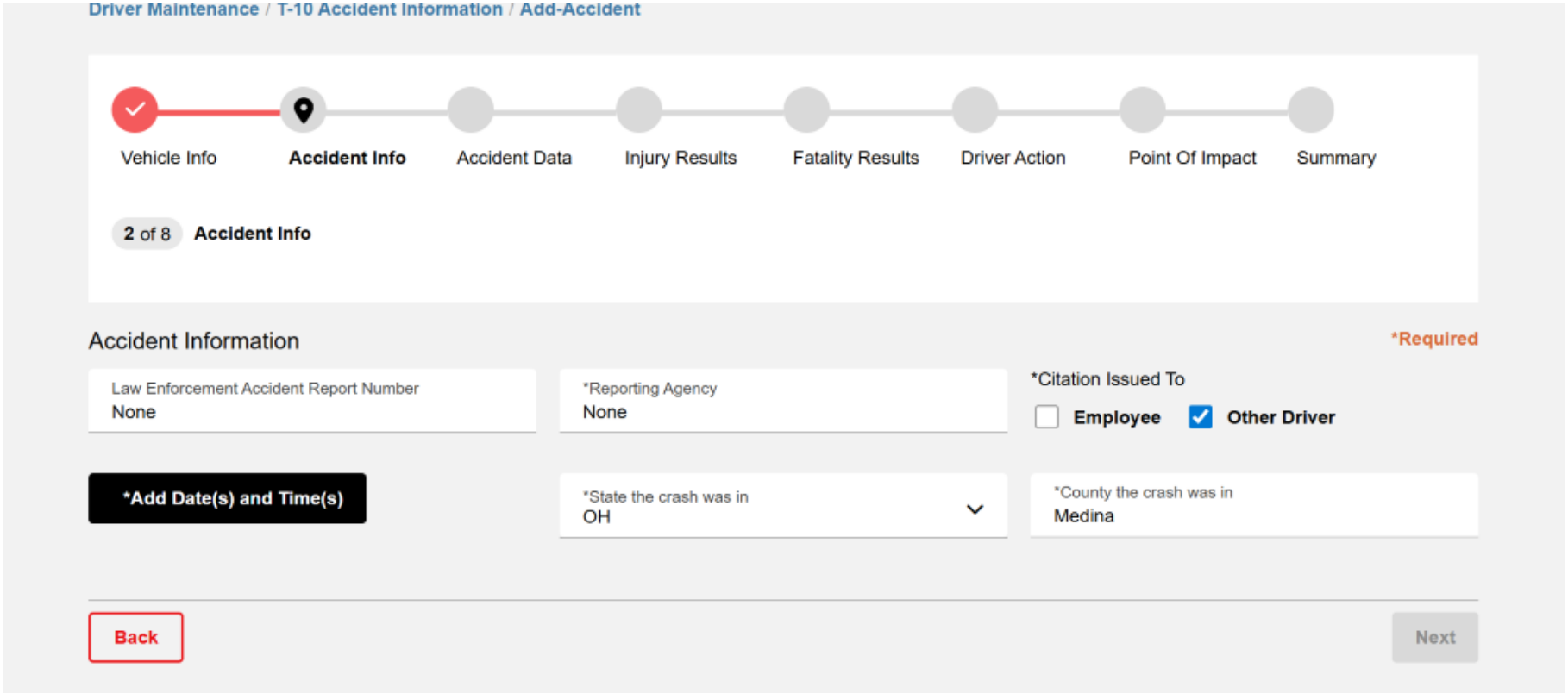
Vehicle Information Screen

Enter the number of passengers, and the use of the vehicle/bus during the



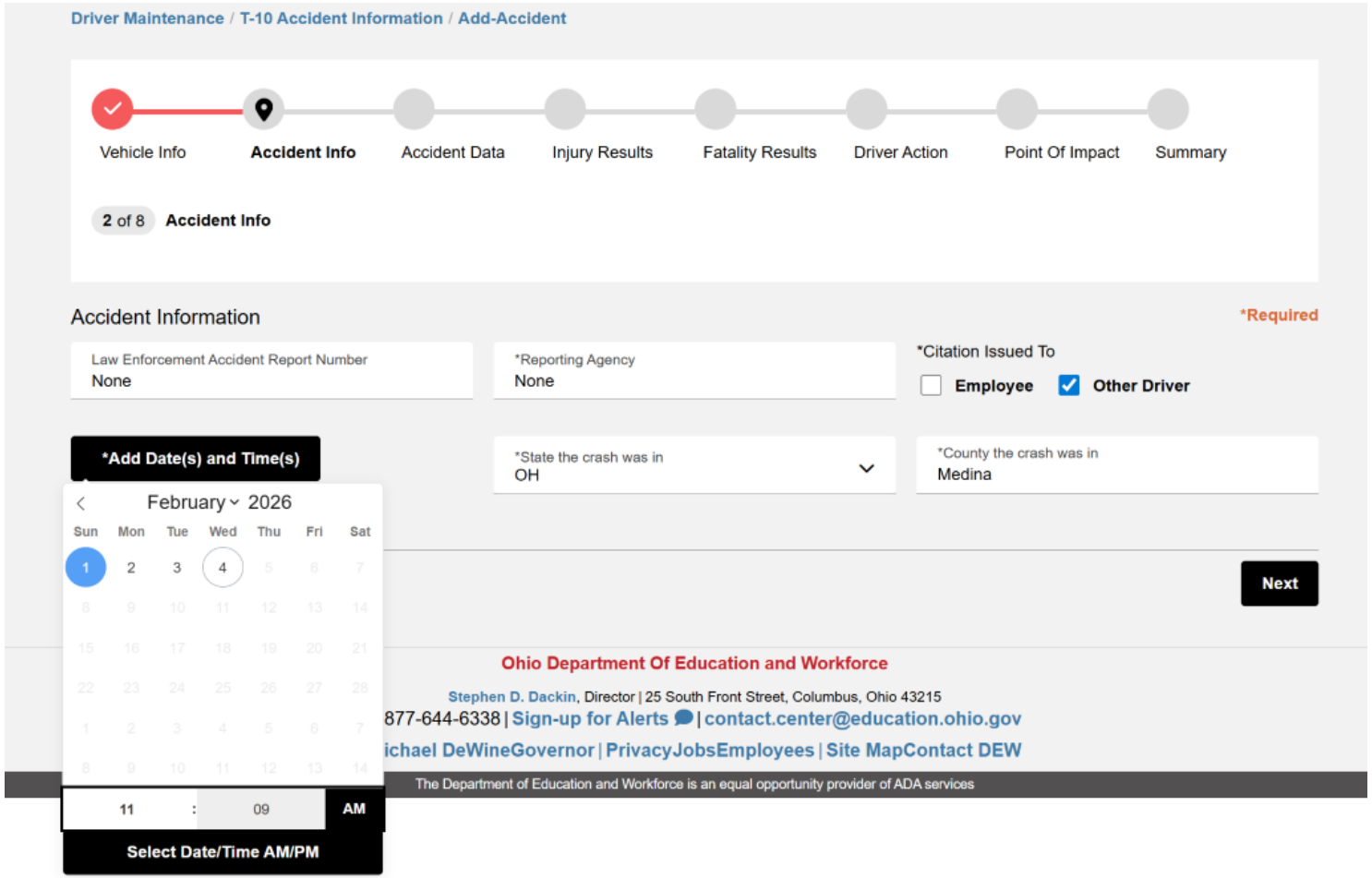
Accident Information Screen

Enter Requested Information, then 'NEXT'



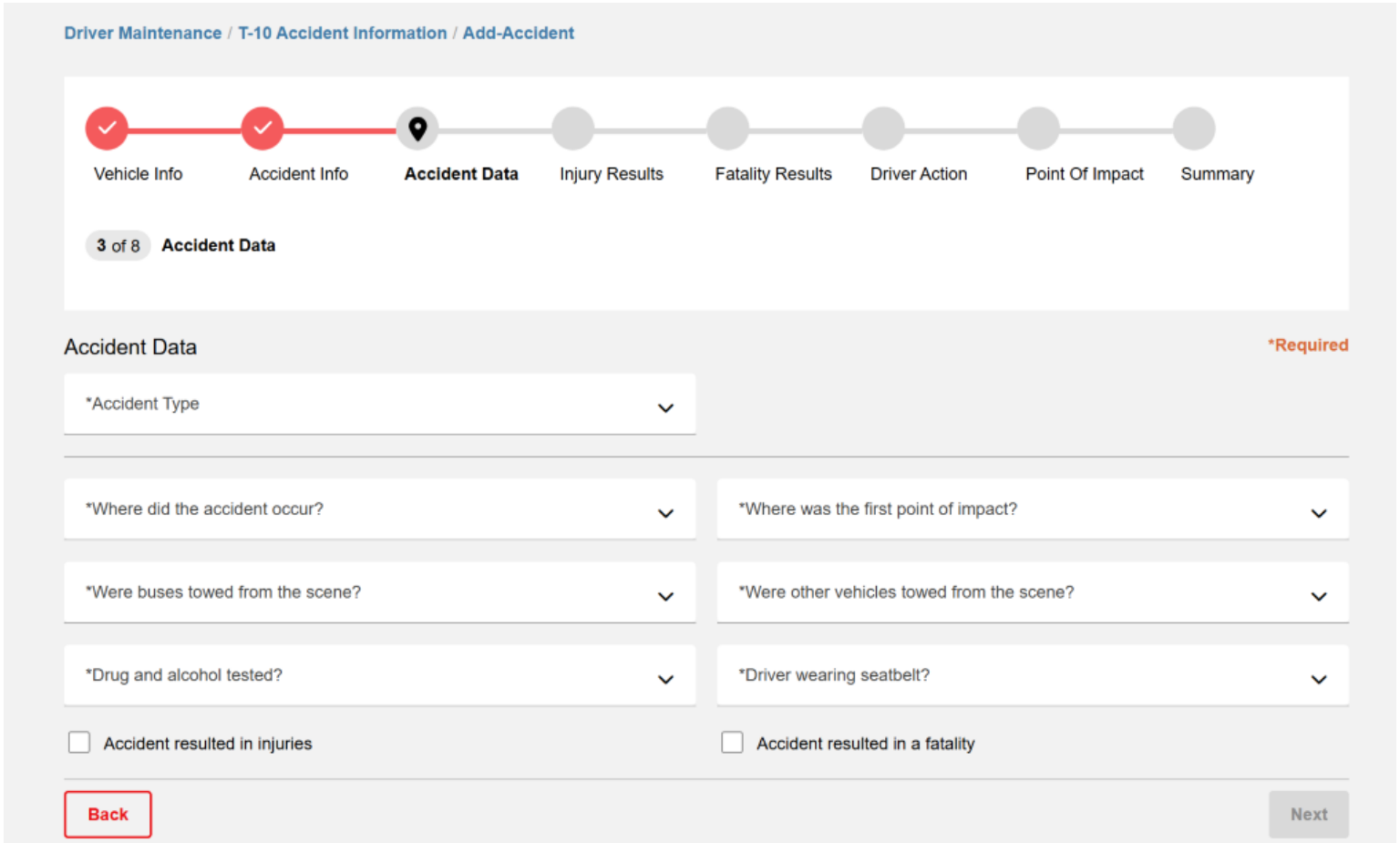
Accident Information Screen continued

Choose 'Add Date & Time'



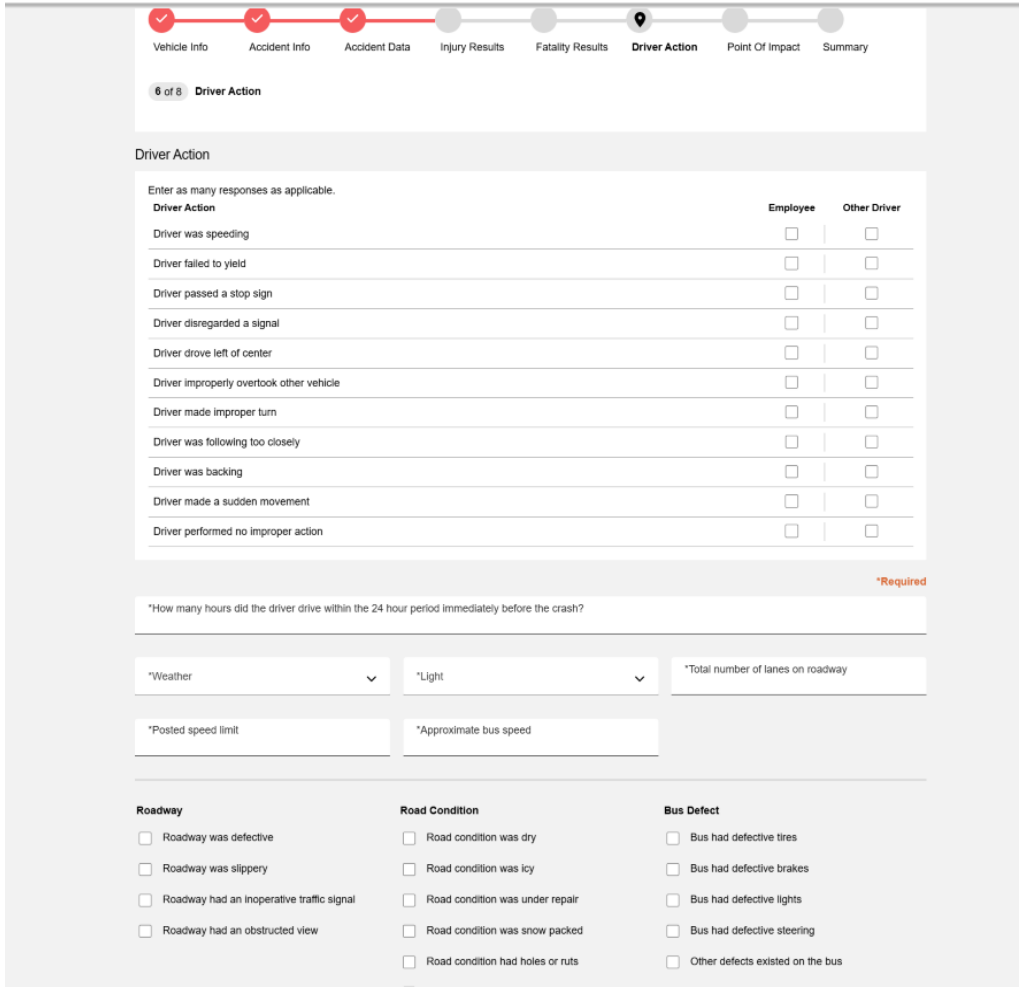
Accident Data Screen

Enter all Details, then 'NEXT'



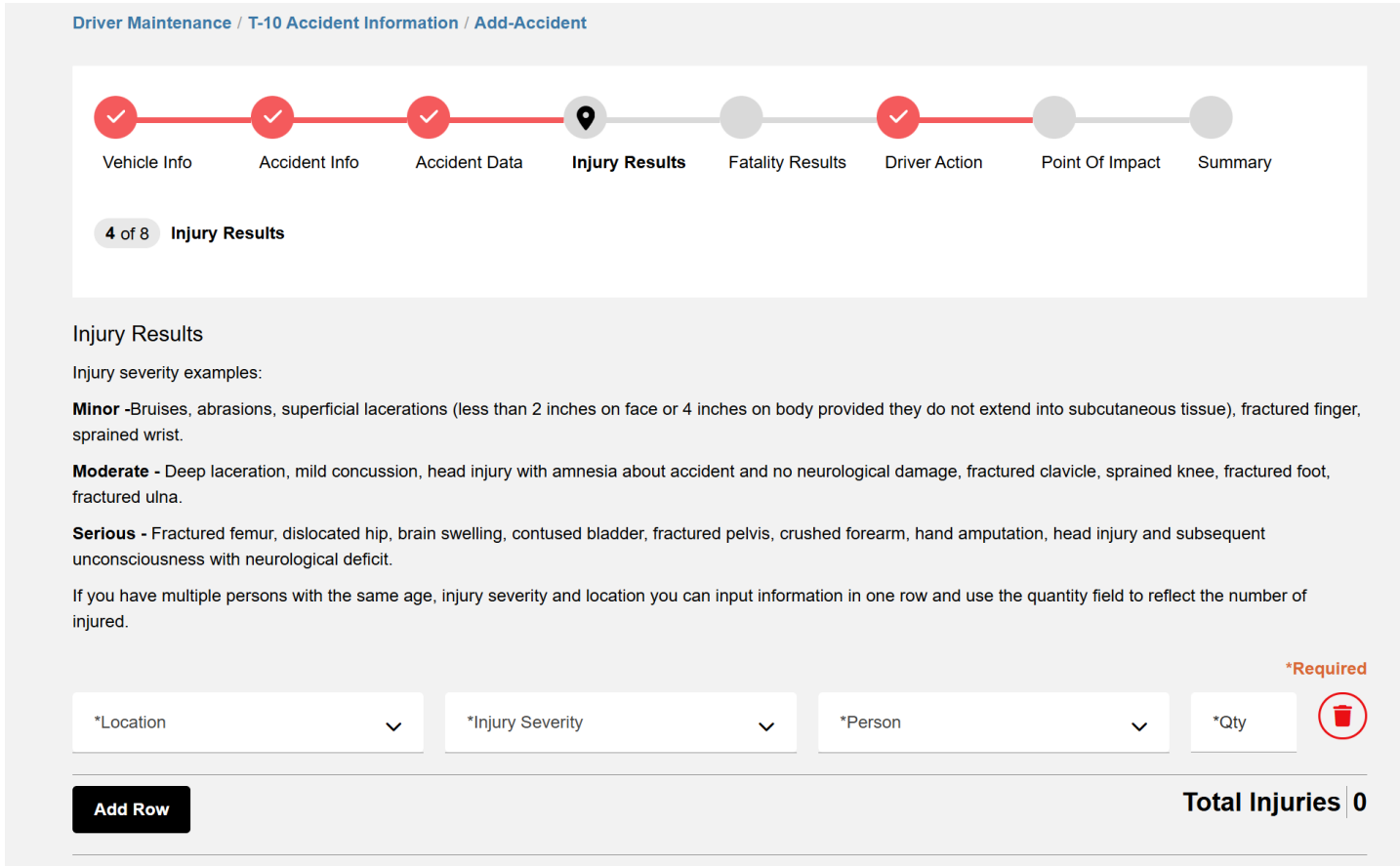
Accident Data Screen continued

Continue to fill out, then 'NEXT'



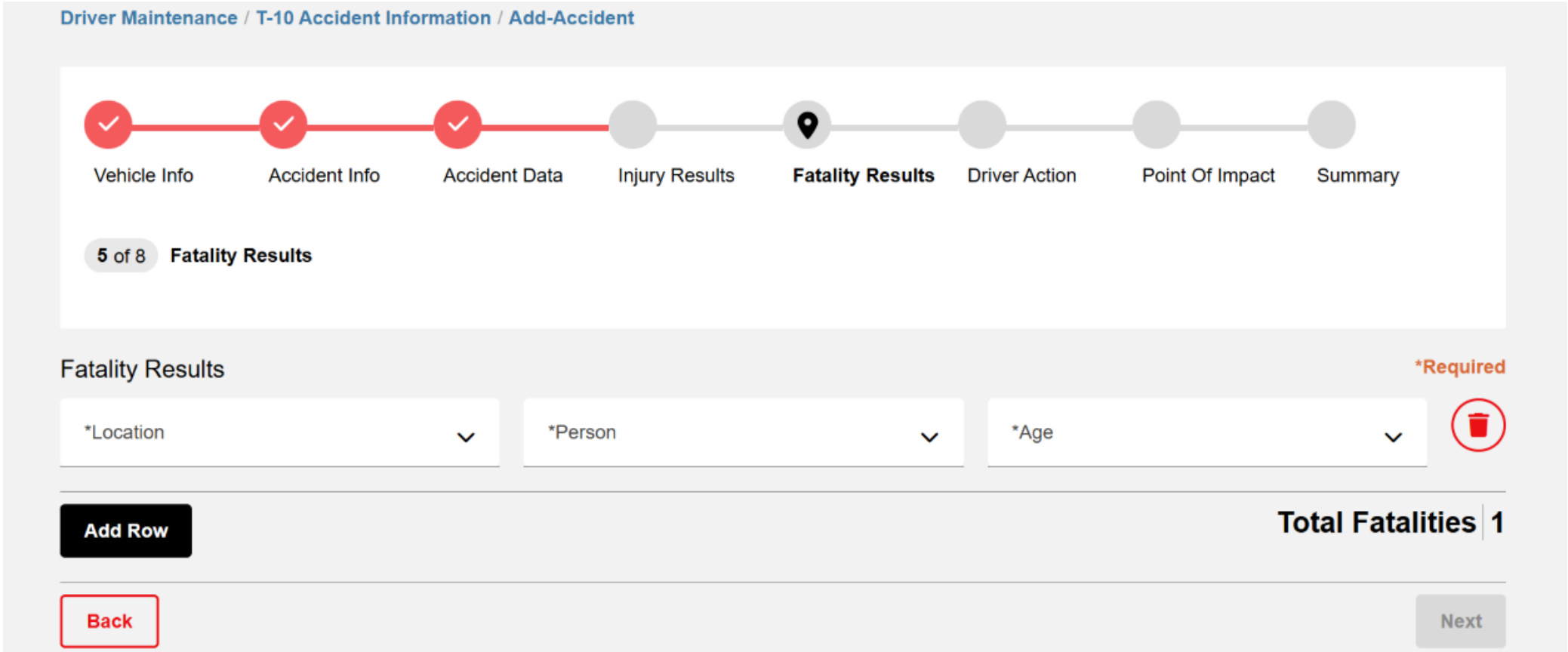
Injury

If an injury occurred, fill out details



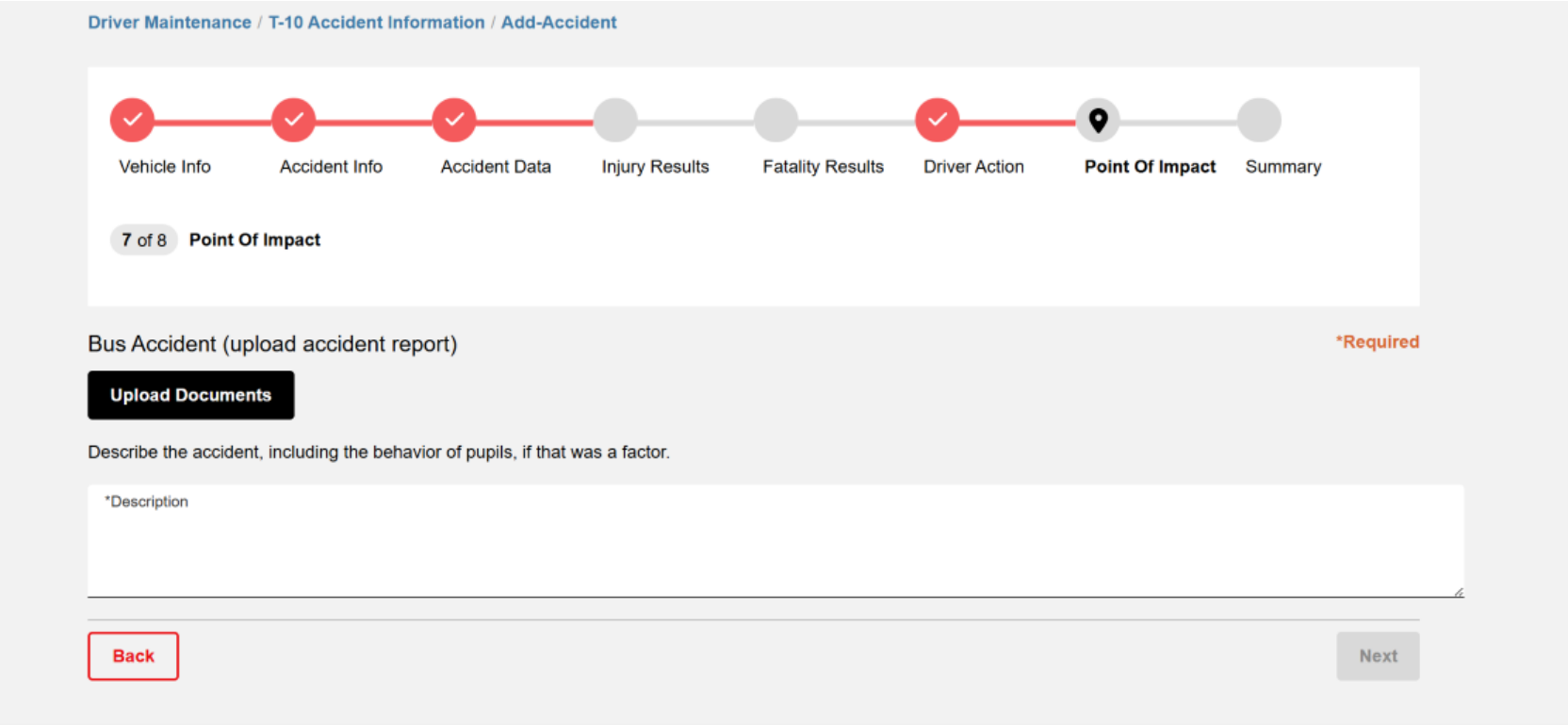
Fatality

If a fatality occurred, fill out details



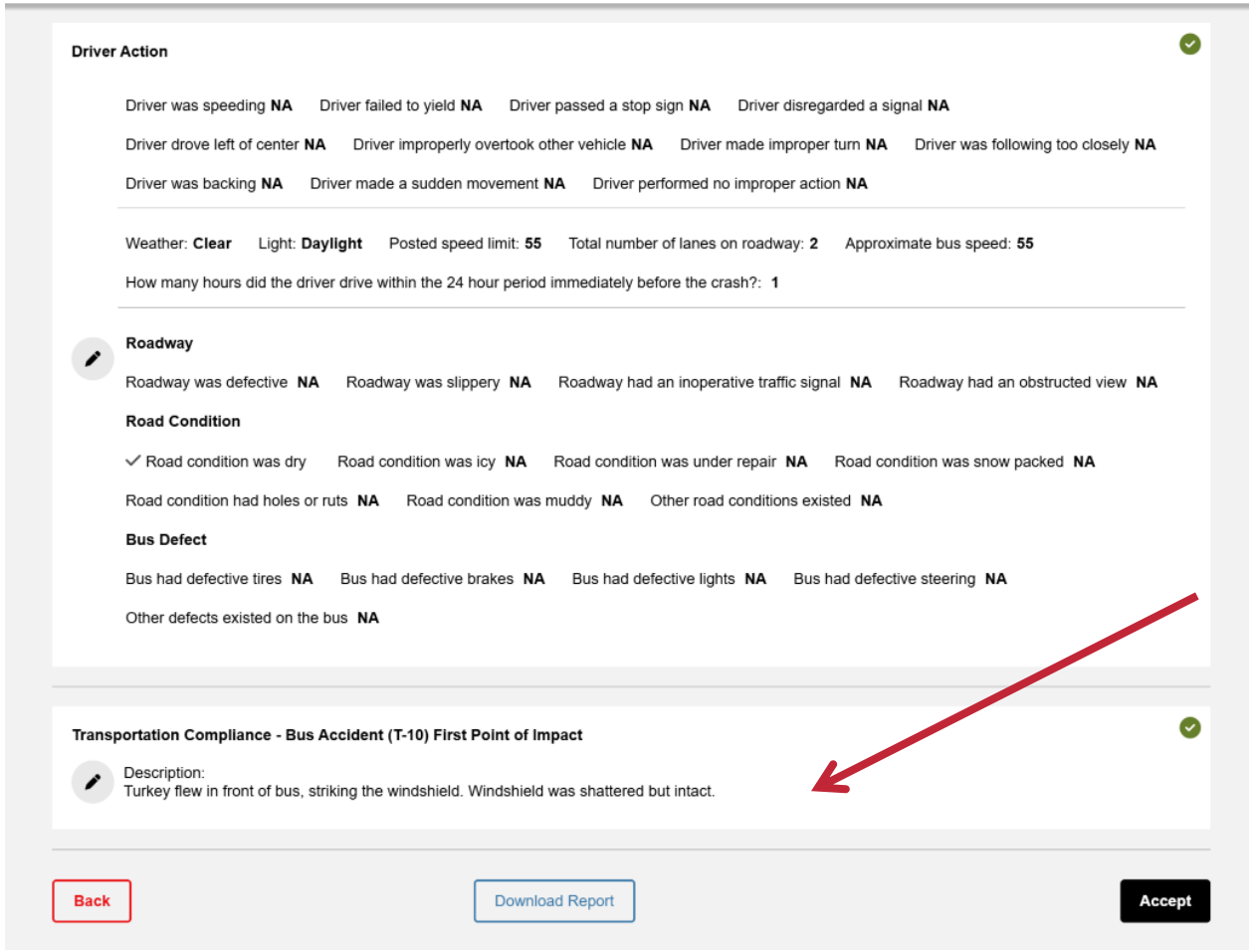
Driver Action

Fill in details of incident, and upload police report if available



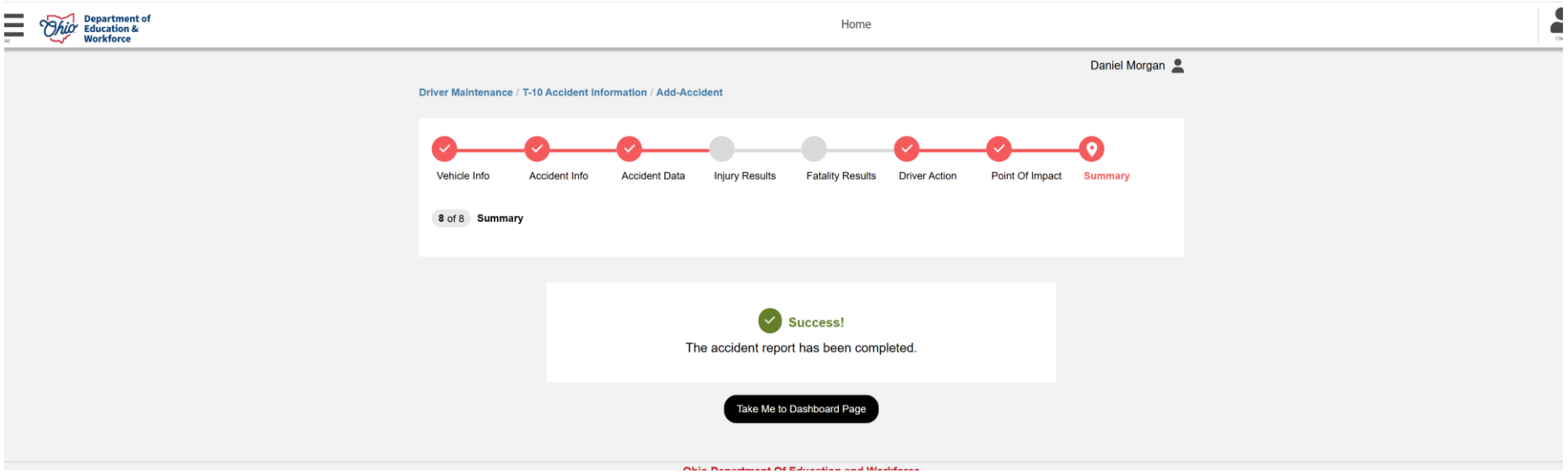
Report Generation

All details from screens will load here, download report for documentation to submit to OSHP



Success!

Final screen will show 'SUCCESS'



[Per OAC 3301-83-14] email the report to adlcs@dps.ohio.gov

QUESTIONS?

EDUCATION.OHIO.GOV

Department of Education & Workforce