

# Instructions for Completing Uniform School Bus Accident Report Form (T-10)

## Purpose

To compile accurate, uniform, and reliable information about school bus accidents so that problems and trends can be identified and needed safety programs can be developed.

Information provided on this Uniform School Bus Accident Report Form will be required to complete the National Safety Council's Annual Summary of School Bus Accidents.

## I. Completion of Form

- Form T-10 shall be completed and signed by the transportation administrator and the bus driver involved.
- The form must be filed within fifteen (15) days following the accident. Answer every question that relates to the accident.
- The superintendent shall sign in the appropriate space and promptly file the report with the area coordinator office.
- Retain a copy in the school district file for at least five years from the date of accident.
- **Maintain and file a Uniform School Bus Accident Report Form for each accident as defined.**
  - Any accident or occurrence involving a school bus operated by or under contract to a school district which results in damage to any motor vehicle or property, or injury or fatality to
    1. Occupants in the bus (pupils, drivers, or other persons);
    2. Occupants of any other vehicle(s) involved in the accident;
    3. Nonoccupants of the school bus or other vehicle (e.g., students in the loading or unloading zone, pedestrian bystanders, etc.).

Include any action taken by a bus driver employed by a school district which contributes directly to any fatality, injury, or damage to any motor vehicle or property.

File with the Ohio Department of Education, Area Coordinator Office, a report of any accident which results in a fatality, an injury, or motor vehicle or property damage in excess of \$1,000.00.

## II. Definitions

**Accident**—An occurrence in a sequence of events which usually produces unintended injury, death, or property damage.

**Intersection**—An area which (1) contains a crossing or connection of two or more roadways not classified as driveway access and (2) is embraced within the prolongation of the lateral curb lines or, if none, the lateral boundary lines of the roadways. Where the distance along a roadway between two areas meeting these criteria is less than 10 meters (33 feet), the two areas and the roadway connecting them are considered to be parts of a single intersection. (Classification of Motor Vehicle Accidents, ANSI D 16.1, American National Standards Institute)

**Loading and Unloading Zone**—Any place the school bus stops to load or unload pupil passengers.

**Injuries**—As defined by the 1980 Abbreviated Injury Scale, a standardized, universally accepted system for assessing impact severity by coding individual injuries (used by the National Transportation Safety Board in school bus safety studies). Multiple-injured persons would be properly assessed using their most severe injury as an index.

Description	Examples
Minor	Bruises, abrasions, superficial lacerations (less than 2 inches on face or 4 inches on body provided they do not extend into subcutaneous tissue), fractured finger, sprained wrist
Moderate	Deep laceration, mild concussion, head injury with amnesia about accident and no neurological damage, fractured clavicle, sprained knee, fractured foot, fractured ulna
Serious	Fractured femur, dislocated hip, brain swelling, contused bladder, fractured pelvis, crushed forearm, hand amputation, head injury and subsequent unconsciousness with neurologic deficit

## Types of School Buses

### Type A—Van Conversion

A conversion or body constructed and installed upon a van-type compact truck or front-section vehicle, with a gross weight rating of 10,000 pounds or less, designed for carrying more than 10 persons.

### Type B—Step Van Conversion or Cutaway

A conversion or body constructed and installed upon a van or front-section chassis, or stripped chassis, with a gross vehicle weight rating of more than 10,000 pounds, designed for carrying more than 10 persons. Part of the engine is beneath and/or behind the windshield and beside the driver's seat. The entrance door is behind the front wheels.

### Type C—Conventional

A body installed upon a flat back cowl chassis with a gross vehicle weight rating of more than 10,000 pounds, designed for carrying more than 10 persons. All of the engine is in front of the windshield and the entrance door is behind the front wheels.

### Type D—Transit

A body installed upon a chassis, with the engine mounted in the front, midship, or rear, with a gross vehicle weight rating of more than 10,000 pounds, designed for carrying more than 10 persons. The engine may be behind the windshield and beside the driver's seat; it may be at the rear of the bus, behind the rear wheels, or midship between the front and rear axles. The entrance door is ahead of the front wheels.

## III. Parts of the Form

### Header Information

- A. Upper right hand corner, enter Ohio Department of Education identification number.
- B. The ODE Coordinator Office area number.
- C. Full name of the school bus driver behind the wheel at the time of the accident.
- D. County in which the largest area of the school district is located.
- E. Bus owner if other than the school district previously named.
- F. Accident Report Number—The number of the OH-1 Report filed by the investigating law enforcement agency, IF AVAILABLE.
- G. Accident Time—indicate actual time accident occurred.
- H. Signature of transportation administrator and phone number.  
Signature of school bus driver.  
Signature of the superintendent and date.

### PART I SCHOOL BUS PHYSICALLY INVOLVED

Items 1 thru 25—Complete each item related to the accident. Any report showing \$150.00 or more property damage shall be filed with the Ohio Department of Education, Area Coordinator Office.

### PART II LOADING AND UNLOADING ZONE ACCIDENTS

Items 1 thru 4—Complete each item related to the accident. Accident—An occurrence in a sequence of events which usually produces unintended injury, death, or property damage.

### PART III INJURY TALLY SHEET SCHOOL TRANSPORTATION RELATED PERSONNEL

- A. Locate by age the pupil(s) to be recorded on the tally sheet.
- B. After finding the proper age line, proceed across the sheet to either the ON BOARD BUS or OFF BUS section.
- C. Under the proper section, find the column which indicates a fatality or the degree of injury.
- D. Place the number of pupils injured or killed in the column on the age line which reflects the injuries or fatalities that occurred in the accident.

**Example**—Two seven-year-old pupils received minor injuries when the bus was hit from behind by an automobile. These injuries would be recorded by placing a 2 in block number 35 on the injury tally sheet.