



ARIZONA DEPARTMENT OF PUBLIC SAFETY

STUDENT TRANSPORTATION

2102 West Encanto Boulevard
 PO Box 6638, Mail Drop 1250
 Phoenix, Arizona 85005-6638

Phone: (602) 223-2646

Fax: (602) 223-2923

Email: schoolbus@azdps.gov

Website: azdps.gov/schoolbus

SCHOOL BUS ACCIDENT / INCIDENT REPORT

In accordance with R13-13-104 E.2, Immediately upon receiving notification of any accident involving a school bus, the employer shall notify the Department of the accident by telephone (602) 223-2646. The employer shall submit written verification of the accident to the Department within 72 hours of the telephone notification. In accordance with R13-13-104 E.3, Immediately upon becoming aware of a violation of these rules or state statutes that a reasonable person could conclude caused injury to or threatened the health, safety or welfare of a passenger, the employer shall notify the Department of the violation by telephone. The employer shall submit a written report of the violation to the Department within 72 hours of the telephone notification. Submit Accident/Incident forms by email, fax or postal mail. Contact information is listed above.

*DISTRICT / EMPLOYER NAME						*DISTRICT/EMPLOYER NUMBER				
*ACCIDENT/INCIDENT DATE		TIME		DAY OF WEEK		*ACCIDENT/INCIDENT		*BUS TYPE		
*SCHOOL BUS CERTIFICATION #		*DRIVER NAME (LAST FIRST				M.I.)				
*FUEL		*LIGHT		*DESTINATION		*AREA		*WEATHER		TOTAL # OF STUDENTS ON BUS?
*ROAD CONDITIONS			*DRIVER INJURED?			*DRIVER – DRUG SCREENED?			*DRIVER – BREATH/ALCOHOL?	
*962 / 963 OUTSIDE SCHOOL BUS?		NAME OF RESPONDNG AGENCY				AGENCY'S DR (CASE) NUMBER		DPS DR		
NON-INJURY (961)			INJURY (962)			FATALITIES (963)		# OF UNKNOWNNS:		
BUS NUMBER			MAKE			VEHICLE IDENTIFICATION NUMBER				
TOTAL NO. OF INJURIES (including ALL involved vehicles)			TOTAL NO. OF FATALITIES (including ALL involved vehicles)			NO. OF PUPILS OUT OF SCHOOL BEYOND DATE OF ACCIDENT / INCIDENT DUE TO INJURIES?				
NO. OF PUPILS ON BUS (describe each below)			NO. OF PUPILS INJURED (describe each below)			NO. OF PUPILS KILLED (describe each below)				
SEX	AGE	INJURY		ON BUS		POSITION IN THE BUS		INJURED BY	PLACE INJURED	

* Required Fields

Continues on next page

Did mechanical failure or defect cause or contribute to the accident / incident or injuries sustained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Object caught in handrail <input type="checkbox"/> Object caught in closed door	<input type="checkbox"/> Child dropped object? <input type="checkbox"/> Not applicable
Was the bus driver injured?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Was the bus driver off duty BEYOND date of accident / incident due to injuries?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the bus driver Alcohol test conducted within 8 hours of the accident / incident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Was the bus driver drug screen completed within 32 hours of the accident / incident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the bus driver had PRIOR accidents / incidents WITHOUT injuries?	<input type="checkbox"/> Yes <input type="checkbox"/> No	PLEASE LIST APPLICABLE DATES BELOW	
Has the bus driver had PRIOR accidents / incidents WITH injuries?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Has the bus driver had PRIOR accidents / incidents WITH fatalities?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

WHAT WAS THE **OTHER** DRIVER DOING?

*DESCRIBE WHAT HAPPENED (You are **NOT** required to make a statement that would admit guilt)

SCHOOL BUS DRIVER SIGNATURE X	DATE
SCHOOL ADMINISTRATOR SIGNATURE X	DATE

DEFINITIONS

ACCIDENT - means any unexpected occurrence involving a moving or non-moving school bus that results in any bodily injury or fatality to a passenger or non-passenger, damage to personal or real property outside the school bus, or damage to the school bus that affects the integrity of the school bus or results in a major defect as described in R13-13-108.B Per 13-13-101 of the AZ Administrative Code Minimum Standards for School Buses and School Bus Drivers

INCIDENT - means any unexpected occurrence involving a moving or non-moving school bus that results in either no damage to the bus or damage qualifying as only a minor defect(s) as outlined in R-13-13-108.B of the AZ Administrative Code Minimum Standards for School Buses and School Bus Drivers. Also includes any illegal act, whether intentional or unintentional, involving a school bus (e.g. crossing a barricaded flood area, handling or using a weapon on the bus, hijacking with or without hostages, leaving a pupil unattended on the school bus, or act(s) of vandalism over \$1,250 per occurrence.

SCHOOL BUS TYPES - (Per R-13-13-101 of the AZ Administrative Code Minimum Standards for School Buses and School Bus Drivers)

Type A - (Sometimes called **A-11**) means a van converted to a school bus body or a school bus body that is constructed upon a cutaway van, has a left side door for the school bus driver, and is designed to carry more than 10 individuals. Part of the engine is beneath the windshield and beside the driver's seat and the service door is located behind the front wheels.

Type B - (sometimes called Type A-1) means a school bus body that is constructed upon a cutaway van or a forward-control chassis, has a gross vehicle weight rating of more than 10,000 pounds, and is designed to carry more than 10 individuals. Part of the engine is beneath the windshield and beside the driver's seat and the service door is located behind the front wheels.

Type C - means a school bus body that is installed either upon a chassis cowl with the engine located beneath or in front of the windshield and in front of the cowl or upon a forward-control chassis with part of the engine beneath the windshield and beside the driver's seat. The service door is located behind the front wheels. The school bus has a gross vehicle weight rating of more than 10,000 pounds and is designed to carry more than 10 individuals.

Type D - means a school bus body that is installed upon a chassis with the engine mounted in front of the front axle, between the front and rear axles, or behind the rear axle. The school bus driver's seat and the service door are located in front of the front wheels. The school bus has a gross vehicle weight rating of more than 10,000 pounds, and is designed to carry more than 10 individuals.

