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# TRANSPORTATION ACCIDENT REPORT (TRA-P006)

Sacramento Unified School District

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## 1.0 SCOPE:

1.1 This is the process to accurately record and report accidents

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

## 2.0 RESPONSIBILITY:

2.1 Transportation supervisors

## 3.0 APPROVAL AUTHORITY:

Approved signature on file

3.1 Transportation Director

## 4.0 DEFINITIONS:

4.1 School Bus accident - when a child is aboard the bus

4.2 Non School Bus accident - any other accident

## 5.0 PROCEDURE:

- 5.1 Receive call and determine if it is a school bus or non school bus accident
- 5.2 Inquire if there are any injuries, and the location
- 5.3 Determine and call the appropriate agencies.
- 5.4 Notify District Administration
- 5.5 Notify affected schools
- 5.6 Notify parents
- 5.7 Insure driver fills out appropriate paper work
- 5.8 Notify Insurance Company
- 5.9 Place copy in driver's file and accident file

## 6.0 ASSOCIATED DOCUMENTS:

6.1 Accident Report Form

## 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Accident Report Form	On site	5 years	Discard as desired	Normal

## 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/03/04	A	Initial Release

\*\*\* End of procedure \*\*\*