



UNIFORM SCHOOL BUS ACCIDENT REPORT

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION
SCHOOL FINANCE AND ORGANIZATION
SFN 16858 (4-02)

School District		Bus Owner	
Bus Body Make	Bus Chassis Make	Model Year	
Bus Driver Name	Driver License No.	Citation Issued ☐ Yes ☐ No	Police Report No. (If known)
Location (County)	Date of Accident	Day of Accident	Time of Accident ☐ AM ☐ PM

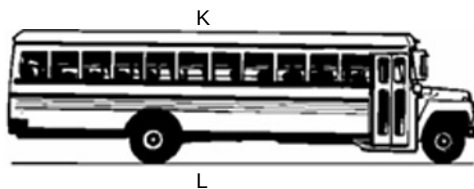
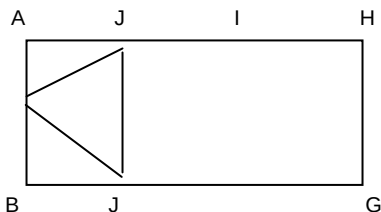
PART I – SCHOOL BUS PHYSICALLY INVOLVED

1. Type of Accident (enter only one response):			
☐ Between Motor Vehicles	☐ Fixed Object (complete question2)	☐ Other collision (animal, animal-drawn vehicle, streetcar)	
☐ Noncollision	☐ Pedalcycle		
☐ Pedestrian	☐ Railroad train		
2. Complete if Fixed Object Accident (enter only one response, that which caused most damage):			
☐ Embankment	☐ Sign	☐ Fence	☐ Curb or wall
☐ Utility pole	☐ Guardrail	☐ Median barrier	☐ Culvert or headwall
☐ Tree	☐ Bridge rail	☐ Fire hydrant	☐ Other, specify _____
3. Did accident result in? (enter only one response)			
☐ Fatality		☐ Nonincapacitating injury (moderate)	
☐ Incapacitating injury (serious)		☐ Possible injury (minor)	
3a. Property damage only. If property damage occurred, was it?			
☐ More than \$500.00		☐ Less than \$500.00	
4. Number injured? (See Part III)			
5. Manner of collision between vehicles or objects:			
☐ Angle	☐ Rear-end	☐ Head-on	☐ Other

6. Bus direction Analysis (enter only one response)

Collision with Pedestrian Intersection ☐ Bus going straight ☐ Bus turning right ☐ Bus turning left ☐ Bus backing ☐ Other action, specify _____ Nonintersection ☐ Bus going straight ☐ Bus turning right ☐ Bus turning left ☐ Bus backing ☐ Other action, specify _____		Collision with Other Vehicle Intersection ☐ Entering at angle, both moving ☐ Entering same direction both moving ☐ Entering opposite direction, both moving ☐ Other action, specify _____ Nonintersection ☐ Same direction, both moving ☐ Opposite direction, both moving ☐ One vehicle stopped ☐ Other action, specify _____	
All Other Collisions Intersection ☐ Fixed object ☐ Other road vehicle, train, pedalcycle ☐ Other object, animal Nonintersection ☐ Fixed object ☐ Other road vehicle, train, pedalcycle ☐ Other object, animal		Noncollision Intersection ☐ Overturn ☐ Other noncollision Nonintersection ☐ Overturn ☐ Other noncollision	

7. First point of impact



Enter only one response in box

8. Contributing circumstances (enter as many responses as applicable:

Driver Action	Bus Driver Action	Other Vehicle Driver Action	Roadway	
Speed	☐	☐	☐ Defective surface (e.g., potholes)	
Right of way-failed to yield	☐	☐	☐ Slippery	
Passed stop sign	☐	☐	☐ Inoperative traffic signal	
Disregarded signal	☐	☐	☐ View obstructed by object (e.g., tree, fence, shrubbery, etc)	
Drove left of center	☐	☐	Vehicle Defect	
Improper overtaking	☐	☐		☐ Tires
Made improper turn	☐	☐		☐ Brakes
Followed too closely	☐	☐		☐ Lights
Backing	☐	☐		☐ Steering
Sudden movement	☐	☐		☐ No vehicle defect
No improper action	☐	☐		☐ Other action, specify _____
9. Total number of lanes on roadway:			10. Posted speed limit:	
11. Approximate speed of the bus:	12. Age of school bus driver:		13. Driver: ☐ Male ☐ Female	
14. Driver's Experience Driving School Bus				
☐ Less than 6 months ☐ 1 year or less ☐ 1-2 years ☐ 2-5 years ☐ 5-10 years ☐ Over 10 years				
15. In the last three years how many school bus accidents has the driver had?				
16. Did the driver receive a pre-service school bus driver training course? ☐ Yes ☐ No				
17. Did the driver receive in-service training course in the last 12 months? ☐ Yes ☐ No				
18. Was bus driver's lap belt in use when the accident occurred? ☐ Yes ☐ No				
19. Type of School Bus:		20. Total number of passengers on bus (excluding driver)		
☐ Type A ☐ Type D ☐ Type B ☐ Other ☐ Type C		21. Bus rated seating capacity		
22. School bus use at time of accident:		23. Condition of road at time of accident (enter as many responses as applicable)		
☐ Regular route ☐ Field/Activity trip (school related use) ☐ Special Education use ☐ Other use		☐ Dry ☐ Holes or ruts ☐ Icy ☐ Muddy ☐ Under repair ☐ Wet ☐ Snow packed ☐ Other, specify _____		
24. Light Condition (enter only one response)		25. Weather Condition (enter only one response)		
☐ Dawn ☐ Daylight ☐ Dusk ☐ Dark, artificially illuminated ☐ Dark, not artificially illuminated		☐ Clear ☐ Snowing ☐ Sleeting ☐ Dust ☐ Raining ☐ Smog/smoke ☐ Fog ☐ Other, specify _____		

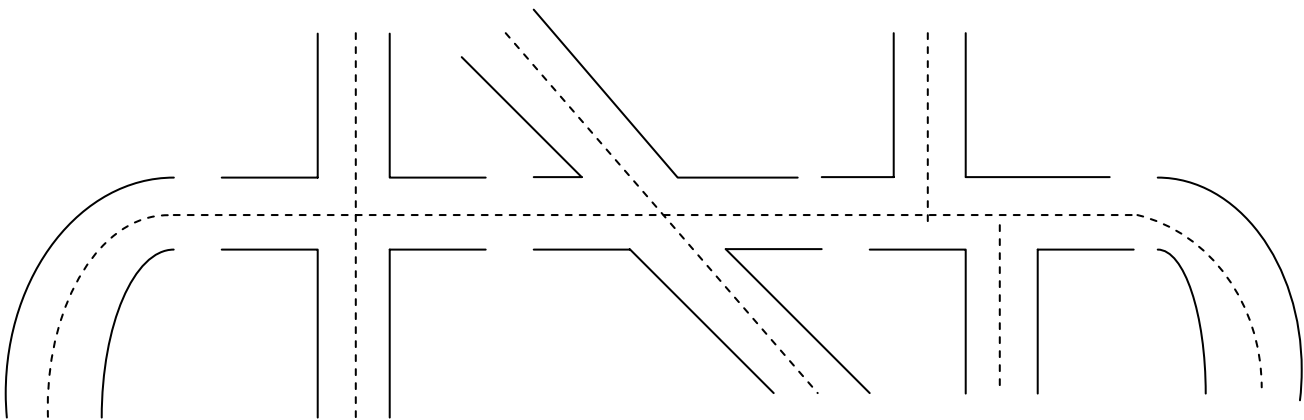
PART II – LOADING/UNLOADING ZONE ACCIDENTS

1. At the time of the accident, where was the bus? (enter only one response)			
☐ Approaching the zone	☐ Stopped in the zone	☐ Leaving the zone	☐ Not in sight
2. Was the Pupil(s)?		3. Number injured: (see Part III)	
☐ Hit by Bus ☐ Hit by other vehicle			
4. Location of injured pupil(s):			
☐ On side of road	☐ In roadway	☐ On sidewalk	☐ Other, specify _____

PART II- LOADING/UNLOADING ZONE ACCIDENTS (con't.)

Description of Accident: (Please describe behavior of pupil(s) in loading zone in this section.)

Complete the following diagram showing direction and positions of vehicles involved, designating clearly the point of contact. (If this diagram will not serve for the accident in question, use adjacent space provided)



PART III – INJURY TALLY SHEET
SCHOOL TRANSPORTATION-RELATED PERSONNEL

Age	On Board Bus					Off Bus Loading/Unloading Zone				
	Killed		Injured			Killed		Injured		
			Serious	Moderate	Minor			Serious	Moderate	Minor
	Male	Female	All	All	All	Male	Female	All	All	All
Under 5										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
Over 18										
Driver										
Others										
Totals										

Report submitted by:

Signature:	Name (Print):
Date:	Position: