



3548 B

Accident Reporting and Review

Regulation 3548 B

Original Adoption: 02/24/1981

Effective Date: 02/12/2014

Revision Dates: 08/14/1983/ 02/11/2014

Review Dates:

I. PURPOSE

Accidents involving district owned vehicles occur rarely, but appropriate reporting and review of accidents is necessary to assure that appropriate safety measures are taken, and to assure that reduction of accidents is a part of district training and improvement of the transportation responsibilities of the District.

II. GENERAL STATEMENT OF REGULATION

- A. Drivers shall follow district procedures in managing accidents involving district vehicles.
- B. All accidents involving District vehicles shall be reported verbally to the Director of Transportation Services or designees as soon as is possible.
- C. All district vehicles shall carry an approved Accident Report form.
- D. All accidents involving district vehicles shall also be reported in writing through the Accident Report Form delivered to the District Transportation Safety Director or designee.
- E. If the district vehicle has student passengers on board at the time of the accident parents will receive notice of the accident.
- F. If the accident results in injury, death or total property damage of Five Hundred Dollars (\$500.00) or more the driver of the vehicle shall complete the Auto Liability Accident Notice required by the District.
 1. The Accident Notice shall be sent to the Minnesota Department of Public Safety within ten (10) days of the accident.
 2. A copy of the Accident Notice shall be maintained by the Transportation Office until it is allowed to be destroyed under the schedule for retention of records.

III. ACCIDENT REVIEW

- A. The Superintendent may establish an Accident Review Panel. The purposes of the review panel are to:
 1. evaluate the cause, management and follow up for each reported accident.
 2. categorize each accident with criteria established by the Director of Transportation Safety Services.
 3. recommend remedial safety procedures,
 4. specify driver retraining as needed;
 5. identify new driver training required;
 6. recommend disciplinary action based on accidents and accident management.



- B. The Director of Transportation Services is authorized to appoint the members of any Accident Review Panel established. Membership shall include, but is not limited to:
 - 1. Supervisory personnel in the Transportation Services Department.
 - 2. The foremen of the Transportation Equipment Shop.
 - 3. Three professional drivers;
 - 4. Three other members, at least one of which shall be a Principal or Assistant Principal;
 - 5. The Director of Transportation Services.
- C. Any panel so appointed shall organize itself on an annual basis and develop internal operating procedures and a system of secure recordkeeping.
- D. Any panel so appointed shall make no less than annually a report of its activities and transactions to the Superintendent.
- E. Any panel so appointed shall have the right to require the presence of any full-time or part-time district employees to appear before the panel. Notice of requirement of appearance shall be made in writing to the employee. Employees required to appear before the panel shall be entitled to their regular rate of pay for that time, which cost shall be borne by the employee's assigned department.

Legal References:

Minn. Stat. §169.09, subd 7. (Accidents: Accident Report to Commissioner)

Cross References:

MPS Policy 3545 (Transportation)

MPS Policy 3546 (Bus Equipment and Drivers)

MPS Policy 3548 (Bus Safety)