ACCIDENT REGISTER

The form titled ACCIDENT REGISTER will be used by all companies to track and report crashes involving SCHOOL buses and CHARTER buses and VANS. Managers will begin using the form on January 01, 2017.

There are few accidents throughout the companies so you will likely use the same form for several years before needing to start a new one. If there have been accidents involving buses or vans in your fleet prior to receiving this form, go back to January 01 and complete the asked for information.

The form will be used to keep running account of equipment damage, driver performance and manager follow-up. Although the form can be used to report even “found” damage, only accidents in which the driver is known, is required reporting. If there is any damage (bus, garage door, mailbox etc) record the incident on the form.

All managers are required to complete the form and provide it to management upon request.

The State Department that audits our Charter business, “MnDOT Office of Freight and Commercial Vehicle Operations”, inspects the form contents during their audit. Managers doing Charter work will provide the form to the auditors.

**ACCIDENT REGISTER**

From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of  Accident | Location of  Accident | Property  Damage  (Y or N) | Injuries  (Y or N) | Deaths  (Y or N) | Bus Driver’s  Name | Police Notified  (Y or N) | School  Bus  Number | Charter  Bus  Number | Action Taken  DD (Driver Dismissed)  DS (Driver Suspension)  DC (Driver Counseling)  RM (Driver Remedial Training)  NA (No Action Taken) |
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