



Crash Investigation

Presented by:
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Tennessee Highway Patrol

About the Tennessee Highway Patrol

The Tennessee Highway Patrol was formally established in 1929. There are four divisions of the Department of Safety and Homeland Security —the Tennessee Highway Patrol, Driver Services, Tennessee Office of Homeland Security, and the Tennessee Highway Safety Office. Its mission is to serve, secure, and protect the people of Tennessee.

This a crash?



What is a Crash?

TITAN E-Crash Manual

- As used in this coding manual, "Crash" shall always refer to a **Motor Vehicle Traffic Accident** as rigorously defined in ANSI Standard, D16.1 – The Manual on Classification of Motor Vehicle Traffic Accidents. Incidents or scenarios involving **collision** events, and those involving **non-collision** events, as defined in ANSI D16.1, are included. Collision events include those involving a motor vehicle and fixed objects (poles, walls, buildings, barriers, bridge supports, etc.) and those involving a motor vehicle and nonfixed objects (pedestrians, animals, pedal cyclists, other motor vehicles, etc).
- Besides scenarios involving a collision, a crash shall also include non-collision scenarios such as the following:
 - A single motor vehicle in transport on a roadway catches fire;
 - A motor vehicle runs off of a trafficway and is immersed in a body of water;
 - An occupant of a motor vehicle is injured by falling from that vehicle while it is in motion or on a roadway;
 - An occupant of a motor vehicle is injured by shifting cargo or flying objects within that vehicle during emergency handling/braking;
 - A vehicle suffers damage from a pavement irregularity (loose plate, high manhole, pot hole, etc.); and
 - Others.

When is a crash investigation required?



TDOSHS TRAFFIC CRASH MANUAL

- 1. Bodily injury or death to any person;**
- 2. Damage to the property of anyone (1) person in excess of fifteen hundred dollars (\$1,500) is sustained;**
- 3. Damage to state or local government property in excess of four hundred dollars (\$400);**
- 4. Damage to vehicles owned by governmental agencies and the Department of Safety and Homeland Security is requested to investigate the crash;**
- 5. A request for an investigation from the owner or operator of any vehicle involved in the traffic crash;**
- 6. The actual or suspected release of hazardous or toxic substances into the environment; or**
- 7. Towing or removal of a vehicle involved in a traffic crash due to disabling damage.**

But wait there is more...

In addition to the above, a crash report must be completed if it involves a commercial motor vehicle meeting anyone (1) of the following criteria:

1. Has a Gross Vehicle Weight Rating (GVWR) or Gross Combination Weight Rating (GCWR) , or gross vehicle weight or gross combination weight, of 4,536 kg (10,001 pounds) or more, whichever is greater; or
2. Is designed or used to transport more than 8 passengers (including the driver) for compensation; or
3. Is designed or used to transport more than 15 passengers, including the driver, and is not used to transport passengers for compensation; or
4. Is used in transporting material found by the Secretary of Transportation to be hazardous under 49 U.S.C. 5103 and transported in a quantity requiring placarding under regulations prescribed by the Secretary under 49 Code of Federal Regulations (CFR), Subtitle B, Chapter I, Subchapter C.

Rules and Regulations

R & R 0520-01-05-.01 Operations of School Buses

- (3) School bus accidents shall be reported to the Department of Education, in the following manner:
- (a) Pupil injury and/or fatality accidents: By telephone within twenty-four (24) hours of the accident; by written report within ten (10) days on the Department-provided School Bus Accident Report Form.
- (b) Property damage accidents: At the end of the school year on the Annual Pupil Transportation Report.

R & R 1340-0303-.03 Policies for School Bus Inspections

- **A school bus involved in a crash or incident that necessitates mechanical repair shall be considered out-of-service by the Department of Safety.** When the school bus is repaired and road worthy, an inspection must be conducted by a Qualified School Bus Inspector prior to transporting pupils. It is the responsibility of the School District Transportation Director to make notification of any school bus crash to their assigned Department school bus inspector. An incident/crash that requires any repair or the school bus to be towed shall be reported to the Department's pupil administrative office or district bus inspector for inspection.

ALL REPAIRS MUST MEET THE BUS'S OEM STANDARDS

When to call us?

ALWAYS!!!!!!

GOT IT?



Driving down the road, paying attention and BAAM!



Initial Assessment

Are you okay?

Are the students/passengers okay?

Does the bus need to be immediately evacuated due to a safety hazard?

If no need for immediate evacuation, attend to any students/passengers that require immediate medical aid

Report the crash

When it is safe and, possible to do so, call dispatch/911 and let them know the following....

- Name
- Location
- Crash Involvement
- All parties involved and note of any injuries
- Bus Number
- School District

Make sure to use all emergency equipment available, if needed

- First Aid Kit
- Reflective Triangles
- Fire Extinguisher
- Seat belt cutter

Biggest thing is to REMAIN CALM

Should I evacuate the bus?

Typically, safest to keep children on the bus, but specific situations do require you to evacuate the bus...

- Fire on or near bus or threat of fire
- Water, flooding, or threat of flooding
- Broken down in a dangerous location.... Railroad crossings

Need to be practicing your evacuation plans with students

Can I Move the Bus?

TCA 55-10-117

- (a) Notwithstanding any law to the contrary, a motor vehicle involved in a traffic accident and the driver of the motor vehicle shall be subject to this section.
- (b) This section shall apply to any motor vehicle traffic accident that occurs on a divided, controlled access highway or interstate highway of this state.
- (c) When a motor vehicle traffic accident occurs with **no apparent serious personal injury or death, the driver of each motor vehicle involved in the traffic accident, or any other occupant of any such motor vehicle who possesses a valid driver license, should remove the vehicle from the immediate confines of the roadway into a safe refuge** on the shoulder, emergency lane, or median, or to a place otherwise removed from the roadway whenever, in the judgment of the driver, the moving of a vehicle may be done safely and the vehicle is capable of being normally and safely driven, does not require towing, and may be operated under its own power in its customary manner without further damage or hazard to itself, to the traffic elements, or to the roadway. The driver of the motor vehicle may request any person who possesses a valid driver license to remove the motor vehicle as provided in this section, and that person may comply with the request.

Law Enforcement Shows Up

Follow directions give by the LEO(s) that are investigating the crash

Provide them the following information

- Driver License
- Registration
- Insurance
- **Seating chart**

A representative from the school might arrive on scene and be able to also provide the above information

A local agency can investigate the crash but they can not release the bus to continue the route. Only a school bus inspector can release the bus for student transportation after a crash. So make sure you know your regional Sergeants and inspectors state cell phone number.

Owner/Driver Report

- If you were involved in a crash as the car owner or driver that caused death or injury, or that caused more than one thousand five hundred dollars (\$1,500) in property damage or more than four hundred dollars (\$400) in damage to state or local government property, you must file an Owner Operator Report, or have one filed on your behalf. An Owner Operator Report is required regardless of who was at fault and in addition to any report filed by an investigating officer.
- You must submit an Owner Operator Report to the Tennessee Department of Safety and Homeland Security within twenty **(20) days of the crash**. Failure to file the report may result in the suspension of your driver license and registrations or nonresident operating privileges.
- This can be completed online @ <https://www.tn.gov/safety/driver-services/owner-operator-report.html>
- Or complete by hand and report by mail

Crash Procedures

As A Transportation Director, you need to have a crash procedure in place. It needs to be detailed enough for any school bus driver to understand.

A seating chart is very important for crash investigation.

Have a checklist for what is needed during a crash investigations

Examples

Accident Reporting Procedures

Accidents must be reported regardless of the severity, and regardless of fault, to dispatch. **Call dispatch immediately following any accident/ incident no matter how minor. Do not call the shop, dispatch or an administrator on your cell phone. Do not move the bus unless instructed by law enforcement.**

The following procedures will minimize confusion and reaction time for the dispatchers. Maintain your composure. Keep calm.

- State your bus number.
- State your exact location.
- State if there are any injuries.
- State which schools the students attend.
- Do not move the bus unless instructed by law enforcement. If you are in an unsafe position, ask dispatch for instructions.
- Dispatch will notify the Safety Coordinator and/or the Director of Transportation immediately for further instructions.
- Provide a list of all students who were present at the time of the accident.
- Never let any student leave the bus unless authorized by a Transportation administrator.

Upon return to the Bus Shop:

- Complete the Vehicle Accident Report form and submit it to a member of administration.
- If students are on-board, complete the Student Accident Information Form in full and submit it to a member of the administration.

Non-Reported/ Discovered Damage - Damage that is discovered but not indicated on the Daily Pre- trip Report will be attributed to the last driver of record. Note any preexisting damage prior to your route first route.

Note: Any damage by the bus to another vehicle or property will be considered an accident.

OBSERVING A MOTOR VEHICLE ACCIDENT – NO SCHOOL BUS INVOLVED

28 | Page

In Case of a Bus Wreck:

1. Call 911/Sheriffs Department --- They will need location of wreck and any other information you have at the time.
2. Get someone from Transportation Department on the scene. Send another bus out as well.
3. Call the Director of Schools and report what information you have.
4. Call [REDACTED] or Trooper [REDACTED] and report what information you have [REDACTED]
5. Take the driver to [REDACTED] for Post-Accident Drug Screen.
6. When back at the Transportation Office call [REDACTED] and report the wreck.
7. Have [REDACTED] wrecker service tow bus if necessary.

BUS ACCIDENT CHECK SHEET			
LIC PLATE #:			
NAME:			
ADDRESS:			
DRIVER LIC #:			
PHONE:			
MAKE & COLOR:			
INSURANCE:			
LOCATION:			
ROAD CONDITIONS AT TIME OF ACCIDENT			
PICTURES TAKEN:			
DATE:			
TIME:			
TOWED:		By Whom:	

Examples

EMERGENCY PROCEDURES

ACCIDENTS: THERE ARE FIVE ESSENTIALS TO THE DRIVER'S CONDUCT AT THE SCENE OF AN ACCIDENT ALWAYS PROTECT THE SCENE OF THE ACCIDENT. THE SAFETY OF YOUR STUDENTS IS YOUR FIRST PRIORITY.

THE DRIVER MUST GET EVERY POSSIBLE BIT OF INFORMATION ABOUT THE ACCIDENT AND INFORM THE TRANSPORTATION DEPT. OF THIS INFORMATION.

THE DRIVER MUST BE COURTEOUS TO THOSE INVOLVED IN THE ACCIDENT, THE POLICE AND ALL WITNESSES THAT THEY MAY COME IN CONTACT WITH.

THE DRIVER IS RESPONSIBLE FOR PROTECTING HIMSELF/HERSELF AND THE SCHOOLS SYSTEM BY DOING NOTHING THAT WOULD REFLECT ON HIS/HER DEDICATION AS A PROFESSIONAL DRIVER. DO NOT ADMIT ANY FAULT.

THE DRIVER WILL CONTACT THE TRANSPORTATION DEPT. AS SOON AS POSSIBLE.

REMEMBER ALWAYS:

STOP-FAILURE TO DO SO IS AGAINST THE STATE LAW. YOU COULD BE ARRESTED AND LOOSE YOUR LICENSE.

ASSIST ALL INJURED PERSON BUT DO NOT MOVE THEM UNLESS THEIR SAFETY IS INVOLVED. SEND SOMEONE TO CALL 911 AND TRANSPORTATION OFFICE IF YOU ARE UNABLE TO DO SO. BE SURE TO GIVE EXACT LOCATION AND EXTENT OF INJURIES.

PROTECT THE SCENE AND THE BUS. SET OUT WARNING DEVICES IN BOTH DIRECTIONS

COLLECT ALL NAMES AND CONTACT INFORMATION FROM ALL WITNESSES. TAKE PICTURES IF YOU CAN BE PROFESSIONAL- GIVE YOUR NAME, LICENSE NUMBER, AND SCHOOL SYSTEM. DO NOT DISCUSS THE ACCIDENT WITH ANYONE EXCEPT POLICE AND SCHOOL OFFICIAL. ADMIT NOTHING, PROMISE NOTHING AND DO NOT ARGUE.

DO NOT MOVE THE VEHICLE UNTIL LAW ENFORCEMENT INSTRUCTS YOU TO DO SO

EVERY ACCIDENT MUST BE REPORTED TO THE TRANSPORTATION OFFICE. NO MATTER HOW MINOR.

Accident Procedures Checklist

This checklist is intended to be used by districts/charters to help guide and document actions taken during a student transportation accident.

Initial Contact

Time _____ a.m. p.m. Date _____

Driver Name _____

Route Number _____ Bus Number _____

Location (include nearest crossroad) _____

Number of students on board? _____

Estimated injuries on school vehicle? _____

Estimate injuries in other vehicle(s)? _____

Ambulance needed? Yes No

How many vehicles involved? _____

Further Information _____

☐ CALL 9-1-1 Give all above information!

Name of Responding Department(s) _____

Notice: ALL NON-EMERGENCY RADIO TRAFFIC IS TO CEASE!

District Response

Dispatcher Name _____

☐ Notify Transportation Supervisor Time _____ a.m. p.m.

Name _____

☐ Notify Bus garage/dispatch to send rescue vehicle if needed

Name _____

☐ Notify District Administration Time _____ a.m. p.m.

Name _____

☐ Notify School Administration Time _____ a.m. p.m.

Name _____

☐ Notify School Nurse Time _____ a.m. p.m.

Name _____

☐ Secure Rescue Vehicle Driver (if applicable) Time _____ a.m. p.m.

Name _____

☐ Advise Driver to place emergency devices (if possible/applicable)

☐ Advise Driver to begin seating chart

☐ Identify Parent Staging Area

Location _____

☐ Contact Person at Staging Area Time _____ a.m. p.m.

Name _____

Phone number _____

☐ Identify student riders

☐ Contact parents Time _____ a.m. p.m.

☐ Prepare statement to media, and define media access to staging area ☐ Supervisor at staging area

Name _____

☐ Supervisor on scene Time _____ a.m. p.m.

Name _____

☐ Rescue vehicle on scene Time _____ a.m. p.m.

☐ Photographs taken by _____ ☐ Arrange for vehicle to be towed by _____ To (address) _____

Law Enforcement/EMS Response

Police on scene Time _____ a.m. p.m.

Emergency services on scene Time _____ a.m. p.m.

☐ If EMS transport, identify what medical hospital(s) are victims being transported to?

Phone number of hospital(s) _____

Examples

DRIVER SIDE		PASS. SIDE	
1		2	
3		4	
5		6	
7		8	
9		10	
11		12	
13		14	
15		16	
18		18	
19		20	
21		22	
23		24	
25		26	

Sample Seating Chart: List student(s) position at time of accident.

Seat location example:

"8w" = seat 8, window position

"12m" = seat 12, middle position

"18a" = seat 18, aisle position

Total	No Injury, Injury, or Fatality	Name	Age	Sex	Address (For injuries and fatalities only.)	Seat Location
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Page 3 of 6

County Schools

11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

County Schools Transportation Department

Driver	Front	(Steps/Door)
1		2
3		4
5		6
7		8
9		10
11		12
13		14
15		16
17		18
19		20
21		22
23		24
25		26
27		28
29		30

Examples

Bus #		Driver		Date:	
Driver's Side		Front of Bus		Door Side	
Window	Middle	Aisle		Aisle	Window
			Row 1		
			Row 2		
			Row 3		
			Row 4		
			Row 5		
			Row 6		
			Row 7		
			Row 8		
			Row 9		
			Row 10		
			Row 11		
			Row 12		

Always keep an updated copy of this list on the bus and at the Transportation Office.

DRIVER
NAME:

COUNTY TRANSPORTATION
BUS SEATING CHART

DATE: _____

BUS # Bus #

SEAT	1st child per seat	2nd child per seat	3rd child per seat	SEAT	1st child per seat	2nd child per seat	3rd child per seat
1				2			
3				4			
5				6			
7				8			
9				10			
11				12			
13				14			
15				16			
17				18			
19				20			
21				22			
23				24			
25				26			

You MUST MUST MUST put "HS or ELEM" beside of each childs name you have on your sheet.
DO NOT mark thru the kids name on your chart if the child has moved. At the bottom of this sheet,
indicate what students to ADD/REMOVE.

Post Crash

We have to complete a Post-Crash Inspection

- Contact your local TN Highway Patrol School Bus Inspector to set up a time to complete Post-Crash Inspection.
- Remember.....**"A SCHOOL BUS INVOLVED IN A OR INCIDENT THAT NECESSITATES MECHANICAL REPAIR SHALL BE CONSIDERED OUT-OF-SERVICE." (R&R 1340-03-03-.03)**



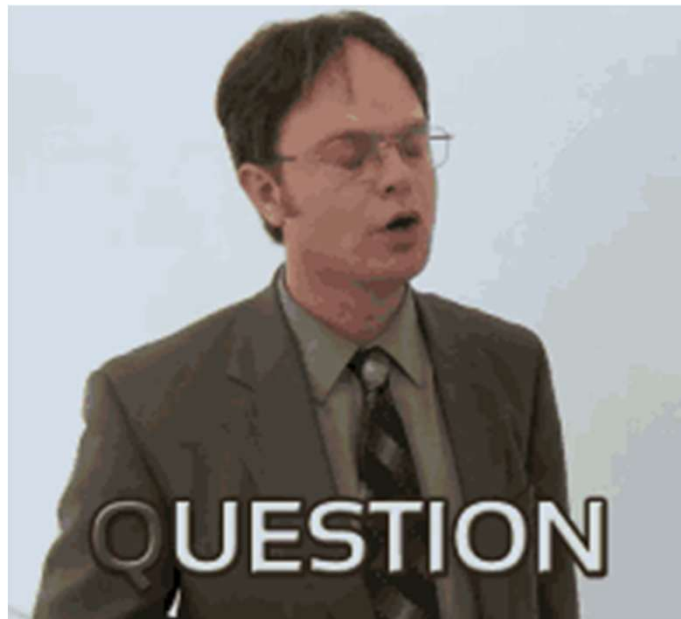
Put your lawyer cap on and think about not having that school bus inspected because your first thought was "Tis but a scratch...."

Pre and Post Trip Inspection!

YOU MUST COMPELTE THEM, IT IS THE LAW!!!!!
CFR 392.7, 396.11, 396.13 R&R 1340



ANY QUESTIONS????



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