

School Bus Incident Reporting Procedures

Chancellor's Regulation A-412 requires that schools file an occurrence report for all student incidents within 24 hours. Incidents include, but not limited to bullying, student illness, student accident, student conflict, infractions of discipline code, etc. on school buses. School bus companies, drivers, and attendants should follow the procedures below when reporting a student-related incident to a school principal or designee.

- Provide your bus staff with copies of the new School Bus Student Incident Form, available on the InfoHub's "For Transportation Vendors" page.
- Complete the new bus incident form as soon as the incident occurs.
- Call 718-392-8855 and report the incident to the Office of Pupil ! Transportation (OPT). !
- Once OPT provides you with an Incident Number, write down the incident number in the top right-hand corner of the form. This number is now required when submitting incidents.
- Submit the completed incident form to the appropriate staff member at the school. You may request that the school provide you with a copy of the completed incident report for your record.
- In the event of an emergency, always call 911.

Bus drivers and attendants should still follow/meet all the other expectations of their employer.

***Please Note:** The 4-part OPT "SCHOOL BUS STUDENT INCIDENT REPORT" with a pre-assigned control number is now obsolete and should be discarded.

Accessibility Report

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