

# Managing Risks in Transportation

Jamison Hagerty, SET SEG  
Katrina Morris, West Shore ESD & MAPT



# Request Roof Inspections

setseg.org > Property/Casualty Member Resources > Building & Property

## REQUEST A ROOF INSPECTION

CLICK BELOW TO FILL OUT THE FORM!

Fill out this form to request a visit from SET SEG's certified roof inspector, Skip Barclay, to inspect roofs and provide guidance on next steps.



[Home](#) > [Roof Inspection Request](#)

## ROOF INSPECTION REQUEST

Regular roof inspections can save your district thousands of dollars as well as countless hours of building closures, helping to detect issues early before they cause major damages or losses. SET SEG now has a certified roof inspector on staff who can complete roof inspections for members of our Property/Casualty Pool and provide valuable advice and resources to help our members create a roof inspection and maintenance program.

If you would like to take advantage of this member benefit, please fill out the form below.

\*Your Name

\*Your Title

\*Email

\*School District

Select a District

\*Name of Building for Inspection

# Safety Posters

## SAFETY POSTERS

SIGN UP TO RECEIVE A SAMPLE PACK TODAY!

SET SEG offers a variety of safety posters available for you to display at your school district. Click to view the posters or sign up to receive a sample pack.



**GET YOUR COMPLIMENTARY  
SAFETY POSTER SAMPLE PACK!**



**AVOID SLIPS, TRIPS, & FALLS**

**AVOID INJURY! FOLLOW THESE SIMPLE GUIDELINES:**

- Walk, do not run
- Clean up spills immediately
- Keep line of vision clear

**EFFECTIVE HANDWASHING**

**HELP PREVENT THE SPREAD OF GERMS**

1. Scrub your hands for at least 20 seconds.
2. Apply soap to all surfaces of your hands, including the backs of your hands and under your fingernails.
3. Rinse your hands thoroughly with water.
4. Dry your hands completely.

**SHOP SAFETY**

**ALWAYS**

- Wear your seat belt while driving.
- Use proper lifting techniques.
- Keep aisles clear.

**NEVER**

- Drink or eat while driving.
- Text or use a phone while driving.
- Drive while impaired.

# Auto Incident Report

MASB-SEG PROPERTY/CASUALTY POOL, INC.

## AUTO INCIDENT REPORT

Complete this diagram only if accident occurs on private property (ex. parking lot, school property).

Indicate on diagram what happened.

1. Draw heavy lines to show streets
2. Name streets
3. Draw arrow pointing north
4. Show vehicles and pedestrians thus:

Vehicles

Pedestrians

5. Show angle of collision

### WHAT TO DO IN CASE OF AN ACCIDENT

Complete both pages of this report at the scene of the accident and submit it to your school business or transportation office. In case of a severe accident, telephone your office at once.

**NOTE:** When submitting an Auto Incident Report, include a police report and 2 estimates of damage.

Should you have any questions, please contact PC Claims Team at (866) 204-0808 or (517) 347-2331 or email [pcwteam@setseg.org](mailto:pcwteam@setseg.org)

### WHAT TO DO IN THE EVENT OF AN ACCIDENT

- Secure vehicle and passenger(s)
- Notify proper authorities (i.e. police and fire departments if necessary)
- Notify appropriate district personnel
- Do not admit fault/liability
- Take photos of accident scene
- Create a list of passengers in the vehicle and submit with claim at the time of accident

### AUTOMOBILE LIABILITY

Any claim involving bodily injury should be reported to the Pool as soon as possible.

Contact: PC Claims Team  
 Phone: (866) 204-0808 or (517) 347-2331  
 Email: [pcwteam@setseg.org](mailto:pcwteam@setseg.org)  
 Mail: SET SEG | 1520 Earl Ave | East Lansing, MI 48823

Rev. 03/2018

**MASB-SEG PROPERTY/CASUALTY POOL, INC.**

**SET SEG**

# AUTO INCIDENT REPORT

The Auto Incident Report form must be completed in its entirety for all accidents involving the collision of the insured vehicle with another vehicle or objects.

MEMBER	DISTRICT/TOWNSHIP	PHONE
DRIVER		
YEAR/MAKE/MODEL		VEHICLE IDENTIFICATION NUMBER (VIN)
DATE		
WHERE CAN VEHICLE BE SEEN		
ADDRESS	TIME <input type="radio"/> A.M. <input type="radio"/> P.M.	LOCATION
Description of accident:		PHONE
Was car parked and unattended? <input type="radio"/> YES <input type="radio"/> NO	Reported to police? <input type="radio"/> YES <input type="radio"/> NO	To whom?
Report number:	Citation issued? <input type="radio"/> YES <input type="radio"/> NO	If yes, to whom?
FILER		HOME PHONE
REGD.		WORK PHONE
R		HOME PHONE
SS		WORK PHONE
ME/MODEL		VEHICLE IDENTIFICATION NUMBER (VIN)
		HOME PHONE
		WORK PHONE
BY:		HOME PHONE
<input type="radio"/> INSURED VEHICLE <input type="radio"/> CLAIMANT VEHICLE <input type="radio"/> PEDESTRIAN		WORK PHONE
Place? <input type="radio"/> YES <input type="radio"/> NO Where?		
		HOME PHONE
		WORK PHONE
		HOME PHONE
		WORK PHONE
REPORT PREPARED BY:		TITLE
PHONE		DATE

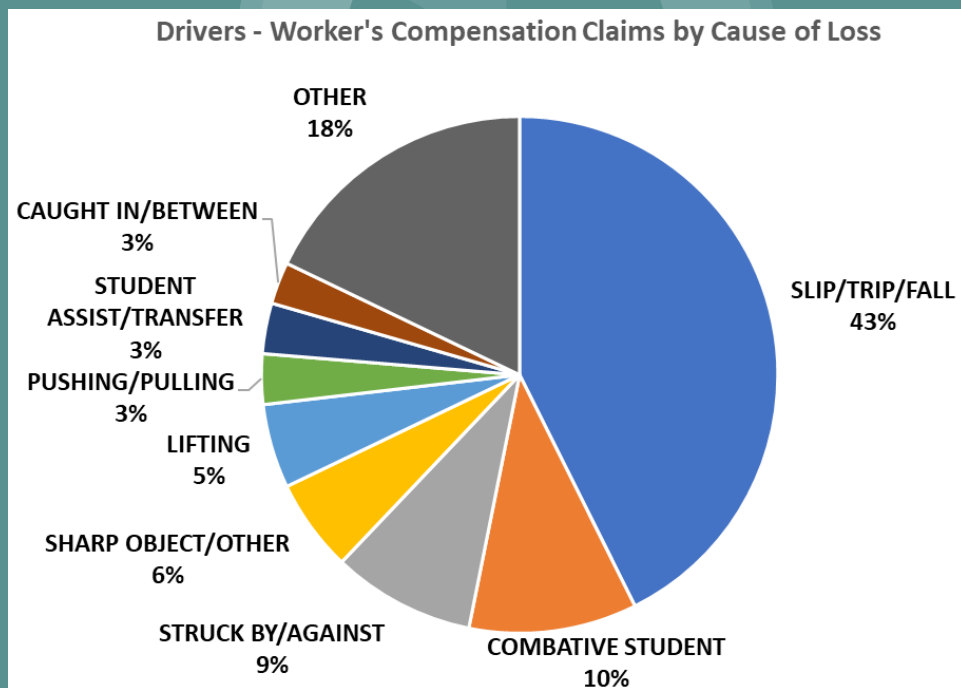
In 2009

# Claim Trends - Worker's Compensation

## Costliest Claims by Cause

1. Pushing/Pulling
2. Lifting
3. Student Assist/Transfer

Average Cost per Claim: \$5,067



# Claim Trends - Property & Auto Damage

Cost per claim is more than double historical average

- \$6,617 per claim during 2022-2023 (Historical average = \$3,037)
- Inflationary forces to blame
  - Cost to replace used buses is at an all-time high
  - Parts and labor to repair buses/other vehicles is also higher
- Collisions with fixed objects (buildings, garage doors, trees, etc.) and parked vehicles are increasing
  - Be aware of surroundings!

# Distracted Driving

As with all of the drivers on the road, distracted drivers are a big problem. School bus drivers are routinely distracted inside the school bus while driving a 40 foot vehicle, during all weather conditions, while being a friend, referee, medic, etc to the students they transport. With today's technology, some drivers could be checking their phones, making calls, and or texting.



257.602

# Training

Are you giving your school bus drivers the training they need or just the basics?

- Driving skills
- Pre-trip inspections
- Medical
- Wheelchair securements
- CPI
- Dealing with hostile parents
- Proactive Response Training for School Bus Drivers

ELDT  
257.1851  
CPI  
UMTRI



# Training of Our Students

- What training do you give to your students?
- How often do you give them training?
- How are you presenting the rules to the students?



# School Bus Stops Are They Legal?

- Are you taking all the required steps to ensure the bus stop is legal?
- Do you have the correct distance of visibility?
- Have you weighed the stop being legal against the risk?

[257.1855 2\(b\)](#)

# Loading and Unloading Zones

- Are parent drop-off and pick-up separate from the school loading and unloading zone?
- How are the students funneled out of the building?
- Is there a barrier between the parents and school buses?



# Traveling in Vehicles Other Than School Owned

In general, the best solution for all pupil transportation is an approved school bus with a qualified school bus driver.

- Does your staff transport students in their private cars?
- Do students transport other students in their cars for school sponsored events?
- Do you require permission slips?
- Do you run the driver through CARS?
- Do you ensure their vehicle is insured?



257.1807

# Traveling in Vehicles other than the School Bus

In general, the best solution for all pupil transportation is an approved school bus with a qualified school bus driver.

- What size van is legal to transport students to or from school or a school activity?
- What driver credentials are needed?
- Can you use an 11-15 passenger school bus under 26,000 pounds?
- What driver credentials are needed?



257.1810 (2)  
49 CFR 301.01

# Preventative Maintenance Schedule

- Along with the pre -trip inspections, how often to do your technicians conduct preventative maintenance?
- What are your technicians looking for when conducting your preventative maintenance?



PM



# Bus Garage

- What is your protocol for staff other than mechanics in the work bays?
- Is there a policy in place for staff?
- What policies do you have in place for use of the hoist? Tools? Pits?



# Bus Yard

- What is the flow for traffic in your yard?
- Do you have underground or above ground fuel tanks?
- Is the lot salted properly before staff arrive?





# Questions?



# Contact Us



Katrina Morris  
Director of Transportation  
West Shore ESD, MAPT  
[kmorris@wsesd.org](mailto:kmorris@wsesd.org)



Jamison Hagerty  
Loss Control Representative  
SET SEG  
[jhagerty@setseg.org](mailto:jhagerty@setseg.org)