

Accident Investigation Procedures



September 19, 2023

Materials

Can be found at:

<https://www.msbo.org/msbo-certification-program-old/msbo-certification-class-materials/>

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They Didn't Think This Would Happen



Columbus County NC January 7, 2020

They Didn't Think This Would Happen



Sarasota Fla., April 12, 2017

Headlines

- *“Driver in fatal Baltimore bus crash had history of crashes, seizures, NTSB report says”*
- *“The transit bus driver and four passengers were also killed. Eleven people sustained injuries.”*

Or This



Chattanooga, November 22, 2016

Headlines

- *“Thirty-seven children were on the bus. Six of them, ages 6 to 10, died. Dozens were injured. A city mourned.”*
- *“The driver in a Chattanooga school bus crash that killed six children had previously alarmed students, parents and faculty with his driving, according to complaints”*
- December 19, 2017....Driver in deadly Tennessee school bus crash was on his phone

Crash Investigations :

- What is your emergency response plan, and do you know how to implement it?
- What to do at the Crash scene
- How to work with law enforcement on a positive basis
- What to look for
- How to act
- What tools do you need, at the scene and afterwards
- How to assist with the investigation and at the same time not hindering the investigation

After the scene:

- How to interpret Michigan's UD-10 crash report
- What documents to “guard”
- What are your obligations to the Department of Ed. ?

Media Relations:

- What is your emergency response plan, and do you know how to implement it?
- How to present yourself
- What to say and what not to say
- How to say it
- What information to release and what not to release.
- Emotions

Later in the Presentation

- We will be examining a couple extreme Michigan school bus incidents.



**Now a Firsthand Account From
Someone Who Was There.**

A Day That Won't Be Forgotten For Many

- “Washtenaw County Sheriff Dan Minzey said there are many unanswered questions about what happened and why the bus driver was not able to see the child.”

Presenter

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“Base, I have an Emergency”

What Do I (You) do Now??

March 16, 2004

****5yr Old Mikel Mills Killed While Running to Catch His Bus****

- ▶ Bus Driver
- ▶ V-BEST Union President
- ▶ District Trainer

Hearing the initial call over the radio while on my way to drop my elementary students at Rawsonville Elementary.

Life and your workplace as you know it is now changed forever.

Went to the Washtenaw County Sheriff's Department to support Anne.

Present will official statement was given.

Once released I took Anne to clinic for required drug screen. Could not allow her to be alone till screening was completed.

Anne was finally allowed to go home that night at 8:25pm.

The Next Day

- Dealing with Media at Transportation yard
- Consoling students and staff
- Upset parents and community (Blame)
- Protecting the driver
- Communications

Days to Follow

- Funeral
- District communications with Community
- Police Investigation (Took over 2 months)
- District and Insurance Investigations
- Neighborhood/Community distrust
- Civil Lawsuit filed- Gathering documents
- Subpoenas, On-site visits, depositions

What's Next???

Your entire department will be under the microscope.

Request for Documents:

****ALL RECORDS WILL BE SUBPOENAED****

1. Route Sheets for route/student(s) involved
2. Work Orders for the Bus; driver's request for repairs/Brake inspections
MSP Inspection Records.
3. **Employee Records:** Application. Training records including trainer's records. Driving Record Check; Criminal Background Check, Physical & Drug Screen, Beginning School Bus Driver test results and any complaints against driver.
4. Video/Film of accident, Bus Cameras??
5. Documents issued from the District.
6. Your Computer and any notes you may have taken.
7. District & Transportation Written Policies and procedures.

VEHICLE INVESTIGATION:

- The vehicles involved in the crash will be towed from the scene and placed into secure storage.
- Investigators will conduct interior and exterior evaluations of the involved vehicles.
- If necessary, mechanics can be used to check specific components, if there are indications that a mechanical defect or poor maintenance played a factor in the crash.
- The involved vehicles are typically held, until a determination is made on whether criminal charges will be authorized.

ON Board Cameras:

- Vehicle mounted cameras can provide crucial information in determining how a crash occurred.
- In addition to cameras that focus on the exterior of the vehicle, interior cameras can offer details on whether a driver was distracted or where certain passengers were seated.

What do you do when you get That Call???

- ▶ **Contact your Superintendent.**
 - Who, What happened, Where and When.
 - What is your District's policy/procedure?
- ▶ **Go to the Scene.**
 - Make sure you have a business card handy. Do you have an Accident kit?
 - Stay out of the way of the investigation.
 - Check on your driver & students.
 - Document pertinent information and have all documents for your bus.

Managing the Scene

- ▶ Depending on the severity of the accident will impact your next decisions to be made.

Do you have a plan??

- ❖ What needs to be done now?? Another Bus??
 - ❖ Your actions will be scrutinized.
 - ❖ It will be on Social Media, IMMEDIATELY!!
 - ❖ Don't make any unnecessary remarks.
 - ❖ Make sure you keep the authorized people informed of the situation.
 - ❖ EMS; parents & other family members; students and your driver.

Serious injuries or Fatality

- ❖ What is the District's Emergency Response plan? Stakeholders decisions
- ❖ Who's at fault? Who's to Blame?
- ❖ Police questioning *and/or* arrest.
- ❖ Media Coverage & Social Media (Immediate).
- ❖ DOT Random screening for driver.
- ❖ Managing the rest of your staff.

School district to pay \$4.05 million for fatal bus accident

m. The BELLEVILLE (AP) — Van
d 1 to 5 Buren Public Schools has been
38-6747. ordered to pay \$4.05 million to
ys. For the family of a 5-year-old boy
who was killed when he was run
over by a school bus.

A Wayne County Circuit
Court jury found that bus driver
Anne Mensor didn't follow
proper procedure before Mikel
Maurice Mills was struck March
16, 2004, while trying to catch the
bus in Washtenaw County's
Ypsilanti Township.

No criminal charges were

filed in the case.

The family's attorney, Paul
Zebrowski, said Mensor testi-
fied that the last thing she did
before driving forward was look
in the rearview mirror to check
on the children on the bus.

Zebrowski said that under
proper procedure, the bus driv-
er's final step before pulling for-
ward is to make a visual sweep
for children who may be walking
to the bus stop.

"All the training was proper,"
Zebrowski told The Ann Arbor

News for a story published
Friday. "Anne Mensor, who I'm
sure is a very nice person, didn't
apply her training in this one
instant, and it was a disaster."

No telephone listing could be
located to reach Mensor for
comment. She is no longer
employed by the district.

The jury on Thursday award-
ed \$4.5 million in damages, but
the district will only pay \$4.05
million because jurors decided
the child's grandmother was 10
percent at fault for not walking

Mikel across the street to the
bus, Zebrowski said.

Insurance will cover the pay-
ment and no money will be taken
out of the general fund, the
school district said in a state-
ment.

"Our thoughts and sympa-
thies continue to be with the
family as they have always
been," Superintendent Pete
Lazaroff said in the statement.

Mikel's parents are Michael
Mills, of Ypsilanti, and
Deshanda Mills, of Wixom.

y, for a

What I Do Now and Why

Document! Document! Document!

- ▶ *Training*: New Driver(ELDT), *BBDC*, *Mirror Standards*, Wheelchair Securements, **ROUTE TRAINING**, **Eaton Defensive Driving**, Annual Start- up training, CPI, CPR, Any special needs training, Mock Bus Evacuations annually

Every employee, including New Hires, are given a detailed Policy & Procedure Manual and is **REQUIRED** to sign an acknowledgment of Receipt for the Table of Contents. Signed document is placed in their file.

New/Sub Drivers

- These are the drivers that are more likely to be involved in more serious accidents.
- They get intense training and drive time with good mentoring senior drivers.
- Document their daily training.
- Don't feed the Sheep to the Wolves.

Wayne-Westland Community Schools

Transportation Department

2021-2022 Policy & Procedure Manual - Table of Contents

- ▶ Office hours - Reporting Absences
- ▶ Helpful Hints, Bus Driver Job Description
- ▶ Pre-trip Inspections/Brake Checks & WC and Safety Vest
- ▶ 17 Steps for Loading and Unloading Students
- ▶ Positive Behavior Intervention & Support
- ▶ FMVSS 111 Mirror Standards
- ▶ Drug and Alcohol Policy & DOT Screening
- ▶ CDL Self Certification Requirements
- ▶ Time Sheets- Legal Document
- ▶ Cell Phone Usage & Texting Ban
- ▶ CDL Self-Certification
- ▶ Job Duties & Expectations
- ▶ General Route Guidelines
- ▶ Bus Idling Policy
- ▶ Bus Empty Sign Policy
- ▶ Two-Way Radio Rules Policy
- ▶ Emergencies & Bus Accidents
- ▶ Dress Code & Proper Footwear Policy

I, _____, acknowledge that I have received, read and understand the Wayne-Westland Transportation Policy & Procedure Manual for the 2021-2022 school year.

Signature

Date

Continuing Education

- Training is Key
- Bus Safety **Bus Safety**Bus Safety
- 3 Annual Mock Bus Evacuations(MDE)
- Current & Updated Information (Route Sheets)
- Use colors, if possible, It stands out.
- Team approach/Mentoring new drivers
- Individual/Staff meetings
- Address potential stop hazards immediately
- Parent/School Administration communications

Fleet Maintenance

- ▶ Keep good records of bus maintenance.
 - a. Preventative maintenance program
 - b. Drivers work orders for repairs
 - c. Brake repairs
 - d. Mechanic's work orders
 - e. contracted repairs
 - f. MSP Inspection Results

Emergency Packets Stored on the Bus

- Copy of emergency procedures and checklist
- Bus evacuation procedures
- Contact numbers
- Vehicle information
- Seating charts
- Release forms
- Accident form for Insurance

WAYNE-WESTLAND TRANSPORTATION

OFFICE EMERGENCY CHECKLIST

WHEN A DRIVER CALLS IN WITH AN EMERGENCY
MAKE SURE TO COMPLETE THE FOLLOWING STEPS

ROUTE # _____ DRIVER _____ DATE & TIME _____

SCHOOL _____ LOCATION _____

DESCRIPTION OF SITUATION:

- ☐ **ANY INJURIES?** YES ☐ NO ☐
- Call 911 Police dispatched? YES ☐ NO ☐
- EMS dispatched? YES ☐ NO ☐

☐ **NOTIFY DIRECTOR AND/OR SUPERVISOR**

 → Admin to scene? YES ☐ NO ☐ _____

☐ **NOTIFY SCHOOL** YES ☐ NO ☐ _____

☐ **NOTIFY CENTRAL OFFICE** YES ☐ NO ☐ _____

☐ **NOTIFY PARENTS** YES ☐ NO ☐ _____

☐ **NOTIFY MECHANIC** YES ☐ NO ☐ _____

NOTES: _____

COMPLETED BY: _____ **DATE** _____

Accident Investigation Form

ACCIDENT RETRAINING FORM

Retraining will be delivered based on initial accident review

CRISIS LEVEL ACCIDENTS

Immediately contact the Area Director of Safety for all crisis level accidents/incidents prior to completing this document.

Required Retraining: I acknowledge that a failure to apply the retraining skills addressed below may result in termination of employment.

Date	Training Topic	Training Administered By	Driver Signature
/ /	Defensive Driving		
/ /	• LLLC Defensive Driving (required)		
/ /	• Safety Basics, if applicable		
/ /	• Intersections, if applicable		
/ /	• Danger Zones, if applicable		
/ /	Mirror Adjustments & Reference Points, if applicable		
/ /	Preventing Driver Distraction (required)		

Post Accident Driver Evaluation

Date	Driver Evaluation Score/Outcome	Certified Evaluator	Driver Signature
/ /			

Accident History Review

Date	Previous accidents	Training Administered By	Signature Acknowledging Receipt
/ /			
/ /			
/ /			

Employee Signature: _____ Date: _____

Driver Evaluator Signature: _____ Date: _____

GM Signature: _____ Date: _____

By signing above, in part or whole, all parties acknowledge required retraining is complete and statements made herein are accurate and true based upon the facts known to date.

Only talk about what you know

**** DON'T SPECULATE OR ASSUME!****

Planning is key.

Be Proactive not Reactive

What you do will affect the outcome.

Continued communications.

****Training- Training-Training****

While on the witness stand, you're asked;

Why was the driver/Aide not trained?

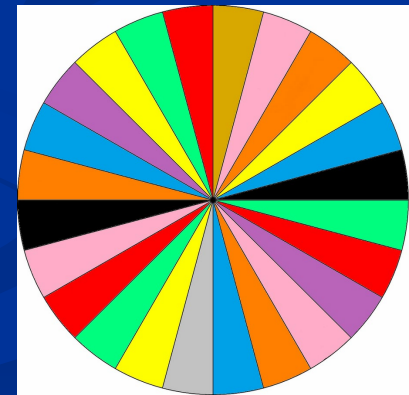
Is your response: "We didn't have the Money"

Questions For Rhonda ???



BREAK

When we
return, we'll
spin the
wheel for a
gift card
prize!



What to Expect From An Investigator.....

**TRAFFIC CRASH
INVESTIGATION &
RECONSTRUCTION**

Michigan State University

Highway Traffic Safety Programs:

- AI-1: Accident Investigation
- AI-2: Follow Up Investigation
- AI-3: Accident Photography
- AI-4: Protocol, Techniques and Procedures
- AI-5: Tire Dynamics
- AI-6: Lamp Investigation
- AI-9: Accident Reconstruction

Initial Response:

1. Rendering medical aid to injured subjects is the top priority.
2. Initial officers will secure the scene, assist fire and medical personnel and gather initial information, to determine if the Traffic Services Division is needed.
3. At the earliest opportunity, initial officers should begin to photograph the scene and vehicles involved.
4. Initial officers will identify witnesses and request that they remain on scene.

Scene Observations:

1. Involved roadways are closed to preserve the crash scene/evidence and to provide a safe environment for investigators.
2. Photographs will be taken of the roadway, crash scene, involved vehicles and surrounding area (street signs, vision obstructions, artificial lighting).
3. Investigators walk the scene, to locate and document physical evidence – Tire marks, metal scars, fluids and debris fields.
4. Special attention is paid to temporary evidence, which may disappear over time.

Scene Measurements:



- Scene measurements are taken with a Laser Technologies Laser/MapStar angle encoder and data collector. This equipment is commonly referred to as a “Total Station.”
- The Total Station is set up on a tripod, which is positioned over a fixed known point, which is referred to as a Reference Point (RP).
- Commonly used reference points include sewer drain covers, fire hydrants, roadway intercepts and station markers.

Scene Measurements (Cont):



- Measurements are obtained by placing a prism on or next to the point that the investigator wants to measure.
- The investigator uses the Total Station to emit a laser, which is reflected by the prism and returned to the total station, which documents the angle and distance.
- Items that are measured include the roadway, involved vehicles, victims, tire marks, metal scars, debris fields, road signs and other pieces of physical evidence.

Scene Measurements (Cont):

- The measurement data that is collected by the Total Station is later downloaded into a computer program, which allows the investigator to complete a scale drawing of the crash scene.

SCENE INTERVIEWS:

- While on scene, crash investigators will conduct detailed interviews with witnesses and uninjured passengers.
- The involved drivers may be interviewed at the scene or it may be requested that the interviews be conducted at the Sheriff's Office.
- The interviews are usually recorded (audio or audio visual).

Additional Interviews:

- Investigators will also conduct interviews with injured passengers or injured drivers, once medically appropriate.
- A press release will be issued about the incident, asking for any witnesses to contact the investigating agency.
- Investigators will speak with subjects that did not witness the crash, but that can offer information on the involved vehicles or drivers.

Crash data recorder:

- If a vehicle is equipped, crash investigators will seek to download and review the data that is recorded in a crash data recorder.
- The information can be obtained through consent or a search warrant.
- Available data typically includes information on speed, engine RPM, throttle % and braking.

MEDICAL RECORDS:

- Crash investigators will obtain toxicology reports, medical records and/or autopsy reports for the involved drivers or injured passengers.
- Records can be obtained voluntarily or through a search warrant or subpoena.
- The varying lengths of time that is needed to obtain these reports typically determines how quickly an investigation can be closed and forwarded to the Prosecutor's Office.

CONSIDERATIONS FOR SCHOOL TRANSPORTATION:

- Have a roster for the children that are on the bus. As part of a crash investigation, involving injuries, investigators will attempt to accurately determine where children were sitting at the time of the crash.
- Have a plan for what will happen to uninjured children. With social media, the news of a crash will spread quickly and parents/relatives will respond to the scene.
- Will parents be allowed to take uninjured children from the scene or will they be bussed to a specific location?

Questions??



Now Let's Look Back At A Michigan Bus Crash.....



It was a normal day in northern Michigan.
The children were on a field trip.

They arranged for a bus



Permission Slips had been signed, Chaperones were on board.



What Do You Do When You Get The Call?



Breaking News:

A Crystal Lake school bus filled with high school students, crossed over the railroad tracks and stopped with three and a half feet of the bus left on the tracks. As train number 624 headed north, the train collided with the bus, killing seven students and injuring many others.
October 25, 1995 (Fox River Grove)

Train / Bus Crash
Boyne Falls Michigan
October 10, 2003































The photos you just saw were
from a demonstration held at a
past MAPT Conference.

The Following Is From A Real Crash



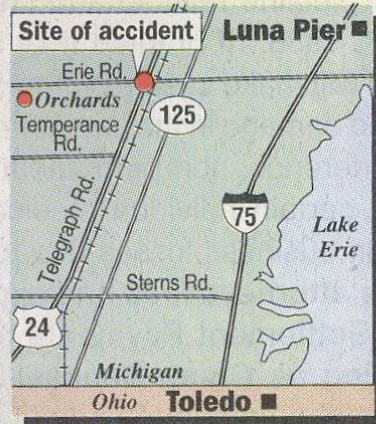
Erie Twp (Michigan)

October 11, 2002



Tragic intersection

A caravan of four buses from Pierre Toussaint Academy in Detroit heads to Erie Orchards & Cider Mill in southern Monroe County for a field trip. While en route, one of the buses is hit broadside by a truck hauling steel, causing numerous injuries.



The two lead buses do not see the crash and continue to the orchard, where teachers, volunteers, and students later learn of the accident.

Stop sign



Telegraph Rd.

ONLY

24

Stop sign

Erie Rd.

What Happened:

1. The third bus stops in front of the railroad tracks, then continues to the stop sign at the corner of Erie and Telegraph roads.
2. The driver stops, then proceeds through the intersection when the bus, police said, is hit broadside by a tractor-trailer rig carrying a 76,000-pound load of coil steel.
3. The bus spins about 90 degrees and into the grass on the northwest corner of the intersection with the truck's cab imbedded in its side. The truck's trailer breaks away and stops about 100 feet away. The call for emergency help goes out at 11:23 a.m.

BLADE GRAPHIC



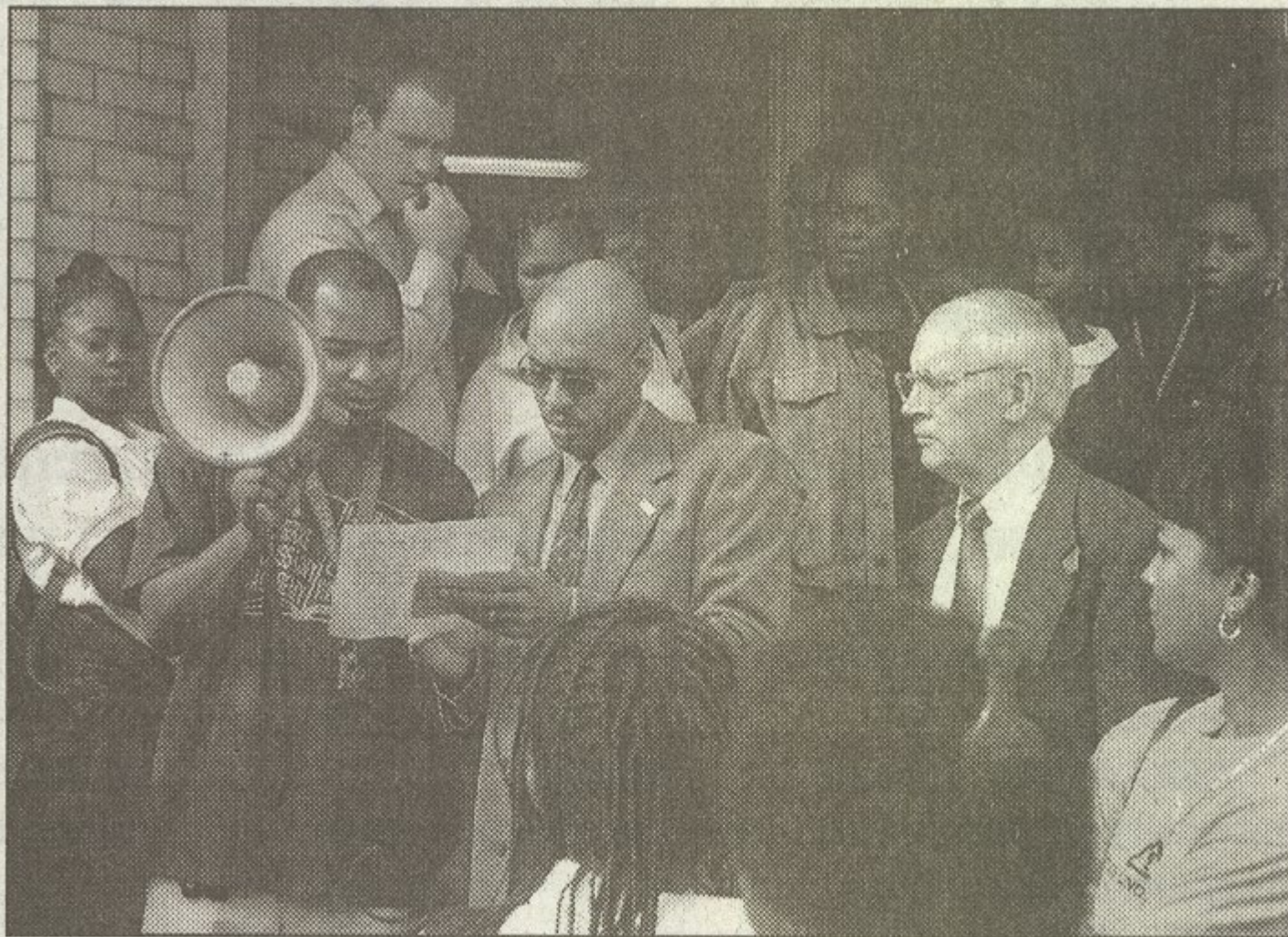
LIVE

School Bus Crash
MONROE COUNTY







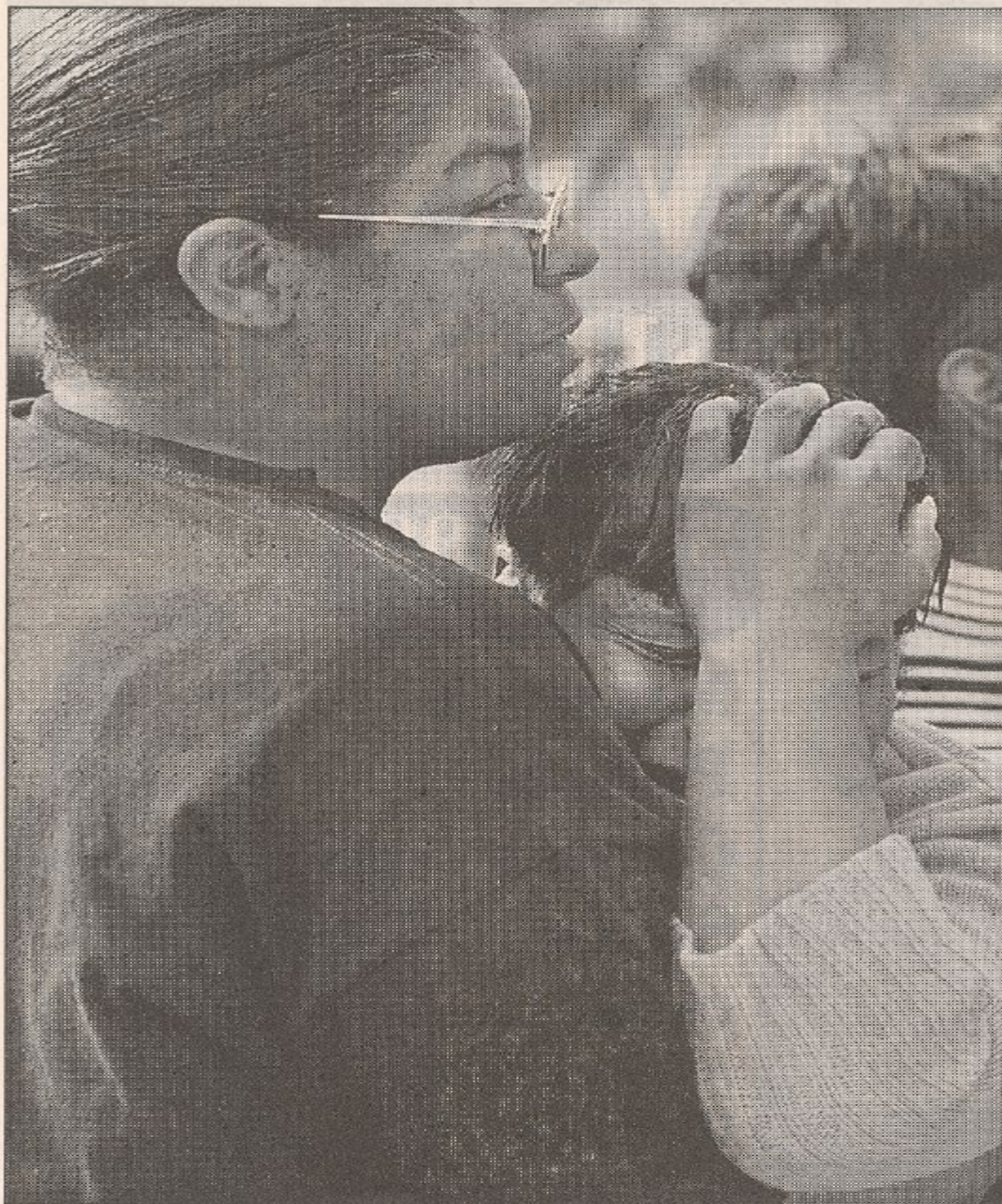


Robin Buckson / The Detroit News

Pierre Toussaint Academy teacher George Archie, with megaphone, and vice president Rod Atkins, center, read parents names of unhurt kids returning to the academy.

‘Where is my baby? They didn’t
call her name. They don’t know
where she is.’

Valerie Hayes, a parent waiting at Pierre
Toussaint Academy



THE BLADE/ANDY MORRISON

Charline Boykins, left, provides a comforting shoulder to Sheila Thomas, whose grandson was hospitalized.







By the Numbers

- 1995 Year of the Carpenter bus involved
- 76000 Weight of the coiled steel being transported by the truck
- 55 Speed of the truck prior to impact.
- 100 Feet away from point of impact trailer came to rest.
- 41 Students on board bus
- 17 Adults on board bus

Numbers Cont.

- 41 Children sent to hospital (6 critical)
- 7 Adults sent to hospital
- 6 Number of hospitals used by EMS
(5 in Toledo O., 1 in Ann Arbor Mi.)
- 7 Number of helicopters at crash scene
- 205 Total number of passengers on the field trip
- 0 Number of fatalities

Toledo Blade Newspaper

- **Headline:**

Modern school buses safer than cars, hold pupils “like eggs in crate”

- **Headline:**

“Mason Schools staff offers it support after crash”

Detroit News

■ **Headline:**

“Experts defend bus safety”

“Each year an average of 10 children nationwide die aboard school buses, according to the National Highway Traffic Safety Administration. Experts say that number offers strong proof that buses are among the safest ways to get children to and from school.”

The Monroe Evening News

No one was killed, which many feel was a miracle. Many factors contributed to the savings of lives, but most believe the main reasons were the bus design and the response. Engineered to prevent children from being tossed from their seating areas, the idea of compartmentalization – where bus seats are spaced to keep kids in place – proved to work.

1 year, 30 lawsuits later

Bus crash that injured 49 proved system works

Do Not Say

- It's all my fault, (even if it is).
- The school's insurance will pay for everything.
- It's OK the school has lots of insurance.

First Steps

- Remain calm
- Get to a safe place
- Check for injuries
- Administer first aid
- Call Dispatch / 911

While Still At The Scene

- Get as much information as possible.
- When the police come, cooperate and tell them what YOU know.
- Do not second guess what you believe happened.

How You Can Assist The Police

- Have your driver's license ready
- Have a copy of the bus' registration.
- Have a copy of the proof of insurance.
- Know where the GVWR is on your bus.
- Have a list of passengers riding your bus.
Make sure you only list the students on your bus at the time of the crash.

[illegible]

Driver Info.

95

What Are These Codes About?

STATE OF MICHIGAN TRAFFIC CRASH REPORT					
Crash Type (First Impact)				Special Vehicles	
Single Motor Vehicle Includes Car/Pedestrian, Car/Bicyclist, Car/Animal, Car/Train, Car/Fixed Object				1 Police 2 Fire 3 Bus 4 Ambulance 5 Farm equipment 6 Construction/ maintenance equip.	
				Vehicle Defects 1 Brakes 2 Lights/reflectors 3 Steering 4 Tires/wheels 5 Windows 6 Other	
Area Freeway 01 Entrance/exit ramp related 02 Median crossing related 03 Transition area* 04 Rest area related 05 Scale/weight station related 06 All other freeway areas Intersection 07 Within intersection 08 Intersection driveway related (within 150 feet of intersection) 09 Intersection related-other Other Non-Freeway Areas 10 Straight roadway Not related to other selections 11 Curved roadway Not related to other selections 12 Driveway related 13 Parking related (legal roadside) 14 Transition area* 15 Median crossing related 16 Rail crossing related 17 Rest area related 18 Scale/weight station related 19 Non-traffic area 20 Other 21 Unknown *Increase/decrease in the number of travel				Vehicle Use 1 Private 2 Commercial 3 In pursuit/on emergency 4 Farm 5 School/education 6 Club/church (all Y-plates) 7 Military 8 Other government 9 Utility (gas, cable, etc.) 10 Road construction/road maintenance 11 Other	
Position B Bicycle P Pedestrian E Engineer (railroad/train)				Private Trailer Type 1 Utility 2 Travel trailer 3 Boat trailer 4 Farm equipment 5 Towed auto 6 Recreation double 7 Other	
1-9 Vehicle Interior See Representation Below 				Motorcycles, snowmobiles, etc. (In-line seating) 1 Driver 4 Passenger one 7 Passenger two 12 Other/unenclosed passenger area/cargo area	
Unit Type MV Motor Vehicle B Bicyclist (all pedalcyclists) P Pedestrian E Engineer (railroad/train)				Action Prior To Crash Driver Action 01 Going straight ahead 02 Turning left 03 Turning right 04 Stopped on roadway 05 Involved in prior crash at same location 06 Changing lanes 07 Backing 08 Slowing/stopping on roadway 09 Slowing/stopping other area 10 Starting up on roadway 11 Starting up other area 12 Entering parking 13 Leaving parking 14 Entering roadway 15 Leaving roadway 16 Making U-turn 17 Overtaking or passing 18 Avoiding object 19 Avoiding pedestrian 20 Avoiding vehicle (front/back) 21 Avoiding vehicle (angle) 22 Driverless moving 23 Parked 25 Other 36 Unknown 37 Avoiding animal Pedestrian Action 24 Crossing at intersection 25 Crossing not at intersection 26 Getting on/off vehicle 27 In roadway with traffic 28 In roadway against traffic 29 Standing/lying on roadway 30 Pushing/working on vehicle 31 Other working in roadway 32 Playing in roadway 33 In roadway other reason 34 Not in roadway 35 Other 36 Unknown	
Restraint Use 01 No belts available 02 Shoulder belt used only 03 Lap belt only used 04 Shoulder & lap belt used 05 No belt used 06 Child restraint used 07 Child restraint not used, not available or improper 08 Restraint failure 09 Restraint use unknown 10 Helmet worn 11 Helmet not worn 12 Helmet use unknown				Sequence of Events/ Most Harmful Events Non-Collision 01 Loss of control 02 Cross centerline/median 03 Ran off roadway-left 04 Ran off roadway-right 05 Re-enter roadway 06 Overturn 07 Separation of units 08 Fire/explosion 09 Immersion 10 Jackknife 11 Downhill runaway 12 Cargo loss/shift 13 Individual fell from vehicle 14 Other noncollision Had a Collision With Non-Fixed Object 15 Pedestrian 16 Bicyclist 17 Motor vehicle in transport* 18 Parked motor vehicle 19 Engineer (railroad/train) 20 Animal 21 Other non-fixed object Fixed Object 22 Bridge/pier/abutment 23 Bridge parapet end 24 Bridge rail 25 Guardrail face 26 Guardrail end 27 Median barrier 28 Highway traffic sign post 29 Highway signal post 30 Luminaire/light support 31 Utility pole 32 Other pole 33 Culvert 34 Curb 35 Ditch 36 Embankment 37 Fence 38 Mailbox 39 Tree 40 Railroad crossing signal 41 Building 42 Traffic island 43 Fire hydrant 44 Impact attenuator 45 Other fixed object	
Access Control 01 No access control (unlimited access) 02 Full access control (ramp entry & exit only) 03 Other (partial access control)				Code of Injury K - Fatal Injury Any injury which results in death. A - Incapacitating Injury Any injury other than fatal which prevents normal activities and generally requires hospitalization. B - Non-Incapacitating Injury Any injury not incapacitating but evident to others at the scene. C - Possible Injury No visible injury but complaint of pain or momentary unconsciousness. Q - No Injury No indication of injury.	
Hazardous Action 00 None 01 Speed too fast 02 Speed too slow 03 Failed to yield 04 Disregard traffic control 05 Drove wrong way 06 Drove left of center 07 Improper passing 08 Improper lane use 09 Improper turn 10 Improper/no signal 11 Improper backing 12 Unable to stop in assured clear distance 13 Other 14 Unknown 15 Reckless driving 16 Careless/negligent driving				Driver Condition 01 Appeared normal 02 Had been drinking 03 Illegal drug use 04 Sick 05 Fatigue 06 Asleep 07 Medication 08 Driver Distracted 09 Driver Using Cellular Phone 99 Unknown	

*In transport means a motor vehicle in motion or on a roadway.

Required Driver Documents

- At the scene the driver will be asked to produce certain documents.
 - A valid CDL
 - A DOT physical card →
 - A MDE education card
 - Back at the office
 - Proof of enrollment in Drug and Alcohol testing
 - Be prepared to produce the drivers past training records.

The image shows a sample Medical Examination Report form for a Commercial Driver's License (CDL). The form is titled "MEDICAL EXAMINATION REPORT" and includes sections for "I certify that I have examined", "I am licensed as with the Federal Motor Carrier Safety Regulations", "I am licensed as with the Federal Motor Carrier Safety Regulations", "I am licensed as with the Federal Motor Carrier Safety Regulations", and "I am licensed as with the Federal Motor Carrier Safety Regulations". It also includes a section for "The information I have provided regarding this physical examination is true and complete. A complete examination form with any attachment indicating findings, including any testing, shall be made by the driver." and a section for "I hereby certify that the driver is qualified to operate a commercial motor vehicle in the state of Illinois." The form is dated 10/1/00 and is a sample form for the State of Illinois.

SCHOOL BUS DRIVER REQUIREMENTS

1/97		STATE OF MICHIGAN DEPARTMENT OF EDUCATION ENROLLMENT CARD	
This is to certify that _____ is enrolled in a Michigan School Bus Driver Safety Education Course. Certificate Expires ten (10) days after course completion.			
ISSUE DATE	COMPLETION DATE		
EXPIRATION DATE	INSTRUCTOR'S SIGNATURE		

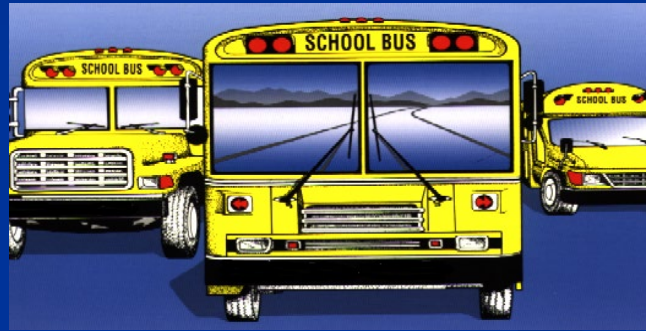
1/97		STATE OF MICHIGAN DEPARTMENT OF EDUCATION CERTIFICATE OF COURSE COMPLETION	
This is to certify that _____ satisfactorily completed a Michigan School Bus Driver Safety Education Course.			
COMPLETION DATE	VALID UNTIL		
INSTRUCTOR'S SIGNATURE	TRAINING AGENCY		

1/97		STATE OF MICHIGAN DEPARTMENT OF EDUCATION CERTIFICATE OF CONTINUING EDUCATION	
This certifies that _____ has satisfactorily completed a Michigan School Bus Driver Continuing Education Course.			
COMPLETION DATE	VALID UNTIL		
INSTRUCTOR'S SIGNATURE	TRAINING AGENCY		

Required Vehicle Documents

- At the scene you will be asked to produce certain documents.
 - The registration to the bus
 - Proof of insurance
- Back at your office,
 - vehicle records, including MSP inspection documents

WHAT KIND OF A LICENSE ? CHAUFFEUR WITH GROUP TYPE A B C



ENDORSEMENTS

T P S N H X "K"

AIR BRAKE RESTRICTION

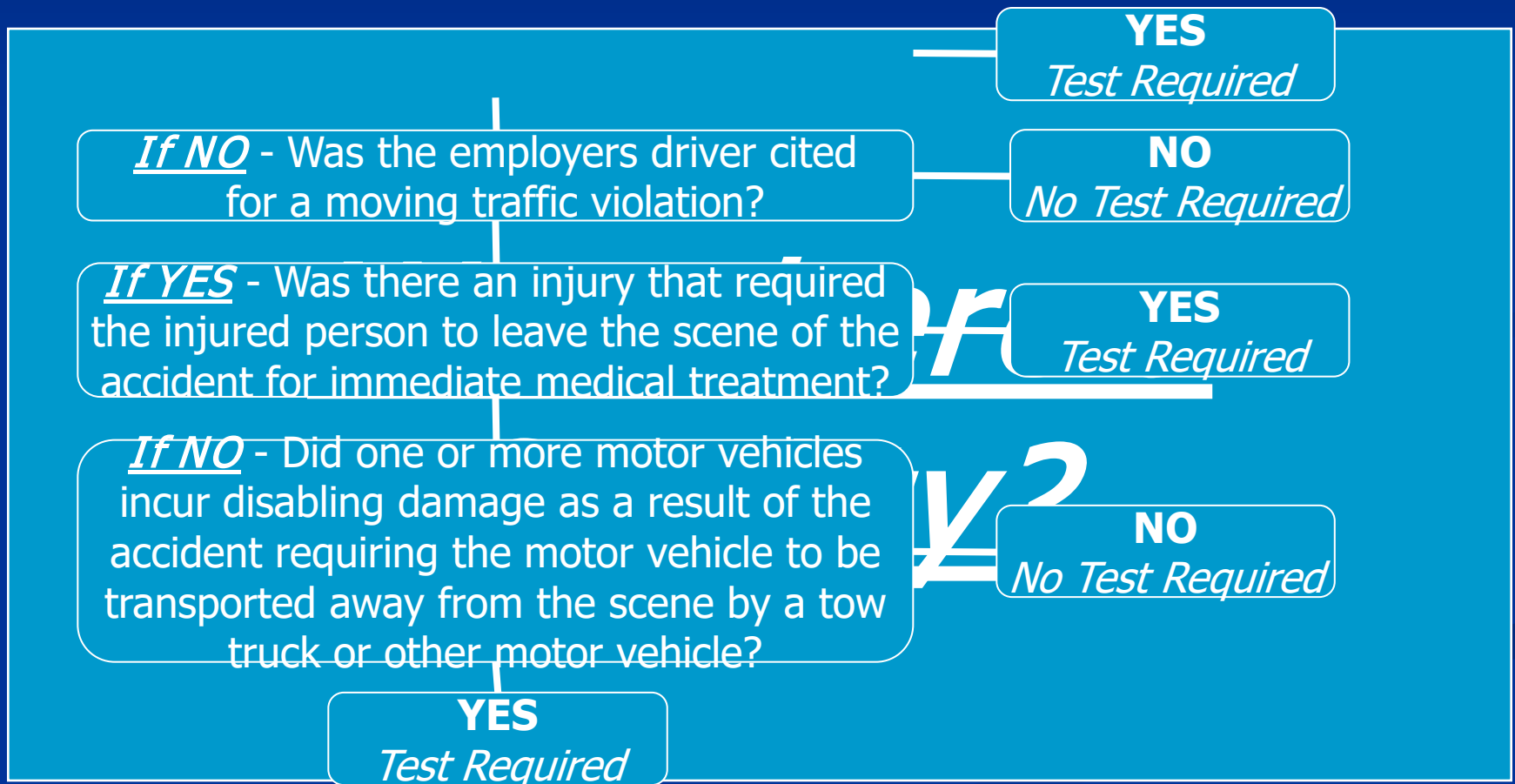
Why Do I Have To Be Tested ?

- Under Federal Mandates (DOT 49 CFR Part 40) a supervisor must send a CDL driver for drug and alcohol testing immediately following a crash in the following incidents:

When Testing Is Required

- All crashes involving a human fatality.
- If the CDL driver is issued a moving traffic violation as a result of the crash and
 1. One or more individuals involved in the crash require immediate medical treatment away from the scene or
 2. One or more vehicles incurs disabling damage that requires it to be towed away from the scene.

FMCSA - Post-accident Drug/Alcohol Testing Decision Tree



Considerations

- Federal Alcohol and Drug Testing Requirements.
- Michigan Re-examination Requirements.
- Michigan License Restrictions.
- If Interstate, the driver's self-certification status.

Michigan Re-examination law

- Under MCL 257.1849 (4)

A commercial driver license skills test shall be administered by a state authorized commercial driver license examiner to a school bus driver who has had 1 or more of the following:

- (e) Has been convicted of any motor vehicle traffic violation that resulted in an accident while operating a commercial motor vehicle.

- (g) A driver who is required to take a test under this subsection shall not operate a school bus until the driver has passed the test. The commercial driver license skills test shall be conducted by an examiner not employed or under contract with the same agency or school of the driver being tested.

Michigan License Restrictions.

- Under 257.1849 (3)

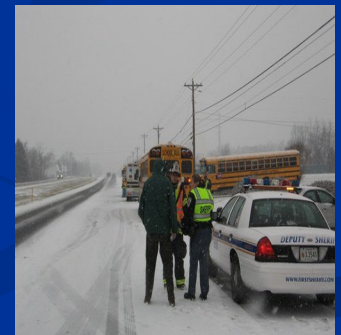
A person shall not operate a school bus 7 or more penalty points for moving violations on his or her driving record or if the person has a restricted license due to a conviction for a violation of section 625 of the Michigan vehicle code, MCL 257.625.

- Note: 257.625 addresses convictions of driving while intoxicated or under the influence of drugs

- One Michigan School District has a policy where.....
- The Superintendent goes to the hospital to meet with parents and to answer as many questions as he or she can.



- The Assistant Superintendent, who oversees the transportation operation, goes to the scene of the crash along with the Transportation Director.
- These two administrators answers any questions of the investigators,
- Assist with the students
- Assist the school employees involved (ie. Driver and or Assistant)
- Report back to the Superintendent



School Officials Should Not

- Interfere with the investigation
- “Contaminate” the scene or
- Make premature statements.



Public Information

- A Public Information Officer (PIO) should be named in the advanced planning stage for such an incident.
- Only that person should be making releases to the press.
- If asked for a statement other administrators should refer the press to the PIO.
- Information should always be checked for accuracy.

TIPS FOR DEALING WITH THE MEDIA IN A CRISIS

- Coordinate Press Coverage.
 - Central office should always be aware of what information is being released.
- Shoot Straight.
 - Good news or bad, but use discretion.
- Never Speculate
 - Release only the information you know is accurate.
- Stay Calm
 - The more calm you appear, the quicker people will realize everything is under control.

UNDERSTANDING THE DIFFERENCES BETWEEN TELEVISION, RADIO AND NEWSPAPER:

■ Television

- Reporters are always looking for good visuals.
- Reporters are looking for short, to the point bites.
- Spare the detail. Most stories are never going to run more than a minute and thirty seconds.

Radio

- Radio reporters are looking for good sound.
- Radio reporters are looking for short, to the point sound bites.
- Radio reporters are not particularly interested in a lot of detail. The average radio reporter who calls you is probably doing eight stories in a day.

Rules To Live By When Dealing With The Media

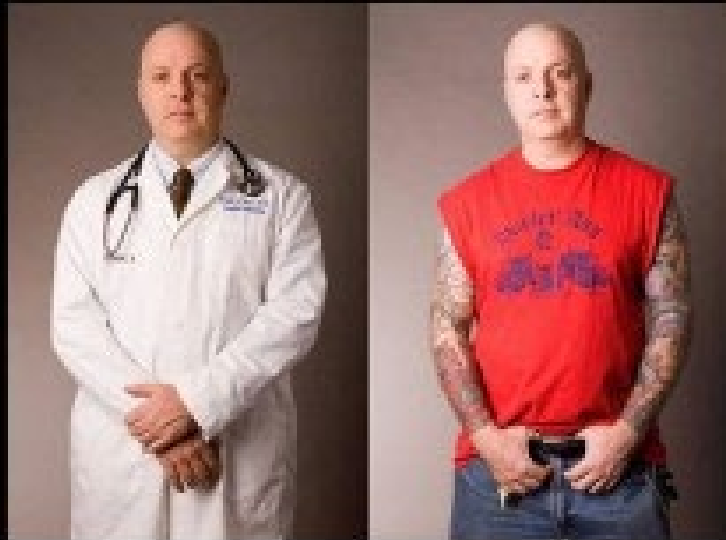
1. Think before you speak.
2. Never LIE
3. Don't Speculate
4. Don't say, "No Comment".
5. Stay on the record.
6. Don't be offended by the reporter's ignorance, don't be impatient with the reporter.

Rules To Live By When Dealing With The Media

7. Never be argumentative, nasty or yell.
8. Always prepare for an interview, if you can.
9. Answer the reporter's calls
10. Don't ask to review a story before it is printed or aired.
11. Stay on the record.
12. If you have a printed statement make it available to the media

First Impressions Make A Difference

TRUST is Built on



FIRST IMPRESSIONS

Girl Killed On Detroit Bus

https://www.mlive.com/news/detroit/2010/05/reports_11-year-old_detroit_gi.html



Bottom Line

- Stay calm
- Protect and assist your students
- Work with your school administration and the insurance company representing both of you.

In Review, Items to Remember

- Plan ahead – Have a plan
 - Know who will be speaking to the media and managing Social Media.
 - Be acquainted with your local police officials, *before* you need them.
- Know your responsibilities in a school crisis.
- Be there to assist your students, employees and parents.

In Review cont.

- Offer assistance to the investigators, then stay out of the way if you're not needed.
- Know when you and or your insurance company can receive a copy of the crash report.

A Reconstructionist's Worst Nightmare



I-96, November 8, 2016



Finalize Credit for Attendance

Fill out Evaluation by September 21, 2023

- ✓ Receive an email from survey monkey for the MSBO evaluation.
- ✓ Receive e-mail from MOECS-noreply@michigan.gov to fill out an evaluation for SCECHs.