

**KNAPPA SCHOOL DISTRICT
SCHOOL BUS DRIVER HANDBOOK
2025-2026 REVISED**



Introduction

This handbook has been prepared as an aid for all School Bus Drivers of Knappa School District. Included you will find a brief overview of the resources we have to accomplish the tasks determined by the School Board. The task has been determined to be the safest, most economical transportation of eligible students possible. This task carries huge levels of responsibility both on the part of the District and of the driver. Everyone must be active participates in the process. This handbook is designed to assist you in the performance of a most responsible and respected occupation. The handbook is not considered School Board Policy or part of the classified contract. It is a book of procedures.

This handbook is not intended to take the place of the Oregon state motor vehicle laws, or state guidelines. It is a reference to answer some of the questions that may arise in the day to day accomplishment of a school bus driver's job.

The transportation department is an important support service to Knappa School District. It provides daily transportation to and from school adjusting to school schedules as needed. In addition, it provides a service for athletics, field trips and other functions. The success of the transportation department depends upon the person behind the wheel, the school bus driver.

Drivers are hired in conjunction with the skills they possess and in compliance with Oregon Laws and Regulations. Drivers must also be able to establish and maintain good personal relationships with the children they transport.

The actions and conduct of a driver reflects not only on the driver but the school district as well. The driver is usually the first and the last contact the student has with the district each day. The impression the driver conveys to the student is conveyed to not only the parents but the community as a whole.

As a driver of the Knappa School District you must consider yourself an adult role model for children. You are constantly under observation and must obey all traffic regulations, be courteous and display self-control. You must establish good rapport and discipline with the students you drive from the beginning of each school year and continue that behavior throughout the time you are employed with the district. The district wishes you well on your journey working with the students of Knappa School District.

General Information of Knappa School District

Knappa School District operates school buses over an area of approximately 100 square miles. The student population is approximately 500 students, of which nearly all are eligible for pupil transportation. In order to maintain student safety currently all students are offered transportation. The Transportation Department operates its fleet of buses from the District facilities located on school property in Knappa. All vehicle service is conducted along with all training and dispatch from these facilities.

Student Transportation Services

The Superintendent and/or designee is authorized to establish student transportation shuttle service between various points and for curricula/extracurricular student transportation needs. This authorization is limited by the adopted budget and applicable district policy.

School Bus Safety

Safety is the primary concern in operating the transportation department.

All vehicles used to transport students shall be maintained to provide safe and efficient transportation service with a minimum of delays and disruptions due to mechanical or equipment failure.

The drivers, in cooperation with their supervisor, will organize, develop and carry out instruction for students in school bus safety and emergency evacuation procedures. The following types of instruction will be provided:

1. Emergency evacuation through available emergency exits
2. Safe operation of windows
3. Awareness and knowledge of posted bus safety rules and regulations
4. Location and proper use of fire extinguishers
5. No one should be on the bus while the bus is being fueled

Students will be provided such instruction at least twice a year, the first time within the first six (6) weeks of school

Vehicles used to transport students shall be loaded within the vehicle manufacturers' rated capacities, as interpreted by applicable Oregon Administrative Rules.

During adverse weather conditions, the superintendent and/or designee may alter bus schedules or cancel bus services. The superintendent and/or designee will advise local radio stations and other media of any changes in bus schedules.

In the case of emergency or disaster, evacuation of students will be carried out according to the district's emergency plan.

All accidents involving district buses will be reviewed by the superintendent and/or designee. Recommendations will be made to avoid similar accidents which may include disciplinary action in accordance with the collective bargaining agreement of the classified staff.

Home to and From School Bus Routes

The Knappa School District shall determine bus routes and stops its buses shall observe and make reasonable efforts to communicate the information to the public. Actual bus stops and routes will be determined by the bus drivers. The routes will be based on efficiency, safety, board policy and applicable state and federal laws and rules.

Annually, prior to the start of school year, an in-service will be held for bus drivers. At this in-service, anticipated routes will be posted and drivers will select primary routes, usually but not limited to morning and afternoon routes for the coming year. Selection of routes will be by seniority. (I.e. the most senior driver selects his/her route for the year, then the next senior selects, etc.). Once primary

routes have been selected other routes will be posed for the same selection process. NOTE: Selection of a second and/or third route will require the first route of choice allows the time for a second or an additional route. However, an employee's selected route will not be altered or changed solely to allow more time for additional routes. In the event primary routes must be substantially changed during the first two (2) weeks of school because of unknown factors, the selection process will be done one more time. This shall be the final selection process for primary routes of the year. After the selection process has been completed, there shall be NO bumping allowed except in the case of a lay-off. Any and all vacant routes will be posted. A loss of hours for layoff purposes will only be considered if the loss occurred to the member's primary route. Current drivers may apply for vacant routes and assignments will be the same as at the beginning of the year, by seniority and availability.

Buses operated by and for Knappa School District shall only travel on roads that are safe and are maintained by the county, state or others to county standards.

The determination of whether a road is safe shall be made after consultations with district officials and or county or state road officials.

If a road is judged to be safe for school bus travel, and is properly maintained, the school bus may travel the road as a designated route, subject to the number of students being served by the road, distance they must walk, and the overall length of the route in terms of mileage, time and availability of equipment.

The superintendent and/or designee will:

1. Annually review and assess school bus routes, stops and loading zones for safety, changing student population and supervision students.
2. Advise parents of any changes in transportation policy affecting their children as early as possible and be responsible to parents' calls for assistance in seeking alternatives to busing.
3. Work with the county and other appropriate governmental agencies on a continuing basis to inform them of transportation problems.

Assignment of Extra Curricular Activity Trips

All departments of Knappa School District will be required to request transportation for activity trips and extra-curricular trips according to district procedures, at least 2 weeks in advance when possible.

1. All regular drivers will have an opportunity to sign up for extra-curricular trips the beginning of each quarter
2. Assignments to trips will be by rotation, beginning with the most senior driver signed up and rotating through the list. If for any reason beyond the control of the driver (i.e. medical, a family emergency, etc.) a scheduled driver cannot make an obligated trip, the next available driver will replace the absent driver. Upon depletion of regular drivers substitutes drivers may be assigned. If a driver is not selected for a particular assignment or the selected driver declines the assignment, there will be a 24 hour prior notification.
3. In the event there are no available drivers signed up for a trip Knappa School District maintains the right to assign a regular or substitute driver to any trip.
4. The transportation department will maintain a board showing trip assignments, to include future trips, and also keep a notebook with a list of rotation and cancellations, and a short trip rotation and a separate rotation for overnight trips.

Student Code on Pupil Transpiration Vehicles

Knappa School District shall provide safe and efficient transportation for pupils. The transportation services shall be considered an extension of the school. There is a direct relationship

between student conduct and safety on pupil transportation vehicles. The district has prepared rules of conduct applicable to all student riders, consistent with applicable laws and administrative rules.

Violations of transportation rules of conduct, as well as, other conduct which is improper or which jeopardizes the safety of other students will be reported to the superintendent and/or designee. The student's parent/guardian shall be informed of the student's conduct and such behavior is in violation of the Districts' transportation rules of conduct.

School Bus Maintenance

Knappa School District owned buses will be maintained in safe operating conditions through a sound preventive maintenance program.

Each driver will make pre-trip inspections including checking lights, brakes and tires. Each driver will make a written report regarding any mechanical defects as soon as defects are discovered. The report will be submitted to the mechanic. Such reports shall be submitted on the form(s) provided by the Transportation Supervisor. Defects will be corrected and the driver will be notified. A thorough inspection will be conducted and inspection results will be reported each time the vehicle is serviced.

All buses will be thoroughly inspected annually in accordance with state law and applicable guide lines. Adequate maintenance and storage facilities will be provided for all equipment.

Special Education

Drivers will be made aware of any physical, emotional or mental needs a special education student may need when being transported so the driver may adequately meet the needs of the student. Most often the situation requiring special attention is likely to occur when no one is home to receive the student. Unless previous arrangements have been made, radio the office for them to contact the parents or baby sitter. If unable to find a responsible party to accept the student, keep the student on board the bus until the route is finished. If after trying again to return the student to their designated drop off, the last resort would be to bring the child back to school.

School Bus Driver Requirements

Substitute Driver

Due to sickness substitute drivers may be called during the hours of 5:30 am to 6:15 a.m. Normal call times for afternoon routes will be between 12:00 p.m. and 1:00 p.m. If you cannot be home during call times, please notify the transportation office and provide a telephone number where you can be reached. Any questions or problems should be directed to the transportation supervisor.

Driver Training for New Drivers

A physical examination is required prior to Behind-the-Wheel Training and required before recertification. This will be done every 2 years for drivers unless the driver is 55 and older then the training will be done annually.

Behind-The-Wheel Training – 15 hour minimum

This training takes place in various buses and involves a one on one situation between the trainer and trainee. The objective of the training is to assure the trainee understands and is capable of operating a school bus within all guidelines and regulations required by the district and the Oregon Department of Education. It allows the trainee to become familiar with the area, school buildings, and any special vehicle operational procedures dictated by weather or preferred traffic patterns. The required Oregon Department of Motor Vehicles Commercial Driver's License vehicle pre-trip inspection will be taught during this training period.

Behind-the-Wheel Test – 2 hours

This is an actual driving test which allows the trainee to demonstrate his/her ability to operate a school bus over a prescribed route. The trainee must also be able to verbalize the CDL pre-trip at this time.

Entry-Level Driver Training (ELDT)

Any driver wanting to obtain a Commercial Driver's License (CDL), upgrade an existing Class B CDL to a Class A CDL or obtain a passenger, school bus or hazardous materials endorsement must successfully complete ELDT instruction prior to scheduling a CDL skills test. Drivers are not required to complete ELDT if they have proof that they have held a Class A or B CDL, passenger or school bus endorsement or have received a Military CDL skills test waiver.

First Aid

Each driver will receive training equivalent to a Multimedia Course. Two (2) hours extra credit will allow for a CPR course. Renewal is required every three (3) years.

CORE Course – 8 hours mandatory

1. Classroom study, behind-the-wheel training, which contain units on:
2. Qualifications, responsibilities and regulations
3. Pupil Management
4. Inspections and Operations
5. Emergency and accident procedures
6. Renewal required every four (4) year

Drivers Currently Certified

To maintain a School Bus Driver Certification, an average of eight (8) hours per year of continuing education must be performed. The driver must have 32 hours every 2 years for renewal.

DDC Defensive Driving Course

This is the National Safety Council's Driver Improvement Program. This training provides the trainee a more positive viewpoint from which to operate a vehicle; becoming a controlling factor, not always a victim.

DECAT – Driver Energy Conservation Awareness Training

The Department of Energy program combines classroom and hands on training in the development of fuel saving driving techniques

Advanced School Bus Driver Training

This six-part Department of Education Training program is held in a classroom and deals more specifically and in greater depth with the same areas touched upon in the CORE unit

1. Laws and Liabilities – 2 hrs.
2. Field Trips – 2 hrs.
3. Brakes – 2 hrs.
4. Power Trains – 2 hrs.
5. Exceptional Students – 2 hrs.
6. Special Driving Conditions & Techniques – 3 hrs.

7. Core Refresher – 4 hrs. (3 years' experience required)

Other classes may be offered which will credit toward continuing education. It shall be the transportation supervisor's responsibility to maintain a record of classes as being on State and department records.

Drivers in Service

All drivers in district will receive new material and talk about new rules and regulations. This in-service will be held annually, in August or early September.

Behind the Wheel Annual Employee Evaluation

Drivers shall be evaluated at least once a year by a driver trainer.

Time Assignment

To avoid a concern, everyone will arrive at the "bus barn" on time to do pre-check and be ready for their route. Each bus route is paid at 1 ½ hours per route unless the actual route time is longer. Van drivers will be paid for actual time or in 15 minute increments, whichever is longer.

Time Keeping

Some type of time keeping device (watch, cell phone, etc) must be kept in possession of the vehicle operator at all times.

Cell Phones

All buses are equipped with radios. Drivers may carry their cell phones but shall use the radios when communicating unless the bus is too far away from the tower for the radio. (i.e. trips, field trips, etc.) Drivers may use phones but only if they pull the bus over and stop. Under no circumstances shall cell phones be used when the driver is driving.

Adherence to Schedule

The driver shall adhere to the established schedule. Under no circumstances shall the drivers run ahead of the schedule. Being late because of weather and road conditions is at times expected. No excuse is acceptable for being early. Punctuality and regularity of employees and buses are necessary. Any changes to established bus routes must be made by the superintendent or his/her designee.

Absences

In the event you are unable to be here on time to drive your assigned route, it is your responsibility to notify the district within the following guidelines:

For an a.m. route – Either the evening prior, or between 5:30 – 5:45 a.m.

For a p.m. route – NO LATER than 11:30 a.m. prior to the afternoon route or sooner if possible

Bus Assignment

Buses are the property of the school district and may be assigned to any driver for route use or trips. Any bus may be used for a trip. You will be held responsible for the bus you are assigned from the moment of warm-up until the bus is parked following use. You will be held accountable for any damage. (Report damage of any kind to vehicle noted during pre-trip inspection.) **Bus keys are not to be taken home, except as may be directed.**

Route Assignments

All bus drivers must be cross trained on all routes. All information pertaining to a specific route will be contained in a notebook. This book will contain a detail of the route to include directions, stops, and current student rosters. All student rosters are to be updated when new students move in and others move out. The roster must be completed no later than October 1st of the current school year.

Pre-trip Inspections

Pre-trip inspections will be done on a daily basis and recorded on the appropriate check lists. The vehicle check lists shall be turned in at the end of each week.

Student Discipline

It is important to treat students as you wish to be treated. You cannot, by law, manhandle students. You should never touch a student for any reason except to administer first aid or in self-defense. Profanity or obscene language is not acceptable when dealing with students, staff, parents or the public.

Authorized Passengers

Only authorized passengers are allowed on the buses. Buses are not to be used as personal vehicles and you should not stop at a restaurant, business, or a friend's house etc., even though time from the route would permit it. When and if time allows, all buses will return to the "bus barn" after or between special runs unless otherwise specified.

Lost and Found

After unloading each route, drivers should check the bus for articles left on the bus, except for items of value, such goods are to be placed in the lost and found at school.

Activity Run

The bus will stay at the activity site unless approval has been obtained from the coach or teacher in charge. If you leave for a meal break be sure the person in charge of the trip has your contact information.

Driver Direction

All Knappa School District drivers are under the direction of the Superintendent and/or designee. The Superintendent and/or designee shall make all assignments of drivers and vehicles for regular routes and activity trips. Criteria for assignments shall be by certification, special qualifications, experience, performance and level of training.

Responsibilities of the Driver

1. A thorough pre-trip inspection of the bus is required before starting the engine. A pre-trip check list is provided.
2. Do not leave the bus unattended while the engine is running, you should be in or near it.
3. Warm up the bus 5 minutes before leaving.
4. Keep the bus as reasonably clean both on the outside and the inside. The outside shall be cleaned once a month weather permitting and the inside shall be cleaned on a daily basis.
5. The mechanic is to write out work orders on the form provided for any corrective work needed on the bus along with up keep and other work orders such as lubrication and oil changes. Vehicles need oil changes every even number thousand miles as in 2,4,6,8. If an accident should result from an unreported, but obviously bad condition, the driver alone will be responsible. It is important an accurate daily accounting be kept on the bus report for all buses. If something

doesn't seem right, report it. Report anything that isn't working. Any extra trips made, record mileage and destination.

6. Do not hesitate to ask questions if you are assigned to a bus you aren't sure of or don't understand.
7. When you finish your route, make sure this is enough fuel to make at least another run. Keep the vehicles with no less than ½ tank of fuel registering on the fuel gauge. If the bus should not be moved for a mechanical reason, report it to the office immediately. If after hours, remove the keys from the ignition and put them in the bus barn, open the hood of the bus and let the supervisor know as soon as possible.
8. In no case should unscheduled stops be made. The driver will not use the bus to do any personal errands even though the driver may have time between runs.
9. No smoking or tobacco chewing is permitted on the bus or on school grounds at any time by the driver or passengers.
10. As soon as possible report any injury of any kind to any child that occurs on the bus. The school office has an accident report form which must be filled out.
11. In the event of a non-traffic accident to a bus, make a written report to the office as soon as possible.
12. Everyone must follow the posted route sheets. All changes must be authorized by the transportation supervisor. If changes are made it is the driver's responsibility to update the route sheets and turn in an updated copy to the office.
13. When you drive a bus leave it cleaner than you found it. You are responsible to keep each bus you drive clean.
14. Be a courteous and kind driver at all times.
15. There is no "I" in teamwork. Teamwork fosters a positive work place.

The Driver Shall

1. Enforce all regulations governing the conduct of students while on the bus.
2. Be responsible for keeping the bus clean inside and out and see that all safety equipment is functioning properly
3. See that the aisles in the bus are kept clear. See that tools, equipment or other objects are properly secured so in the event of an accident the passengers will not be subjected to flying objects.
4. Comply with all motor vehicle laws of Oregon and with regulations established by the Oregon Board of Education and the local school board.
5. Cooperate with all agencies to ensure safe, comfortable and economical pupil transportation.
6. In the event of an accident, take precautions to protect lives and property. Make prompt and adequate accident reports as required by all agencies. All necessary accident forms are in the office.
7. Notify law enforcement in the event of a serious bus accident. The driver shall also notify school officials as soon as possible.
8. Attend any certification classes offered by the District.
9. The driver shall give full instructions to all students on the bus concerning proper procedures in crossing the road after leaving the bus.
10. When stopping a bus on the highway, after checking that the way is clear, signal students across the road no closer than 10 feet in front of the bus. The driver shall not move the bus until the students are seen to be out of danger.
11. The driver shall post "Regulations Governing Pupils Riding School Buses" in front of the bus.

12. Report all cases of serious student disobedience to the superintendent, principal and or transportation supervisor.
13. Follow school district discipline procedures in the event it becomes necessary to revoke a student's riding privilege. Procedures dictate that decision is made by an administrator. A STUDENT SHALL NOT BE PUT OFF THE BUS ALONG THE ROUTE FOR ANY BREACH OF DISCIPLINE!
14. Drivers shall report unsafe or unlawful drivers to law enforcement and the superintendent and/or designee.

Bus Driver Attire

A bus driver is a public employee and as such represents the District in attitude and appearance. A driver's attire should always be commensurate with the job. A bus driver must be prepared at all times to deal with any emergency situations and should do everything possible to avoid being the cause of an emergency. If drivers choose to wear sandals, they must have a heel strap to prevent slipping off. Closed toes shoes are preferred. Clothing should be neat, clean and appropriate for all aspects of the job.

Extreme Cold Weather

Extreme cold weather presents many problems that eventually require a contingency plan. Some factors in the determination of a course of action include:

1. Individual physical condition
2. Outside temperature
3. Wind chill factor
4. Vehicle condition
5. Distance to assistance and walking surface

If your vehicle breaks down, radio the office for help. Keep all students on board the bus and protect the scene with emergency reflectors.

If your bus becomes stuck while on a bus route, keep students on board and run the engine and heaters five (5) minutes every fifteen (15) minutes after assuring the exhaust system is free from any blockage. Move all students as far forward in the bus as possible, keeping all doors and windows closed with the exception of the driver's window which may be opened slightly for ventilation if needed. Again, wait for either a passerby, help to come, or call in on the radio. If extreme weather conditions cause you to stop doing your route, do not turn the bus around and return the students to their homes unless told to do so by the superintendent and/or designee. If it is unsafe to continue on your route, it is also unsafe to reverse your route and return the students to an empty house.

Activity Trips

Activity trips can encounter some of the same problems as route buses and in most cases the procedure will remain the same. The possible exception could be due to the length of time it would take for help to arrive. In the event the motor is unable to be operated and passing traffic is nonexistent and if the distance is reasonable, someone may go for help. Keep in mind the six (6) aforementioned factors and consider reasonable distance on the basis of the most physically capable adult being sent. Even if it requires borrowing additional clothing, this person must be clothed as warmly as possible! (The best procedure is to wait.) Keep all students inside the bus. In all instances, be certain you dress appropriately for the eventuality of being out in extreme weather conditions.

Vehicle Mechanical Failures

In the event of a vehicle failure while on route or a trip, follow the below-listed procedure:

1. Pull off the road in the safest area permitted by conditions.
2. If you cannot pull off the roadway, protect your bus by placing the triangular reflectors appropriately.
3. If conditions warrant, have students get off the bus and assemble in a safe area as per evacuation procedures.
4. Contact the office via radio and if that is not possible use a cellular phone. If there is an adult in charge of the activity have them contact the office. As a last resort only send (2) students to make a phone call if no one else has a working cell phone. NEVER send a student alone.
5. DO NOT drive the bus after you have called in, unless authorized to do so by the office. Once the service truck has been dispatched it may not be possible to redirect or change the service call. Stay put until someone makes contact with you.

Daily Routes

1. All students by law must be seated. (OAR 581-53-010 #6)
2. The driver will assign seats as necessary to achieve efficient and safe loading. (OAR 581-53-010 #7)
3. There are never to be more than three (3) students to one seat.
4. Overloaded buses are to be reported to the transportation supervisor immediately. (Before leaving the school.)
5. Aisles must be clear of any obstruction at all times.
6. Allow time for pupils to be seated before putting the bus in motion.
7. Animals, firearms, weapons, insects, bottles, jars or any other potentially hazardous materials will not be permitted on the bus.
8. Signs of any kind are not to be attached to the bus, except those specifically permitted by law or regulation.
9. With authorization from the office, bus routes will not be changed, nor will extra stops be added to accommodate any student who does not normally ride a particular bus or would not be assigned to the route. New students are an exception.
10. Always follow the route. Changes to routes and stops must have prior approval. Route books and students will be kept up to date.
11. Students must have written parental permission to get off at any stop other than their normally scheduled stop. (OAR 581-53-010)
12. Load or unload students only at designated places.
13. You must not leave your bus while loading or unloading students.
14. Students should never be allowed to operate the service door, bus safety lights, shift gears, steer the bus or use the radio etc.
15. Observe posted speed limits.
16. The driver shall assist in conducting student instruction and evacuation drills as directed by the transportation supervisor.
17. Never drive backwards on school grounds prior to looking behind the bus, sounding the horn and placing a responsible person to guard the rear.
18. One school bus is not to pass another school bus on school grounds with the exception of: a bus has pulled forward and hazard lights are on, Special Ed buses, shuttle buses, or getting into bus line ups.
19. When possible, stop completely off the main traveled portion of the roadway.
20. When stopping for another bus that is loading or unloading students, activate the "Bus Safety Light System" going to red as soon as possible. This is to be done whether behind or facing the other bus.

Students Behavior and Safety

It is important for the driver to know what constitutes student bad behavior and how to cope with it. Any behavior that is distracting to the driver constitutes bad behavior. If a student is exhibiting bad behavior warn the student and then follow discipline procedures. Have patience, every grade level can exhibit different types of behavior. Set yourself up for success. Be a good model for your students. Be cheerful and display a sincere attitude of concern for their welfare. Establish a clear understanding of what you expect for behavior from students while they are riding your bus. If you set standards you must maintain a consistent level of consequences and praise on a daily basis. Be fair. Have a “bag of tricks” to use when the students are disruptive. Use praise when appropriate and take an interest in your students. Remember you are the first contact they have at school and the last. Remember you are the adult. Never discipline a child when you are angry. Tell them your expectations, follow through and discipline or praise them appropriately. If possible discipline a child one on one never in front of their peers. If you model respect, they will give you respect.

Student Management Procedures

1. Oral Warning – Let the student know their behavior is not acceptable. If you need to discipline a group of students stop the bus to do it.
2. Ask the student to move seats – Have them move and let them know when their behavior changes in a certain amount of time they can move back.
3. If the behavior continues, report the student to administration/transportation supervisor – On the bus referral be specific of the behavior of the student and what you have done to correct the behavior.
4. Denial of transportation – If you have followed procedures, the building administrators will remove the student from the bus for a period of time.

Remember:

1. The administration is here to support you. Make sure you provide enough details for administration to make a decision.
2. Be firm and fair with students
3. Never discharge a student during your route for any reason. Your job is to transport students safely.
4. Always use good judgment. Don't take matters into your own hands.

Meaningful Information

Employee Accidents

If you are injured in some way during the course of your regularly scheduled duties, you must report it to the office immediately. A district incident report form needs to be completed, regardless if the injury requires you to go to the doctor. In the event a visit to the doctor is necessary, the form for SAIF needs to be filled out and sent to the district office.

Student Accidents

In the even a student, either on your bus or getting on and off the bus is injured, report the incident immediately to the office. This includes injuries due to fighting as well as simple accidents.

Vehicle Accidents

It is the policy of Knappa School District to require notification of ANY accident with a vehicle regardless of damage or injury. An Oregon Department of Education accident form must be completed on any accident that involves a school bus or school vehicle regardless of the dollar amount or damage

to either vehicle or property. When there is damage to any vehicle resulting from an accident over \$750.00 it is the law that it be reported to the Department of Motor Vehicles. This form needs to be sent within 72 hours. The following is a minimum list of information to be gathered at the scene of any accident from the other party:

1. Name and driver's license number
2. Driver's age and address
3. Vehicle's license number and expiration date
4. Vehicle's insurance company
5. Owner's insurance company
6. Vehicle's make model and year
7. Vehicle's mileage reading
8. List of evident or suspected injuries

The following information must be recorded concerning passengers in vehicle.

1. Names and parent/guardian's names/telephone numbers
2. Seat numbers and position of students in seats
3. List of evident or suspected injuries