



Administrative Guidelines

Department: Operations

Policy: N/A

Topic: Bus Accident Reporting System (B.A.R.S.)

Revised: May 2020

PROCEDURE

The need for fast and accurate reporting of school bus accidents is an important part of our public information and communication practices. The purpose of this administrative bulletin (AB) is to establish and implement procedures for the online Bus Accident Reporting System (BARS). The primary office of responsibility for this AB is the Marietta City School's (MCS) Transportation Department.

The School Safety and Juvenile Justice Reform Act of 1994 require every school system and every local school to prepare a safety plan. Part of the safety plan must include information on security issues involved in the transportation of students to and from school and school functions; as well as information on response to accidents. The BARS system is designed to complement and strengthen a school's existing safety plan by standardizing reporting procedures and protocols in responding to a bus accident.

ACCIDENT REPORTING PROTOCOLS

Upon report of an accident, MCS transportation dispatch will immediately begin collection of accident-related data and record it via the BARS system. Upon initiation of an accident report, MCS transportation dispatch will immediately alert local law enforcement and emergency response agencies as required. Upon completion of key components of the initial accident report, transportation dispatch will save and submit the report which will automatically generate an e-mail notification to the following key personnel within the district: Note: Accidents that occur on school property will not require police or emergency services notification provided there are no students, pedestrians, staff or private vehicles involved. These accidents will be investigated by transportation personnel and reported via B.A.R.S. and State DOE MyGaDOE online reporting system.

- Superintendent
- Deputy Superintendent
- Assistant Superintendent for Special Services
- Assistant Superintendent of Human Resources
- Chief Financial Officer
- Chief Operations Officer
- Executive Director of Communications, Marketing & Public Relations
- Director of Transportation
- Director of Maintenance
- Director Department of Special Services
- Principal of students/schools involved in the accident
- Transportation Operation's Staff
- Executive Assistant to Superintendent
- Administrative Assistant of Operations
- Transportation Maintenance Staff

Once the initial accident report has been filed, transportation will contact key personnel for category 3, 4, and 5 accidents.

For additional information, logon for BARS http address located in your initial notification e-mail. The general purpose logon is:

USERID:
barsview
PW:
viewreport

Accident Categories

- **Category 1:** Accident involving an empty bus. (Reported via email only)
- **Category 2:** Accident involving bus with students onboard but no injuries reported. (Reported via email only)
- **Category 3:** Accident with minor injuries treated at the scene **or** precautionary transport to local hospital for observation. (Reported via email and phone call)
- **Category 4:** Accident with moderate to serious injuries that required transport to local hospital for emergency treatment. (Reported via email and phone call)
- **Category 5:** Accident with fatalities. (Reported via email and phone call)

Note: Injuries or fatalities include those sustained by passengers on the bus to include students, bus drivers, monitors, system staff, chaperones, coaches, driver trainees or trainers and/or drivers of other vehicles or pedestrians/bystanders.

As MCS transportation dispatch updates less critical information, revised reports will be generated to the key system personnel listed above, system insurance agencies, and the state Department of Education's transportation

division.

NOTE: Please limit telephone calls to MCS Transportation for requests for additional accident information not contained in the automated e-mail report, (e.g., condition/status of a particular student). For additional information please contact the MCS transportation Department at 770-429-3110 or the Transportation Director at **770-429-3110 EXT 7512**

Blackboard Notification

A blackboard message will be sent to all families scheduled to ride the bus route involved in the accident.

PARENT LETTERS

It is the responsibility of the Transportation Department to send home parent letters about notifying them a School Bus Accident has occurred. The bus driver will be responsible for distribution of letters notifying families that an accident has occurred.