

	<b>STANDARD OPERATING PROCEDURE</b> <small>State Form 39870 (R/S-06)</small>	Reference Number <b>CVE-006</b>
	Subject <b>School Bus – Inspection and Crashes</b>	
	Special Instructions Replaces CVE-007 dated January 15, 2015	Effective Date <b>August 13, 2024</b>

**I. PURPOSE**

Establish guidelines for Department personnel to conduct school bus inspections and investigate school bus crashes.

**II. POLICY**

Department personnel, under the command of Commercial Vehicle Enforcement Division personnel, shall annually inspect all school buses and special purpose buses for compliance with the requirements of the State School Bus Committee pursuant to IC 20-27-7-1 and investigate certain crashes according to this procedure.

**III. PROCEDURE**

A. The Commander of the Commercial Vehicle Enforcement Division (CVED) shall prescribe inspection procedures for annual, semiannual, spot, post-crash and re-inspection of school bus and special purpose school buses.

B. The CVED School Bus Inspection Coordinator shall assign Commercial Vehicle Enforcement Officers (CVEO), to coordinate required inspections.

C. School bus inspection CVEOs shall conduct annual and semiannual inspections using the procedures established by the State School Bus Committee pursuant to IC 20-27-7.

D. School bus spot check inspections shall be conducted by School Bus Inspection CVEOs.

E. School bus inspection CVEOs shall investigate the following crashes involving a school bus:

1. An in-depth investigation shall be conducted in every crash that is:

a. Caused by or suspected of being caused by a mechanical failure.

b. Resulting in serious injury\* or death to the driver or any occupant of a school bus, or the driver or any occupant of another vehicle, or any pedestrian (not covered in subsection “c” below) involved in the crash; or

c. In every crash resulting in serious injury or death to any person(s) preparing to enter or having just exited a school bus.

2. A brief follow-up investigation shall be conducted into every other crash involving a school bus.

\*NOTE - Serious injury for the purposes of this SOP is defined as any injury that requires admittance to a hospital. There may be injuries that are minor which do not constitute an in-depth investigation, but when a person is admitted to the hospital, the CVED School Bus Inspection Coordinator shall decide which type of investigation is warranted.

F. The investigation shall begin, as soon as practical, following the original report, regardless of what police agency initially investigated the crash.

G. The format of the investigation report shall be established by the CVED School Bus Inspection Coordinator.

H. A copy of the investigation shall be forwarded to the School Bus Inspection Coordinator as follows:

1. The follow-up investigation shall be forwarded within five (5) working days following the date of the crash; or
2. The in-depth investigation, including statements, etc., shall be forwarded within ten (10) working days following the date of the crash.

I. An investigation shall be conducted even though a school bus crash, as described in Section E. 1 or E. 2 of this procedure, has occurred on private property.

J. The CVED Commander may order a similar investigation and report of other unusual school bus incidents, such as those involving violations of school bus safety.

K. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.