

	STANDARD OPERATING PROCEDURE State Form 39870 (R/S-06)	Reference Number CVE-006
	Subject School Bus – Inspection and Crashes	
	Special Instructions Replaces CVE-007 dated December 9, 2011	Effective Date January 15, 2015

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 procedures for annual and semiannual (12 year old buses) school bus, special purpose bus and spot inspections.
- B. The CVED School Bus Inspection Coordinator shall assign Commercial Vehicle Enforcement Officers (CVEO), to coordinate the semi-annual, annual and spot school bus inspections (which shall include Special Purpose buses).
- C. School bus inspection CVEO's 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 CVEO's shall conduct an investigation of all school bus traffic crashes.
 1. A brief follow-up investigation shall be conducted on every crash involving personal injury to the driver or any occupant of a school bus.
 2. An in-depth investigation shall be conducted in every crash:
 - 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; and

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

3. 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 in-depth or follow-up investigation shall begin, as soon as practical, following the original report, regardless of what police agency initially investigated the crash.

G. 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;

2. The in-depth investigation, including statements, etc., shall be forwarded within ten (10) working days following the date of the crash; and

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

H. 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.

I. 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.

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