

**MANUAL FOR COMPLETION OF
PRELIMINARY SCHOOL BUS
ACCIDENT REPORT (PSBAR) LOG
DISTRICT INSTRUCTIONS**

May 2016

New Jersey Department of Education
Office of School Finance
Student Transportation Unit
(609) 984-5757
student.trans@doe.state.nj.us

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PRELIMINARY SCHOOL BUS ACCIDENT REPORT (PSBAR) LOG HIGHLIGHTS

The PSBAR Log is a program to enter data for all school bus accidents that must be reported on the Department of Education Preliminary School Bus Accident Report prescribed by the Commissioner of Education in accordance with NJAC 6A:27-12.2. and Policy Bulletin 300-4. School bus accidents shall be reported in the following instances:

1. Every accident involving a board-owned vehicle.
2. Accidents involving vehicles contracted by a district board of education.

An accident is defined as any incident resulting from collision, fire, flood or any other event which results in injury, death or property damage. This does not include vandalism to vehicles.

District boards of education shall establish policies and procedures to be followed by the school bus driver in the event of an accident or emergency (e.g. pupils' sudden illnesses or injuries) while operating a school bus. Local policies must include the following procedures:

- Every school bus driver shall immediately inform the principal of the receiving school and the school business administrator of the district board of education providing for the transportation following an accident that involves an injury, death or property damage.
- The driver shall complete and file with the Department of Education the PSBAR Log within 10 days after the accident.
- In accidents resulting in injury or death of any person or damage to property of any one person in excess of \$500, the driver shall complete a Motor Vehicle Accident Report in accordance with N.J.S.A. 39:4-130 and file it with the Division of Motor Vehicles within 10 days after the accident.
- District boards of education shall immediately notify the county superintendent of schools of any accidents involving injury, death or extensive property damage. The county superintendent of schools shall then notify the Department of Education, Student Transportation Unit.

The district providing the transportation is responsible for the submission and accuracy of the PSBAR Log.

In accidents resulting in the death of any person, the district providing the transportation shall complete and file with the Department of Education, Student Transportation Unit:

1. The PSBAR Log;
2. A copy of:
 - The Preliminary School Bus Accident Report;
 - The Police Report; and
 - Any supplemental accident report information (e.g., police diagrams, official investigative findings, etc.).

KEY DATES

Immediately after the accident the:

- **School bus driver** shall immediately inform the principal of the receiving school and the school business administrator of the district board of education providing for the transportation.
- **District board of education** providing for the transportation shall immediately notify the county superintendent of schools of any accidents involving injury, death or extensive property damage.
- **Executive county superintendent** of schools shall notify the Department of Education, Office of Student Transportation of any accidents involving injury, death or extensive property damage.

Within 10 days after the accident the:

- **School bus driver** shall:
 - 1) Complete and file the Preliminary School Bus Accident Report with the district board of education providing the transportation.
 - 2) In accidents resulting in injury or death of any person or damage to property of any one person in excess of \$500, complete a Motor Vehicle Accident Report in accordance with N.J.S.A. 39:4-130 and file it with the Motor Vehicle Commission.
- **District board of education** providing for the transportation shall complete the PSBAR Log.

Questions regarding the completion and submission of the PSBAR Log should be directed to the Student Transportation Unit at (609) 984-5757 or emailed to student.trans@doe.state.nj.us.

ACCESSING THE PSBAR LOG

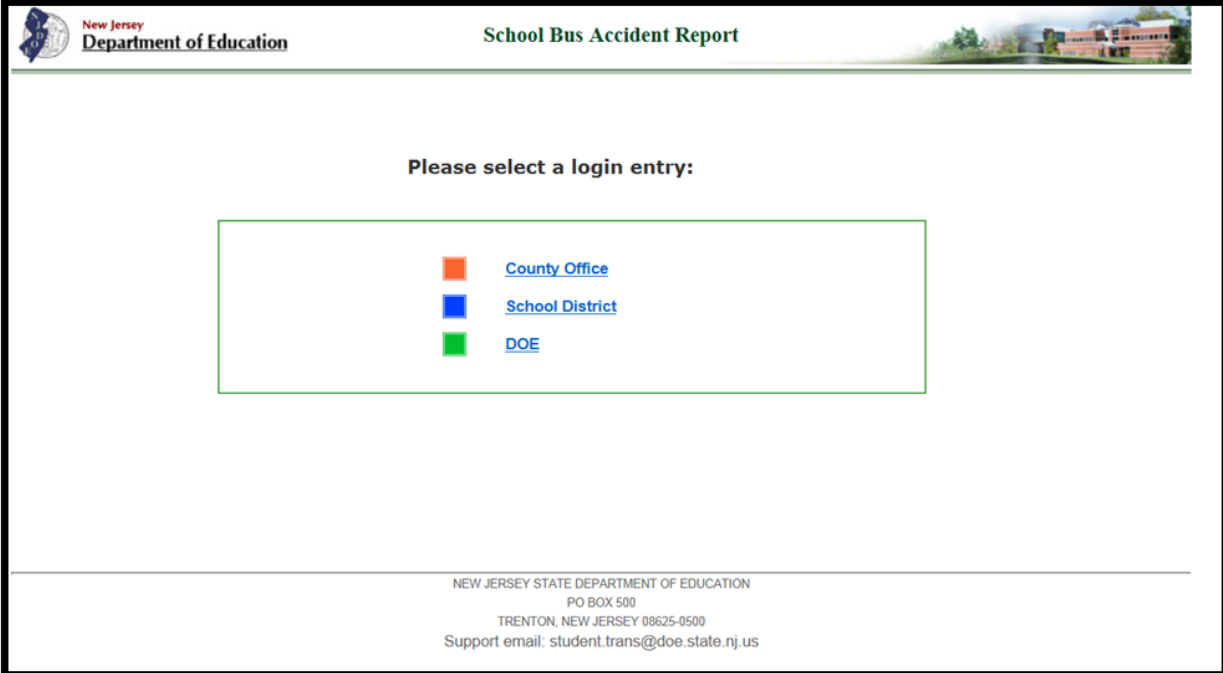
Your district's PSBAR Log can be accessed through the New Jersey Department of Education's Homeroom at:

<http://homeroom.state.nj.us>

Any personal computer (PC) which provides access to the internet can be used.

It is recommended that you print a copy of this District Instructions Manual to refer to, as needed, while completing the PSBAR Log.

SIGN IN



The screenshot shows the login page for the School Bus Accident Report system. At the top left is the New Jersey Department of Education logo. The page title is "School Bus Accident Report". Below the title, it says "Please select a login entry:". There are three options listed in a box: "County Office" with an orange square, "School District" with a blue square, and "DOE" with a green square. At the bottom of the page, there is contact information for the New Jersey State Department of Education, including the address and support email.

New Jersey
Department of Education

School Bus Accident Report

Please select a login entry:

- County Office
- School District
- DOE

NEW JERSEY STATE DEPARTMENT OF EDUCATION
PO BOX 500
TRENTON, NEW JERSEY 08625-0500
Support email: student.trans@doe.state.nj.us

Select a login entry.

- County Office
- School District
- DOE

New Jersey Department of Education

School Bus Accident Report

District User Login

District ID:

User ID:

Password:

Login Cancel

The DOE does not manage school district usernames and passwords. Someone in your school district has been assigned to be the Homeroom Administrator by your Superintendent. If you are unable to log in, please contact your Homeroom Administrator to assist you.

NEW JERSEY STATE DEPARTMENT OF EDUCATION
PO BOX 500
TRENTON, NEW JERSEY 08625-0500
Support email: student.trans@doe.state.nj.us

County Office enter your:

- County ID (Code)
- County Web User ID (Name)
- Password

School District enter your:

- District ID (Code)
- User ID (Name)
- Password

Note: Your User Name and Password are assigned by your district's Homeroom Administrator (HA). Please contact your HA for assistance.

DOE/State Agency enter your:

- State Agency ID (Name)
- User ID (Name)
- Password

Note: Codes for all New Jersey school districts can be found in the Public School Directory or <http://www.state.nj.us/njded/directory/>

THE MAIN MENU

The screenshot shows the main menu of the "School Bus Accident Report" web application. At the top left is the New Jersey Department of Education logo. The page title is "School Bus Accident Report". Below the title, there is a login field for "District/School Level Login User: a" with a "Logout" link. A "Data Entry" button is visible, followed by a green progress bar. A link for "View/Modify/Submit Accident Reports" is present. The main content area is titled "School Bus Accident Report" and includes the district identifier "ATLANTIC (01) - ABSECON CITY (0010)". A large text box contains the following information:

Welcome to the web-based School Bus Accident Report. This system is used to report school bus accidents.

School districts will use this system to report school bus accidents. County Offices and the Department of Education can view the school bus accident reports.

Once a school bus accident report is reviewed and accepted by the Department of Education, you will need to email a request that we unlock the report for further changes. Reports are usually reviewed and accepted within a few days of the submission.

Please email all questions to student.trans@doe.state.nj.us.

At the bottom of the page, it says "NEW JERSEY STATE DEPARTMENT OF EDUCATION" and "DOE.NJ.US".

Select "View/Modify/Submit Accident Reports" to enter the Data Entry Program.

DATA ENTRY

New Jersey Department of Education

Accident Reports

Data Entry

[Back to Main](#) | [Logout](#) Login User: a

[Submit New Accident Report](#)

District: ABSECON CITY (0010)

Click on the Accident Report Number to View or Modify a Report. Once a reported is reviewed by the Department of Education, you must email a request for the report to be unlocked before making additional changes. Reports are usually reviewed and locked within a few days.

Accident Report #	Reportable to Police	Date of Accident	Time of Accident	Location of Accident Street	Location of Accident Town	Location of Accident State	Vehicle #1 Owner Type	DOE Reviewed
1224	REPORTABLE	03/22/2016	02:09	anywhere street	Absecon city	NJ	District Owned SB	NOT REVIEWED

Total reports: 1

NEW JERSEY STATE DEPARTMENT OF EDUCATION
PO BOX 500
TRENTON, NEW JERSEY 08625-0500
Support email: student.trans@doe.state.nj.us

Select “[Submit New Accident Report](#)” to enter a new accident report.

Select the accident report number in the “[Accident Report #](#)” column to view or modify an accident report previously submitted.

Select “[Back to Main](#)” to return to the Main Menu.

Select “[Logout](#)” to exit the program.

Note: To modify a specific report on the PSBAR Log that has been reviewed and locked by the Department of Education, contact the Student Transportation Unit at (609) 984-5757 or email student.trans@doe.state.nj.us.

FIELD

SELECT or ENTER:

Reportable to Police:

Select: Reportable or Not Reportable.

(Note: A reportable accident is an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500.)

Fatalities:

Select the number of fatalities (0-99).

Date of Accident:

Click in the block and select the date of the accident.

Time of Accident:

Select the hour (01-12), minute (00-59), and AM or PM.

Location of Accident-State:

Select the State in which the accident occurred or "Other".

Location of Accident-County:

Select the County in which the accident occurred or "Other".

Location of Accident-Town:

Select the Town in which the accident occurred or "Other".

Location of Accident-Street:

Select the Street on which the accident occurred or "Other".

FIELD

SELECT or ENTER:

- Vehicle #1-Owner Type: Select District Owned or Contractor Owned.
- Vehicle #1-Driver's Age: Select the Driver's Age (17-99), No Driver, or Unknown.
- Vehicle #1-Driver's Gender: Select Female, Male, No Driver, or Unknown.
- Vehicle #1-Year of Bus: Select the year of the bus (1995-2018).

The screenshot shows a form with the following fields:

- VEHICLE #1 - LICENSE PLATE NO.: [Text Input]
- VEHICLE #1 - CAPACITY: [-Select-]
- VEHICLE #1 - TOTAL NUMBER OF PERSONS ON BUS: [-Select-]
- VEHICLE #1 - NUMBER OF INJURED PERSONS: [-Select-]
- VEHICLE #1 - DAMAGE TO VEHICLE: [----- Select -----]
- VEHICLE #1 ACTIONS: [----- Select -----]
- VEHICLE #1 ACCIDENT WAS WITH: Another vehicle (must complete vehicle #2 information). Something other than a vehicle (skip vehicle 2 information, must describe accident in additional information at the bottom).
- VEHICLE #2 - OWNER TYPE: [----- Select -----]
- VEHICLE #2 - DRIVER'S AGE: [-Select-]
- VEHICLE #2 - DRIVER'S GENDER: [----- Select -----]
- VEHICLE #2 - YEAR OF VEHICLE: [-Select-]
- VEHICLE #2 - STATE: [-Select-]
- VEHICLE #2 - TOTAL NUMBER OF PERSONS: [-Select-]
- VEHICLE #2 - NUMBER OF INJURED PERSONS: [-Select-]
- VEHICLE #2 - DAMAGE TO VEHICLE: [----- Select -----]
- VEHICLE #2 ACTIONS: [----- Select -----]
- WEATHER CONDITIONS: [----- Select -----]
- ROAD CONDITIONS: [----- Select -----]
- ROAD SURFACE: [----- Select -----]
- ROAD CHARACTER: [----- Select -----]
- LIGHT CONDITIONS: [----- Select -----]

- Vehicle #1-License Plate No.: Enter the license plate number of the bus.
- Vehicle #1-Capacity: Select the passenger capacity of the bus (4-54).
- Vehicle #1 Total Number of Persons on Bus: Select the total number of persons on the bus (0-54).
- Vehicle #1-Number of Injured Persons: Select the total number of injured persons on the bus (0-54).

FIELD

SELECT or ENTER:

Vehicle #1-Point of Impact:	Select the area of contact with the other vehicle (Front End, Rear End, Driver Side, Passenger Side, Roof, or Other).
Vehicle #1-Actions:	Select the action in which the vehicle was engaged (Going straight, Overtaking, Making right turn, Making left turn, Making U turn, Backing, Starting from park position, Skidding, Parked, Slowing or stopped).
Vehicle #1-Accident Was With:	Select Another vehicle or Something other than a vehicle. Note: If "Something other than a vehicle" is selected, skip Vehicle 2 information and describe the accident in the Additional Information Section below (e.g. tree, mailbox, deer, etc.).
Vehicle #2-Owner Type:	Select District Owned, Contractor Owned, Private, Company, or Unknown.
Vehicle #2-Driver's Age:	Select the Driver's Age (17-99), No Driver, or Unknown.
Vehicle #2-Driver's Gender:	Select Female, Male, No Driver, or Unknown.
Vehicle #2-Year of Vehicle:	Select the year of the vehicle or Unknown.
Vehicle #2-State:	Select the State where the vehicle is registered or Unknown.
Vehicle #2-Total Number of Persons:	Select the total number of persons in the vehicle (0-99) or Unknown.
Vehicle #2-Number of Injured Persons:	Select the total number of injured persons in the vehicle (0-99) or Unknown.
Vehicle #2-Point of Impact:	Select the area of contact with the bus (Front End, Rear End, Driver Side, Passenger Side, Roof, or Other).
Vehicle #2-Actions:	Select the action in which the vehicle was engaged (Going straight, Overtaking, Making right turn, Making left turn, Making U turn, Backing, Starting from park position, Skidding, Parked, Slowing or stopped, or Unknown).

FIELD

SELECT or ENTER:

Weather Conditions:

Select Clear, Rain, Snow, or Fog.

Road Conditions:

Select Dry, Snowy, Wet, or Icy.

Road Surface:

Select Concrete, Blacktop, or Other.

Road Character:

Select Curve with Grade, Straight with Grade, Curve and Level, Straight and Level, Curve at Crest of Hill, Straight at Crest of Hill.

Light Conditions:

Select Daylight, Semi-Daylight, Darkness.

ADDITIONAL INFORMATION:

CONTACT PERSON IN SCHOOL DISTRICT:

CONTACT PERSON TITLE:

CONTACT PHONE NUMBER:

CONTACT PERSON EMAIL:

Save Cancel

NEW JERSEY STATE DEPARTMENT OF EDUCATION
PO BOX 500
TRENTON, NEW JERSEY 08625-0500
Support email: student.trans@doe.state.nj.us

Additional Information:

Enter any additional information in this section. For example, if the accident was with “Something other than a vehicle”, describe what the bus struck (e.g. tree, mailbox, deer, etc).

CONTACT INFORMATION

- Contact Person in School District: Enter the name of the person responsible for student transportation for the transporting district.
(Note: This is usually the transportation supervisor or school business administrator.)
- Contact Person Title: Enter the title of the contact person.
- Contact Phone Number: Enter the phone number of the contact person.
- Contact Person Email: Enter the email address of the contact person.

CERTIFICATION AND SUBMISSION

- To certify that the information is accurate and submit the report, select "Save".
- To cancel the information entered, select "Cancel".