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## What is an Accident?

- An accident involving a school bus or taxi resulting in death or injury to a student, teacher, or adult using the service; or
- Death or injury to a student who is about to get on or who has just got off the bus or taxi.

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## Actions

Regardless of whether the run was a Ministry funded daily run, a network group run or a technology run or a special education taxi, the following actions need to be undertaken.

1. The operator or driver **immediately** notifies the New Zealand Police school.
2. The school **immediately** telephones a report to the Service Agent
3. The school also notifies the caregiver(s) of the injured student(s).
4. The Service Agent advises the Ministry of Education (Local office) and National Office (Wellington).

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## Reports required

1. Initial information is to be passed to the Service Agent as soon as possible after the accident. This report can be by telephone, email, fax or any other suitable method. **Accidents must be reported within 24 hours.**
2. Within 3 days of the accident the bus controller provides the Service Agent with a complete written report using the format below.
3. The operator updates the Service Agent of any further developments.
4. NZ Police or LTSA reports should be obtained where appropriate or available – these will normally be subsequent to the written report submitted to the Service Agent.

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## How to complete this form:

- **Download and print the form**
- **Complete all fields**
- **Fax to Multiserve on 09 638 4798**



multiserve

**Accident Report Form**

**PLEASE FAX DIRECTLY TO**

**09 638 4798**

Route Number			
Vehicle Registration Number			
Date and time of accident			
Location of accident			
Name(s) of injured student(s) /teacher(s)/adults(s) (list separately if needed)	Name(s)	Injuries	
Details of caregiver/next of kin (list separately if needed)	Injured party	Caregivers' address	Caregivers' phone
Hospital to which the injured have been taken (list separately if needed)			
Name and address of school (list separately if needed)	Principal's Name: Phone No:		
Reported to School Principal (list separately if needed)	Name:	Date:	Time:
Reported to NZ Police	Name:	Date:	Time:
Accident details			
Causes of the accident			
Road and weather conditions			
Operator's details	Name		
	Contact Phone number		
School bus signs displayed?	<b>Yes/No</b> (delete as appropriate)		