



State of New Jersey

DEPARTMENT OF EDUCATION

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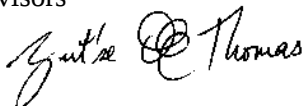
CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

DAVID C. HESPE  
Commissioner

June 14, 2016

TO: School Business Administrators  
School Transportation Supervisors

FROM: Yut'se O. Thomas, Director   
Office of School Finance

SUBJECT: Preliminary School Bus Accident Report Log

A new procedure has been established for reporting school bus accidents to the Department of Education. The Preliminary School Bus Accident Report (PSBAR) Log is a new data-collection system for electronically reporting information from the paper copy of the Preliminary School Bus Accident Report.

School officials should now input preliminary bus accident information electronically into PSBAR. The local board of education must maintain a paper copy of each Preliminary School Bus Accident Report. For school bus accidents resulting in a fatality, in addition to completing the PSBAR Log, a copy of the Preliminary School Bus Accident Report along with a copy of the police report and copies of any other information pertaining to the accident (e.g. newspaper articles, etc.) must be forwarded to the Department of Education, Student Transportation Unit.

The Preliminary School Bus Accident Report Log can be accessed at: <http://homeroom.state.nj.us/>. Your username and password are assigned by your district's Homeroom Administrator. Contact your Homeroom Administrator for log-on assistance.

District instructions for completing the report can be found on the main page of the Preliminary School Bus Accident Report Log.

For questions concerning this matter, call the Student Transportation Unit at (609) 984-5757 or email [student.trans@doe.state.nj.us](mailto:student.trans@doe.state.nj.us).

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