

Accident Reports

Adequate and prompt accident reporting is essential if similar accidents are to be prevented from happening again. If there are injuries or property damage, prompt reports are also vital in assuring the district, staff, students and others of insurance coverage.

The Board requires therefore that an accident report be filed on every accident that takes place on school property or that involves a school vehicle, students or staff on school-sponsored trips, including staff members on authorized school business trips. Such reports are required whether or not there are any immediately evident injuries or damage to property.

The superintendent shall establish procedures for filing accident reports and shall make sure reports include details that (1) might be helpful in preventing similar accidents in the future, (2) are needed for filing insurance claims, (3) might be important in case of litigation.

The Board of Education shall not be responsible for accidents occurring on the school grounds, nor while going to, attending, or coming from contests, conferences and trips of any kind. Caution on the part of the Board of Education and employees shall be exercised at all times for the health and safety of all employees and students.

Current practice codified 1980

Adopted: date of manual adoption

Reviewed by Board of Education: 02/13/2014