

## **Accident Reports**

Adequate and prompt accident reporting is essential. If injuries or property damage occur, prompt reports are vital in assuring district staff, students and others of insurance coverage. Such reports may be important in the event of litigation.

The Board requires 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 or activities, 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.

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**[Revised June 2017]**

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