

## **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 also are vital in assuring the BOCES staff, students and others of insurance coverage. Such reports may be important in the event of litigation.

An accident report shall be filed on every accident that takes place on BOCES property, involves a BOCES vehicle, or involves 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 executive director shall establish procedures for filing accident reports including 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.

Adopted: March 9, 2017