

## 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 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 administration shall establish procedures for filing accident reports and shall make sure reports include details that might be helpful in preventing similar accidents in the future, are needed for filing insurance claims or might be important in case of litigation.

Current practice codified 1981  
Adopted February 8, 1984  
Reviewed March 11, 2009

LEGAL REF.: C.R.S. 8-40-101 *et seq.* through 8.47-101 *et seq.*

CROSS REF.: GBGD, Workers' Compensation