

## **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 **charter school staff**, students and other of insurance coverage.

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

The **administrator** or designee 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.

First Reading Date: \_\_\_\_\_

Adoption Date: \_\_\_\_\_

Lake George Charter School