

## **ACCIDENT REPORTS**

Adequate and prompt accident reporting is essential. If injuries or property damage occur, prompt reports are vital in assuring Centennial 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 Centennial BOCES property, involves a Centennial BOCES vehicle, or involves 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 of damage to property.

Revised: November 16, 2017  
Reviewed: CASB 2005  
Adopted: February 13, 2003  
Centennial BOCES