

## USE OF SCHOOL VEHICLES OF ANY TYPE

If you are involved in a minor accident involving damage to property, ex: mail boxes, fences, etc. Notify the owner if possible, get address, any necessary information, address of where the accident occurred, and report to the transportation director immediately. If possible, take picture of damage(s) to send to the transportation director.

Most of these minor accidents can be repaired by the transportation department in a very short period of time.

A crash report must be filed within 10 days if any of the following conditions apply:

- There are injuries or a fatality
- You suspect property damage to exceed \$1,000
- You suspect a driver is intoxicated, unlicensed, has no insurance or attempts to leave the scene.

When to call the Police:

- If a minor accident involving public property (bridge, sign, etc)
- An injury or fatality is involved.
- The vehicles cannot be moved.
- You suspect one of the drivers is intoxicated.
- One of the drivers has no insurance, or
- one of the drivers leaves the scene.

When to move your vehicle.

If you are in a collision and no one is hurt, don't wait for the police before moving your vehicle. If you can drive the vehicle, the law requires you to move out of the flow of traffic.

If there is damage to the vehicle, stop and exchange information. If someone is hurt, render aid and notify law enforcement. If you hit an unattended vehicle, find the driver or write your name and address on a note explaining what happened. You must also include the owner's name and address if the vehicle you are driving doesn't belong to you.

***Procedures are posted in all school vehicles on the proper procedures that must be followed if involved in accident.***