



## ADMINISTRATIVE PROCEDURE

### VEHICLE ACCIDENT REPORTING

2805.5

Procedure No.

September 1, 2004

Date

- I. **PURPOSE:** To provide Administrative Procedures for the reporting of accidents involving school system vehicles.
- II. **BACKGROUND:** Accident reporting is a requirement of State Motor Vehicle laws and for insurance purposes. In order to provide effective administrative control of those operating the motor vehicle fleet, it is necessary to have accurate statistical data and to have all accidents reported.
- III. **PROCEDURES:** The following guidelines are to be followed for accidents that involve vehicles owned and/or operated by the Prince George's County Public Schools' System.
  - A. The first responsibility at the time of an accident is to attend to the welfare of any individual who has been injured. The second responsibility is to minimize the possibility that the accident scene will contribute to a further accident. Place emergency flags or flares to keep the effects of the accident from becoming worse. As nearly as possible, without moving any vehicle, keep an uninterrupted flow of vehicular traffic. Request ambulance service if necessary.
  - B. Notify the Prince George's Police Department immediately if one or more of the following is applicable:
    1. The accident involves two or more vehicles and occurs on a public street or highway, regardless of the damage;
    2. The accident involves two or more vehicles and is not on a public street or highway, but involves damage to one vehicle exceeding \$100.00, or one of the vehicles must be towed from the scene of the accident;
    3. The accident involves personal injury, regardless of the damage to any of the vehicles; and
    4. The accident involves personal injury as a result of a collision between the Board vehicle and a pedestrian.

Vehicles cannot be moved from the scene of an accident until the police have completed their investigation and granted permission for the removal of the vehicles. If a pupil is injured while riding on a school bus and his or her injury is not the result of a collision with a fixed object, another vehicle, or a pedestrian, the police do not have to be called.



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- C. Notification of supervisory personnel should take place immediately.
1. Bus drivers should notify the Transportation Office of the accident by two-way radio immediately.
  2. This applies to all accidents regardless of the amount of damage or location of the accident.
- D. Before the end of the day, the driver should fill out the Driver's Report of Vehicle Accident completely and legibly, in black ink, as it may serve as evidence in court. Documents are to be given to the appropriate supervisor, who will send them to the Risk Management Office within 24 hours of the accident.

A few points need to be emphasized about filling out the accident report:

1. Facts should be definite and specific.
  2. The report should state correctly and fully the names of persons involved (name and address of the other driver, including tag number, make and model of the other vehicle).
  3. The location of the accident should be designated specifically so the exact spot where the accident occurred can be located later.
  4. The diagram of the accident should indicate direction of travel and exact location of the vehicles on the street or roadway, obstacles, traffic signs, and other pertinent facts.
  5. The name and badge number of the investigating police officer and case number provided by law enforcement personnel should be provided.
  6. Do not give a statement concerning the accident except to police or authorized Board of Education personnel.
- E. Any employee who willfully conceals the reporting of any accident or injury, or falsifies an accident report, may be subject to disciplinary action.

- IV. **RELATED PROCEDURES:** Administrative Procedure 2806, Vehicle Accident Review Committee.



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- V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures will be reviewed annually in August of each year by the Safety Office and the Department of Transportation.
- VI. **CANCELLATIONS AND SUPERSEDES:** This Administrative Procedure cancels and supersedes Administrative Procedure 2805.5, dated August 15, 1996.
- VII. **EFFECTIVE DATE:** September 1, 2004.

Approved by:  
André J. Hornsby  
Chief Executive Officer

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11