

Administrative Regulation

District Vehicles, Traffic Accident Report for

It shall be the responsibility of each department head to submit, or cause to be submitted, the necessary report(s) of any vehicle accident in which a school district vehicle is involved whether the vehicle is on district property, public streets, or private property.

In each vehicle there should be a copy of the "District Vehicle Accident Report" form, No. 9707.04. This form should be filled out by the driver of the district-owned vehicle involved in an accident. Every blank space on the form must be completed.

In addition, all accidents that occur on a public road, highway, or freeway, will require a police/California Highway Patrol report.

Accidents occurring on school property with a district-owned vehicle, where injuries occur or private property is damaged, will require a police report by the police department of the city in which the school property is located.

The report shall be sent by the department head to the business office within 24 hours of the accident.

Ref: EC Section 35161

California Vehicle Code Sections 16000, 2000-20018

Approved: November 18, 1969

Revised: October 1, 1979

Revised: March 4, 1986

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