

## **FINANCE**

### **Risk Management**

#### **Privately Owned Vehicle Accident Reporting Procedures**

This regulation supersedes Regulation 5730.3.

##### **I. PURPOSE**

To establish reporting procedures for employees involved in vehicle accidents while using privately owned, leased, rented, or borrowed vehicles for official School Board travel.

##### **II. BACKGROUND**

The Fairfax County School Board Liability Self-Insurance Plan provides excess liability coverage for employees using their privately owned vehicles for official Fairfax County Public Schools business. This coverage is excess of the employee's personal automobile liability insurance coverage and shall apply only after the limits of the employee's coverage have been exhausted in settling a claim. (Note: Fairfax County Public Schools does not provide any collision or comprehensive coverage for its employees.)

##### **III. ACTIONS AND REPORTING PROCEDURES REQUIRED FOLLOWING AN ACCIDENT**

An employee involved in an accident shall follow the instructions below.

###### **A. Actions at the Scene**

1. Request that a person at the scene of the accident contact the police.
2. Move the vehicle.
  - a. If there are no injuries and the vehicle can be driven, move the vehicle to a safe location and exchange information with the other driver(s). Wait for the police to arrive.
  - b. If any individuals are injured, move the vehicle only after a police officer grants permission, unless the vehicle's postaccident position presents additional risk to further injury or property damage.
3. Warn oncoming traffic of the accident or hazard (raise hood, set flares, etc.).

4. Advise the police officer that you are a School Board employee on official business.

**B. Reporting Procedures**

1. Notify your insurance agent of the accident.
2. Complete the school division's Accident Report form (TR-37).
  - a. Write "Employee on Official Travel" at the top of form.
  - b. Obtain a copy of the police report.
  - c. Forward form TR-37 and the police report to Risk Management, Office of Budget Services, Department of Financial Services.
  - d. Follow the procedures prescribed by your automobile insurance carrier. After exceeding the limits of your liability policy, contact Risk Management for instructions on applying for the Fairfax County School Board's excess liability coverage.