

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 200-12
Subject: REPORTING OF INJURY TO NON-SCHOOL PERSONNEL OR DAMAGE TO PERSONAL PROPERTY OCCURRING ON SCHOOL PROPERTY	Issued: 10/1/82
Preparing Office: Office of the Superintendent	Amended: 12/9/15

I. Policy 306.4

II. Procedures

- A. The Board of Education carries a comprehensive general liability insurance policy to protect it and its personnel in the event of bodily injury to non-school personnel, which may occur on school property.
- B. The Board also carries a garage keepers liability policy to cover damage to vehicles and equipment which are left in the care, custody, and control of the school system.
- C. If a vehicle owned by school personnel, students, or visitors is damaged by a Board vehicle while on school property, and it is deemed the fault of the operator of a vehicle owned by the Board, the Board carries an automobile liability insurance policy to cover such damages.
- D. Schools should not accept personal property for display, use, etc., which may have a large value, without consulting the chief financial officer. Examples of this might be art exhibits, computers, etc. The chief financial officer will determine insurance coverage for such property.
- E. In the event of an injury to an individual:
 1. Necessary medical services should be obtained.
 2. The principal shall contact the chief financial officer by phone with details of the incident.
 3. The principal shall complete a "Notice of Injury to Non-school Personnel or Damage to their Personal Property Occurring on School Property" (Form LR2) and forward it promptly to the chief financial officer and other personnel as indicated in the distribution portion of the form. This form may be obtained via "Form Finder" on the Intranet at InsideFCPS: <http://formfinder.fcps.org/>
 4. Employees should not make statements obligating the Board or any statements regarding responsibility on the part of the Board. Such decisions are the responsibility of the Board's insurance carrier in consultation with the Board's legal counsel.

Approved:

original signed by

Theresa R. Alban
Superintendent