

BOARD POLICY
San Mateo County Community College District

Subject: 8.50 Accidents
Revision Date: 2/12

1. All serious accidents or illnesses occurring at a College shall be reported immediately to the Health Services Office and to the District Administrative Services Office.
2. A written report of accidents occurring on District premises or involved with District activities resulting in injury to person or property damage shall be reported to the District Administrative Services Office.
3. Accidents involving a District-owned vehicle must be reported immediately to the appropriate College administrator. A written report must be filed within 24 hours to the District Administrative Services Office.
4. Any communication, claim, or written demand covering an accident involving the District shall be forwarded to the District Administrative Services Office. The District Administrative Services Office shall make such acknowledgement as is deemed appropriate, report receipt of claim to the Chancellor for report to the Board, and forward the claim to the District's liability insurance carrier.
5. Upon receipt of a summons or complaint or written demand covering an accident involving the District, the District Administrative Services Office shall forward a copy of such summons or complaint, or written demand, together with supporting documents and records immediately to the District's legal advisors.