

# CARLISLE AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: ACCIDENT REPORTS

ADOPTED: September 21, 2006

REVISED:

<p>1. Guidelines</p>	<p style="text-align: center;">446. ACCIDENT REPORTS</p> <p>Employees who are injured while performing duties on school premises must make a report of the accident within twelve (12) hours.</p> <p>The report shall be made on a form supplied by the school district and must be filed in the office of the Director of Finance. If the employee is unable to make the report of the accident, it shall be his/her responsibility to provide for someone else to make it for him/her.</p>
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