



SCHENECTADY CITY SCHOOL DISTRICT

EMPLOYEE VEHICLE DAMAGE REPORT

Pursuant to Section 9.2.2 of the Schenectady Middle Management Association (MMA) contract, damages to an employee's motor vehicle shall not be covered, except that certain damage to tires and windows caused by vandalism shall be covered, up to the maximum amount of \$200. The only damage to tires and windows covered by this provision shall be damage which occurs when the vehicle is parked on or near School District property during the school day or while the employee is performing job duties at a scheduled function outside of regular school hours. No such damage shall be covered unless the employee officially reports the incident to the police and also reports the loss to the School District within two (2) working days of the occurrence. Employees will seek reimbursement from their own insurance carrier before obligating the district under this provision.

Date of Incident: _____ Time: _____

Location of incident: be specific. _____

Was the vehicle parked on School District property? ____ Yes ____ No

Please describe where the vehicle was located and draw a map on the back of this paper.

Please describe the incident including any witnesses.

When was this incident reported to the School District? _____

How and to whom was this was reported? _____

Were the police called? ____ Yes ____ No

Was a police report filed? ____ Yes ____ No If yes, please attach copy.

Original receipt and proof of payment must be submitted for reimbursement.

Vehicle Year/Make/Model: _____

(or attach a copy of the vehicle registration)

Employee's Name

Signature and Date

Supervising Administrator's Name

Signature and Date

Reimbursement ____ Approved ____ Disapproved

Reason: _____

Document needed for reimbursement

____ Proof deductible was paid