



SCHENECTADY CITY SCHOOL DISTRICT

EMPLOYEE VEHICLE DAMAGE REPORT

Pursuant to Section 14.2.5 of the Operations and Maintenance Unit contract, damages to an employee's motor vehicle shall not be covered, except that certain damage to tires and windows shall be covered, up to a maximum of \$250. Employees will seek reimbursement from their own insurance carrier before obligating the Board under this provision. 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.

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 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

Principal's Name

Signature and Date

Reimbursement ____ Approved ____ Disapproved

Reason: _____

Document needed for reimbursement

____ Proof deductible was paid