



CLAIMS REPORTING KIT

PROVIDED BY



451 Diamond Drive
Ephrata, Washington 98823
(509) 754-2027; Fax (509) 754-3406
Toll Free (800) 407-2027

Report all accidents and losses, as soon as possible, to your insurance agent and/or Canfield. In reporting accidents or losses, please follow the enclosed guidelines.

Your membership in the Insurance co-op requires ALL claims must be reported, regardless of size.

COMMON SENSE GUIDELINES

1. Report accidents regardless of the degree of injuries or damage!
2. Record all relevant facts - save all broken or damaged equipment involved until instructed to do otherwise.
3. Take photos if possible and warranted.
4. **Do not admit responsibility or agree to pay for damages** - this is the job of the insurance company and/or courts.
5. Regardless of deductible level - ***Report all accidents - Report them NOW!***

The following pages will give your school specific instructions for reporting:

1. Injuries to students
2. Damage to school property
3. Automobile accidents
4. Bus accidents
5. General liability claims
6. Lawsuits or written demands

Please review these instructions with your staff and be sure to advise them of the reporting requirements.

STUDENTS - BODILY INJURY OR PROPERTY DAMAGE ACCIDENTS

1. Complete student accident report.
2. Person or employee who saw accident or was supervising activities should complete same, record all facts, secure witness names, preserve broken or damaged equipment.
3. Follow district/school first-aid procedures as necessary.
4. **Do not admit responsibility or agree to pay for damages.**

Forward student accident report to your school administrator who will review and sign same.

SCHOOL ADMINISTRATOR'S REPORTING

1. Send original of report to Agent.
2. Retain one copy for your file.

**IF INJURY IS SERIOUS OR FATAL, CALL AT ONCE – CANFIELD,
(800) 407-2027, AND FOLLOW INSTRUCTIONS GIVEN TO YOU.**

SCHOOL DISTRICT'S PROPERTY LOSSES

1. Complete "Property Loss Notice."
2. Record all relevant material, take steps to avoid further damage, secure damaged areas, close off area from use, take photos, etc.
3. Forward completed report to school administrator.
4. **Do not admit responsibility or agree to pay for damages.**

SCHOOL ADMINISTRATOR'S REPORTING PROCEDURES

1. Send original Property Loss Notice to Agent.
2. Retain one copy for your file.

**IF DAMAGE IS EXTENSIVE, CALL AT ONCE - CANFIELD, (800) 407-2027,
AND FOLLOW INSTRUCTIONS GIVEN TO YOU.**

AUTOMOBILE ACCIDENTS

1. Each district vehicle should carry a vehicle accident report form.
2. At time of loss, employee operating vehicle must complete report, following all instructions.
3. Employee should forward accident report to administrative office.
4. **Do not admit responsibility or agree to pay for damages.**

SCHOOL ADMINISTRATOR'S REPORTING PROCEDURES

1. Complete Auto Liability Accident Notice and attach copy of driver's report.
- 2.. Forward original to Agent.
3. Retain one copy for your file. Be sure driver completes a State accident report as required.

**REPORT SERIOUS OR FATAL ACCIDENTS AT ONCE – CANFIELD,
(800) 407-2027, AND FOLLOW INSTRUCTIONS GIVEN TO YOU.**

SCHOOL BUS ACCIDENTS

1. Each bus should carry an automobile loss notice packet.
2. Driver of bus must complete report form and forward to principal or transportation director.
3. Driver must complete diagram of bus showing seating of all students, giving names and injuries of each student.
4. Driver must list all witnesses.
5. **Do not admit responsibility or agree to pay for damages.**

SCHOOL ADMINISTRATOR'S REPORTING PROCEDURES

1. Forward original auto liability notice to Agent.
2. Retain one copy for your file. Be sure driver files a State accident report as required.

**IF THERE ARE SERIOUS OR FATAL INJURIES, CALL CANFIELD,
(800) 407-2027, AND FOLLOW INSTRUCTIONS GIVEN TO YOU.**

BODILY INJURY/PROPERTY DAMAGE TO OTHERS (GENERAL LIABILITY) ACCIDENT

1. Use "General Liability Loss Notice" and record all details of accident.
2. Be sure to record names of all witnesses and to save property damaged in the accident.
3. Forward report to school administrator.
4. **Do not admit responsibility or agree to pay for damages.**

SCHOOL ADMINISTRATOR'S REPORTING PROCEDURES

1. Forward original to Agent.
2. Retain one copy for your file.

**IF THERE ARE SERIOUS INJURIES, DAMAGE, OR FATAL INJURIES,
CALL CANFIELD, (800) 407-2027, AND FOLLOW ANY INSTRUCTIONS
GIVEN TO YOU.**

REPORTING LAWSUIT OR WRITTEN CLAIM DEMAND

1. LAWSUITS OR SUMMONS AND COMPLAINT

If served with a Summons and Complaint, please note the following on a separate sheet and attach to the Summons and Complaint:

- Person served and their title
- Date and time of service
- Location where service was made

IMMEDIATELY EXPRESS MAIL OR FAX THE SUMMONS TO:

CANFIELD
451 Diamond Drive
Ephrata, WA 98823
FAX: 1-509-754-3406

DO NOT HOLD THE SUMMONS - Mail at once

- Send copy to Agent.
- Retain one copy for your file.
- Call Canfield, and advise them you are sending the Summons and Complaint.

2. WRITTEN CLAIM DEMAND

Forward copy of the written demand by Express Mail to:

CANFIELD
451 Diamond Drive
Ephrata, WA 98823

Retain one copy for your file.

Advise Canfield, (800) 407-2027, you are sending the written demand.

**UNITED SCHOOLS INSURANCE PROGRAM OF OREGON
GENERAL LIABILITY LOSS NOTICE**

CANFIELD
451 Diamond Drive
Ephrata, WA 98823
(800) 407-2027
Fax (509) 754-3406

DATE: _____

DATE & TIME OF LOSS: _____AM/PM

INSURED: _____
Insured's Business Phone: _____
Person to Contact: _____

LOSS:
Location of Accident: _____
Description of Accident: _____

BODILY INJURY/PROPERTY DAMAGED:

Name & Address: _____ _____ _____	Name & Address: _____ _____ _____
Phone Number: _____ Age:___ Sex:___	Phone Number: _____ Age:___ Sex:___
Occupation: _____ Describe Injury/Injuries: _____ _____ _____	Occupation: _____ _____ _____

Where taken? _____
Describe Property: _____

Estimate Amount: _____

WITNESSES:

<u>Name & Address:</u> _____ _____ _____	<u>Bus. Phone:</u> _____ _____ _____	<u>Res. Phone:</u> _____ _____ _____
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REMARKS: _____

Reported by: _____ Phone: _____

**UNITED SCHOOLS INSURANCE PROGRAM OF OREGON
PROPERTY LOSS NOTICE**

CANFIELD
451 Diamond Drive
Ephrata, WA 98823
(800) 407-2027
Fax (509) 754-3406

DATE: _____

DATE & TIME OF LOSS:
_____AM/PM

INSURED: _____

Insured's Business Phone: _____

Person to Contact: _____

LOSS:

Location of Loss: _____

Police or Fire Department Reported: _____

Kind of Loss (Fire, Wind, Explosion, etc.): _____

Probable Amount: _____

Description of Loss and Damage: _____

REMARKS: _____

Reported By: _____

Phone: _____

**UNITED SCHOOLS INSURANCE PROGRAM OF OREGON
AUTOMOBILE LOSS NOTICE**

CANFIELD
451 Diamond Drive
Ephrata, WA 98823
(800) 407-2027/ Fax (509) 754-3406

DATE: _____

DATE & TIME OF LOSS: _____
_____ AM/PM

INSURED:

Insured's Business Phone: _____
Person to Contact: _____

LOSS:

Location of Accident: _____
Description of Accident: _____

INSURED VEHICLE:

Veh. #: _____ Year, Make, Model: _____ VIN: _____

Owner's Name, Address & Phone: _____

Driver's Name & Address: _____

Business Phone: _____ Residence Phone: _____ DOB: _____

Driver's License No.: _____ Estimate Amount: _____

Describe Damage: _____

PROPERTY DAMAGED:

Describe Property: _____
Owner's Name & Address: _____

OTHER INSURANCE: _____
Business Phone: _____
Residence Phone: _____

Other Driver's Name & Address: _____

Business Phone: _____
Residence Phone: _____

Describe Damage: _____
Estimate Amount: _____

INJURED:

<u>Name & Address:</u>	<u>Phone No.:</u>	<u>Extent of Injury :</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

WITNESSES OR PASSENGERS:

_____	_____	_____
_____	_____	_____
_____	_____	_____

REMARKS: _____
