



# Franklin Pierce Schools

Human Resources - 315 129th St S, Tacoma WA 98444 - 253-535-9896 / FAX 253-539-2483

## VANDALISM DAMAGE TO VEHICLE REPORT

The following employee groups are eligible for limited coverage for vandalism to vehicles as noted in the negotiated agreement or by District regulation 4300.1:

AFPP FPEA FPESP OP ENGINEERS PSE TEAMSTERS UNREPRESENTED

Contract language/District regulation states:

Acts of damage that are clearly recognizable as vandalism while an employee's vehicle is in the school setting and while the employee is acting within the scope of his/her assigned employment obligations to the district, shall be covered by the individual's insurance policy with the district reimbursing the amount of the deductible to a maximum of *(as stated in the agreement/regulation)*.

\_\_\_\_\_  
**Employee Name**

\_\_\_\_\_  
**School or Department**

\_\_\_\_\_  
**Insurance Company**

\_\_\_\_\_  
**Deductible** (Attach copy of policy indicating amount of deductible)

\_\_\_\_\_  
**Damage Estimate** (Attach copy of estimate or repair invoice)

VANDALISM OCCURRED:

\_\_\_\_\_  
**Place**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Time**

Details below must include evidence that the damage was a result of vandalism and not of an accidental nature.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
Human Resources Administrator

\_\_\_\_\_  
9707-14-7340-8400-8400  
Account Number

Approved\_\_\_\_\_ Reimbursement\_\_\_\_\_ Disapproved\_\_\_\_\_ Date\_\_\_\_\_

## **SCHOOL DISTRICT'S RESPONSIBILITY FOR PRIVATELY-OWNED PROPERTY**

The district shall not assume responsibility for the maintenance, repair, or replacement of any privately-owned property brought to a school or district function unless the use or presence of such property has been specifically requested in writing by the administration.

The district shall not make reimbursement for loss or damage to a staff member's personal equipment or material brought to school unless evidence can be shown that it was necessary or highly desirable for use in the school program. Evidence of loss or damage must show that the loss was not due to any negligence or fault of the staff member. The following guidelines shall apply:

- A. Leaving items of obvious value at the school over a weekend or vacation period should be avoided.
- B. The district shall not reimburse for loss of money or personal effects.
- C. The use of personal equipment for instructional purposes must have the prior approval of the principal or supervisor.
- D. The staff member must verify that no personal insurance coverage is applicable to the loss or damage.
- E. Claims for loss must be filed within 5 days after the damage or loss. Claimants must attest to a notary public as to the nature of the loss and the value of the item.
- F. Proper documentation shall accompany the requisition for reimbursement in accordance with the applicable bargaining agreement, if any.

Vandalism: Acts of damage that are clearly recognizable as vandalism while an employee's vehicle is in the school setting and while the employee is acting within the scope of his/her assigned employment obligations to the district shall be covered by the individual's insurance policy, with the district reimbursing the amount of the deductible to a maximum of \$500, or per the bargaining agreement, whichever is lower.