

PINELLAS COUNTY SCHOOLS
NON SCHOOL DISTRICT VEHICLE OR PERSONAL PROPERTY DAMAGE REPORT
(Do not use this form for a crash accident involving a district vehicle and another vehicle)

Date of Incident _____ Time _____ Location _____

Name: Last _____ First _____ Middle Initial _____ Phone # _____

Work Location (If employee) _____ Work Phone # _____ Supervisor _____

Home Address: Street _____ Apt/Unit _____ City _____ State _____ Zip Code _____

Mail Address (if different from above) St/P.O. Box _____ City _____ State _____ Zip Code _____

Vehicle Damage Information

Can the Vehicle be Driven ___ Yes ___ No Do you Own the Vehicle ___ Yes ___ No

Owner Name: Last _____ First _____ Phone # _____

Owner Address: Street _____ Apt/Unit _____ City _____ State _____ Zip Code _____

Mail Address (if different from above) St/P.O. Box _____ City _____ State _____ Zip Code _____

Vehicle Make _____ Model _____ Year _____

What is the estimated repair cost? _____ **(Please include 2 estimates when submitting this form)**

Describe the vehicle damages and how the incident occurred:

Non-Vehicle Property Damage Information

What was damaged? (Landscape, clothing, etc.) _____

What is the estimated repair or replacement cost? _____ **(Please include 2 estimates when submitting this form)**

Describe the property damages and how the incident occurred:

Responsible Person Information
(who damaged your vehicle or property, if applicable)

Employee Name: Last _____ First _____ Middle Initial _____

Work Location _____ Phone # _____ Supervisor _____

Witness Information (If applicable)

Name: Last _____ First _____ Phone # _____

Work Location (if pcs Employee) _____ Phone # _____ Supervisor _____

Name: Last _____ First _____ Phone # _____

Work Location (if pcs Employee) _____ Phone # _____ Supervisor _____

Note: Please submit this report along with pictures of the damage and 2 estimates for repair or replacement of the damaged vehicle or item to: Pinellas County Schools, Risk Management, 301 4th St. SW, Largo Florida 33770