**IN CASE OF AN EMERGENCY WHILE DRIVING FOR THE DISTRICT**

While driving a district van.

* An emergency card is on the visor of all district vans.
* In an emergency – call 911
* For non-emergencies involving another vehicle – call 911 and state that it is a NON-EMERGENCY. This will send state patrol or other police department to file an accident report.
* If injured – call the nurse line within 24 hours if possible. 1-844-847-8708
* For all incidents - call your program’s Assistant Director/Principal or their assistant. If you are unable to get a hold of them, call Amy Alexander at 651-423-8229 or Nicolle Roush at 651-423-8227.
	1. Site Administrative Assistants - please inform Amy or Nicolle of the incident.
* If a tow is needed. Call Dick’s Valley Services at 952-432-2848. We have an account with them, they will invoice the district directly.
	1. Site Administrative Assistants will need to submit a purchase requisition for payment of the tow.

While driving your personal vehicle.

* In an emergency – call 911
* For non-emergencies involving another vehicle – call 911 and state that it is a NON-EMERGENCY. This will send state patrol or other police department to file an accident report.
* If injured – call the nurse line within 24 hours if possible. 1-844-847-8708
* For all incidents - call your program’s Assistant Director/Principal or their assistant. If you are unable to get a hold of them, call Amy Alexander at 651-423-8229 or Nicolle Roush at 651-423-8227.
	1. Site Administrative Assistants - please inform Amy or Nicolle of the incident.
* Follow your personal insurance company’s instructions for additional steps.