

Kansas Administrative Regulations

Department of Administration

Article 17.—Use of State-Owned or -Operated Motor Vehicles on Official State Business

1-17-7b. Written accident reports required.

The following forms shall be completed and filed by the employee driver or someone designated by the employee's immediate supervisor: (a) Employee report of accident form shall be filed with the secretary or employee designated at the central motor pool.

(b) Accident investigating officer's report shall be filed with the secretary or employee designated at the central motor pool.

(c) Insurance company report form as required shall be submitted to the insurance company.

(d) Letter of the employee's immediate supervisor shall be submitted stating all facts obtained from the supervisor's investigation, and the supervisor's opinion concerning the accident. The letter report shall state the supervisor's recommendations concerning the establishment of negligence as it might apply to agency personnel.

(e) Copies of such reports and letters shall be filed in the individual employee's personnel files.

(Authorized by K.S.A. 75-3706, 75-4601 & et seq.; effective May 1, 1979.)

***** Authenticated Kansas Administrative Regulation *****