



# DIRECTIONS

## BUILDING OPERATIONS

Employee is to immediately return the completed form to Building Operations Supervisor (BOS).

BOS shall fax the completed form to his/her Senior Operations Supervisor (SOS) (F: 410-887-0431).

The SOS shall fax the completed form to the Office of Risk Management (F: 410-337-0160).

## ELEMENTARY SCHOOL BASED PERSONNEL (TEACHERS, INSTRUCTIONAL ASSISTANTS, NURSES, CLERICAL, ETC.)

Employee is to immediately return the completed form to the Administrative Assistant.

Administrative Assistant shall fax the completed form to the Office of Risk Management (F: 410-337-0160), and keep the original in the school's file.

## MIDDLE AND HIGH SCHOOLS

Employee is to immediately return the completed form to the Administrative Assistant, Nurse or Fiscal Assistant, as applicable.

Administrative Assistant, Nurse or Fiscal Assistant (as applicable) shall fax the completed form to the Office of Risk Management (F: 410-337-0160) and keep the original in the school's file.

## CAFETERIA WORKERS

Employee is to immediately return the completed form to his/her Manager.

The Manager shall fax the completed form to Office of Risk Management (F: 410-337-0160), and send the original to the Area Manager.

## TRANSPORTATION (BUS DRIVERS, ATTENDANTS, ROUTING ASSISTANTS)

Employee is to immediately return the completed form to the Dispatcher.

The Dispatcher shall fax the completed form to the Office of Risk Management (F: 410-337-0160) and keep the original in his/her file.

## OTHER TRANSPORTATION (MECHANICS, AREA MANAGEMENT, CLERICAL)

Employee is to immediately return the completed form to his/her supervisor.

The Supervisor shall fax the completed form to the Office of Risk Management (F: 410-337-0160) and keep the original in his/her file.

## GROUNDS

Employee is to immediately return the completed form to his/her Supervisor.

The Supervisor shall fax the completed form to the Office of Risk Management (F: 410-337-0160) and keep the original in his/her file.

## LOGISTICS

Employee is to immediately return the completed form to his/her Supervisor.

The Supervisor shall fax the completed form to the Office of Risk Management (F: 410-337-0160) and keep the original in his/her file.

## MAINTENANCE

Employee is to immediately return the completed form to his/her Supervisor.

The Supervisor shall fax the completed form to the Office of Risk Management (F: 410-337-0160) and keep the original in his/her file.

## ALL OTHER EMPLOYEES

Employee is to immediately return the completed form to his/her Supervisor.

The Supervisor shall fax the completed form to the Office of Risk Management (F: 410-337-0160) and keep the original in his/her file.