

# ACCIDENT REPORTING & FOLLOW-UP PROCEDURES

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## *City Vehicle Accident*

All City vehicles are equipped with an Accident Kit containing an Evidence of Insurance card and a copy of Accident Reporting procedures. If you are driving a City vehicle that does not have an Accident Kit, please contact Risk Management to request one (256-4024 or 244-1592).

## *Vehicle Accident Reporting Procedures*

1. If the vehicle is in the right-of-way, protect the scene to prevent further collision. Use flares or other warning devices. Avoid moving the vehicles until the police have arrived, unless it presents a hazard to other traffic or personnel.
2. Check for injuries.
  - Call 911 for accident or injury needing immediate care. ( [Non-Emergent dispatch # 242-6707](#) )
  - Non-emergency or **after hours** care at [Grand Valley Urgent Care](#), 1060 Orchard, Suite N, # 256-6345. **Monday-Saturday 8am to 8pm. Sunday-Noon to 4pm.**
  - St. Mary's Occupational Health, 1100 Patterson, 244-2001; **Monday- Friday 8am – 5pm.**
3. **All accidents involving a city vehicle must be reported to the police 242-6707.**
4. Get identifying information from other property owners involved, injured parties, or witnesses. Use the **Evidence of Insurance** card for information needed by other party.
5. **DO NOT DISCUSS THIS ACCIDENT WITH ANYONE OTHER THAN THE RESPONDING POLICE OFFICERS, YOUR SUPERVISOR, OR RISK MANAGEMENT PERSONNEL. INFORMATION REQUESTS SHOULD BE REFERRED TO THE CITY ATTORNEY OR RISK MANAGEMENT.**
6. The driver of the vehicle must complete the Driver Accident Report contained on the Evidence of Insurance card enclosed as completely as possible. Turn the card in to your supervisor or send to Risk Management. The City accident report is the operator's account of what happened. This report is the operator's primary way to get their account of the accident recorded. The police report of the accident is additional information to supplement the operator's report.
7. The City employee operating the vehicle must be sent to MCC Drug and Alcohol Screening for a **Post-Accident Drug Screen** if:
  - The employee is cited with a moving violation.
  - Any person or persons involved sustains serious injury or death from a vehicle, motorized equipment or from any other cause.
  - Any accident or incident where property damage of \$5000.00 or more is estimated to have occurred. (A responding supervisor and/or police officer's reasonable estimate of damage shall be deemed conclusive notwithstanding actual damages being different).

8. Contact Fleet Services and Risk Management immediately to notify them of the accident. Make sure to obtain a new copy of the Evidence of Insurance card for the vehicle involved. Follow through with all workers comp accident reporting as needed. **All damage repairs are to be handled by Fleet Services.**
9. After thorough investigation, the supervisor must send in the **Supervisor's Accident Investigation Report** to Fleet Services and Risk Management (one copy each). Vehicle repairs will be initiated once this report is submitted.

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### ***Damage to City Property (By Outside Entities)***

Notify the Police Department if they have not already been informed of the damage/incident. Inform Risk Management for follow-up. Risk Management will submit a claim to the person (or their insurance) causing the damage. If there has been an arrest, information will be submitted to the Courts asking for restitution from the offender. On larger claims, our insurer will assign attorneys to recovery efforts when necessary.

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### ***If a City Employee Damages Outside Property***

1. Immediately notify Risk Management as soon as possible at 256-4024 or 244-1592. ***It is critical that Risk Management is notified quickly when outside property is damaged or non-City personnel are injured by City activities.***
2. If Risk Management cannot be contacted immediately for a vehicle accident or other incident in which City employees have caused damage to an outside property, immediately notify CIRSA claims office at 800-228-7136.
3. For other types of claims against the City, instruct the person to contact Risk Management @ 256-4024.

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### ***Helpful Telephone Numbers:***

<b>Police non-emergency line</b>	<b>(970) 242-6707</b>
<b>Community Hospital</b>	<b>(970) 242-0920</b>
<b>St. Mary's Occ Health, Craig Stagg, MD; Jim Mclaughlin MD</b>	<b>(970) 244-2001</b>
<b>GV Occupational Medicine, Ted Sofish, MD, MPH</b>	<b>(970) 256-6490</b>
<b>Risk Management</b>	<b>(970) 256-4024 or 244-1592</b>
<b>Fleet Services</b>	<b>(970) 244-1532</b>
<b>MCC Drug and alcohol screening</b>	<b>(970) 256-7772 or 234-4538 after hours</b>