Vehicle Accident Reporting Procedures

Below are the procedures regarding the internal process for reporting of vehicle accidents and notification of claims as referenced in Human Resources Policy 19.9.4.

* Call the local police department to the scene of the accident prior to leaving the scene.
* Call your immediate supervisor to inform them of the accident prior to leaving the scene.
* If safely possible and police are not doing so, the employee should take photos of the damaged vehicle(s) and accident area and submit these to the immediate supervisor and the Risk Manager.
* Employees are to make no statements regarding the City’s liability in an accident, nor any comments about filing claims.
* As soon as possible, all vehicles will either be driven or towed to the Fleet Services garage facility at 1810 Hembree Rd. for an inspection. If needed, keys will be turned in to the Fleet Manager’s office.
* Fleet Services will inspect the vehicle and contact the Risk Manager if the estimated damages exceed our deductible.
* When the accident report been completed and reviewed, it will be emailed from the police department to the Fleet Service Manager, Risk Manager, Department Head and Deputy City Administrator.
* All third party claims will be handled and reported by the Risk Manager and all vehicle damages will be handled by the Fleet Service Manager.
* If a City vehicle has damage and the other party was deemed liable, Fleet Services will contact the other party’s insurance and file a claim.
* Once the repairs have been completed, Fleet Services will contact the Department or point of contact to pick up their vehicle. No driver is to call the vendor while repairs are being completed.
* If a vehicle is totaled, Fleet Services will contact the Department Head to discuss the process for a replacement vehicle.



**Accident Reporting Procedures Acknowledgement**

My signature below acknowledges that I have read and understand the Accident Reporting Procedures and had an opportunity to ask questions regarding these procedures. I further understand that failure to follow these procedures in the event of an accident is a violation of Human Resources Policy 19.9.4, which states drivers must “follow accident reporting procedures.”

|  |  |  |
| --- | --- | --- |
|   |  |   |
| Printed Name |  | Date |
|  |
| Signature |