

REPORTING PROCEDURES

MOTOR VEHICLE ACCIDENT AUTOMOBILE LIABILITY, COLLISION OR OTHER AUTO PHYSICAL DAMAGE Revised 10/05/2012

Prompt reporting of accidents provides the County with an opportunity to investigate incidents in a timely manner provide for prompt repair of damaged property and determine corrective action. To accomplish reporting, the County has issued a **Motor Vehicle Accident Report** form. This was revised in 2012 and re-distributed to those persons responsible for fleet control.

The following is the method of reporting motor vehicle claims and incidents:

1. When the accident occurs, the driver or the supervisor must report the incident/accident to the local police department. Each department is responsible for obtaining a copy of the police report at their expense and forward it to both Motor Pool (for all Motor Pool assigned or checked out vehicles) and Risk Management (for all vehicles). This includes:
 - a. Single vehicle accidents (i.e. County vehicle runs off the roadway, vehicle tire is rubbed on curb etc.)
 - b. All accidents on County owned property when a third party is involved or the County owned vehicle sustains damage estimated to exceed \$500.00
 - c. Accidents where private property is damaged. (i.e. County Vehicle strikes a building and causes damage to the structure)
 - d. Notify Motor Pool of *any* vehicle accident or damage regardless how minor the damage in order for Motor Pool to assess and determine drivability of the vehicle.
2. A photograph of the damage to the County owned vehicle must accompany the report. The photo should be labeled with the unit number of the vehicle and date of the incident.
 - a. If your department does not have access to a camera, the vehicle should be driven to the County Motor Pool parking lot where photographs will be taken by Motor Pool staff or Risk Management.
 - b. If a vehicle is not drivable, notice to Motor Pool and Risk Management must be provided so that photographs are obtained.
 - c. Whenever possible pictures of the damage to other vehicles or property should be taken, labeled and sent to Motor Pool and Risk Management.
3. Reports are requested to be submitted to Motor Pool and to the Risk Management Office within two (2) working days of the accident. Within ten working days, a minimum of three (3) estimates must be submitted. For Motor Pool assigned or checked out vehicles, Motor Pool will be responsible for obtaining estimates.
 - a. Windshield repairs should obtain only two (2) estimates. If taken to Motor Pool for repairs, they will assign the repairs to their authorized companies.
 - b. If no repair work is necessary, state this on the top of the accident report form. However, the vehicle must still be taken to Motor Pool for their assessment and determination of drivability.
4. Repairs will be completed at the shop providing the lowest estimate.
 - a. The County is exempt from sales tax. This should be noted to the shop. Verification will be sent from Risk Management if requested by the shop.
 - b. No PURCHASE ORDER IS NEEDED.
 - c. Send the invoice directly to Motor Pool and Risk Management