

# REPORTING PROCEDURES

## MOTOR VEHICLE ACCIDENT (MVA)

### AUTOMOBILE LIABILITY, COLLISION OR OTHER AUTO PHYSICAL DAMAGE

Revised 4/12/2019

Prompt reporting of an accident 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. The form is posted on the County gc4me website. Click departments/Controller/Risk Management/Motor Vehicle Accident Report Form. This MVA Reporting Procedures document is to be placed in all County vehicles to provide direction to County employees involved in a motor vehicle accident while operating a County owned or leased vehicle. The following is the procedure for reporting motor vehicle accidents:

1. When an accident occurs on public property, the County employee must report the accident to their supervisor and the local police department. If the accident occurs on private property, the accident should be reported to the employee's supervisor, then the property owner. Each department is responsible for obtaining a copy of the police report at their expense and forward the police report to both the County Risk Management Office (for all County owned or leased vehicles), and Motor Pool Division (for all Motor Pool assigned or checked out vehicles). This includes:
  - a. Single vehicle accidents (i.e. County vehicle runs off the road causing undercarriage damage, tire damage, etc.)
  - b. All accidents on County owned property when a third party is involved or the County owned vehicle sustains damage of any kind.
  - c. Accidents where private property is damaged. (i.e. County vehicle strikes and damages a mailbox, building or other structure)
  - d. **Notify Motor Pool of any vehicle accident or damage regardless of how minor in order for Motor Pool to assess and determine drivability of the vehicle.**
2. A photograph(s) of the damage to the County owned vehicle must accompany the report. The photo(s) should be labeled with the unit number of the vehicle and a date of the incident.
  - a. If your department does not have access to a camera, and Motor Pool determines that the vehicle is drivable, the vehicle should be driven to Motor Pool where photographs will be taken by Motor Pool or Risk Management staff.
  - b. If the vehicle is not drivable, **Motor Pool must be called to tow the vehicle**, notice to Motor Pool and Risk Management must be provided so that photo(s) are obtained.
  - c. Whenever possible, photo(s) of the damage to the other vehicle or property should be taken, labeled and forwarded to Risk Management and Motor Pool.
3. Reports should be submitted to Risk Management and Motor Pool **within two (2) business days of the accident.** For Motor Pool (assigned or checked out vehicles) they will be responsible for obtaining three (3) estimates. For other non-Motor Pool vehicles, the department is responsible for obtaining estimates. Copies of all estimates should be forwarded to Risk Management. If no repair work appears necessary, indicate this at the top of the MVA report form. However, the vehicle must still be taken to Motor Pool for assessment of drivability. Send final invoices for repairs to Risk Management.