

## **Accident Reporting and Investigation Procedures**

Any employee involved in a motor vehicle accident while operating a City vehicle shall follow all the following procedures:

1. Stop immediately and investigate, even when the accident appears to be “minor.”
2. In all cases, notify Police Dispatch to request a police officer.
3. If someone is hurt, request an ambulance.
4. If there is danger of fire, request a fire truck.
5. Notify immediate supervisor.
6. Make no expressed or implied admission of liability or fault to citizen, witnesses or injured parties at the accident scene. Be polite and courteous, but do not make any expression of apology or sorrow to the injured parties at the scene of the accident.
7. Make written notes of the details of the accident while at the scene. Get names and addresses of any witnesses. Do not wait until later.
8. Do not give information concerning the accident to anyone unless the party requesting has an official purpose (such as Police, Supervisor, Risk Management Investigator, contract provider of risk management accident investigation).
9. Do not discuss the accident with news media, insurance agents, adjusters or attorneys on behalf of any other party without the express permission of the City Attorney or Risk Management or designee.
10. Complete the motor vehicle accident report with supervisor.
11. To avoid inconvenience to other motorists, move vehicle off the road if the accident is minor. If the roadway is blocked and the vehicles cannot be moved, establish traffic flagger as soon as possible.