

COUNTY OF TULARE

OFFICE OF THE COUNTY ADMINISTRATOR

ADMINISTRATIVE REGULATION NO. 9, Revision #1 (Resolution No. 95-0553 (as amended by Resolution No. 2009-0936))

SUBJECT: VEHICLE ACCIDENT REPORTING POLICY

EFFECTIVE DATE: November 3, 2009

DEFINITION

This regulation establishes the guidelines and procedures to be followed in the reporting of all vehicle accidents involving a County employee or volunteer who is engaged in the performance of their job duties at the time of the accident. **For the purposes of this regulation, a reportable accident shall be defined as any occurrence that results in injury to any person or any property, including instances where damage is limited to County vehicles or other County property.** These reporting requirements apply whether the employee or volunteer is driving a County vehicle or using their own personal vehicle at the time of the reportable accident.

DRIVER'S RESPONSIBILITIES

1. **Accidents involving another vehicle.** Unless physically unable to do so, before leaving the scene of any accident the driver will:
 - a. obtain the name, address, and telephone number of the other driver,
 - b. obtain the name of other driver's insurance company, local contact, and policy number,
 - c. obtain the name, address, and telephone numbers of any witnesses; especially any passengers in any affected vehicle,
 - d. supply other involved parties with driver's name, address, and telephone number, and County Insurance information as appears on the CERTIFICATE of INSURANCE (Exhibit 1) carried in all County vehicles, and
 - e. notify the appropriate law enforcement agency to file a report.

2. **Accidents not involving another vehicle.** Unless physically unable to do so, before leaving the scene of any accident the driver will:
 - a. obtain the name, address, and telephone number of any injured individuals or property owners sustaining damage,
 - b. obtain the name of any injured party's insurance company, local contact, and policy number,

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- c. obtain the name, address, and telephone number of any witnesses, especially any passengers in the vehicle,
- d. supply other involved parties with driver's name, address, and telephone number, and County insurance information as appears on the CERTIFICATE of INSURANCE carried in all County vehicles, and
- e. notify the appropriate law enforcement agency to file a report.

3. For all accidents, within 24 hours of occurrence the employee shall furnish a signed, detailed DRIVER'S REPORT of COLLISION (Exhibit 2) to their supervisor or to the department's Safety/Claims Representative.

DEPARTMENT'S RESPONSIBILITIES

1. Within 24 hours of the occurrence of a vehicle accident, the employee's supervisor or the department's Safety/Claims Representative will contact Risk Management and advise them of the accident.
2. Within 48 hours of the occurrence of a vehicle accident, the supervisor will complete a SUPERVISOR'S REPORT OF EMPLOYEE INJURY/ILLNESS (Exhibit 3), if applicable.
3. Within 48 hours of the occurrence of a vehicle accident, the supervisor or the department Safety/Claims Representative will complete a DEPARTMENT REPORT OF A VEHICLE ACCIDENT (Exhibit 4), attach a copy of the employee's incident report, the Supervisor's Report of Employee Injury/Illness, where applicable, and forward all to Risk Management.

MOTOR POOL'S RESPONSIBILITIES

1. Any time a County vehicle is brought to Motor Pool for servicing, it will be verified that a Certificate of Insurance and a Driver's Report of Collision form are in the glove box.

Note: If a reportable accident occurs on a weekend or holiday, Risk Management shall be notified no later than 5:00 p.m. on the next regularly scheduled work day.

Note: A list of "What To Do In Case Of A Collision" and a Certificate of Insurance will be kept in all County-owned vehicles at all times. A similar list will be provided to any County employee who may be driving on County business, whether in a County or personal vehicle.

