

Subject: Vehicle Accident Procedures	Number: 2-4
	Date Issued: December 1, 1998 Date Revised:
Responsible Department: DAS—Risk Management	Approved:

Policy

The purpose of this policy is to provide guidelines regarding the distribution of information and the preservation of evidence in the event that a City vehicle is involved in an incident or accident that may result in a potential claim against the City.

Procedures

1. Employee Involved in an Automobile Accident

- a. The employee **shall not** leave the scene unless he/she is released by the responding law enforcement agency, a supervisor, or is in need of immediate medical treatment. If the adverse party leaves the scene, the City employee shall document the license number for law enforcement.
- b. The employee **shall** attempt to obtain the identity of the adverse party and any witnesses involved in the incident. Information obtained shall include the name, address, and insurance information pertaining to the adverse party.
- c. The employee **shall not** express any opinion as to fault, responsibility or liability, nor any of the facts of the incident without prior consultation with either the Risk Management Division or the City Attorney's office, except when questioned by the employee's supervisor or by the investigating law enforcement officer.
- d. The employee **shall** report the incident to the Risk Management Division at 498-1658, immediately after a vehicle accident. The employee shall complete the Automobile Accident or Loss Notice form along with any additional pertinent information, which shall be sent to the Risk Management Division. **All incidents shall be reported even if no injuries are reported or damage observed.**
- e. The employee **shall not** participate in any direct contact with any individuals or witnesses involved subsequent to the incident for any reason. Any inquiries shall be referred to the Risk Management division. (Exception: Bargaining units may have provisions in their Memoranda of Understanding that permit employee contact for purposes of accident investigation.)

2. Department Employee Assigned to Investigate Incidents

- a. The primary duty of the division employee investigating the incident is to preserve all evidence, including the production of photographs of the scene.
- b. No employee shall express any opinion regarding fault or liability. All inquiries regarding claims procedures shall be directed to Risk Management.