

## COUNTY VEHICLE ACCIDENT GUIDELINES

The following are some guidelines that need to be followed when involved in an accident while driving a County vehicle.

- If the accident is minor and just involves property damage, move the vehicles to the side of the road, out of the flow of traffic.
- Put hazard lights on, turn off the engine, and place the vehicle in park with the parking brake on.
- Stay out of traffic and remain calm while getting in and out of the vehicle and exchanging information.
- If the accident is more serious and involves injury and/or the vehicles can't be moved, try to shut off the engines to all vehicles, turn on the hazard lights, and place the gear in park with the parking brake on.
- In the case of a serious accident, both police and EMT should be called and given the best and most exact description of the location of the accident scene possible.
- Those not injured should get out of the vehicles, help others to safety and watch out for their own safety.
- If someone is injured, seek medical help immediately. If you are qualified, administer first aid, and make injured passengers as comfortable as possible.
- As a precaution, discourage people from smoking in case of fuel leaks. If you smell or see leaking gasoline, clear the area, call the fire department and don't allow anyone to smoke.
- Regardless of what type of accident, contact your supervisor as soon as possible and tell him you have been in an accident, location of the accident and all information you may have concerning the accident
- Supervisor will immediately go to the scene of the accident and get a statement from the driver and passenger (if one was in the vehicle). Statements will also be taken from the other party in the accident and any eyewitnesses that are available
- Ask the responding officer when and where you can obtain a copy of the accident report. You'll need this for your files and your Risk Management Department will request a copy.
- Do exchange the following information at the accident scene:
  - Name, address, phone number and driver's license number of the driver.
  - Year, make, model and license plate number of the vehicle.
  - Name, address and phone number of the vehicle's owner if different from driver.
  - Name, address and phone number of the drivers' insurance agents.
  - Some description of the collective damage and each car's damage.

- The exact location of the accident.
- When you've been in an accident, you're going to be shaken up, at least emotionally, even if it was a minor collision. **Don't discuss who is at fault with the other driver. Admission of fault at the scene of an accident could jeopardize your legal position in terms of fault and affect rights under your insurance coverage.**
- If there are witnesses get their names, addresses and phone numbers.
- If you have a camera in the car, take photos of the accident. An inexpensive disposable camera in the glove compartment of the car is a good idea; however, keep in mind that extreme temperatures can damage the camera. **Risk Management is recommending that cheap disposable cameras be made available for employees using/driving County vehicles**
- While you are waiting for the police, tow truck or medical personnel, write down whatever you can remember about the accident. Note the time it happened, weather, visibility, light and pavement conditions, color of traffic lights or other signs and approximate speeds of vehicles. Here are some other things to look for:
  - Check to see if the damage appears new or old.
  - Also note which direction each person was driving, the weather conditions and traffic lights or sign conditions.
  - As soon as you can, write a brief outline of what happened.
- If your car has to be towed to a repair shop, remember your insurance company adjuster will have to appraise the damage before your ordered repair work is done. Remember to get all the information about the towing company and the exact location of the repair shop to which the vehicle is going.
- If unhurt, you must report to **ALACOMP** (205-877-2667) located at **2018 Brookwood Medical Center Drive, Professional Office Building, Suite G-2** or **LABCORP** (205-581-3711) located at **3221 3<sup>rd</sup> Avenue South** immediately and after hours call ALACOMP at 205-426-4878 to schedule a drug test prior to coming back to work. Affidavits (copies attached) must also be filled out and notarized by driver and passenger (if applicable) and turned into the Risk Management Department along with notarized driver and passenger statements, other involved party's notarized statement, notarized witness statements (if available), supervisor's statement, Automobile Loss Notice form (copy attached) , pictures of the vehicles, and a copy of the police report
- Risk Management will work with the Count Attorney's Office to review and evaluate the claim with the claimant or plaintiff (according to who is at fault) and will work to resolve any issues as quickly as possible. It is imperative that all of the above information be forwarded to the County's Risk Manager so that adequate information is provided to determine the direction to how the claim should be settled.