

# County Vehicle Accident Reporting Procedures

When an accident involving a County vehicle occurs, it is important that the driver ensure the accident is promptly reported and investigated to expedite prompt handling of claims and to identify accident causes for correction.

An accident is any occurrence involving a County-owned or operated vehicle results in death, injury, or property damage and must be reported regardless of the following:

- Who was hurt
- What property was damaged?
- The severity of property damage
- Where the accident occurred
- Who was responsible

## Procedures:

1. Report all accidents as soon as possible to your supervisor. Let your supervisor know the location of the accident and all information you may have concerning the accident. Your supervisor or its designee will immediately go to the scene of accident take photos and get a statement from the driver and passenger (if one was in the vehicle). You should call the local police authority to make a traffic accident report.

2. At the scene of the accident, the driver will:

Take precautions to prevent further accidents or injuries. 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, place vehicle in park and turn off vehicle. Stay out of traffic and remain calm while getting in and out of the vehicle and exchanging information. The driver should exchange and make note of the following information with other parties involved at the scene of the accident:

- Location, time and date
- Name, address, phone number and driver's license number of the other driver.
- Year, make, model and license plate number of the other vehicle(s).
- Name, address and phone number of the vehicle's owner if different from driver.
- All passengers' names and contact information.
- Name of injured persons
- Name, address, phone number of the other driver/owner's insurance carrier and policy number
- Names and contact information of all possible witnesses.
- A description of the collective damage and of each car's damage. When observing the damages, check to see if damages appear to be new or old.

If vehicle needs to be towed, Fleet management should be contacted. The county has a contract with a towing service company that will tow the vehicle to a designated location.

When you are waiting for the police, tow truck and medical personnel, write down whatever you can remember about the accident. Note the time it happened, the weather, visibility, and pavement conditions, color of traffic lights or other signs and approximate speed of your vehicle. Also note which direction each person was driving.

3. After the accident is reported to local authorities, the driver is responsible for:
  - Contacting Risk Management for authorization for drug screening and medical treatment if needed.
  - Completing a post-accident Drug screening.
  - Completing an Employee Accident and Injury Report.
  - Completing an Employee Accident Statement
  - Completing an Auto Loss Notice
  - Photos of damaged vehicle
  - Getting a copy of the police report

All documents should be forwarded to Risk Management within 48 hours of the accident.

The following are Authorized Occupational Health Clinics for occupational injuries. Risk Management must send authorization before treatment is given. If injuries are life threatening, then you should go to the closest ER. If no injury, employees can receive just a drug and alcohol screening at these locations as well:

**ALACOMP**  
2018 Brookwood Medical Center Drive  
Professional Office Building, Suite G-2  
Birmingham, AL 35209

**Middle Creek Urgent Care**  
4810 Bell Hill Road  
Bessemer, AL 35022

**St. Vincent's OHC1**  
2700 10<sup>th</sup> Avenue South, Suite 103  
Professional Building #2  
Birmingham, AL 35205

**St. Vincent's OHC2**  
One Lakeshore Drive, Suite 301  
Lakewood Medical Building  
Birmingham, AL 35209

**LABCORP-(Drug Screening Only)**  
3221 3<sup>rd</sup> Avenue South  
Birmingham, AL 35222

If the accident occurs after regular working hours, you should contact the **ALCOMP-After Hours number (I AM HURT) at 205.426.4878** to notify an on call nurse for a drug and alcohol screening. Report to Brookwood Hospital ER. If there are injuries, medical treatment will be available.

Risk Management will work with the County 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 documents are forwarded to Risk Management so that adequate information is provided to determine the direction to how the claim should be settled.