

CITY OF COMMERCE



VEHICLE ACCIDENT REPORTING STANDARD OPERATING PROCEDURES

APPROVED:

Director of Transportation

Interim City Administrator

Effective November 21, 2017

City of Commerce
Transportation Department

Standard Operating Procedures

SUBJECT: VEHICLE ACCIDENT REPORTING PROCEDURES	SOP #: 20	Effective Date: 11/21/2017	Revision:
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PURPOSE:

The purpose of the standard operating procedure is to provide a consistent method of reporting vehicle accidents. This reporting will assist the City in investigating accidents and will help develop programs that reduce the frequency and severity of accidents. The operation of vehicles is a vital part of the City's daily functions; therefore the City's vehicle accident reporting process is one step towards controlling vehicle liability costs.

PROCESS:

All accidents involving City vehicles, regardless how minor, must be reported promptly to the driver's immediate supervisor, or follow the chain of command if an immediate supervisor is unavailable. The supervisor shall respond to the scene of the accident; review the vehicle accident checklist with the employee, gather all pertinent information (including pictures of damage) associated with the accident and collectively, thoroughly complete the accident report form. If a supervisor cannot reasonably respond to the scene of the accident, i.e. a long-distance excursion, the driver shall still notify his/her immediate supervisor, or follow the chain of command if an immediate supervisor is unavailable, and follow the steps outlined in the accident checklist.

The Department Head or designee shall review, sign and submit all completed vehicle accident reports to the Transportation Director within 24 hours or one working day after the accident.

DEFINITION:

Vehicle – A vehicle means a City vehicle licensed for road use, used while conducting City business. A vehicle does not include equipment (loaders, graders, bulldozers, skid steers, tractors, lawn mowers, etc.)

PROCEDURES:

- A. For all vehicle accidents involving a City vehicle and a non-City vehicle; injury or death of a person; damage to any vehicle involved to the extent it cannot be driven under its own power; damage to a traffic signal rendering it non-operational; or damage to a non-City building.

DRIVER

- Immediately report the accident to your supervisor, or follow the chain of command if an immediate supervisor is unavailable, and the police.
- Review vehicle accident checklist in vehicle's glove compartment for additional information.

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- Gather data and photos regarding the circumstances of the accident and obtain names of the injured parties or owners of the damaged property.
- Collaborate with your supervisor to thoroughly complete the vehicle accident report form for submittal to the Department Head or designee.

SUPERVISOR

- See that all injured parties receive appropriate medical attention, if not already taken care of.
- Call the police, if they have not already been dispatched to the scene of the accident.
- **For employees operating a Commercial Driver's License (CDL) vehicle; as per City policy, arrange a post-accident alcohol and/or drugs/controlled substance test where:**
 - The employee was performing a safety sensitive function with respect to the vehicle and the accident involved a loss of human life, serious injury, or major property damage; or
 - The employee receives a citation under state or local law for a moving traffic violation arising from the accident; or
 - One or more vehicles received disabling property damage and one or more vehicles were towed from the scene.

Consult with the Department Head and Human Resources prior to arranging a post-accident alcohol and/or drug/controlled substance test.

- Notify the Transportation Department to supervise the removal of the vehicle from the accident site.
- Check the scene by examining the area, reconstruct the chain of events leading up to the accident and attempt to determine the single event that caused the accident, draw a diagram of the location, sketch in nearby physical objects and places where the witnesses were standing and take pictures of the site and nearby objects.
- Interview the driver immediately after the accident. Prior to the interview, inform the driver that he/she has the right to have a union representative present at the interview. If the accident was serious and the driver is injured, judgment should be used to determine when to conduct the interview. When interviewing the driver, let the driver tell the story as he/she wishes without actual interrogation, but a complete picture should be encouraged.
- When assembled, review all the facts for completeness. Afterwards, submit the report to the Department Head or designee for review and signature.

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DEPARTMENT HEAD

- Review the vehicle accident report and determine appropriate action to be taken.
- Submit the completed vehicle accident report to the Transportation Director or designee within 24 hours of the accident. If all information cannot be gathered within this time, please contact the Transportation office and provide whatever information is available.

B. For vehicle accidents involving two City vehicles on City property (not including City streets); **NO** bodily injuries; and both vehicles can be driven away under their own power:

DRIVER

- Immediately report the accident to your supervisor, or follow the chain of command if an immediate supervisor is unavailable.
- Gather data and photos regarding the circumstances of the accident.
- Collaborate with your supervisor to thoroughly complete the vehicle accident report for submittal to the Department Head or designee.

SUPERVISOR

- Check the scene by examining the area, reconstruct the chain of events leading up to the accident and attempt to determine the single event that caused the accident, draw a diagram of the location, sketch in nearby physical objects and places where the witnesses were standing and take pictures of the site and nearby objects.
- Interview the driver as soon as possible after the accident. Prior to the interview, inform the driver that he/she has the right to have a union representative present at the interview. If the accident was serious and the driver is injured, judgement should be used to determine when to conduct the interview. When interviewing the driver, let the driver tell the story as he/she wishes without actual interrogation, but a complete picture should be encouraged.
- When assembled, review all the facts for completeness. Afterwards, submit the report to the Department Head or designee for review and signature.

DEPARTMENT HEAD

- Review the vehicle accident report and determine appropriate action to be taken.
- Submit the completed vehicle accident report to the Transportation Director or designee within 24 hours of the accident. If all information cannot be

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gathered within this time, please contact the Transportation office and provide whatever information is available.

PROPERTY DAMAGE CLAIM FORM:

After receiving a completed vehicle accident report, the Transportation Director or designee shall be responsible for completing and forwarding a vehicle/property damage claim form as follows:

- **City at Fault for Vehicle Damage:** If damage is less than \$2,000, Transportation shall repair the damage. No claim is filed. If damage is greater than \$2,000, Transportation shall complete a property damage form and submit to Human Resources along with photos and two (2) estimates for repairs. Human Resources will then file a claim with the City's property insurance carrier (Alient) via CJPIA's web-page.
- **Other Party at Fault for Vehicle Damage:** If damage is less than \$2,000, Transportation shall complete a property damage form and submit to Finance for invoicing together with a vehicle accident package (supporting documentation for claim such as Driver's Report of Accident, Sheriff's Traffic Collision Report number, estimate for repair, photos, etc.). Finance shall invoice other party's insurance company accordingly. If the damage **is greater than \$2,000**, Transportation shall complete a property damage form and submit to Human Resources together with a vehicle accident package (supporting documentation for claim such as Driver's Report of Accident, Sheriff's Traffic Collision Report number, two (2) estimates for repairs, photos, etc.). Human Resources will then file a claim with the City's property insurance carrier (Alient) via CJPIA's web-page.