

Business and Operations

VEHICLE ACCIDENT

SR 3530.02

Purpose:To provide a process for reporting vehicle accidents.

Timeline:Vehicle accidents must be reported immediately.
Accident reporting forms must be submitted to Business Services within twenty-four (24) hours.

The following procedures are to be followed in the event an employee is involved in a vehicle accident while driving a county owned or personal vehicle for work use:

1. If you can remove the vehicle from the roadway immediately, do so. If this cannot be done, warn other motorists if you can do so safely.
2. Call 911 to summon police and ambulance if necessary.
3. Complete the [Report of Auto Accident](#) form (located in the county-owned vehicles) obtaining names and phone numbers of witnesses.
4. In the description area be sure to note the location and extent of property damage to all vehicles involved and the nature and extent of injuries.
5. Prepare a diagram of the accident scene if the police do not prepare a report.
6. Give the other party your name and address and the name and address of the County Office.
7. Do not admit liability.
8. Notify your supervisor and Sara Adan (467-5030), in Business Services, immediately.
9. Submit report to Sara Adan, in Business Services, immediately.

MENDOCINO COUNTY OFFICE OF EDUCATION

Date Adopted: 03/01/2003

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