

06. SAFETY MANAGEMENT

6.3. Vehicle Accident Procedures

BOS approved - _____

6.3.1. Policy. All incidents involving a Fluvanna County owned or insured vehicle that result in County property or third-party damage shall be classified as County vehicle accidents and are required to be reported to the Public Works Director, the Safety Committee, and the County Administrator.

6.3.2. Scope. This policy applies to any County employee or volunteer involved in a motor vehicle accident while operating a County-owned or County-insured vehicle.

6.3.3. Procedures

A. Stop immediately to investigate and exchange information, even when the accident seems minor.

B. If an emergency exists (bodily injury, chance of fire, etc.), call 911 for emergency assistance.

C. Notify the local law enforcement agency, regardless of the extent of damage.

D. Do not issue a statement, explanation, or expression of apology to anyone at the scene other than a Law Enforcement Officer or County Leader.

E. Provide the County vehicle and insurance card to Law Enforcement and the third-party driver, if applicable.

F. Make written notes of the details of the accident while at the scene. Include description of other vehicles involved and property damaged. Obtain names, addresses, and phone numbers of all persons involved and witnesses. In addition, write down the tag number of all involved vehicles or witnesses.

G. Complete County Form 7.3, Vehicle Accident Report, with your supervisor and forward to Human Resources within **24 hours** after the accident.

6.3.4. Accident Review. All vehicle accidents will be reviewed by the County Safety Committee to determine preventability and may make recommendations, including counseling, driver training, or other corrective measures as necessary.

See also County Policy 7.3 - Motor Vehicle Use.