



**ILENE
SHAPIRO**
COUNTY EXECUTIVE

VEHICLE ACCIDENT REPORTING PROCEDURES

- 1. STOP AT ONCE!** Check for personal injuries and send for an ambulance, if needed. Think Safety First for you and others. **DO NOT** leave the scene, but keep a safe distance.
- 2. IF FIRE, SMOKE OR SPILLED FUEL IS PRESENT**, evacuate passengers to a safe location away from the vehicle and/or away from the roadway and send for the fire department.
- 3. DO NOT CREATE FURTHER HAZARDS.** Set emergency signals (Car Hazard Flashers) to prevent further injury or damage. Move vehicle off the road if needed to prevent further hazard.
- 4. SECURE THE ASSISTANCE OF A POLICE OFFICER.**
- 5. RECORD NAMES AND ADDRESSES** of all witnesses and occupants of involved vehicles. Record vehicle license numbers. Exchange insurance information (name of insurance company, agent name and phone number) with other driver(s) involved in the accident.
- 6. DO NOT ARGUE!** Make no statement except to Police, Sheriff or State Troopers. Sign only official police reports. **DO NOT** talk to Insurance Company representatives or Claims Adjusters.

NOTIFICATION

- 1. REPORT THE ACCIDENT TO YOUR SUPERVISOR OR DISPATCHER IMMEDIATELY** after first aid has been given, the authorities have been notified, the scene protected, and you are able to do so.
- 2. THE IMMEDIATE SUPERVISOR SHALL COMPLETE THE AUTOMOBILE ACCIDENT REPORT AS THOROUGHLY AS POSSIBLE.** This form is available from your department head or the Department of Law and Risk Management.
- The Immediate Supervisor shall within 24 hours submit three (3) copies of the Automobile Accident Report Form and Police Accident Report to the Director of the Department of Law and Risk Management.

AUTO REPAIR

- The immediate supervisor will notify the Department of Law and Risk Management, at which time the supervisor will be advised as to where to send the vehicle for estimates if the vehicle is drivable. If non-drivable, the vehicle will be towed to the county vehicle storage lot at which time three estimates of the repair should be secured.
- A total of three (3) estimates will be required if the cost exceeds \$5,000⁰⁰. Repair estimates are to be faxed or emailed from the auto repair company directly to Mr. Robert Higham, Department of Law and Risk Management, fax: 330.643.8428, or rhigham@summitoh.net.
- Upon receipt of the three (3) estimates, Police Accident Report and Insurance/Accident Report Form, the Department of Law and Risk Management will obtain a purchase order and advise the department head as to where to send the vehicles for repair, if repairs are to be made. No repairs are to be made to a vehicle until a purchase order has been issued. Repairs made prior to the issuance of a purchase order will not be paid by or be the responsibility of the county.

COUNTY OF SUMMIT
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