

Maricopa County Policies and Procedures	Subject: Vehicle Accidents	Number: A2304 Issue Date: 03/92
Approved: Roy Pederson	Initiating Department: Risk Management	

A. Purpose

To provide guidelines in the event of a vehicle accident while driving a County vehicle or when conducting County business regardless of whether the vehicle is County owned or privately owned.

B. Policy

1. Any employee involved in a vehicle accident with a County vehicle or while conducting County business regardless of who owns the vehicle should report the accident immediately by calling the appropriate local law enforcement agency. Under no circumstances should any employee involved in an accident leave the scene without first reporting the incident to the authorities.
2. All employees involved in an accident will be subject to answer questions before a department Safety Committee (or disciplinary review board in the case of the Sheriff's Office). If the accident is deemed to be the fault of the County employee as a result of negligence, the department Safety Committee may recommend disciplinary action to the elected official or department director.
3. Discussion concerning the accident or reports regarding the accident should only be given to the law enforcement officials investigating the accident, appropriate officials within the County (ie. Risk Management, elected official, department director or their designee), or an attorney representing the County.

C. Authority and Responsibility

The department Safety Committee has the authority to render opinions on the fault and level of negligence of employees involved in vehicle accidents. Additionally, the Board should recommend any action to be taken regarding the incident.

E. Procedures

1. Any employee involved in an accident with a County vehicle should immediately report the accident by calling 911 if anyone is injured and requires more than minor first aid, or if there are no injuries, contact the local area police or Sheriff's Department and complete an official report.
2. Employees should give their name, County address, and car license and vehicle number to the other driver and obtain the name, address, license number, and name of insurance company from the other driver, as well as the names of any injured parties and witnesses.
4. Also obtain the date, time, and place of the accident, which law enforcement agencies were involved in the investigation, a description of the injuries to individuals, and a description of damage to any property.
5. During working hours (Monday through Friday 6:30 a.m. to 4:30 p.m., except holidays), employees should call the Equipment Services Department at 506-4666 if a tow truck is needed to transport the County vehicle or if other mechanical assistance is needed. During non-working hours, employees may call the Sheriff's Office and they will dispatch the mechanic on call.
6. In the event of an injury, notify the Risk Management Office at the first opportunity.
7. All vehicular accidents shall be reported in writing as soon as possible on a Maricopa County Auto Accident Report Form #18-3 and submitted to the Risk Management Office for insurance processing. Forms are available at all using departments, the Equipment Services Department and the Department of Risk Management.

8. Proof of registration for all unmarked County vehicles will be kept in the glove compartment. A proof of registration is not required on vehicles and equipment displaying County license plates and identification.
9. The elected official or department director, at the earliest possible convenience, will assign five employees to a department Safety Committee and that committee will issue an opinion regarding the accident.
10. The elected official or department director will then make a decision as to any disciplinary action if necessary.