



Vehicle Incident Reporting Policy and Procedures

1. Purpose

The purpose of this policy is to establish a consistent method of reporting vehicle incidents. This reporting will assist the City in investigating incidents and help develop programs to reduce the frequency and severity of Incidents.

2. Scope

This policy covers all elected officials, employees, applicants, interns, and volunteers. To the extent any applicable collective bargaining agreement differs from the conduct and procedures set forth in this policy, employees represented by that bargaining unit will be subject to the terms set forth in that agreement. To the extent that police department specific policies differ from the conduct and procedures set forth in this policy, employees who work at the police department (both sworn and nonsworn) will be subject to the terms set forth by their department policies.

3. Policy

It is the policy of the City that all employees who operate City vehicles, or a personal vehicle being used for City business, report all incidents involving said vehicle pursuant to the procedures of this policy regardless of the extent of the damage, the severity of the incident, or whether the incident resulted in injury or illness to the vehicle operator or another person. Drivers involved in an incident will use the Vehicle Incident Report to document the event. Blank incident report forms will be kept in the glove compartment of each vehicle.

4. Responsibilities and Procedures

The following procedures shall be followed for all vehicle incidents that occur during work hours or in a city vehicle:

Driver:

- Remain at the scene; Stop the vehicle in a safe place (and move vehicle to the side of the road if possible); Turn off engine and turn on flashers/warning lights;

- If there are injuries resulting from the crash incident (either to yourself or others), call 9-1-1 immediately;
- If you have sustained injuries from the crash, seek medical attention for your injuries first.
- If injuries have been sustained by another person involved in the incident (e.g., passenger, pedestrian, or other driver) and your condition is stable, assist and provide first-aid to the other injured party(ies) to the extent you have training and experience to do so. Do not move an injured person unless absolutely necessary to prevent further injury.
- If there are no resulting injuries from the vehicle crash, but the incident involves a member of the public and resulting physical damage to a City vehicle or property or the vehicle or property of the other party, the Police Department shall be notified by calling the non-emergency number (503-982-2345);
- For an Incident occurring during normal work hours, the employee's immediate supervisor shall be notified as soon as reasonably possible. For an Incident occurring during off-shift hours or weekends, notification shall be based on department-established criteria.
- No vehicle will be moved from the scene until law enforcement arrives and directs the removal or photographs are taken unless a greater hazard would be created by failure to remove the vehicle(s) from the scene.
- Exchange Information with the other driver(s) (or pedestrian or property owner if involved). The employee shall obtain the name and address of the other party, driver's license number, telephone number, insurance company and policy number, and license plate number;
- Insurance information for City Vehicles will be located in the glove compartment of the vehicle.
- If safe to do so, take pictures of the following:
 - License plate(s) of vehicles involved
 - Damage to your vehicle
 - Damage to other vehicle
 - Damage to any property or objects at the scene (debris, skids, fallen trees, etc.);
- Obtain the name and contact information of any passengers;

- Obtain the names and contact information of any witnesses;
- Ask the police officer for a copy of the accident report;
- Be cooperative and courteous, but do not admit any fault or liability;
- If a moving citation is issued to the Driver, Human Resources must be notified as soon as practicable.
- If the driver holds a Commercial Motor Vehicle license and is operating a commercial motor vehicle at the time of the incident, post-accident alcohol and controlled substance testing may be required. Testing is required when an Incident involves a fatality OR the driver receives a moving violation citation arising from the Incident AND 1) a vehicle must be towed, or 2) an injury requires immediate medical treatment away from the scene.
- Per the City's Drug and Alcohol Policy any employee operating a City vehicle which is involved in a work- related accident that results in death or serious physical injury or extensive property damage will be tested for the use of drugs and alcohol as soon as possible after the accident but no later than two (2) hours.
- Do not discuss the Incident with anyone other than the Police, immediate supervisor, the department director, Human Resources, City Attorney, or the Risk Manager;
- Complete an incident/accident report immediately or as soon as possible and provide it and any other incident information to immediate supervisor;
- a DMV Accident Report must be completed if there is injury or death, or damage appears to be more than \$2,500, if any vehicle is towed, or if the Police Department requires it.

Employee is a pedestrian that is struck by a vehicle shall:

- Remain at the scene and if possible, move off the road to a safe location.
- If you're unable to walk or otherwise relocate to safety on your own, ask people nearby (including the driver) to assist you. If you believe you may have injuries to your neck or spine, it is not recommended to have someone pick you up, this could cause further complications. Instead, ask them to block off traffic as best they can so that they can secure a safe perimeter around you.
- Call 911 and report the incident or ask someone to do so.

- If able, ask the driver to remain at the scene and exchange information. Request to obtain the name and address of the other party, driver's license number, telephone number, insurance company and policy number, and license plate number.
- If able, take as many pictures as you can of the scene of the accident, including photos of the vehicle, the environment around the accident, your injuries, etc.
- Obtain the names and contact information of any witnesses.
- For an Incident occurring during normal work hours, notify your immediate supervisor as soon as reasonably possible. For an Incident occurring during off-shift hours or weekends, notification shall be based on department-established criteria.
- Ask the police officer for a copy of the accident report.
- Complete an incident/accident report immediately or as soon as possible and provide it and any other incident information to your immediate supervisor.

Supervisor:

- Whenever possible go to the incident site to provide assistance where needed.
- As soon as practicable following the incident, notify Human Resources to assist with the post-accident drug and alcohol testing determination.
- Help the employee complete the necessary forms (incident/accident Report, DMV Accident Report, 801 Report of Job Injury or Illness form); and
- Complete the supervisor's portion of the incident/accident report and distribute the reports immediately, but no later than within 2 days of occurrence, to the department director and Human Resources.
- Provide Risk management with the following:
 - name and address of the other party(s) involved, driver's license number, telephone number, insurance company and policy number, and license plate number.
 - Any pictures taken at the scene.

- the supervisor shall Immediately notify Risk Management if there's:
 - Injury to a citizen.
 - Injury to an employee and it is serious (defined as transport in ambulance and/or hospital admission)
 - Multiple people injured.

Risk Management:

- Shall notify OR-OSHA within 24 hours of injuries resulting in admission to a hospital and shall report all work place fatalities and catastrophes to OR-OSHA within eight hours of knowledge at OR-OSHA's central office (503-378- 3272).)
- Forward a copy of the Incident/Accident report with claim details to CIS.
- Review all incidents with the City's Safety Committee and determine whether there should be any changes in policy or procedure; or if other corrective action (such as training or equipment changes, etc.), should be implemented to enhance the safe operation of City vehicles, and/or personal vehicles on City business.

Human Resources

- Provide continuous driver safety training and communication.
- Ensure adherence to highway safety regulations, including the Federal Motor Carrier Safety Administration and Federal Transit Authority for post-accident drug testing requirements.
- Reviewing driving records of individual employees and making recommendations to Department Supervisors when an employee's driving privileges should be suspended or revoked.

5. Forms

Incident/Accident report

DMV Accident Report

801 Report of Job Injury or Illness

Post Accident Drug Testing Decision Making form for drivers subject to FTA regulations.

6. References

Human Resources Rules 2.9.4 Driving Records and 9.15 Vehicle Use

OAR 437-001-0704 Reporting Fatalities, Catastrophes, Injuries, and Illnesses to Oregon OSHA

OSHA 1904.39 Reporting fatalities, hospitalizations, amputations, and losses of an eye as a result of work-related incidents to OSHA.

49 CFR Part 655.44 Post-accident testing FTA Drug and Alcohol Testing

Woodburn Drug and Alcohol Policy

7. Review of Policy and Procedures

This policy shall be reviewed every three years or as state and federal regulations are revised and necessitate a change in the policy or procedures.

Adopted: December 2023