

**SUBJECT: VEHICLE ACCIDENT REPORTING AND INVESTIGATION**

Purpose: The purpose of this APM is to provide a consistent method of reporting vehicle accidents. This reporting will assist the City in investigating accidents and help to develop programs to reduce the frequency and severity of accidents.

The operation of vehicles is a vital part of the City's operations. Without vehicles, the City would not be able to provide services to its residents. At the same time, the City needs to consider ways to control the costs of providing its services. The City's vehicle accident reporting process is one step in the process of controlling vehicle liability costs. During a recent five-year period, claim dollars associated with vehicle liability claims were 78 percent of all liability claims paid by the City (\$3.3M vs. \$928,000).

Process: All accidents/incidents involving City vehicles, no matter how minor, must be reported promptly to the driver's immediate supervisor. The employee involved in the accident, and his/her supervisor, shall cooperate with and assist in the reporting and gathering of accident and injury data.

The supervisor of the employee involved in the accident shall respond to the accident scene for all accidents occurring within the City of Madison. For accidents occurring outside the City of Madison, supervisors need to assess the significance of the accident and injuries to employees and then make a decision on whether to proceed to an accident scene. Upon arriving at the accident scene, the supervisor shall assemble all facts, arrange for post accident alcohol and/or drugs/controlled substance test when appropriate, and review and sign the Vehicle Accident Report or Incident Report (see Procedures below to determine which report is appropriate).

The department/division head or designee shall review, sign and submit all completed Vehicle Accident or Incident Reports to the Risk Manager within 24 hours or one working day after the accident/incident, if possible. They shall also determine any agency action required.

While this policy applies to all City agencies, an exception is granted to the Madison Police Department and Metro Transit due to the higher reporting standards already in place in those agencies. This exception is granted based on the current accident reporting procedures in place within the Madison Police Department and Metro Transit and their willingness to review their reporting procedures with the Risk Manager when changes are made or at the Risk Manager's request.

Definition: Vehicle – A vehicle means a vehicle licensed for road use, including a personal vehicle used on City business. A vehicle does not include contractors' equipment (loaders, graders, bulldozers, skid steers, tractors, mowers, etc.).

Procedures:

- A. For all vehicle accidents involving a city vehicle and a non-city vehicle; injury or death of any person; damage to any vehicle involved to the extent it cannot be driven under its own power; damage to a traffic signal rendering it non-operational; or damage to a non-City building:

#### DRIVER

- Immediately report the accident to your supervisor and the Police.
- See Vehicle Accident packet in vehicle for additional information.
- Cooperate with the Police investigation.
- Gather data regarding the circumstances of the accident and the names of injured parties or owners of damaged property.
- Work with your supervisor to complete a City of Madison Vehicle Accident/Incident Report for submittal to department/division head immediately.
- Drivers that report directly to the Mayor shall notify the Fleet Service Superintendent (or designee), the Risk Manager and the Mayor's Office. The Fleet Service Superintendent shall act as the driver's supervisor for administration of this policy.

#### SUPERVISOR

- See that all injured parties receive appropriate medical attention, if not already taken care of.
- Call the Police if the employee has not already called them.
- For employees operating a CDL vehicle, arrange a post accident alcohol and/or drugs/controlled substance test where:
  - the employee was performing a safety sensitive function with respect to the vehicle and the accident involved a loss of human life, serious injury, or major property damage; or
  - the employee receives a citation under state or local law for a moving traffic violation arising from the accident; or
  - one or more vehicles received disabling property damage and one or more was towed from the scene.

Consultation with department/division head and Human Resources is strongly encouraged prior to arranging a post accident alcohol and/or drugs/controlled substance test.

- Notify the appropriate agency (Fleet Service, Parking Utility, Engineering or Water Utility) to supervise the removal of the vehicle from the accident site if not already done by others, including the Police.
- Check the scene by examining the area, reconstruct the chain of events leading up to the accident and attempt to determine the single event that caused the accident, draw

a diagram of the location, sketch in nearby physical objects and places where the witnesses were standing and take pictures of the site and nearby objects.

- Interview the driver as soon as possible after the accident. If the accident was a serious one and the driver is injured, judgment should be used to determine when to conduct the interview. When interviewing the driver, let the driver tell the story as he/she wishes without actual interrogation, but a complete picture should be encouraged.
- When assembled, review all facts for completeness. Prepare a Vehicle Accident Report on the form provided by the Risk Manager and submit the report to department/division head or designee and Risk Manager.

#### DEPARTMENT/DIVISION HEAD

- Review the Vehicle Accident Report and determine initial agency action to be taken.
- Submit the report to the Risk Management Office within 24 hours of the accident and/or one working day of the incident, if possible. If all information cannot be gathered within this time, contact the Risk Management Office with whatever information is available.

B. For vehicle accidents involving two city vehicles on City Property (not including City streets); **NO** bodily injuries; and both vehicles can be driven away under their own power:

#### DRIVER

- Immediately report the accident to your supervisor.
- Gather data regarding the circumstances of the accident.
- Work with your supervisor to complete a City of Madison Vehicle Accident Report for submittal to department/division head.

#### SUPERVISOR

- Check the scene by examining the area, reconstruct the chain of events leading up to the accident and attempt to determine the single event that caused the accident, draw a diagram of the location, sketch in nearby physical objects and places where the witnesses were standing and take pictures of the site and nearby objects.
- Interview the drivers as soon as possible after the accident. When interviewing the drivers, let the drivers tell the story as they wish without actual interrogation, but a complete picture should be encouraged.
- When assembled, review all facts for completeness. Prepare a Vehicle Accident Report on the form provided by the Risk Manager and submit the report to department/division head or designee and Risk Manager.

#### DEPARTMENT/DIVISION HEAD

- Review the Vehicle Accident Report and determine initial agency action to be taken.
  - Submit the report to the Risk Management Office within 24 hours of the accident and/or one working day of the incident, if possible. If all information cannot be gathered within this time, contact the Risk Management Office with whatever information is available
- C. For vehicle accidents involving a City vehicle and a fixed object (for example: tree, dumpster, light, garbage can, bench, City building) other than a vehicle or items described in A. above:

#### DRIVER

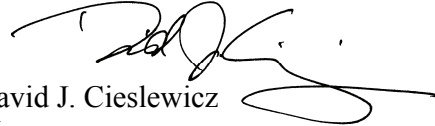
- Immediately report the accident to your supervisor.
- Gather data regarding the circumstances of the accident and owners of damaged property.
- Work with your supervisor to complete a City of Madison Incident Report for submittal to department/division head.

#### SUPERVISOR

- See that all injured parties receive appropriate medical attention, if not already taken care of.
- Check the scene by examining the area, reconstruct the chain of events leading up to the accident and attempt to determine the single event that caused the accident, draw a diagram of the location, sketch in nearby physical objects and places where the witnesses were standing and take pictures of the site and nearby objects.
- Interview the driver as soon as possible after the accident. If the accident was a serious one and the driver is injured, judgment should be used to determine when to conduct the interview. When interviewing the driver, let the driver tell the story as he/she wishes without actual interrogation, but a complete picture should be encouraged.
- When assembled, review all facts for completeness. Prepare a Incident Report on the form provided by the Risk Manager and submit the report to department/division head or designee and Risk Manager.

DEPARTMENT/DIVISION HEAD

- Review the Incident Report and determine initial agency action to be taken.
- Submit the report to the Risk Management Office within 24 hours of the accident and/or one working day of the incident, if possible. If all information cannot be gathered within this time, contact the Risk Management Office with whatever information is available.



David J. Cieslewicz  
Mayor

APM No. 5-2  
June 01, 2009

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(Revised 1/12/2009)