

	Date Issued: 09/14/2022  Policy #: 711
<b>Township Vehicle Accident Policy and Procedure</b>	
Issued By: Maribel Fernandez, Human Resources Director <i>MF</i>	Page 1 of 1 Revised: N/A

### **Intent**

The procedures set forth in this document are to provide the Township reasonable notice of a vehicle accident in a Township owned vehicle, and to ensure the Township adheres to the proper and timely reporting guidelines to the necessary entities.

### **Scope of Policy**

This document outlines the reporting procedures that must be followed when any Township employee is in an accident involving a Township owned vehicle.

### **Policy**

#### **I. Accident Procedures**

- a. If a Township employee is involved in a vehicle accident and medical attention is needed immediately, call 911.
- b. The employee will then call their Department Head to notify them of the accident. The Department Head must call Human Resources after speaking with employee to notify HR of the accident.
- c. The employee will exchange information with any other parties involved gathering all their vehicle, personal and insurance information. The employee shall use the approved Manheim Township Vehicle Accident Form (Form 711-A).
- d. The employee shall take pictures of the damage to any vehicles, property, and overall scene.
- e. If police are called to the scene, the employee will cooperate with them, providing any information they request. The employee will also obtain a copy of the accident report.
- f. The employee will be required to be taken for a drug and alcohol test by their supervisor if the accident involves:
  - i. A fatality,
  - ii. Anyone involved requires medical treatment away from the scene,
  - iii. Any of the vehicles involved needs towed,
  - iv. The employee has had 2 or more accidents in the last 12 months

**\*Employees who have been drug/alcohol tested may not drive a Township vehicle until the Township receives the results\***

- g. The employee will complete the Township's Vehicle Accident Report by the end of the business day of the accident and give it to the Department Head along with any photos of the accident.
- h. The Department Head will give the form and any additional information provided to the Human Resources Department the same day they receive it.
- i. The Human Resources Department will then report the accident to the insurance carrier and follow up with the employee and Department Head as needed.