



Vehicle Accident/Incident Reporting Procedure

Vehicular Accident - In the event of a vehicular accident, either on public right of way or involving contact with non-city owned property, whether damage is apparent or not, or resulting in personal injury, the operator shall:

1. Assist the other party if necessary. Assume no responsibility for the accident or damages.
2. Call their immediate supervisor and a Police Officer without moving their fleet vehicle.
3. Exchange insurance information contained on the Vehicle Accident Report Form with the other party while completing the form.
4. The supervisor should arrange for the vehicle to be taken to Fleet Services immediately following the accident or incident for evaluation regardless of the severity. (Exception is if the vehicle is needed to complete its work shift).
5. Report the accident to their Department Director or the Director’s designee as soon as possible.
6. The supervisor should complete and/or ensure the following forms are sent to Fleet Services within three (3) working days:
 - a. Supervisor’s Report Form
 - b. Vehicle Accident Report Form
 - c. Arkansas Motor Vehicle Accident Report Form “SR-1”

Vehicular Incident - In case of an accident that does not occur on the city streets and does not involve another vehicle or damage to a private or commercial residence or structure, the following procedures should be taken:

1. The vehicle operator is to call their immediate supervisor without moving their fleet vehicle.
2. Upon their arrival, the supervisor is to:
 - a. Evaluate both the operator and the vehicle to determine if the driver should submit to the CDL mandated drug-testing policy. (Determination is based on discovery of negligent actions on the part of the operator)
 - b. Arrange transportation of the vehicle to Fleet Services for inspection of damages regardless of appearance exterior damages – it is mandatory that all vehicles are transported to Fleet Service immediately accidents or incidents (exception is if the vehicle is needed to complete it’s work shift).
3. The supervisor should complete and/or ensure the following forms are sent to Fleet Services within three (3) working days:
 - a. Supervisor’s Report Form
 - b. Incident Report Form