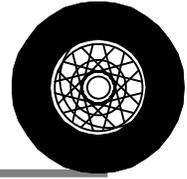


Fleet Unit Accident-Incident Reporting Procedure

Fleet Unit Accident – An occurrence of any kind, under any circumstances, where the City’s Fleet Unit makes an impact with another vehicle or person on a street or highway or with a commercial or privately-owned object or property, the operator shall:

1. Assist the other party if necessary. Assume no responsibility for the accident or damages.
2. Call the operator’s Immediate Supervisor or someone in chain of command and Emergency (911) without moving their Fleet Unit.
3. Exchange insurance information contained on the Vehicle Accident Report Form with the other party while completing the form.
4. Submit to the City’s Post Accident Alcohol/Drug Test Policy (Post accident drug screening). The Supervisor will drive the employee to the drug testing facility. Administrative Personnel Manual, Section X, Drug and Alcohol Free Workplace Policy.
5. Take photos at the scene of the accident to be forwarded to the Fleet Asset Specialist.
6. The Supervisor shall contact staff at 501-918-4240 during normal business hours or **501-371-4423 after hours** for the Fleet Unit to be taken to Fleet Services immediately following the accident or incident for evaluation regardless of the severity.
7. The Supervisor shall report the accident to their Department Director or the designee within twenty-four (24) hours of the accident.
8. The Supervisor shall complete and/or ensure the following forms are sent to Fleet Services within three (3) work days:
 - a. Arkansas Motor Vehicle Accident Report Form “SR-1” – **if applicable**
 - b. Supervisor’s Investigation Report Form- Motor Vehicle Accident (CLR Form)
 - c. Vehicle Accident Report Form (City’s Insurance Carrier’s Form)
 - d. CLR Vehicle Accident-Incident Report Form (CLR Form)
 - e. Police Report**(Email: Fleetwrecks@littlerock.gov)**

**** Fleet Unit Incident Reporting (Continued on back) ****



Fleet Unit Accident-Incident Reporting Procedure

Fleet Unit Incident – An occurrence where impact made by the City’s Fleet Unit does not involve another vehicle or person; however, it may incur damage to a commercial or privately-owned object or property, the operator shall:

1. Call their Immediate Supervisor without moving their Fleet Unit. Upon their arrival, the Supervisor is to evaluate both the operator and the Fleet Unit to determine:
 - a. If the operator should submit to the City’s Post Accident Alcohol/Drug Test Policy (Post accident drug screening). If so, the Supervisor will drive the employee to the drug testing facility. Administrative Personnel Manual, Section X, Drug and Alcohol Free Workplace policy.
2. Contact staff at 501-918-4240 during normal business hours or **501-371-4423 after hours** for the Fleet Unit to be taken to Fleet Services immediately following the accident or incident for evaluation regardless of severity.
3. The Supervisor should complete and/or ensure the following forms are sent to Fleet Services within three (3) work days:
 - a. Supervisor’s Report Investigation Form- Motor Vehicle Accident (CLR Form)
 - b. CLR Vehicle Accident-Incident Report Form (CLR Form)(Email: Fleetwrecks@littlerock.gov)
3. Vandalism – A police report is required.

If you have any questions regarding accident/incident reporting procedures, please contact the Fleet Asset Specialist.

Anthony Bell, Fleet Asset Specialist

(501) 918-4207 (Office)

(501) 918-4200 (Fleet Services)

Tbell@littlerock.gov

Fleetwrecks@littlerock.gov