

VEHICLE ACCIDENT REPORTING

Purpose:

The purpose of this guideline is to assist the Executive Staff in the identification of vehicle accident(s) and the district personnel involved.

Scope:

All vehicle accidents shall be reported to the Chief and/or Shift Supervisor no matter how minor the injury and/or damage appears.

Guidelines:

Contact PSCC:

- A. Advise them that you have been in an accident.
- B. Request an officer be sent to your location.
- C. Request to be taken out of service.
- D. Advise PSCC to dispatch other units to respond to the call if enroute to a call.
- E. If you are transporting a patient, have the nearest EMS unit dispatched to transport.
- F. Advise PSCC if there are any injuries, check all vehicles involved.

Scene Integrity:

- A. Notify the Chief and Shift Supervisor immediately.
- B. Keep control of the scene.
- C. Do not leave the accident scene.
- D. If possible take or have pictures taken of the scene.
- E. Obtain names and contact numbers for all witnesses.
- F. Obtain a copy of the police report or the police report number.
- G. Obtain information from others involved. (Name, address, telephone number, insurance information, etc.)
- H. A drug/alcohol test may be obtained from driver of equipment involved in the accident at the Shift Supervisors requests.
- I. Fill out proper accident form upon return to station.
- J. Contact the Chairperson of the Safety Committee.
- K. The Safety Committee shall review and/or investigate the accident within 72 hours and their findings shall be given to the Chief.
- L. If a member of the Safety Committee is involved in an accident, they will be excluded from the investigation.