



# PROCEDURE MANUAL

**Code: 2-8-6**

## Safety Program

### Vehicle Accident Reports

Original Date:            Revised Date: 5/27/2009

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#### **6.01 PURPOSE**

This procedure is used to review past accidents and to determine how similar accidents may be prevented.

#### **6.02 SCOPE**

All DES and CSA 40 Staff

#### **6.03 POLICY**

At the time of filing accident reports, DES Fire Administration will review an individual's performance according to the following criteria:

- a. If an employee has two vehicular accidents in any given year, the two vehicular accident reports will be reviewed by DES Fire Administration and Risk Management.
- b. If an employee has three or more vehicular accidents while employed by the County, all vehicle accident reports will be reviewed by Risk Management and Fire Administration.

#### **6.04 PROCEDURES**

##### **1. VEHICLE ACCIDENT REPORTS**

- a. All vehicle accidents off County property must be investigated by the law enforcement with jurisdiction no matter what the property damage.
- b. Notification of law enforcement will occur at the time of the accident, before leaving the scene.
- c. The Fire Duty Chief shall be notified immediately and will respond and investigate all vehicular accidents, regardless of the damage.
- d. Vehicle accident reports are to be:
  1. Carried in the apparatus log books of each DES / Fire Department apparatus.
  2. Carried in each passenger vehicle.
  3. Filled out at the scene by the employee or volunteer having the accident and/or supervisor. The DES / County Fire Duty Chief may also fill out the Accident Report.
  4. Filled out when the accident involves vehicles or property owned by the County of Sonoma or vehicles or property owned by a County Fire Service Area #40 Volunteer Fire Company.

5. Vehicle accident reports shall be maintained by the VFC Fire Chief, and by DES.

## **2. SONOMA COUNTY VEHICLE ACCIDENT REPORT**

(See Attachment)

- a. This report is to be filled out on all vehicular accidents. Property damage has no influence on the necessity of this report; if an accident occurs, it must be filled out.
- b. This report will be completed by the Employee/Volunteer/VFC Officer and forwarded to the Fire Duty Chief within 24 hours of the accident.
- c. The Volunteer Fire Chief and County Fire Chief will analyze the information; assign cause, log accident in the department vehicular accident trend log and forward a copy of the report to the appropriate Risk Management agent, Safety Committee, employee/volunteer's file, and current accident file.

## **3. COUNTY OF SONOMA ACCIDENT / INCIDENT REPORT**

(This form is to be completed only if an injury occurred.) (See Attachment)

- a. This report will be completed by the Employee/Volunteer/VFC Officer and forwarded to the Fire Duty Chief within 24 hours of the accident.
- b. The completed form will be forwarded to the County Fire Chief and a copy provided to the VFC Fire Chief within 48 hours of the injury.
- c. The completed Accident /Incident Report shall be forwarded to Sonoma County Risk management within 5 working days.

## **4. SUPERVISOR'S REPORT OF OCCUPATIONAL INJURY/ILLNESS/ EXPOSURE** (See Attachment)

- a. This report is to be completed by the Company Officer/Supervisor and forwarded to the Fire Duty Chief within 24 hours of the accident/injury.
- b. The completed form will be forwarded to the County Fire Chief and a copy provided to the VFC Fire Chief within 48 hours of the injury.
- c. The completed form will be forwarded to Sonoma County Risk Management no later than 24 hours of knowledge of the incident.

## **6.05 REFERENCES**

None