

513 Vehicle Accidents

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It is the policy of the Authority to give its employees clear instructions on how to properly respond to accidents involving Authority vehicles.

Vehicle accidents should be reported no matter how minor they might seem. Accidents might include damage to parked vehicles, structures or other objects, collisions, body damage or scrapes, and slide-offs.

Authority employees involved in an accident should immediately report the accident to Dispatch and/or your immediate supervisor, as well as the police. Note the time, location and details of the incident, and determine if you or any passengers are injured or need medical attention.

If your vehicle is blocking traffic and can be driven, move it to the side of the road to allow traffic and emergency vehicles to get through. Insist that all parties and property involved remain at the scene until police arrive, and obtain their names, contact information, and driver's and vehicle license numbers.

Do not admit fault, apologize to anyone, or promise to offer restitution of any sort for damages or injuries. Fault will be determined by law enforcement based on the report of facts.

You will be required to complete an Incident Report fully and return this to your supervisor.