

TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS

Subject:
ACCIDENT REPORTING PROCEDURES
VEHICLE & PROPERTY DAMAGE

Regulation No:
2.24

Effective Date:
August 1, 2016

Supersedes: July 6, 2001; February 3, 2009

I. PURPOSE

All accidents involving Town property and/or a Town employee must be properly reported and documented. This procedure is to be followed by all Town employees whenever an accident occurs, regardless of how minor, or whether the accident occurred on or outside of Town property. For the purposes herein, the term “supervisor” applies to all management level employees.

II. GENERAL INFORMATION

- A. These instructions for reporting any vehicle accident and/or property damage apply to all Town employees in all instances. Failure to follow these instructions may result in disciplinary action, as described in the Town of Vienna's Administrative Regulation No. 2.15.
- B. It is the responsibility of each supervisor to maintain this information readily accessible to all employees; to insure compliance by every employee under his or her purview; to investigate every reported accident or incident; and to administer corrective action(s) when and where indicated.
- C. The Human Resources Director (HR Director) is responsible for any amendments to these procedures. Changes to these operating procedures will be made in writing by the HR Director, as approved by the Town Manager.
- D. Civilian employees who have been found to have a preventable accident will complete a drug and alcohol test.
 - 1. A preventable vehicular accident is one in which:
 - a. There is a loss of human life; or the driver receives a citation under state or local law for a moving violation arising from the accident; and
 - b. any involved vehicle sustains disabling damage (the vehicle cannot be driven from the scene or would be damaged further if driven); or
 - c. anyone receives bodily injury which requires immediate medical attention away from the accident scene.

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2. In these circumstances, the supervisor will take or send the employee to the assigned drug and alcohol testing facility, in accordance with A.R. 2.34.
 3. An employee's failure to comply with the testing will be subject to disciplinary action.
- E. Only the Town Manager and the HR Director may exempt an employee from following these procedures.

III. EMPLOYEE ACCIDENT REPORTING PROCEDURE

- A. Every employee is required to report all accidents in which the employee is involved.
- B. The employee is responsible for adhering to the particulars outlined in the Checklist, by always stopping, aiding the injured as needed, and reporting the accident.

IV. SUPERVISOR RESPONSIBILITY

- A. The supervisor is required to insure that all procedures are followed; to investigate the details of the accident; and to take and report corrective actions that help mitigate future similar occurrences.
- B. The supervisor is required to complete *Supervisor's Investigation of Vehicle/Property Accident* and submit the completed report to the HR Department within 24 hours.

V. HUMAN RESOURCES RESPONSIBILITY

- A. Upon being notified that the accident happened, the HR Department will notify the Town Manager that the accident occurred.
- B. The HR Department will obtain a copy of the police report from the appropriate Police Department.
- C. In all instances, the HR Department will report the accident to the Town's insurance provider.

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VI. APPLICABLE DOCUMENTS

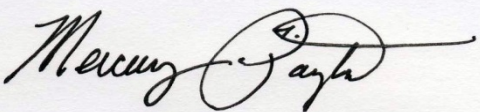
Vehicle /Property Damage Checklist for Reporting Accidents (AS 2.24-1)

Accident Information Form (AS 2.24-2)

Employee's Report of Property Damage (AS2.43)

Insurance Information (AS 2.4-4)

Supervisor's Report of a Vehicle/Property Accident (AS 2.24-5)

Signature of Town Manager:	Date:
	July 22, 2016