

## City of Los Alamitos Administrative Regulation

Regulation: **1.20**

Title: **Vehicle Accident Reporting & Investigation Policy**

Authority: **City Manager**

Date: **August 30, 2023**

Revised:

DocuSigned by:

*Chet Simmons*

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**Chet Simmons, City Manager**

- 1. Purpose:** The purpose of this Policy is to provide a consistent method of reporting vehicle accidents. This reporting will assist the City in investigating accidents and help to develop programs to reduce the frequency and severity of accidents. The City's vehicle accident reporting process is one step in the process of controlling vehicle liability costs.
  
- 2. Application:** All accidents/incidents involving City vehicles, no matter how minor, must be reported promptly to the driver's immediate supervisor. The employee involved in the accident, and his/her supervisor, shall cooperate with and assist in the reporting and gathering of accident and injury data.

The supervisor of the employee involved in the accident shall respond to the accident scene for all accidents occurring within the City of Los Alamitos City limits. For accidents occurring outside the City limits, supervisors need to assess the significance of the accident and injuries to employees and then make a decision on whether to proceed to an accident scene. Upon arriving at the accident scene, the supervisor shall assemble all facts, arrange for post-accident alcohol and/or drugs/controlled substance test when appropriate, and review and sign the Vehicle Incident Report.

The department director or designee shall review, sign and submit all completed Vehicle Accident or Incident Reports to the Human Resources Department within 24 hours or one working day after the accident/incident, if possible, for timely processing of Workers Compensation if applicable. The department director and the Human Resources Department shall determine the next actions steps, including employee discipline if necessary and appropriate.

### **3. Definition:**

**Vehicle** – A vehicle means a vehicle licensed for road use, including a personal vehicle used on City business. A vehicle does not include contractors' equipment (loaders, graders, bulldozers, skid steers, tractors, mowers, etc.).

### **4. Procedure:**

- A.** For all vehicle accidents involving a City vehicle and a non-City vehicle; injury or death of any person; damage to any vehicle involved to the extent it cannot be driven under its own power; damage to a traffic signal rendering it non-operational; or damage to a non-City building;

## **DRIVER**

- Immediately report the accident to your supervisor and the Police Department.
- Cooperate with the Police investigation.
- Gather data regarding the circumstances of the accident and the names of injured parties or owners of damaged property. (including pictures)
- Work with your supervisor to complete a City of Los Alamitos Vehicle Accident/Incident Report for submittal to department director immediately.
- Notify the Human Resources Department Manager.

## **SUPERVISOR**

- See that all injured parties receive appropriate medical attention, if not already addressed.
- Call the Police Department if the employee has not already done so.
- For employees operating a CDL vehicle, arrange a post-accident alcohol and/or drugs/controlled substance test where:
  - the employee was performing a safety sensitive function with respect to the vehicle and the accident involved a loss of human life, serious injury, or major property damage; or
  - the employee receives a citation under state or local law for a moving traffic violation arising from the accident; or
  - one or more vehicles received disabling property damage and one or more was towed from the scene.

Consultation with the department director and Human Resources Division is strongly encouraged prior to arranging a post-accident alcohol and/or drugs/controlled substance test.

- Check the scene by examining the area, reconstruct the chain of events leading up to the accident and attempt to determine the single event that caused the accident, draw a diagram of the location, sketch in nearby physical objects and places where the witnesses were standing and take pictures of the site and nearby objects.
- Interview the driver as soon as possible after the accident. If the accident was a serious one and the driver is injured, judgment should be used to determine

when to conduct the interview. When interviewing the driver, let the driver tell the story as he/she wishes without actual interrogation, but a complete picture should be encouraged.

- When assembled, review all facts for completeness. Prepare a Vehicle Incident Report Form and submit the report to the department director or his/her designee and the Human Resources Department Manager.

## DEPARTMENT DIRECTOR

- Review the Vehicle Incident Report Form and determine initial action to be taken in consultation with the Human Resources Department if involving employee discipline.
- Submit the report to the Human Resource Department Manager within 24 hours of the accident and/or one working day of the incident, if possible. If all information cannot be gathered within this time, contact the Human Resources Department Manager with whatever information is available.

- B.** For vehicle accidents involving two city vehicles on City Property (not including City streets); **NO** bodily injuries; and both vehicles can be driven away under their own power:

## DRIVER

- Immediately report the accident to your supervisor.
- Gather data regarding the circumstances of the accident. (including pictures)
- Work with your supervisor to complete a Vehicle Incident Report for submittal to the department director.

## SUPERVISOR

- Check the scene by examining the area, reconstruct the chain of events leading up to the accident and attempt to determine the single event that caused the accident, draw a diagram of the location, sketch in nearby physical objects and places where the witnesses were standing and take pictures of the site and nearby objects.
- Interview the drivers as soon as possible after the accident. When interviewing the drivers, let the drivers tell the story as they wish without actual interrogation, but a complete picture should be encouraged.
- When assembled, review all facts for completeness. Prepare a Vehicle

Incident Report Form and submit the report to the department director and/or his/her designee, and the Human Resources Department.

## **DEPARTMENT/DIVISION DIRECTOR**

- Review the Vehicle Incident Report Form and determine initial action to be taken in consultation with the Human Resources Department if involving employee discipline.
  - Submit the report to the Human Resources Department within 24 hours of the accident and/or one working day of the incident, if possible. If all information cannot be gathered within this time, contact the Human Resources Department Manager with whatever information is available.
- C.** For vehicle accidents involving a City vehicle and a fixed object (for example: tree, dumpster, light, garbage can, bench, City building) other than a vehicle or items described in A. above:

## **DRIVER**

- Immediately report the accident to your supervisor.
- Gather data regarding the circumstances of the accident and owners of damaged property. (including pictures)
- Work with your supervisor to complete a City of Los Alamitos Incident Report for submittal to the department director and Human Resources Department Manager.

## **SUPERVISOR**

- See that all injured parties receive appropriate medical attention, if not already addressed.
- Check the scene by examining the area, reconstruct the chain of events leading up to the accident and attempt to determine the single event that caused the accident, draw a diagram of the location, sketch in nearby physical objects and places where the witnesses were standing and take pictures of the site and nearby objects.
- Interview the driver as soon as possible after the accident. If the accident was a serious one and the driver is injured, judgment should be used to determine when to conduct the interview. When interviewing the driver, let the driver tell the story as he/she wishes without actual interrogation, but a complete picture should be encouraged.
- When assembled, review all facts for completeness. Prepare an Incident Report on the form and submit the report to the department director and/or

his/her designee and the Human Resources Department Manager.

**DEPARTMENT DIRECTOR**

- Review the Incident Report and determine initial action to be taken, and in consultation with the Human Resources Department if involving employee discipline.
- Submit the report to the Human Resources Department Manager within 24 hours of the accident and/or one working day of the incident, if possible. If all information cannot be gathered within this time, contact the Human Resources Department Manager with whatever information is available.

**5. Terms and Conditions:** City vehicles are utilized strictly to conduct City business only. No personal matters or errand shall be conducted utilizing a City vehicle.

**6. Regulations:** In the event the cause of the accident is determined to the gross negligence of the employee while operating a City vehicle, or caused by the employee utilizing the City vehicle to conduct unauthorized, non-City business, the employee shall be subject to disciplinary action, up to and including termination of employment.

Attachment A: Vehicle Incident Report Form



# CITY OF Los Alamitos *California*

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## VEHICLE INCIDENT REPORT FORM

Reported By: \_\_\_\_\_ Date of Report: \_\_\_\_\_  
Title: \_\_\_\_\_ Incident No: \_\_\_\_\_

### EMPLOYEE INCIDENT INFORMATION

Was Anyone Injured in the Accident/  
Incident? Yes  No  Did You Contact Your Supervisor? Yes  No

Full Name of Driver: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

City Vehicle Involved in Incident: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Lic. Plate No: \_\_\_\_\_

Address/Location of Incident: \_\_\_\_\_

Brief description of weather conditions at the time of the incident: \_\_\_\_\_

Incident Details: \_\_\_\_\_

Identify Damage(s) to City Vehicle Including the Area: \_\_\_\_\_

Any Additional Information: \_\_\_\_\_

Did Police Report to the Scene? Yes  No

If yes, provide the Officers Name & Jurisdiction: \_\_\_\_\_

Report No. (if applicable): \_\_\_\_\_

**DETAILS OF OTHER VEHICLE(S) INVOLVED**

**First Vehicle Involved:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Insurance Company: \_\_\_\_\_

Policy No: \_\_\_\_\_ License Plate No: \_\_\_\_\_ DL No: \_\_\_\_\_

Vehicle Description: Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

Detailed Description of Areas Which Sustained Damage: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any Additional Information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Second Vehicle Involved (If Applicable):**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone No. \_\_\_\_\_ Insurance Company \_\_\_\_\_

Policy No. \_\_\_\_\_ License Plate No: \_\_\_\_\_ DL No: \_\_\_\_\_

Vehicle Description: Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

Detailed Description of Areas Which Sustained Damage: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any Additional Information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE ATTACH INCIDENT PHOTOS TO THIS REPORT. LIST NUMBER OF PHOTOS ATTACHED HERE: \_\_\_\_\_