

Rules and Regulations

Administrative Regulations
Policy 112.0
Vehicle Accident Reporting



Purpose:

The purpose of this policy is to provide a standard system for reporting **all** fire department vehicle accidents. This policy is also intended to include any accident on private property and fire department facilities.

Policy:

All vehicle accidents involving Fire Department and personal vehicles must be reported by contacting the dispatcher immediately after the accident.

The report to the dispatcher will include:

- Your unit ID or apparatus number
- Your exact location
- An indication of the need for medical assistance
- An estimate of the extent and nature of vehicle damage or injuries
- Indication as to whether or not your apparatus/vehicle is drivable

The following shall be notified:

- Fire Chief
- Law Enforcement (City PD, Sheriff, Ohio State Highway Patrol as necessary for jurisdiction).

While at the accident scene:

- Initiate appropriate medical care as indicated
- Do not discuss the accident with anyone other than Fire and Law Enforcement Representatives
- Do not move your vehicle unless it is creating a traffic hazard
- If you must move your vehicle –chalk the position of your tires prior to moving
- Obtain witness' names, addresses and phone numbers
- Remain at the accident scene until Law Enforcement has completed their investigations

The Fire Chief shall cause all vehicle accidents involving Fire Department apparatus to have a fact-finding review. The Fire Chief may delegate the review to whomever he/she deems.

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All accident investigations will include separate interviews with the driver of the Fire Department vehicle and all crew members. Other witnesses, both civilian and Fire Department members, will also be interviewed. Name and addresses will be obtained. Notes of each interview will also be taken.

Fire Department employees involved in the accident should be isolated from the general public, the other parties involved in the accident, and the media.

Employees should be taken to the command vehicle on scene. They must not be permitted to talk to anyone about the accident except to Police and Fire Officials.

Employees may be placed on Administrative Leave with pay during the initial investigation process.