



DCS - FLEET MANAGEMENT DIVISION

PROCESS A002: *Accidents and Incidents*

1. OVERVIEW

These guidelines provide general information and instructions in the event a state employee driving a vehicle leased or rented from FMD is involved in a vehicle accident.

2. PERSONAL SAFETY

- 2.1. Turn off the engine; or,
- 2.2. If the engine cannot be turned off:
 - 2.2.1. Set the gear to neutral;
 - 2.2.2. Pull emergency brake;
 - 2.2.3. If the vehicle is positioned downhill, turn the steering wheel clockwise to turn vehicle wheels toward the curb or road's shoulder; if uphill, turn the steering wheel counterclockwise.
- 2.3. If the vehicle location and / or condition creates a risk to your personal safety, move away from the vehicle. If driver is unable to exit the vehicle, try to unlock the door. If life is in immediate danger due to the vehicle condition (e.g. leaking fuel and fire.), knock out the nearest window and exit the vehicle.
- 2.4. Unless there is an electrical or fuel problem with the vehicle, turn on the emergency lights.
- 2.5. Call 911 or a wrecker (see Section 4.4 or 4.5).

3. SAFETY OF OTHERS INVOLVED IN ACCIDENT

- 3.1. Call 911.
- 3.2. Do not move injured individuals unless absolutely necessary.
- 3.3. Do not tell the injured party that the State will accept responsibility for medical expenses.

4. ROAD SAFETY

- 4.1. Prevent vehicle from creating a road hazard. Pull the car as far off the road as possible, i.e. nearby parking lot or a road shoulder.
- 4.2. Otherwise follow steps in Sections 2.1. – 2.4.
- 4.3. If the vehicle location and / or condition does not create a risk to your personal safety, remain inside or nearby until wrecker and / or emergency response units arrive.
- 4.4. Call Primary Wrecker (if vehicle is not drivable):
 - 4.4.1. If vehicle is stationed within 50 miles from the Fleet Management Service Center;
 - 4.4.2. Working Days only (excluding state holidays): Monday to Friday, 7:30 A.M. to 4:30 P.M.;
 - 4.4.3. Dial 1-405-521-2206, ext: 213.
- 4.5. Secondary Wrecker:
 - 4.5.1. If vehicle is stationed beyond 50 miles from the Fleet Management Service Center or the Fleet Management Division is unable to provide service (i.e. after hours), call Fleet Rescue.
 - 4.5.2. Dial 1-800-226-3860



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5. MAKING STATEMENTS

- 5.1. Do not make any statements to the other driver or third party concerning the assumption of liability – **DO NOT ADMIT FAULT.**
- 5.2. Only give information required by authorities.
- 5.3. Do not sign any statement about an accident unless it is from an authorized representative of the Risk Management Division or your agency's authorized legal counsel.
- 5.4. Risk Management Contact Card
 - 5.4.1. Retrieve Risk Management Contact Card (either from the vehicle glove compartment or wallet).
 - 5.4.2. Fill out the back of the Card and give the Card to the third party involved in an accident to file a claim with the State.



Agency involved	

Name of Employee	

<i>If you are provided this card at the scene of an accident and wish to file a claim, contact Risk Management to initiate the claim filing process.</i>	

6. DRIVER ACCIDENT REPORTING RESPONSIBILITIES

- 6.1. **Contact agency immediately from the accident scene** to report your whereabouts, request agency personnel to notify:
 - 6.1.1. Appropriate supervisor;
 - 6.1.2. Agency Fleet Management Administrator;
 - 6.1.3. Agency Risk Coordinator.
- 6.2. **Record events** at the accident scene - the employee involved in an accident **SHALL:**
 - 6.2.1. Retrieve from the glove compartment and fill out the Accident Information Form, [DCS-FORM-RM-009](#) (see 7.1 and 7.2);
 - 6.2.2. Do not give this form to anyone at the accident scene.
- 6.3. **Upon return to office on the same day or the following business day** provide the completed form to:
 - 6.3.1. Agency Risk Coordinator (original);
 - 6.3.2. Agency Fleet Management Administrator (copy).



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7. AGENCY ACCIDENT REPORTING RESPONSIBILITIES

7.1. The agency Fleet Management Administrator **SHALL**:

- 7.1.1. Contact the Fleet Management Division at 1-405-521-2206, ext: 213 and report an accident **immediately**;
- 7.1.2. Request Fleet Management wrecker, if vehicle is inoperable and an accident occurred within 50 miles from Oklahoma City (see 4.4., otherwise 4.5);
- 7.1.3. Report if the vehicle has already been taken by a wrecker;

NOTE: Agencies will be billed for any unreported or late-reported vehicle impound.

- 7.1.4. Provide a copy of the completed form DCS-FORM-RM-009 to the Fleet Management Division, 1-405-521-2206, ext: 204, fax: 1-405-525-2682.
- 7.2. **The agency Risk Coordinator SHALL** provide the completed form DCS-FORM-RM-009 to the Risk Management Division, 1-405-521-4999, fax: 1-405-522-4442.
- 7.3. If an accident involves another driver (third party), **the Agency Risk Coordinator SHALL** also provide the following information to the Risk Management Division on the same day or the following business day:
 - 7.3.1. Standard Liability Incident Report, [DCS-FORM-RM-001](#);
 - 7.3.2. Scope of Employment, [DCS-FORM-RM-002](#).

8. GENERAL AGENCY RESPOSIBILITIES

Agency Risk Coordinator and Agency Fleet Management Administrator must make sure that:

- 8.1. Each agency employee driving on state business has Accident Information Form [DCS-FORM-RM-009](#) in the vehicle's glove compartment;
- 8.2. Each agency employee has Risk Management Contact Cards; contact the Risk Management Division at 1-405-522-4999.
- 8.3. Each agency employee driving a vehicle leased or rented from the Fleet Management Division has read this policy.

9. OTHER

- 9.1. If an accident renders a vehicle inoperable:
 - 9.1.1. The driver is responsible for own transportation accommodations on the date of an accident.
 - 9.1.2. An agency may choose to provide an alternative transportation on the date of an accident.
- 9.2. Defensive Driving:

Make good defensive driving a habit. It saves lives!

Sign up for Defensive Driving Class with Fleet Management

http://www.ok.gov/DCS/Fleet_Management/Defensive_Driving.html