

Motor Vehicle Accident Reporting Procedures

February 22, 2010

General

If you are involved in a motor vehicle accident while driving a state vehicle report the accident to your supervisor immediately and to the DAQ Safety Officer. Refer to the Motor Vehicle Accident Reporting Kit which can be found in the glove compartment of the vehicle for additional reporting requirements. The Motor Fleet Management Regulations require all accidents involving state vehicles or property damage, regardless of amount of damage be reported as following:

- Report the accident to your supervisor immediately and to the DAQ Safety Officer.
- Report the accident to Motor Fleet Management at **1-800-277-8181 (733-4043** in the Raleigh calling area). Complete the Vehicle Accident Report, Form FM-16, and forward to Motor Fleet Management.
- If the accident involves bodily injury or major property damage, report the accident to Travelers Insurance Company at **1-800-832-7839 (Non-business hours 1-800-243-3840)**.

Note: Accidents involving motor vehicles that are not part of the Motor Fleet Management fleet shall be handled separate and not reported to Motor Fleet Management. However, if the accident involves bodily injury or major property damage, report the accident to Travelers Insurance.

What to do in Case of a Motor Vehicle Accident...

- Assess the situation – evaluate your medical condition. (*Do NOT move if possible neck/back injury!*)
- **Call police or 911** (if physically able). Insist on an accident report, no matter how minor the accident is.
- Be courteous. Answer police questions. Give identifying information to the other party involved, but no comments about assuming responsibility.
- Provide any **First Aid**, if physically able and /or if medical attention is needed and you are certified.
- Protect yourself and the vehicle from further injury or damage, if physically able. (*Direct traffic around accident scene; move vehicle from roadway, when directed; position yourself away from vehicle, if vehicle cannot be moved, etc.*)
- Report the accident to your supervisor and/or:
 - DAQ Safety Officer **(919) 218-7074**
 - DAQ Business Officer **(919) 601-3421**
 - DENR Safety Officer **(919) 631-0813**
- Report the accident to Motor Fleet Management. If the state vehicle you were driving is no longer operational; they can contact a towing company, obtain another state vehicle or arrange for a rental vehicle on your behalf. Complete the Vehicle Accident Report form, FM-16, and send to:

Motor Fleet Management
1915 Blue Ridge Road
Raleigh, NC 27607-6403

- **Reporting Accidents to Travelers Insurance Company**

All accidents involving bodily injury or major property damage to the public should be reported promptly in the following manner:

- To report accidents occurring in all North Carolina counties, call toll free **1-800-328-2189**.
- During non-business hours, on weekends and holidays, when there is a serious injury or death, report the accident immediately by dialing direct, **1-800-243-3840**.

When an accident is reported, be prepared to answer as many of the following questions as are applicable;

- What is your name, title, and who is your employer?
- What is the claim code number for this vehicle?
- Business address of your employer?
- Location and description of accident.
- Description of state vehicle.
- Driver's name, license number, date of birth and state licensed.
- Description of other vehicles involved in accident and driver's names.
- Names of all persons injured in accident.
- Was accident investigated by police? Name of investigating officer, if known? Were there any other known witnesses?

For accidents involving only minor property damage to the public, complete the special simplified claim form and mail it to Travelers Insurance Company at:

Travelers Insurance Company
Commercial Lines
P.O. Box 473501
Charlotte, NC 28247-3501

Procedure for Post Accident Testing - Controlled Substances and Alcohol (All Employees)

Immediately following an **on-the-job** accident, the employee involved in the accident is responsible for the following:

- Notifying supervision/management as soon as possible.
- [Acquiring an alcohol and controlled substances test](#) following any accident where:
 - A life was lost, OR,
 - An injury requires overnight hospital stay, or a severe injury, such as an open or multiple fracture (also known as a compound fracture) or moderate/partial thickness or full thickness burns (2nd or 3rd degree burn), is sustained, OR,
 - If operating a motor vehicle, the driver was **cited** for a moving traffic violation **AND** any individual involved was transported for medical treatment, OR,
 - If operating a motor vehicle, the driver was **cited** for a moving traffic violation **AND** a vehicle involved was disabled and removed from the scene by other than its own power.
 - No use of alcohol until post-accident testing is completed or for a period of eight (8) hours—whichever comes first.