

Ottawa County, Ohio
Report of Accident/Property Damage
Loss No.

To be carried by all drivers and needs to answer: Who, What, When, Where, Why, and How.

Department/Office Incurring Loss: _____

Address: _____

Employee (s) involved in accident: _____

Occupation: _____

Date and time of loss: _____ Date Reported: _____

Report by: _____ Reported to: _____

Describe accident and damage and identify conditions, or describe property damage: _____

Was accident or property damage due to unsafe condition or unsafe act?

_____ Yes _____ No.

Describe contributing cause of accident or property damage: _____

Police agency investigating: _____

Investigating Officer: _____

Location of Accident: _____

Was anyone cited? _____ Yes _____ No If yes, who? _____

County vehicle or your personal vehicle description: (Make, Model, Year, License No.)

Driver's Name and Address: _____

Driver's License No. _____ Phone: _____ Age: _____

Was driver performing regular job at time of accident? Yes _____ No _____

If not, explain: _____

Estimated amount of damage: _____ Attach estimates if available.

Do not hold this form waiting for estimates.

Where and when can vehicle be seen? _____

Person and phone number to contact for information: _____

Property damage or automobile damage to others (complete description of vehicle, make, model, and year): _____

Owner's name and address: _____

Driver's name, address, and phone number: _____

Estimated amount of damage: _____ Attach estimates if available.

Name of Insurance Carrier: _____

Passengers (injured and others):

<u>Name, Address, and Phone Number</u>	<u>County Vehicle</u>	<u>Other Vehicle</u>
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1. _____

2. _____

3. _____

4. _____

Extent of injuries (list each person): _____

Did anyone refuse medical treatment that you are aware of? _____

Witnesses:

Name, address, and phone number:

Remarks/ Comments: _____

This report completed by: _____

Signature

Typed or printed name: _____ Date: _____

Reviewed by: _____ Date: _____

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Supervisor's Name: _____

Has Supervisor reviewed scene of accident and conducted an investigation? Yes ___ No ___

Did you find any discrepancies in the above receipts? Yes ___ No ___

If yes, please state: _____

In Supervisor's opinion was the accident preventable? Yes _____ No _____

If yes, describe: _____

State specific action that will be taken to prevent recurrence: _____

What additional action should be considered? _____

Supervisor's Signature: _____

Date: _____ Phone: _____

Guide to Accident Form

Every accident should be treated as if it will result in a multi million dollar lawsuit against the county and the driver personally. Court cases are frequently won or lost and settlement amounts determined by the information that is gathered immediately after an accident occurs. Witness statements and other details can also effect the way an investigating police officer evaluates an accident and writes the accident investigation.

Since all county property and county vehicles are owned by the County Commissioners, the County Loss Control Coordinator in their office must be immediately advised of all accidents and property damage. This also applies to anyone driving their personal vehicle on the county's behalf.

Other than these forms, no county employee or official, shall sign any documents, agree to any settlement, or in any way obligate the county or the county's insurance carrier without the advise and consent of the county prosecutor and the county's insurance carrier.

This report should be completed and submitted not later than the start of the following workday. Original to Loss Control Coordinator, copies of employee and department head. Supervisors need to instruct their employees on the completion of the form.

If this is a property damage claim, take immediate necessary steps to protect and preserve the property. In case of vandalism or theft, notify the police promptly.

Comment

Since no one of you can be 'in all places at once' it is critical that all employees become the eyes of the county, reporting everything that they observe that could result in illness, injury or property damage and subsequent possible financial loss to the County. The Ottawa County Commissioners want you to know your safety and health are a priority. They realize that as a rule, people do not like to become involved in something that might cause them to testify to something, write something, upset someone, cause someone to get into trouble, and they support each of you in reporting any incident or any unsafe situation.