

## **Accidents and Traffic Citations**

In the event of a traffic accident or traffic stop for a violation while in the course of employment, employees shall:

1. STOP, no matter how minor the accident. If the situation calls for emergency medical treatment, call 911.
2. Report all collisions involving vehicles to the law enforcement agency having jurisdiction.
3. Take precautions to avoid further damage or injury to persons or property.
4. Make no statements admitting responsibility.
5. Not advise other parties involved on any matter, especially that the County will pay for the damage resulting from said accident.
6. Try to locate the owner, if the collision is with an unattended vehicle or other object. Call the law enforcement agency. If this cannot be done, leave a written notice with your name, department name, address and telephone number.
7. Stay with the vehicle. The driver of a vehicle is responsible for the vehicle until it has been returned to the garage or collected by the towing service. Unsafe vehicles should not be driven from the scene of an accident.
8. Report accidents and known damage to vehicles as follows:
  - A. Report accidents and/or damage to vehicles to your supervisor, who shall notify the Commissioners' office immediately.
  - B. The employee's supervisor shall record and secure all appropriate information on the initial accident report and forward to the Commissioners' Office within twenty-four (24) hours.

In the event of a collision, the Supervisor shall forward the following information to the Commissioners' Office:

- A copy of all law enforcement reports and/or citations, including all statements made at the scene or afterward to law enforcement.
- Repair estimates, when appropriate, in due course.

The Commissioners' Office shall file all accident damage reports with the persons, with CORSA and, if requested, to the Employee Safety Committee for review on an as-needed basis.

In all investigations of the accident by the County, the emphasis will be on fact-finding; however, discipline may result. The employee's Appointing Authority may take such disciplinary action as permitted by department policy, laws and regulations of the State of Ohio, or any applicable collective bargaining agreement.

Fines associated with parking tickets and moving violations received by the employee while operating a personal or County-owned vehicle are the responsibility of the driver.