

FLEET UNIT ACCIDENTS

I. PURPOSE:

The following guideline establishes policies and procedures for Department Directors and operator responsibility in accidents involving City-owned Fleet Units.

II. POLICY:

It is the policy of the City of Little Rock that all vehicular accidents/incidents involving a City-owned unit will be reported as described in this guideline.

III. DEFINITIONS:

- A. Fleet Unit: A City-owned vehicle or piece of equipment of a value of \$1,000.00, or greater, that is motorized, self-propelled and/or attached to or pulled behind a self-propelled unit.
- B. Fleet Unit Accident: An occurrence where a City fleet unit makes impact with another vehicle under any circumstances, or a commercial or privately owned object or structure.
- C. Fleet Unit Incident: An occurrence where a City fleet unit makes impact with an object that is not on City streets. This occurrence does not involve another vehicle or damage to a private or commercial residence or structure and does not negate the procedure of drug testing for the Operator of the fleet unit.
- D. Damage / Vandalism: An occurrence when damages are discovered on a City fleet unit that was committed by unknown sources.

IV. RESPONSIBILITY:

- A. The Fleet Services Department Director is responsible for revising the contents of this guideline and to furnish necessary guidance and/or information to ensure compliance with this guideline.
- B. Department Directors are responsible for the following:
 - 1. Dissemination of this procedure and instruction to all employees who operate City units in its application.


2. Ensure Departmental compliance with these policies and procedures.
3. Ensure all forms referred to below are completed and mailed to the Fleet Services Department within three (3) days of the accident/incident.
4. Ensure the reporting of all accidents / incidents, regardless of severity, takes place utilizing the following forms:
 - a. Arkansas Motor Vehicle Accident Report Form SR-1: For reporting vehicle accidents which result in damage to the property of any one individual in excess of \$500.00 or in bodily injury to or in the death of any one individual.
 - b. Supervisor Vehicle Accident Report (City Form): Copies may be obtained from the Fleet Services Department.
 - c. Vehicle Accident Report Form (City's Insurance Carrier's Form): Copies may be obtained from the Fleet Services Department.
 - d. Vehicle Incident Report Form – if applicable (City Form): Copies may be obtained from the Fleet Services Department.
5. Ensure the following documents remain inside their Department fleet units:
 - a. Letter: 'Verification of Insurance for City Vehicles'
 - b. Vehicle Registration Form
 - c. Vehicle Accident Form: To be used to exchange and record insurance information between the City Operator and the other party involved in the accident, and to record the events surrounding the accident.

V. PROCEDURE:

- A. Fleet Unit Accident: In the event of a fleet unit accident, either on public right-of-way, or involving contact with non-City owned property, whether damage is apparent or not, or resulting in personal injury, the Operator shall:
 1. Assist the other party, if necessary. Assume no responsibility for the accident and damages.
 2. Call their immediate Supervisor and the Little Rock Police Department without moving their fleet unit.
 3. Exchange insurance information contained on the Vehicle Accident Report Form with the other party while completing the form.
 4. The Supervisor should arrange for the unit to be taken to the Fleet Services Department within two (2) working days following the accident/incident for evaluation, regardless of severity.
 5. Report the accident to their Department Director, or the Director's designee, as soon as possible.

6. The Supervisor should complete and/or ensure the following forms are sent to the Fleet Services Department within three (3) working days:
 - a. Supervisor's Report Form
 - b. Vehicle Accident Report Form
 - c. Arkansas Motor Vehicle Accident Report Form SR-1
 - d.
- B. Fleet Unit Incident: In the case of an accident that does not occur on the City streets and does not involve another vehicle or damage to a private or commercial residence or structure the following procedures should be taken:
 1. The Unit Operator is to call their immediate Supervisor without moving the Fleet Unit.
 2. Upon their arrival, the Supervisor is to evaluate both the Operator and the fleet unit to determine:
 - a. If the Operator should submit to the Commercial Driver's License mandated drug-testing policy. Determination is based on the discovery of negligent actions on the part of the Operator.
 - b. An appropriate means of transportation of the unit to the Fleet Services Department. Regardless of the severity of damages, or lack of, the unit is to be immediately transported to the Fleet Services Department.
 3. The Supervisor should complete and/or ensure the following forms are sent to the Fleet Services Department within three (3) working days:
 - a. Supervisor's Report Form
 - b. Incident Report Form
- C. Damages/Vandalism: In the event that damages occur on a City unit by unknown sources, the Operator should immediately:
 1. Report the incident to their immediate Supervisor.
 2. The Supervisor should complete the Vehicle Incident Form indicating the discovery of damages.
 3. The Supervisor should arrange for the unit to be taken to the Fleet Services Department for inspection and repair.

Approved:



Bruce T. Moore
City Manager