

Multnomah Education Service District

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Auto Accident Checklist for Supervisors**

NOTE: This checklist is intended to guide the supervisor through the process of working with an employee/driver who's been in an on-the-job automobile accident. It assumes that there has been telephone contact between the employee/driver and the supervisor relatively quickly after the accident.

When Your Employee/Driver is in an Accident			
<input checked="" type="checkbox"/>	Checklist Items or Questions	Notes/Resources	Notes
<input type="checkbox"/>	Ask if employee's ok		
<input type="checkbox"/>	<p>If the employee's still on the accident scene, remind them:</p> <ol style="list-style-type: none"> 1. To stop the vehicle and move it to a safe nearby location; make sure all the vehicles are safely moved. 2. To check for injuries and call 911 if needed. 3. To contact the non-emergency police phone if 911 has not been called; the police may or may not dispatch officers to the scene. 4. To cooperate with police. 5. To remain calm and polite. 6. To exchange info with the other driver(s). (See the contact information questions below.) 7. To make immediate notes about the accident. 8. To take pictures if they have a camera or cell phone available. 9. Not to leave the scene of the accident prematurely. 10. Not to panic. 11. Not to admit fault, but to be truthful about the facts. 12. Not to sign any documents, unless it's for MESD, the DMV, the police or the employee's own insurance agent. 	<p>Even the most competent employee can become rattled and confused or unexpectedly emotional; you may need to provide guidance to them over the phone. They may remain in a rattled or confused state for a few hours after the incident.</p> <p>In many, but not all jurisdictions, the police don't come out for accidents, unless there's a serious injury or traffic blockage.</p>	

When Your Employee/Driver is in an Accident			
<input checked="" type="checkbox"/>	Checklist Items or Questions	Notes/Resources	Notes
<input type="checkbox"/>	Were there students involved in the accident?	If students involved, get the students' information and report this to your director immediately. If your director's not available report it to the risk manager, x1518, chief operations officer, x1616, superintendent, x1509, or any available director.	
<input type="checkbox"/>	Was anyone injured or killed?	If injured, advise them to seek medical assistance.	
<input type="checkbox"/>	Did this involve an MESD vehicle, a personal vehicle or both?	By Oregon state law, "insurance follows the vehicle," meaning driver's personal auto insurance is primary if they're driving their own car, and MESD's insurance is primary if they're driving an MESD vehicle. To make a claim for a personal vehicle, employee should contact their insurance company. To make a claim for an MESD vehicle, contact MESD's risk manager, x1518.	
<input type="checkbox"/>	Was there any evident damage to any of the vehicles? Was there any damage to non-vehicular property?	At this point, these are informal questions for you to ascertain how urgent the situation is. In a later step you will ask the employee/driver to fill out a DMV report which goes into deeper detail on these questions.	
<input type="checkbox"/>	<i>When</i> did the incident happen?		
<input type="checkbox"/>	<i>Where</i> did the incident happen?		

When Your Employee/Driver is in an Accident			
<input checked="" type="checkbox"/>	Checklist Items or Questions	Notes/Resources	Notes
<input type="checkbox"/>	<p>Did the employee gather contact information from everyone involved, including:</p> <ol style="list-style-type: none"> 1. Name; 2. Address; 3. Phone number; 4. Year, make, model and color of all vehicles; 5. License plate numbers; 6. Insurance carriers and policy numbers; 7. Witness names, addresses, emails and phone numbers; 8. Police names, badge numbers, report numbers. <p><input type="checkbox"/> Ask the employee for a copy of the info.</p>	<p>It may not be possible for the employee to gather all of the information, such as witness' personal data, or police information if the police aren't dispatched to the scene.</p>	
<input type="checkbox"/>	<p>Did the employee have access to a camera, and did they take pictures? If so, get copies.</p>	<p>It is best practice (but not always possible) to get photos of:</p> <ol style="list-style-type: none"> 1. Damage to all vehicles; 2. The accident scene; 3. People involved in the accident. 	
<input type="checkbox"/>	<p>Does the employee's or MESD's vehicle need towing?</p>	<p>Employee is responsible for towing their own vehicle; in many cases their own insurance or their personal membership in an automobile club or credit card can provide for emergency towing.</p> <p>If it's an MESD vehicle needing towing, contact MESD's risk manager, 503-257-1518 or MESD's transportation coordinator, 503-257-1786.</p>	

When Your Employee/Driver is in an Accident			
<input checked="" type="checkbox"/>	Checklist Items or Questions	Notes/Resources	Notes
<input type="checkbox"/>	<p>Inform the driver that they're responsible to file an accident report to the DMV within 72 hours, if it qualifies. Remind the employee that there are two sides to the first page of the form, and that they need to fill out BOTH sides. Ask the employee to provide you with a copy.</p> <p>If your employee determines that the accident doesn't qualify for reporting to the DMV, ask the employee to fill the DMV form out anyway, but turn it in to you, instead. MESD needs that information to file claims and maintain statistical records. MESD will not submit the report to the DMV.</p>	<p>Forms and requirements can be picked up at any DMV office, and are also downloadable from this website: http://www.oregon.gov/ODOT/DMV/driverid/accidentreport.shtml</p> <p>Unless there are extenuating circumstances, DMV requires the report to be signed and submitted to DMV within 72 hours of the accident by the driver him/herself, not the supervisor. An employee's failure to sign and turn in the report him/herself could cause the employee's driver's license to be revoked.</p> <p>Many people are simply not aware of the reporting requirement, or mistakenly believe the police, the other driver, or even MESD are responsible to report, when in fact the legal obligation rests with each driver involved in the accident.</p>	
<input type="checkbox"/>	<p>Inform the driver that, if the accident was in a "Student Transportation Vehicle," the driver's responsible to file an accident report to ODE within 72 hours. Ask the employee to provide you with a copy.</p>	<p>ODE's Accident Report form is number 581-2250-M, and it can be downloaded from http://www.ode.state.or.us/search/page/?=859</p>	

When Your Employee/Driver is in an Accident			
<input checked="" type="checkbox"/>	Checklist Items or Questions	Notes/Resources	Notes
<input type="checkbox"/>	Instruct the employee(s) to fill in an “Incident Report”, <i>regardless of whether they’ve been injured or not.</i>	<p>Because even if there’s been no injury, it’s still a “near miss,” and we’re keeping track of “near misses” as well as injuries.</p> <p>The employee can access the Incident Report system online from MESD’s HR website at http://www.mesd.k12.or.us/hr/hrfms/forms.shtml - Look for the instructions and the link to the “Incident Analysis Report (IAR)” under the heading “Work Injury or Illness Reporting Packet”. After the employee submits the report, the supervisor will be required to log into the same system to follow up.</p>	
<input type="checkbox"/>	Inform your supervisor/coordinator / director of the accident as soon as possible.	Supervisors need to ensure that reports of accidents are reported up to the department’s director.	
<input type="checkbox"/>	If an MESD vehicle is involved, inform MESD’s transportation coordinator as soon as possible.	Transportation coordinator (503) 257-1786	
<input type="checkbox"/>	Inform the MESD risk manager of any and all accidents as soon as possible.	Risk manager (503) 257-1518	

<input type="checkbox"/>	Forward the info gathered on-scene, any pictures and any copies of the DMV and ODE reports to the MESD Risk Manager as soon as possible.	Risk Manager (503) 257-1518	
<input type="checkbox"/>	Inform the employee that the risk manager or other administrator may have questions for them later on to facilitate claims processing and statistical analysis, and thank them for providing you the information in a timely fashion.	The risk manager or other Administrator may have questions for the supervisor, as well as the employee/driver, later on.	