



CITY OF OMAHA
VEHICLE/ ACCIDENT INVESTIGATION AND REPORTING PROCEDURES

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If a vehicle or automotive equipment accident involving a City of Omaha vehicle occurs on any public street, roadway, or alley, the nature of the incident will determine the order of the steps taken (see steps below):

- A. Render first aid if there is a personal injury.
- B. Dial "9-1-1" or have someone call and report the accident immediately.
- C. Do not move the vehicle until the Police have investigated the accident, unless it creates an unsafe condition (such as blocking traffic at a major or busy intersection).
- D. Place a warning device, such as a triangle near the accident scene to alert motorists of the accident.
- E. Notify your supervisor immediately.
- F. If there is injury to a City of Omaha employee and medical treatment was provided, the immediate supervisor must complete all required forms (see "Injuries in the Line of Duty, Managed Care and Injury Report Procedures [employee injury packet]).
- G. Get the name, driver's license number, address, insurance carrier, phone number of the vehicle operator, and get the name and phone numbers of any witness to the accident (this will be needed on various accident reports – use the "Minor/Automotive Accidents Exchange of Information Form" to record this information).
- H. The immediate supervisor shall use the "Accident Report of Vehicle and/or Automotive Equipment" form (LRS-101) to report every vehicle and automotive equipment accident (regardless of dollar amount). In addition, a "Property Damage, Vandalism and Theft Report" Form (LRS-100) shall be filled out and attached to the vehicle accident report form when there is damage to any property and/or a vehicle owned by the City of Omaha (or accident involving the general public and a city vehicle).
- I. Every operator of a motor vehicle involved in an accident resulting in either injury, death or damages over \$1,000.00 to the property of any one person (including the operator) must complete and return to the State of Nebraska a completed SR2IL confidential report form within 10 days following the accident. If the driver is physically unable to fill out the report, the owner of the motor vehicle is required to do so. If you have difficulty filling out the report, consult your insurance agent or nearest police authority. Failure to report an accident as required is a misdemeanor, which is punishable by a fine of \$50.00. When filling out these forms, where it asks for Insurance Carrier write in "Self-Insured by the City Of Omaha", NOT your own personal insurance carrier.
- J. A copy of each form (as mentioned above) is to be completed by the immediate supervisor and sent to the Property Control Division of the Finance Department, Room H-10 and the Human Resources – Safety Division.
- K. Commercial Driver's Licensed (CDL) employees will be tested for controlled substances and alcohol immediately following an accident, if:
 - 1. The accident involves the loss of human life, or injury
 - 2. The C.D.L. driver receives a citation under state or local law for a moving violation arising from the accident.
- L. If the immediate supervisor feels there is observable behavior (for example: slurred speech, body odor, staggering, blood shot eyes, etc.) that indicates the employee is possibly under the influence, he/she can request that the employee be immediately tested for control substances and/or alcohol. Follow the procedures outlined in the "Drug and Alcohol" or "CDL Drug Testing" policies (reasonable suspicion). If the injury is life threatening, the employee should go to the nearest hospital for treatment. Non-life threatening injury should be taken to Methodist Hospital. – 8303 Dodge Street, emergency room.

Drug Testing (Post Accident and Reasonable Suspicion):

A commercial licensed employee is required to submit to testing for alcohol and drugs as the result of a reportable accident in which the commercial motor vehicle driver receives a citation for a moving violation arising from the accident.

A commercial licensed driver involved in an accident and not receiving a citation is required to submit to drug testing. When the supervisor shows up at the scene to investigate the accident and notices that the driver shows signs of being impaired through observations like appearance, behavior, speech or body odors, the supervisor may request that the employee take a post-accident drug and/or alcohol test. In some cases, the driver may not receive a citation, but his/her actions could have contributed to the accident. In situations like this, the employee should be drug tested (post-accident testing). This testing must be done as soon after the accident as possible. If in doubt whether to drug test contact the Safety Division for assistance.

- A. In the event of a major vehicle accident (an accident involving death, personal injury, property damage, or involving the public), if the immediate supervisor determines that additional assistance is required for investigation, he/she shall call his/her supervisor. The next level supervisor shall go to the scene to assist the immediate supervisor.