

County of Gloucester
Human Resources Manual

CHAPTER:	8 – SAFETY AND SECURITY	ADOPTED: 3/7/06
SECTION:	4 – INCIDENTS INVOLVING COUNTY PROPERTY	REVISED: 2/4/15

Any incidents involving County property or vehicles which result in damages or injuries, no matter how minor, should be reported by the Employee to his/her Supervisor immediately. In turn, the Supervisor must keep the Department Head informed of the situation.

If a County vehicle becomes inoperable due to accident or breakdown, the employee should contact the County Office of Fleet Management by calling:

856-468-2802, Monday – Friday, 8 AM – 4:30 PM
856-589-0911, after hours

Any damage to County vehicles must be reported by calling the Safety Coordinator of the Human Resources Department immediately by phone and then in writing via the Notice of Accident/Injury Form (HR 8.4 Exhibit W) which is available in the glove compartment of the car, as soon as possible but no later than three business days. Please refer to HR 8.4 Exhibit W for the “Notice of Accident/Injury Form” that follows this policy. Furthermore, please refer to HR 8.2 for additional information on On-the-Job injury. *HR 8.2 Exhibit Z will also need to be completed for any and all county employees involved in an incident involving County property if a work-related injury or illness also occurs at the time of the incident.*

Please note employees utilizing a commercial drivers’ license will be subject to federal rules and regulations when involved in a vehicle accident during official county business.

Emergency Procedures

In order to reduce the likelihood of causing an accident and/or becoming injured, please adhere to the following procedures:

- Use extreme caution when your vehicle becomes disabled.
- Call for help.
- Immediately put on warning signals and lights.
- If possible, try to get the vehicle safely off the road.
- Until help arrives, carefully get out of the vehicle and stay as far off the road as possible. Do not stand in traffic.

In Event of an Accident

Because it is important to minimize the risk of additional injury as well as document the events as they occurred, employees should follow the procedures listed below:

- Stop your vehicle.
- Do not leave the scene.
- Call for help immediately. The police and your supervisor should be contacted.
- Make sure the ignition is turned off in the cars involved.
- Obtain necessary medical care. If you are able, make a first aid check of all persons involved.
 - Render first aid if qualified and equipped to do so.
 - Do not move an injured person unless it is urgent to do so.
- Gather information regarding details of the accident and write it down. Do not trust your memory.
- Cooperate with police and answer questions about what occurred. Be careful not to offer your opinion. Provide factual information as much as possible.

Employees who violate this policy will be subject to disciplinary action. Repeated accidents may lead to temporary or permanent restriction of driving privileges. Failure to maintain a valid driver's license and a CDL (if applicable) will result in immediate removal of driving privileges until written proof of a valid license can be demonstrated.

Employee:

Should immediately report any incidents to their department heads, the Safety Coordinator, and Fleet Management via HR 8.4 Exhibit W.

Department Head/designee:

Ensures that the Office of Safety Coordination and the Office of Fleet Management have been properly notified via HR 8.2 Exhibit Z, and HR 8.4 Exhibit W, respectively.