



Category
STATE EMPLOYEE MOTOR VEHICLE ACCIDENT REPORT GUIDE – 4:10:07:00
Approval
Leadership Council Approved: October 28, 2016
Effective Date/Approved: October 28, 2016
Revised: January 12, 2009; October 28, 2016
Responsible Party: Vice President for Finance & Administration

I. PURPOSE

The purpose of this guide is to inform Motlow State Community College employees of the proper procedure to be followed in the event of an accident involving a state-owned vehicle.

II. STEPS FOR REPORTING ACCIDENTS

All state employees involved in a personal injury or property damage accident will be required to complete, in triplicate, the "Accident Report" of the Department of Safety. The following steps should be taken by the employee at the scene of the accident:

- A. **STOP IMMEDIATELY** - Aid any injured persons. Do not move an injured party if movement may add to injury (unless it is to avoid further injury). If necessary or in doubt, call an ambulance immediately.
- B. **NOTIFY POLICE** - (City, County or State) All accidents should be investigated by the police. It is REQUIRED to report an accident immediately if it results in injury or death of any person or total property damage which appears to exceed \$50.00. (Accident should be reported to police department if in a city, or to the county sheriff or highway patrol). DO NOT MOVE VEHICLE until the proper investigating authority has arrived.
- C. **GET IT ON PAPER** - Using the space and forms provided in the accident report packet, make written notes of all essential facts. Fill in all available spaces. These forms are in the yellow folders located in each State-owned vehicle.
- D. **RESPONSIBILITY** - Do not admit responsibility; make no statement regarding the accident except to the police. The law requires that you give your name, address, and license number.
- E. **INSURANCE COVERAGE** - Secure the name of the agent or company with which the other party carries its liability insurance. Inform the other party that you are a Motlow College employee operating a state-owned vehicle. The agency of state government that can adjudicate/or pay for damages and injuries incurred is the Division of Claims Administration, State of Tennessee, 11th Floor, Andrew Jackson Building, Nashville, Tennessee 37243-0743. It will be necessary to contact the Claims Administration office to obtain instructions on the legal procedures to follow to collect for damages or injuries incurred in the accident.

III. AFTER THE ACCIDENT

- A. You should notify your supervisor or department head and the Vice President for Finance & Administration as soon as possible, providing the essential facts. The Vice President for Finance & Administration should immediately notify the Division of Claims Administration.

- B. The party involved in the accident should cooperate with the investigating officer in completing an "Accident Report" as it is required to file the claim properly. If the damage to any property, including the driver's, is more than \$400 or someone is injured or killed, the driver is required by law to file a report with the Department of Safety within 20 days of the accident. A copy should be retained for Motlow College's file and another copy retained for the Claims Administration upon its request.