



# PINAL COUNTY

## VEHICLE ACCIDENT/INCIDENT PROCEDURES

**If you are involved in an accident/incident, please follow these instructions:**

1. STOP immediately but avoid obstructing traffic if possible and permitted
2. PROTECT the area by placing emergency warning devices, if available
3. CHECK for injuries and call 911 if an ambulance is needed (Never move injured persons unless they are in imminent danger)
4. REPORT the accident to the police/sheriff
5. NOTIFY your supervisor of the accident/incident as soon as safe and possible
6. GATHER the information listed below to complete the *Pinal County Employee Vehicle/Equipment Incident Report* and to provide to your supervisor for their report.

**At the accident/incident site, please REMEMBER to:**

- Make NO statement to anyone, except the police/sheriff, Pinal County Risk Management or Arizona Counties Insurance Pool adjuster
- Do NOT admit liability or fault to anyone
- Do NOT sign anything/document except official police/sheriff reports
- Do NOT argue about the accident/incident
- Obtain OTHER DRIVER/OWNER contact information (name, address, and telephone) insurance information (company name, policy number and expiration date, and insurance agent's name and telephone number if available)
- Obtain WITNESS names, addresses, and telephone numbers
- Obtain POLICE OFFICER/SHERIFF DEPUTY name, department, badge number, phone number
- Take a variety of photos of the County vehicle, other vehicle, accident/incident site, and any other damage to property, such as an object struck

**After the accident/incident, please:**

1. Do not drive the vehicle if you feel it is UNSAFE; should the vehicle need towing, contact Pinal County Fleet Services: 520-866-7928 or 520-866-7930
2. COMPLETE a *Pinal County Employee Vehicle/Equipment Incident Report* within 24 hours. If an injured County driver is unable to complete the report, the employee's supervisor must do so.

If the accident/incident involves an unattended vehicle or fixed object, take reasonable steps to locate and notify the owner. If the owner cannot be found, leave a notice in a conspicuous place on the vehicle or object identifying yourself as a Pinal County employee, listing your name, work address, work telephone number, date and time.

Pinal County is covered under the Arizona Counties Insurance Pool. Proof of Insurance (Evidence of Financial Responsibility) provided on colored paper and should be retained in the vehicle glove compartment, or is available digitally by contacting Risk.

**Any questions, please contact Risk Management at 520-866-6236**