



County Vehicle Accident Procedures

Disclaimer: The Employee Accident Reporting Form should be completed by the driver of the vehicle involved in the accident regardless of employment status; contracted employee drivers shall complete this form as well as report to their primary employer and follow that employer's policies regarding accidents.

Immediately:

- Stop the vehicle, activate hazard lights.
- **Check for injuries.**
 - Injuries: call 911
 - No injuries: call the non-emergency line 262-886-2300

DO NOT:

- Move the vehicle unless instructed to do so by law enforcement OR if there is an immediate safety concern.
- Admit fault, speculate as to fault, or argue cause.
- Offer to pay damages.
- Discuss details with anyone except law enforcement, appropriate county personnel, or the county's insurance adjuster Cunningham-Lindsey Insurance.

Information you may share with other involved parties:

- Your name, address, employer name and address, vehicle license number, and your driver's license number.
- Inform the responding law enforcement officer that the county is self-insured; provide the officer with **Corporation Counsel's phone number: 262-636-3115.**

While still at the scene:

- Get as much information as possible for the **Employee Accident Reporting Form** including names, addresses, and telephone numbers of the driver, passengers, and any witnesses as well as the driver's license number and insurance/ownership information for the other vehicle(s) involved.
- Take photos to attach to the accident report.
 - Attempt to obtain a wide angle shot of the entire accident scene, several close-up shots of each vehicle from all angles, close-up shots of each vehicle's license plate, and any other distinguishing numbers or markings on all vehicles involved.
- Notify your supervisor **or** Department Contact Person:

Ridgewood	Rose Green	262-554-6440
Human Services Department	Kim Bartel	262-638-6646
Public Works and Development Services	David Prott	W:262-886-8441 C: 262-995-4867
	Julie Anderson	W: 262-886-8471 C: 262-221-2286