
Section: 1.11 Department Vehicle Accident Reporting

Effective Date: 01/01/2008

Revision Date: 05/01/2007

Approved by: J. Ehret 05/01/2008

SCOPE:

This policy applies to all employees of the South Metro Fire Department.

PURPOSE:

The purpose of this procedure is to provide a standard system for reporting all fire department vehicular accidents. This procedure is also intended to include any accident on private property and fire department facilities.

PROCEDURE:

All South Metro Fire Department employees are required to comply with Minnesota State Statutes – Vehicle Accident Reporting Procedures and Action at Scene of Collision. Members of the South Metro Fire Department shall comply with the following:

All vehicle accidents involving Fire Department vehicles must be reported to Dispatch immediately after the accident, and in accordance with the personnel code.

This report will include:

- Your unit ID or apparatus number
- Your exact location
- An indication of the need for additional medical assistance *BLS, ALS, Rescue, etc.)
- An estimate of the extent and nature of vehicle damage or injuries
- Indication as to whether or not your apparatus/vehicle is drivable
- Indication of need for cover assignment
- Request notification of the on-duty Captain, local jurisdiction PD & State Patrol

Based on the above information, Dispatch will be responsible for:

- Dispatching any additional medical assistance needed
- Notifying the appropriate Police Department of the accident
- Notifying the on-duty Captain
- Providing for any necessary cover assignment

While at the accident scene:

- Initiate appropriate medical care as indicated
- Do not discuss the accident with anyone other than Fire and Police Department representatives
- Do not move your vehicle unless it is creating a traffic hazard
- If you must move your vehicle – chalk the position of your tires prior to moving if able
- Obtain witness' names, addresses and phone numbers
- Remain at the accident scene until the Police and Fire Officer or representative having completed their investigations
- Initiate State of Minnesota and Department accident forms

Where serious vehicle damage, injury or death has occurred as a result of the accident, Dispatch will be requested to notify the following persons:

- Fire Chief
- Assistant Chief – Operations
- Assistant Chief – Fire Prevention
- Department Chaplain

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The Assistant Chief or other designated safety representative shall cause all vehicle accidents involving Fire Department apparatus to have a fact-finding review.

All accident investigations will include separate interviews with the driver of the Fire Department vehicle and all crew members. Other witnesses, both civilian and Fire Department member, will also be interviewed. Names and addresses will be obtained. Notes of each interview will also be taken. The driver will complete the Vehicle Operator's Section of the Accident Report form. The investigating Assistant Chief will collect all reports and statements, before individuals are released from the scene. Where the South Metro Fire Department may be at fault or serious vehicle damage, injury or death has occurred as a result of the accident, the Assistant Chief will notify:

- Department Insurance Adjuster

Fire Department employees involved in a serious accident should be isolated from the general public, the other parties involved in the accident and the news media.

Employees should be taken to the command vehicle (if onsite) or to a nearby fire station (if a serious accident occurred). They must not be permitted to talk to anyone about the accident except to Police and Fire Officials.

Employees may be placed on Administrative Leave with Pay during the initial investigation process.

The investigating Assistant Chief should attempt to collect the following:

- Photographers/video taken
- Police Report Card
- Names, addresses, hospital of all injured parties, including civilians
- Accident Report form
- Accident statements
- Witness names, addresses and phone numbers
- Name and badge number of investigating Police Officer

After-accident actions by the Assistant Chief include:

- Obtain all reports and documents from delegated representative
- Insurance that Risk Management has been notified when civilians were injured or where the Fire Department may have been at fault
- Place reports in the "active file" at the Safety Section

After-accident actions by the driver's immediate supervisor include:

- Initiation of Supervisor's Statement Accident Report.
- Forwarding of report to Assistant Chief

The first and second level supervisors must specify the corrective action taken to prevent future accidents that he or she intends to take.

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SOUTH METRO FIRE DEPARTMENT
DEPARTMENT VEHICLE ACCIDENT REPORT

OFFICER INITIAL REPORT
INITIAL OPERATOR REPORT

DATE:	
TIME:	
DRIVER:	
ALARM #:	
CONDITIONS (Weather, Road, etc.):	
APPARENT CAUSE:	
DRIVER'S COMMENTS:	
OFFICER'S COMMENTS:	
WHAT SHOULD BE DONE TO PREVENT OTHER ACCIDENTS LIKE THIS ONE?	
FINAL DISPOSITION:	
REPORT SUBMITTED BY:	DATE:

NOTE: Complete MN Motor Vehicle Report