

D. ACCIDENTS

When there is an accident involving a City vehicle, the employee with responsibility for the City vehicle must insist that a police report or courtesy report be taken. Employees should refrain from making statements admitting guilt. Adverse parties are to be notified that the City is self-insured and that all claims against the City may be directed to the City Clerk's office.

Employees involved in an accident occurring on City property or involving a City vehicle must file accident reports with the City Clerk's office. The City Clerk's office will provide each report form.

An employee who is involved in an accident occurring on or in City property must immediately notify his/her supervisor, who shall then immediately notify the department head. In the case of an injury to persons or damage to property, the City Administrator is to be notified immediately by the department head, or by the supervisor if the department head is not available. For more information, please refer to the "Employee Safety Program" manual and the attached Standard Operating Procedure No. 6: Industrial Injuries Reporting.