



# POLICY MANUAL

## Emergency Operations - Reports Vehicle Accident Reports

Revised: 01-09-03

Code: 1 – 4 – 8

Book Chapter Subject

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8.0 Purpose: Establish procedure and policy for all vehicle accident reports.

8.01 Scope: All Fire/EMS Personnel

### 8.02 **POLICY**

At the time of filing accident reports, Fire Administration will review an individual's performance according to the following criteria:

1. If an employee has two vehicular accidents in any given year, the two vehicular accident reports will be reviewed by Fire Administration and Risk Management.
2. If an employee has three or more vehicular accidents while employed by the City, all vehicle accident reports will be reviewed by Risk Management and Fire Administration.

### 8.03 **PURPOSE**

This procedure is used to review past accidents and to determine how similar accidents may be prevented.

### 8.04 **VEHICLE ACCIDENT REPORTS**

1. All vehicle accidents off City property must be investigated by the police with jurisdiction no matter what the property damage.
2. Notification of the police will occur at the time of the accident, before leaving the scene.
3. The shift Battalion Chief will be notified immediately and will respond and investigate all vehicular accidents, regardless of the damage.
4. Vehicle accident reports are to be:
  - a. Carried in the apparatus log books of each Fire Department apparatus.
  - b. Filled out at the scene by the employee having the accident and/or supervisor.
  - c. Filled out when the accident involves vehicles or property not owned by the City of Clovis or vehicles or property owned by the City of Clovis.



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### 8.04 VEHICLE ACCIDENT REPORTS – (Cont.)

- d. Forwarded to the shift Battalion Chief, who will then review and forward the completed reports to the Fire Chief.
5. [City of Clovis Vehicle Accident Report](#) (See Attachment)
    - a. This report is to be filled out on all vehicular accidents. Property damage has no influence on the necessity of this report; if an accident occurs, it must be filled out.
    - b. This report will be completed by the employee and Company Officer and forwarded to the shift Battalion Chief before the end of the shift.
    - c. The shift Battalion Chief and Fire Chief will analyze the information, assign cause, log accident in the department vehicular accident trend log and forward a copy of the report to Risk Management, Safety Committee, employee's file, and current accident file.
  6. [City of Clovis On-the-Job Employee Injury Report](#) (This form is to be completed only if an injury occurred.) (See Attachment)
    - a. This report is to be completed by the Company Officer and forwarded to the shift Battalion Chief before the end of the shift.
    - b. The completed form will be reviewed by the shift Battalion Chief and forwarded to Personnel.
  7. [Employee Injury/Accident Follow-up Report: Supervisor](#) (See Attachment)
    - a. This report is to be completed by the Company Officer and forwarded to the shift Battalion Chief before the end of the shift.
    - b. The completed form will be reviewed by the shift Battalion Chief and forwarded to Personnel.