

## VEHICLE COLLISION

**Drug testing is required for I.R. County BOCC employees if employee is transported via ambulance, any involved vehicle is towed from the collision scene, vehicle damage > \$3,000 or reasonable suspicion. Additionally, employees may be tested under Florida Drug Free Workplace guidelines or Federal CDL requirements.**

The following steps have been developed to help reduce liability to Indian River County and to assist employees following a vehicle collision with injuries. Employees must adhere as strictly as possible to these procedures.

- **CALL 911.** If there are any injuries or suspected injuries, call 911. In a clear, concise voice, explain the amount and extent of injuries and the exact location of the collision. After explaining the need for emergency medical services, if any, ask that law enforcement be sent to the scene.
- **CALL YOUR SUPERVISOR AND RISK MANAGEMENT: 226-1287 or 226-1292.** Explain the circumstances of the accident, the extent of injuries and/or damage. Your immediate supervisor will notify the necessary personnel in your department. Risk Management will assist and investigate as needed.
- **WITNESSES.** If possible, before the deputy arrives, gather names, addresses and telephone numbers of all witnesses to the collision. These witnesses can provide valuable information to the investigating team. Attempt to take various pictures of the scene.
- **IF VEHICLE NEEDS TOWING: Notify the deputy that the County prefers using Mike's Garage (772) 562-2631.** The deputy will dispatch the towing company and/or advise further action.
- **INFORMATION EXCHANGE.** Be prepared to exchange the following information with law enforcement officers or the other driver:
  1. Driver's name and address
  2. Employers name and address
  3. Driver's license
  4. Insurance card
  5. Vehicle registration

**Do not admit liability or responsibility for any collision.** The driver must allow the adjuster for Indian River County to handle all matters involving the collision, refer all papers, documents, questions, inquiries or other matters to the Risk Management Division.

Complete the appropriate sections of the Indian River County Incident/Accident Report and First Report of Injury (if employee is injured). Forward all incident/accident, injury and traffic reports from law enforcement to the Risk Management Dept.

### **EMERGENCY TELEPHONE NUMBERS**

**Ambulance / Police / Fire**

**911**

**Sheriff Non-Emergency**

**(772) 978-6240**

**Fire Non-Emergency**

**(772) 567-2154**

**Risk Management, Beth Martin**

**(772) 226-1287 or 226-1292**

**cell (772) 766-3644**