

# Please Post at all Districts

## VEHICLE / ACCIDENT INVESTIGATION AND REPORTING PROCEDURES

If an accident involving a City of Omaha vehicle occurs on any public street, follow the steps listed below:

- A. Render first aid** if there is a personal **injury**.
- B. Dial “9-1-1”** or have someone call to report the accident immediately.
- C.** Do not move the vehicle until the Police have investigated the accident unless it creates an unsafe condition (such as blocking traffic at a major or busy intersection).
- D. Place a warning device**, such as a triangle, near the accident scene to alert motorists of the accident.
- E. Notify your supervisor immediately.**
- F. Get the name**, driver's license number, address, insurance carrier, phone number and get the names and phone numbers of any witnesses to the accident.
- G.** The immediate supervisor shall use the “Accident Report of Vehicle and/or Automotive Equipment” form (**Form LRS-101**) to report every vehicle and automotive equipment involved in the accident.
- H.** In addition, a “Property Damage, Vandalism and Theft Report” Form (**LRS-100**) shall be completed and attached to the vehicle accident report form when there is damage to any property and/or a vehicle owned by the City of Omaha (or general public, if city vehicle is involved).
- I.** A copy of each form (the **LRS-100**) is to be completed by the immediate supervisor and sent to the Tyler Leimer at Property Control Division, Finance Department, on the 10<sup>th</sup> floor of the Civic Center.

### Post-Accident Testing

A commercial driver is required to be tested for prohibited Alcohol and Drugs as the result of a reportable accident in which the commercial motor vehicle driver receives a **citation for a moving violation arising from the accident or a fatality, vehicle is towed or person is transported to a hospital for injuries caused by the accident regardless if a citation is issued or not.**

### Reasonable Suspicion Testing

A commercial driver involved in an accident and **not receiving a citation** may fall in this category (Reasonable Suspicion). When the supervisor arrives at the scene to complete the accident report and the supervisor notices that the driver shows signs of being impaired by observing the driver's appearance, behavior, speech or body odors, the supervisor may request a drug and/or alcohol test. “We as the employer shall require that driver submit to a controlled substance or alcohol test when the employer has reasonable suspicion to believe that the driver has violated the prohibitions.”

- A. If, in the event of a major vehicle accident** (an accident involving death, personal injury, property damage, or involving the public), the immediate supervisor determines that additional assistance is required for investigation, he/she shall call his/her supervisor. This next level supervisor shall go to the scene to assist the immediate supervisor.
- B.** Should there be a determination by both supervisors that the conditions of the accident require additional investigation, the supervisor may contact Human Resources immediately by phoning Juan Villalobos at 402-444-4329 or Kelly Bolton at 402-444-5327.

All Documents from the accident shall be sent to the City Safety Division at [hrsafety@cityofomaha.org](mailto:hrsafety@cityofomaha.org).

This information shall be posted at all districts.