

## **Accident Procedures**

The information listed below serves as a reminder regarding the appropriate steps to take when a vehicle has been involved in an accident. The police should be contacted when the accident occurs.

An accident report **must** be submitted in all of the following instances:

1. A Vehicle vs. Vehicle
2. A Vehicle vs. an Animal or Person
3. A Vehicle vs. an Object
4. Vandalism
5. Any incidents when occurrence of damage is UNKNOWN

The Division of Fleet Operations has a web site to help you report when your motor vehicle is in any kind of accident. An accident report is to be submitted on-line via this site at <http://fleet.utah.gov>. Click on the link titled 'Forms' located on the front page above the title 'Fleet Operations and Surplus Services'. From there click on the link titled 'Accident Report Form' or direct to <https://webapps.fleet.utah.gov/Accident/>.

The accident report must be submitted **within 24 hours** from the time the damage occurred. Any report not submitted in a timely manner may not be covered by Risk Management (Insurance) and the total repair amount will be charged to your department. Please fax (801-965-4221) all other reports including police, driver exchange, personal statements and/or tow bill, if applicable.

For your records, print a copy of the accident form.

**If your vehicle requires towing contact D & J Towing 24 hr. service at 801-566-8822 (in Salt Lake Area) or ARI Roadside Service 1-800-227-2273 (out of area).**

Once the form has been submitted to Fleet Operations, the accident coordinator (801-965-4194) will contact you with an accident (care package) number and direct you as to when and where to take the vehicle for estimates and repairs. After the vehicle has been taken to the authorized repair vendor, Fleet Operations, through the accident coordinator, will process the repair and submit to Risk Management.

You must **always** list who was driving the vehicle or who was responsible for the vehicle at the time of accident.

**A department contact name and phone number must be included on the accident report.**