

CITY OF WINONA WINONA, MINNESOTA ADMINISTRATIVE PROCEDURE	NUMBER: 107-4	REVISED: 3	PAGE <u>1</u> OF <u>4</u>
	SUBJECT: VEHICLE ACCIDENT REPORTING AND ACTION AT SCENE OF COLLISION		

1.0 POLICY:

This regulation establishes uniform procedure for reporting all accidents involving city-owned or privately owned vehicles on City business. This regulation further establishes procedures to be followed at the scene of a collision.

All City of Winona personnel are responsible for maintaining knowledge and awareness of this procedure. Furthermore, all City of Winona vehicles shall carry in the vehicle's glove compartment a copy of this procedure and an Insurance Identification Card (which is provided by the insurance carrier) in an envelope marked "**VEHICLE ACCIDENT REPORTING PROCEDURES AND ACTION AT SCENE OF COLLISION**". It shall be the responsibility of all department heads to ensure that departmental vehicles are equipped with the required envelope. If the envelope is missing or you need a new envelope with the information, please contact the Central Garage Superintendent.

2.0 ORGANIZATIONS AFFECTED:

All departments/divisions.

3.0 PROCEDURE:

3.1 Action at Scene of Collision

3.1.1 All motor vehicle accidents involving city-owned or privately-owned motor vehicles used on City business, occurring on public streets or on private property, inside or outside the City limits, shall be reported immediately to the law enforcement agency having jurisdiction (police, sheriff, or highway patrol).

3.1.2 Be sure the law enforcement agency is advised if an ambulance is needed and how serious the injuries appear. In a collision in which a person complains of an injury or in which serious injury exists, the vehicle containing the injured person should not be moved until an investigating authority determines it necessary. Recommend to the injured person that he/she should wait for the ambulance.

DEPARTMENT: EHS COORDINATOR	SUPERSEDES: 3/16/99	PREPARED BY: DW	APPROVED BY: EBS	DATE: 5/30/2007 REVIEWED: 4/24/13
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3.1.3 If there is a serious personal injury from an out-of-town accident, a call shall be made to the insurance company, 507/452-3366.

3.1.3.1 If the accident occurs after normal working hours, the call shall be made the first thing the following day.

3.1.4 Tell the law enforcement agency in your call that traffic conditions will warrant more than one police unit being dispatched to the scene when that is the case.

3.1.5 Do not move the vehicle unless instructed by a law enforcement officer. However, if the City vehicle is interfering with traffic movement and is in a hazardous situation where further damage could result, move the vehicle to the side of the road out of the way of traffic.

3.1.6 Obtain names and addresses of witnesses.

3.1.7 Do not become involved in an argument; do not make statements to anyone except the investigating police officers, your supervisor or department head, Environmental, Health, & Safety Coordinator, City Manager, City Attorney, or the authorized representatives of the City's insurance company.

3.2 Accident Reporting

3.2.1 Police Report

All motor vehicle accidents within Winona's city limits which involve city equipment and other vehicles, private property or persons shall be investigated on the scene by the Police Department. The Police Department shall prepare six (6) copies of the WPD Exchange Form or supplemental reports and will distribute them as follows:

1. One copy for Police Department files;
2. One copy to City Manager;
3. One copy to Environmental, Health, & Safety Coordinator;
4. One copy to the department involved in the accident;

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5. One copy to Central Garage Superintendent.
6. One copy to the City Clerk

The Police Department will send one additional copy to the State in cases of accidents involving personal injury or total property damage of \$1,000 or more.

3.2.2. The department concerned shall notify the Central Garage Superintendent and Environmental, Health, & Safety Coordinator of the accident. Based upon information submitted by the department, the City Clerk shall complete required paperwork and forward same with the Minnesota Motor Vehicle Accident Police Report to the City's insurance carrier for claim processing.

3.2.3. Out of Town Police Report

The department whose departmental vehicle is involved in an out-of-town accident shall acquire the out-of-town police report and shall prepare five (5) copies to distribute as follows:

1. One copy for department files;
2. One copy to City Manager;
3. One copy to Environmental, Health, & Safety Coordinator;
4. One copy to the City Clerk;
5. One copy to Central Garage Superintendent.

3.2.4. Minnesota Motor Vehicle Report

The employee is still responsible under State law for making a separate report – the Minnesota Motor Vehicle Accident Report – to the Commissioner of Public Safety on all accidents where damage exceeds \$1,000 or where personal injury is involved. This form must be obtained by the employee and is available from the Police Department.

3.2.5. Employee Responsibility for Reporting Accidents and Equipment Damage

Each City of Winona employee shall be responsible for reporting to the

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respective department head, superintendent, and/or supervisor any accident resulting in any damage or injury in which he/she is involved while operating or in charge of a City owned vehicle or equipment.

3.2.6 Department Head, Superintendent, Supervisor Responsibility for Reporting Accidents and Equipment Damage

Each department head, superintendent, and/or supervisor shall be responsible for reporting to the Central Garage Superintendent and Environmental, Health & Safety Coordinator any accident resulting in any damage or injury in which they were personally involved in or reported to them by an employee under their supervision.

3.2.6. Supervisor's Report of Miscellaneous Property Damage

All motor vehicle accidents involving minor property damage, in which other vehicles or persons are not involved and there is little or no damage to City equipment, shall be investigated by the department involved, Central Garage Superintendent, and Environmental, Health, & Safety Coordinator and reported in writing to the City Manager's Office.

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