

SUBJECT: ACCIDENTS TO CITY VEHICLES**SECTION:** 201.09**REVISED:** OCTOBER 24, 2007**PAGE(S):** 2

PURPOSE

To provide policy and guidelines for the proper management of accidents involving city owned vehicle.

POLICY

- A. All accidents involving city owned vehicles driven by Fire Department members shall be reported to their immediate supervisor and through the channels to the Fire Chief while still on the scene of an accident.
- B. A City of Reading Incident Report Form shall be completed and submitted to the Fire Chief prior end of assigned shift or employee's release from detail if off-duty.

PROCEDURE

- A. If the accident is minor in nature, involving only damage to Fire Department apparatus, the driver of that apparatus shall notify the shift supervisor and complete a City of Reading Incident Report Form and submit it to the Fire Chief.
 - 1. If a police report was filed, obtain a copy to accompany the Incident Report Form. If no police report is completed, obtain the necessary information to complete the Incident Report Form.
- B. If the accident is serious or involving damage to property not belonging to the City of Reading Fire Department, the person in charge shall stop and act as follows:
 - 1. Notify the fire dispatcher of the accident and have another company dispatched if necessary.
 - 2. The vehicle involved in the accident shall not be moved until a law enforcement officer arrives or until ordered by a fire department ranking officer.
 - 3. Leave at least one member of the Fire Department at the scene of the accident with radio if possible, to use his best judgment in giving first-aid,

obtaining additional help, clearing the street, avoiding further damage to the apparatus or equipment, and await the arrival of the Police.

4. Members shall be careful to report the exact manner of the accident or circumstances, giving the cause, time, auto license number, owner name, address and telephone number, the name of witnesses and the disposition of persons or apparatus, and any other information that may be helpful in recording the facts.
5. The Reading Police Department shall be notified of any accident involving Municipal vehicles while in or out of the City of Reading. It will be the shift supervisor's decision whether a Reading Police Officer responds.
6. The Officer in Charge shall be notified as soon as possible of any accident involving Fire Department vehicles.
7. The Officer in Charge shall have all members present at the accident fill out a City of Reading Incident Report Form and forward them to the Fire Chief prior the end of assigned shift or release from detail if an off-duty response.
8. A copy of the Police report shall be obtained by the Officer in Charge and forwarded to the Fire Chief.
9. The Officer in Charge shall use his judgment as to placing the vehicle out of service.