

SOG# 505-10	Standard Operating Guideline		
	<b>Cumberland Road Fire Department Inc.</b> Reporting Vehicle Accidents	Approved By	
		Kenneth E. Hall	
		Effective Date	Revised Date
		January 31, 2008	March 10, 2016

**1.0 PURPOSE:**

To establish a standard procedure for the reporting of all accidents involving Cumberland Road Fire Department Inc. owned vehicles operated by Cumberland Road Fire Department employees or volunteer members.

**2.0 PROCEDURE:**

All accidents involving a Cumberland Road Fire Department Inc. owned vehicle shall be reported immediately by Cumberland Road Fire Department employee or volunteer member involved as follows:

All vehicle accidents involving Cumberland Road Fire Department Inc. vehicles with damage shall be reported by the driver of the vehicle on the Cumberland Road Fire Department's Vehicle Accident Report Form, immediately after returning to the station. The accident shall also be reported to the law enforcement agency have jurisdiction where the accident occurred.

**3.0 RESPONSIBILITIES:**

**Driver:**

It shall be the driver's responsibility to call 9-1-1 immediately to report the accident, regardless of the extent of the damage, to request medical assistance, if needed, and to request law enforcement.

Notify the on duty Shift Captain.

When authorized, and if the vehicle is safe the drive, return to the station. If the vehicle is not safe or unable to drive, request for a wrecker/tow vehicle shall be made thought the investigating law enforcement officer. The Duty Chief may or may not request a specific company to recover / tow the vehicle.

Complete the Cumberland Road Fire Department Vehicle Accident Form.

**Other passengers:**

All other passengers in the vehicle involved, shall complete a hand written statement of all events involving the accident.

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**On duty Shift Captain:**

It shall be the responsibility of the on duty Shift Captain to immediately notify the Duty Chief of all accidents involving Cumberland Road Fire Department vehicles.

It shall be the responsibility of the on duty Shift Captain to ensure that all person's involved in the accident receive any medical care needed.

It shall be the responsibility of the on duty Shift Captain to ensure that the driver completes the Cumberland Road Fire Department "Vehicle Accident Form" and collect statements from all involved in the accident.

Any employee or volunteer member that receives medical care or reports any injuries, it shall be the responsibility of the on duty Shift Captain to completed a Cumberland Road Fire Department "Accident, Injuries, Exposure and Illnesses Report Form" as per Safety Policy 502-4.

**Duty Chief:**

It shall be the responsibility of the Duty Chief to ensure personnel receive medical care, if needed, that the vehicle involved is returned to the station and /or to a secure location.

That all forms and statements are completed, and that the department's insurance carrier is notified, and injuries are reported to the department's workers' compensation carrier.

Photograph the scene to include all vehicles involved noting all damages.

Investigate, review and classify the accident as to where it was non-preventable or preventable.

**Fire Chief:**

Report the accident and findings to the Board of Directors.

Disciplinary actions to include dismissal may be imposed at the discretion of the Fire Chief for accidents that are deemed preventable.