

**CITY OF COMMERCE
ADMINISTRATIVE POLICIES**

EMPLOYEE ACTIONS AT ACCIDENT SCENES

1.0 PURPOSE

To establish policy guidelines for employees traveling in City owned vehicles for rendering assistance at accident scenes.

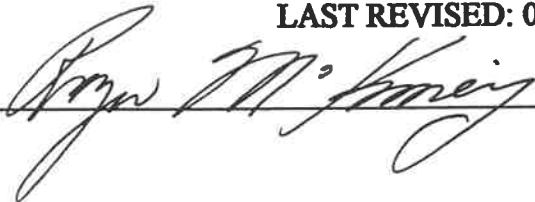
2.0 POLICY

- 2.1 It is the responsibility of City employees, while traveling in City vehicles to stop at accident scenes and render whatever assistance that is within their capability if it is safe to do so.
- 2.2 It is not the intention of this policy to impose strict procedures in governing the actions of employees at accident scenes.
- 2.3 It is realized that each employee must use his or her own judgment in determining if assistance is needed and what assistance they are capable of providing.
- 2.4 As a minimum, the employee will ensure that police and fire personnel have been notified (if necessary).
- 2.5 If injuries have occurred, and the employee is capable and qualified, first aid may be rendered to the victim.
- 2.6 The employee should remain at the accident scene until emergency vehicles arrive and offer assistance to police and fire personnel as needed.
- 2.7 The employee should remain polite and helpful in all circumstances and never speculate on cause, effect or blame involved in the accident.
- 2.8 If the employee saw the accident occur, he/she will provide the police with the information without placing blame or speculating as to the cause.

EFFECTIVE: 06-01-97

LAST REVISED: 09-20-94

CITY MANAGER APPROVAL:



Accscn.adp