

# **CITY OF COMMERCE ADMINISTRATIVE POLICIES**

## **ACCIDENTS INVOLVING MUNICIPAL EQUIPMENT**

### **1.0 PURPOSE**

To develop standard operating procedures for reporting and handling accidents involving municipal equipment.

### **2.0 POLICY**

- 2.1 All accidents involving municipal equipment will be investigated by the Commerce Police Department.
- 2.2 Accidents involving Commerce Police Department will be investigated by the Texas Department of Public Safety.

### **3.0 SCENE OF ACCIDENT**

- 3.1 Do not move equipment from the scene of the accident until the Commerce Police Department (CPD) or the Texas Department of Public Safety (TDPS) has completed the investigation.

### **4.0 REPORTING OF ACCIDENTS**

- 4.1 The CPD will be notified immediately.
- 4.2 Serious accidents (bodily injury or major loss of property) involving a City employee or vehicle will be reported to the City Manager immediately by the CPD.
- 4.3 CPD will notify the appropriate Department Head.
- 4.4 CPD and/or the appropriate Department Head will report to the scene of the accident.

### **5.0 INVESTIGATING ACCIDENTS**

- 5.1 CPD will complete the investigation of the accident.
- 5.2 Accidents involving the CPD must be investigated by TDPS.
- 5.3 The employee involved in the accident will be transported to the Presbyterian Hospital of Commerce, for a drug and alcohol test. The results will be submitted to the City Manager.
- 5.4 The accident report will be submitted to the City Manager as soon as possible.
- 5.5 The Department Head will complete a damage report including estimates to the City Manager and the Director of Administrative Services or the Accounting Supervisor.
- 5.6 The City Manager will determine if accident needs to be sent to Accident Review Board.

5.7 Accidents may be reported by the city Manager or Department Head to the Accident Review Board for possible assessment of points.

5.8 Accident Review Board will be chaired by Assistant to the City Manager and panel will be selected by the Assistant to the City Manager.

## 6.0 QUESTIONS

Questions relating to this policy should be directed to the Director of Administrative Services or the Accounting Supervisor.

EFFECTIVE: 06-01-97

LAST REVISED: 05-14-07

CITY MANAGER APPROVAL: \_\_\_\_\_

*Bill Seigo*