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## **1. OVERVIEW**

These guidelines provide general information and instructions in the event a state employee driving a vehicle leased or rented from OMES Fleet Management is involved in a vehicle accident or incident.

## **2. PERSONAL SAFETY**

- 2.1. Turn off the engine; or,
- 2.2. If the engine cannot be turned off:
  - 2.2.1. Set the gear to neutral;
  - 2.2.2. Pull emergency brake;
  - 2.2.3. If the vehicle is positioned downhill, turn the steering wheel clockwise to turn vehicle wheels toward the curb or road's shoulder; if uphill, turn the steering wheel counterclockwise.
- 2.3. If the vehicle location and / or condition creates a risk to your personal safety, move away from the vehicle. If driver is unable to exit the vehicle, try to unlock the door. If life is in immediate danger due to the vehicle condition (e.g. leaking fuel and fire.), knock out the nearest window and exit the vehicle.
- 2.4. Unless there is an electrical or fuel problem with the vehicle, turn on the emergency lights.
- 2.5. Call 911 or a wrecker (see Section 4.4).

## **3. SAFETY OF OTHERS INVOLVED IN ACCIDENT**

- 3.1. Call 911.
- 3.2. Do not move injured individuals unless absolutely necessary.
- 3.3. Do not tell the injured party that the State will accept responsibility for medical expenses.

#### **4. TRAFFIC SAFETY**

- 4.1. Prevent vehicle from creating a road hazard. Pull the car as far off the road as possible, i.e. nearby parking lot or a road shoulder.
- 4.2. Otherwise follow steps in Sections 2.1. – 2.4.
- 4.3. If the vehicle location and / or condition does not create a risk to your personal safety, remain inside or nearby until wrecker and / or emergency response units arrive.
- 4.4. Call Wrecker
  - 4.4.1. Road assistance service provide by OMES Fleet Management for a leased or rented vehicles DOES NOT cover road accidents; instead agencies must contact a primary or secondary wrecker
  - 4.4.2. Primary Wrecker (if vehicle is not drivable):
    - 4.4.2.1. If vehicle is stationed within 50 miles from the OMES Fleet Management Service Center;
    - 4.4.2.2. Working Days only (excluding state holidays): Monday to Friday, 7:30 A.M. to 4:30 P.M.;
    - 4.4.2.3. Dial 1-405-521-2204.
  - 4.4.3. Secondary Wrecker
    - 4.4.3.1. Oklahoma licensed wreckers [https://wa1.dps.state.ok.us/ws/licensed\\_wreckers.php](https://wa1.dps.state.ok.us/ws/licensed_wreckers.php)
    - 4.4.3.2. If possible, seek services providers accepting MasterCard (some wreckers accept payments in cash or check only).

#### **5. ON THE SCENE**

- 5.1. Do not make any statements to the other driver or third party concerning the assumption of liability – **DO NOT ADMIT FAULT.**
- 5.2. Only give information required by authorities.
- 5.3. Do not sign any statement about an accident unless it is from an authorized representative of the OMES Risk Management or your agency's authorized legal counsel.
- 5.4. Risk Management Contact Card
  - 5.4.1. Retrieve Risk Management Contact Card (either from the vehicle glove compartment or wallet).
  - 5.4.2. Fill out the back of the Card and give the Card to the third party involved in an accident to file a claim with the State.

The image shows the back of the Risk Management Contact Card. It has two lines for "Agency involved" and "Name of Employee", each followed by a horizontal line for a signature. At the bottom, it says "If you are provided this card at the scene of an accident and wish to file a claim, contact Risk Management to initiate the claim filing process." There is a small Oklahoma state seal in the top right corner.

- 5.5. Take pictures of the following items:
  - 5.5.1. the scene and location (from multiple angles),

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5.5.2. other driver's vehicle, its tag, insurance card and driving license.

5.6. If a state vehicle is being impounded, record name and number of the wrecker company; name, address and number of the storage location

**6. DRIVER REPORTING RESPONSIBILITIES****6.1. Report accident/incident to:**

6.1.1. Appropriate supervisor, or agency Fleet Management Administrator, or Risk Coordinator.

6.1.2. OMES Fleet Management at 405-521-2204, [fmd.service@omes.ok.gov](mailto:fmd.service@omes.ok.gov), fax: 405-525-2682.

**6.2. Record events at the accident scene - the employee involved in an accident SHALL:**

6.2.1. Retrieve from the glove compartment and fill out the [Accident Information Form](#).  
(see 7.1 and 7.2);

6.2.2. Do not give this form to anyone at the accident scene.

6.3. **Upon return to office on the same day or the following business day** provide the completed forms ([Accident Information](#), [SLIR](#), [Scope of Employment](#)) and a police report, if available, to:

6.3.1. Agency Risk Coordinator, or Fleet Management Administrator

6.3.2. OMES Fleet Management (see 6.1.2)

6.3.3. OMES Risk Management 405-521-4999, fax: 405-522-4442.

**7. AGENCY REPORTING RESPONSIBILITIES****7.1. Driver, agency's Fleet Management Administrator or Risk Coordinator SHALL:**

7.1.1. Report to OMES Fleet Management **immediately** (see: 6.1.2);

7.1.2. Arrange FM wrecker, if vehicle is inoperable and an accident occurred within 50 miles from Oklahoma City (see 4.4.);

7.1.3. Report if the vehicle has already been taken by a wrecker (see 5.6);

**NOTE: Agencies will be billed for any unreported or late-reported vehicle impound.**

7.1.4. Provide a copy of the completed [Accident Information Form](#) and police report to

7.1.4.1. OMES Fleet Management (see 6.1.2)

7.1.4.2. OMES Risk Management

**8. GENERAL AGENCY RESPONSIBILITIES**

Agency Risk Coordinator and Agency Fleet Management Administrator must make sure that:

8.1. Each agency employee driving on state business has [Accident Information Form](#) in the vehicle's glove compartment;

8.2. Each agency employee has Risk Management Contact Cards (see 6.3.3)

8.3. Each agency employee driving a vehicle leased or rented from the FM has read this policy.

**9. OTHER**

9.1. If an accident renders a vehicle inoperable:

9.1.1. The driver is responsible for own transportation accommodations on the date of an accident.

9.1.2. An agency may choose to provide an alternative transportation on the date of an accident.

9.2. State Drivers found to be at fault may be required to be take Defensive Driving Class or even be found uninsurable - [http://www.oar.state.ok.us/viewhtml/260\\_70-9-1.htm](http://www.oar.state.ok.us/viewhtml/260_70-9-1.htm)