

GENERAL SUPPORT–FACILITIES AND TRANSPORTATION SERVICES

Transportation

Vehicular Accident Reporting Requirements

This regulation supersedes Regulation 7120.3

I. PURPOSE

To prescribe procedures to be followed in the event of any accident involving a vehicle owned, leased, or borrowed by the Fairfax County School Board. The amount of damage or extent of bodily injury are not factors.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

This regulation has been reviewed and reissued with no changes.

III. CARE OF INJURED

If a vehicular accident occurs, the operator of the vehicle should determine if any passengers remaining in the vehicle are in danger and, when warranted, evacuate the passengers to a safe location.

If a person is seriously injured, the operator of the vehicle should attempt to secure the medical assistance of a person qualified in emergency first aid and request the assistance of a rescue squad.

IV. PROCEDURES FOLLOWING AN ACCIDENT

Responsibilities following an accident shall be as follows:

A. Driver

1. Do not move the vehicle from the scene of the accident, unless it is restricting the flow of traffic or the risk of a secondary collision exists, until authorized to do so by a responsible supervisor and/or the investigating police officer. If available, place reflectors and/or flares a safe distance (minimum 100 feet) to the front and rear of the vehicle involved in the accident.
2. Immediately following the accident, report the accident to the police department and appropriate supervisor (to obtain the assistance of an investigating officer). Indicate the location, number of individuals injured, severity of injuries, degree of

vehicular damage, potential fire hazard, and requirements for passenger disposition.

3. Remain at the scene of the accident until the investigation has been completed and/or release is indicated by a competent authority.
4. Make no comments at the accident scene concerning fault. Statements such as “I’m sorry” or “I didn’t mean to hit you” often are misleading and could be used against the driver in a liability claim or civil law suit. Even if the driver feels responsible for the accident, it is important that the accident investigators of the School Board examine all the facts in the case before a determination of “fault” is made.
5. Collect and/or report details to the investigating supervisor concerning those involved in the accident as follows:
 - a. Name, address, and telephone number of the School Board vehicle operator. Provide a Fairfax County Public Schools (FCPS) vehicle accident information card to the operator(s) of other vehicles(s) and the investigating police officer.
 - b. Name, address, and telephone number of other vehicle operator(s).
 - c. Names, addresses, and telephone numbers of witnesses to the accident.
 - d. Name, policy number, address, and telephone number of insurance carrier having coverage on the other vehicles(s) involved in the accident.
 - e. A description of the other vehicle(s) involved in the accident to include the vehicle make, model, year, color, and registration plate number. Make a sketch of the accident indicating specific locations of vehicles involved, streets, directional orientation, and other pertinent details.
 - f. Obtain the investigating police officer’s name and case number to make it easier to obtain a copy of the police report.
6. When required, request a wrecker from the county garage to remove the disabled School Board vehicle.
7. When a vehicle is operational and without serious damage and following proper release from the investigating supervisor, proceed to the county garage within 24 hours for an evaluation of the vehicle, or cost estimate of the damage, and a list of the repairs required.
8. Provide the completed and signed accident report form TR-37 or equivalent (written description and diagram) to the investigating supervisor within 12 hours following the accident.

B. Investigating Supervisor

1. If there is bodily injury to passengers in Fairfax County Public Schools vehicles, occupant(s) of the other vehicles(s), or pedestrians, the accident should be reported immediately by telephone to the Office of Transportation Services or Risk Management.
2. Investigate and review the events concerning the accident.
3. Take appropriate action concerning drivers involved in accidents.
4. When a driver has been involved in major or repeated accidents, forward a specific plan of action to the director of transportation services and Risk Management through the appropriate department director for disposition.
5. Within 72 hours after the accident, forward the following information to the director of transportation services:
 - a. Two copies of the investigating police officer's report.
 - b. Two copies of form TR-37 (written description and diagram).
 - c. Two copies of the details collected concerning the accident.
 - d. Two copies of the damage estimate or repair work orders.

C. Director, Transportation Services, or Appropriate Department Director

1. Immediately advise Risk Management of any accident.
2. Send a copy of all reports to Risk Management, including the estimate to repair the School Board vehicle and the police report.
3. File pertinent materials in a master materials repository file maintained to include copies of recorded details related to the accident.

V. PRESS RELATIONS

Statements to the media should be limited to factual details, such as when and where the accident occurred. A staff member from the Office of Community Relations shall be available to provide advice and assistance and/or to act as the spokesperson in press relations, if desired. Questions concerning responsibility shall be investigated, in cooperation with the Office of Transportation Services and with Risk Management, Office of the Comptroller.