



## PROCEDURES IN CASE OF A VEHICLE ACCIDENT

- 1) IMMEDIATELY CONTACT THE LOCAL LAW ENFORCEMENT AGENCY to obtain a police report and medical assistance, if needed In Fort Collins, call 911
- 2) IF A VEHICLE NEEDS TO BE TOWED
  - During Business Hours Contact:**
    - Fleet Services (970) 221-6613
    - Transfort (970) 221-6625
    - Poudre Fire Authority (970) 221-6766
  - After Business Hours:**
    - City and PFA Staff Vehicles Contact*
    - Police Dispatch, City of Fort Collins (970) 221-6540
  
    - All Other PFA Vehicles Contact*
    - Jim Mirowski (970) 498-7995 (Pager #8012)
    - OR
    - Choice City Towing (970) 221-1887
- 3) MAKE NO STATEMENTS ADMITTING LIABILITY
- 4) CONTACT YOUR SUPERVISOR IMMEDIATELY It is the responsibility of the supervisor to contact Risk Management immediately
- 5) DO NOT LEAVE THE SCENE OF THE ACCIDENT unless authorized by your supervisor or the law enforcement officer or transported by ambulance
- 6) COMPLETE AN INCIDENT REPORT FORM This form can be obtained from Risk Management Send the report to Risk Management within 24 hours If the employee is not able to complete the form, the supervisor should do so
- 7) REPORT IMMEDIATELY TO RISK MANAGEMENT ANY ACCIDENTS INVOLVING INJURIES OR FATALITIES