CITY OF PHILADELPHIA RISK MANAGEMENT DIVISION

Safety Directive #P-2 Issued: June 29, 2012

Title: **Vehicle Crash Reporting Procedure**

Purpose: This document sets forth procedures governing the reporting of vehicular accidents involving City owned, leased or personal vehicles used for City-related business. This procedure is intended to improve the accident reporting process and gain valuable information to process claims and prevent future incidents. This procedure shall apply to all departments, agencies, offices, boards, and commissions of the City of Philadelphia.

Introduction: There are many ways to avoid an accident, but once one happens it is important that the right steps are taken. It is often hard to think clearly after a car accident, so it is important to know what to do and what questions may need to be answered before an actual accident occurs. The best things a person can do in event of an accident are:

- **Stay Calm**

  Panic can cause others to panic and make the situation worse. Remain calm to determine if there are any injuries that need immediate medical attention, to make sure everyone is safe from any possible hazards and to determine the extent of damage.

- **Get Help and Report the Incident**

  It is necessary to contact the appropriate people to respond and be alerted to the incident. This will facilitate the proper resources to address the immediate needs and handle actions (i.e. - injuries, hazards, claims) that may be needed due to the incident.

- **Get the Basics – (Who, What, Where, When, How)**

  Most people know to do this, but often forget to do it after the accident for one reason or another. It is important to get names, addresses, and phone numbers of everyone involved in the accident, including those who witnessed it.

Application: City of Philadelphia employees must complete a Vehicle Crash Report (VCR) Form (see Attachment #1, which also provides the Instruction Sheet) for all crashes, accidents or incidents regardless of severity involving City owned, leased or personal vehicles used for City-related business. A **motor vehicle accident** is any occurrence involving the operation of any motor vehicle that results in bodily injury and / or property damage, even when damage is minor and may not be repaired. An accident is **NOT:**

a) Unreported Damage – Damage identified only on routine inspection
b) Damage clearly caused by vandalism
c) Damage clearly caused by falling object.

Departments must insure that each vehicle has a Financial Responsibility Identification Card (see Appendix #1) and an Accident Information Card (see Appendix #2) in each City vehicle. This Financial Responsibility Identification Card is to be shown to the

owner of the other vehicle(s) and the Police at the time of the accident. This card is provided by the City of Philadelphia as a self-insured entity, in lieu of an insurance card that people are required to have for their personal vehicles. The Accident Information Card must be given by the City employee to the operator of the other vehicle(s) informing them about the procedures for filing a claim with the City of Philadelphia.

NOTE: City employees should never give any other information or statements or discuss the details of the accident with anyone, except a Philadelphia Police Officer if asked.

All vehicular crashes must be immediately reported in the following order to:

1. **Philadelphia Police Department** – Phone: **(9-1-1)** – Note: *A Police Department accident form must be completed by a Police Officer for all crashes.*
   (i) Employees must inform the 911 dispatcher that the accident involves a City of Philadelphia vehicle. The Philadelphia Police Department does respond to accidents involving City owned or leased vehicles, however, Police may or may not respond in a timely manner due to public safety demands and priorities.
   (ii) If you are informed that the Police department will not be able to respond or you have waited at least a half hour, you can go directly to the nearest Police District Station to file an accident report and get a District Control (DC) number.

2. **Risk Management** – Phone: (215) 683-1700 / Fax: (215) 683-1705 / Address: 1515 Arch Street, 14th Floor

3. **Office of Fleet Management** – Phone: (215) 685-1854 / Address: 11th & Reed Sts. – Body Shop Note: *Notification to Fleet Management is not required in the event of a vehicle crash involving a **personal** vehicle used for City-related business.*

4. **Employee's Department** – Contact your immediate supervisor on duty and the department's Safety Officer / Crash Review Officer(s)

In addition, a completed copy of this report should be submitted within 24 hours but no later than 48 hours to: the department's Safety Officer, Crash Review Officer(s), Office of Fleet Management (*except personal vehicles used for City-related business*) and Risk Management.

Crash Review Officer - Departments must identify a Crash Review Officer(s). The role and responsibility of the Crash Review Officer (CRO) (see Attachment #4) is to review the Vehicle Crash Report (VCR) Form, determine if the crash was reportable or non- reportable, determine if the vehicle crash was preventable or non-preventable and provide recommendations to prevent an accident in the future. This person(s) can be an employee who currently handles vehicle-related responsibilities or someone else the department identifies that will receive training on accident reporting and investigation.

Crashes involving multiple vehicles or multiple passengers use the Vehicle Crash Report (VCR) - Supplemental Information Form (see Attachment #2) or separate sheets to identify driver, vehicle and passenger information for other vehicles involved. Also, a Vehicle Crash Diagram Form (see Attachment #3) can be used to better diagram and detail a visual capture of the accident.

City of Philadelphia

VEHICLE CRASH REPORT AND

INSTRUCTION FORMS

Attachment # 1

City of Philadelphia

Vehicle Crash Report

SUPPLEMENTAL INFORMATION FORM

Attachment # 2

City of Philadelphia

VEHICLE CRASH DIAGRAM FORM

Attachment # 3

City of Philadelphia

Vehicle Crash Report

CRASH REVIEW OFFICER ROLES AND RESPONSIBILITIES

Attachment # 4

Appendix #1

Financial Responsibility Card (Front)

FINANCIAL RESPONSIBILITY IDENTIFICATION CARD

Self-insurance Certificate No. S.I. #30

Self-insurer: City of Philadelphia *(obligated government)*

Motor Vehicle Registrant:

CITY OF PHILADELPHIA
OFFICE OF FLEET MANAGEMENT
LAND TITLE BUILDING
100 SOUTH BROAD STREET • 3RD FLOOR
PHILADELPHIA PA 19110

Claims: Risk Management
Telephone: (215) 683-1700

Effective Date: **JULY 1, 2007**

VALID UNTIL

CANCELLED

Applicable with respect to the following motor vehicles:
All City of Philadelphia *(Philadelphia Municipal Authority and/or Equipment Leasing Authority)* owned and leased vehicles.

SEE IMPORTANT MESSAGE ON REVERSE SIDE

80-510C (Rev. 9/03)

Financial Responsibility Card (Back)

THIS CARD MUST BE CARRIED FOR PRODUCTION UPON DEMAND. IT IS SUGGESTED THAT YOU CARRY THIS CARD IN THE INSURED VEHICLE.

WARNING: Any owner or registrant of a motor vehicle who drives or permits a motor vehicle to be driven in this State without the required financial responsibility may have his registration suspended or revoked.

NOTE: THIS CARD IS REQUIRED WHEN:

(1) You are involved in an auto accident.
(2) You are convicted of a traffic offense other than a parking offense that requires a court appearance.
(3) You are stopped for violating any provision of the Vehicle Code (75Pa.C.C. § 101 – 9910) and requested to produce it by a police officer.

You must provide a copy of this card to the Department of Transportation when you request restoration of your operating privilege and/or registration privilege which has been previously suspended or revoked.

Appendix #2

Accident Information Card

ACCIDENT INFORMATION • CITY OF PHILADELPHIA

NAME OF CITY OPERATOR		PA. OPERATOR LICENSE NUMBER
DEPARTMENT/AGENCY OF CITY OPERATOR	VEHICLE REGISTRATION NO. (Tag)	VEHICLE PROPERTY NUMBER

You have just been involved in an accident with a City owned vehicle.

Because the liability of the City is governed by special laws, the City driver cannot tell you whether or not the City will pay for damages to your car and for this reason he has been instructed not to make any statements in regard thereto.

A person involved in an accident with a City driver should take the following steps:

1. Notify your own insurance company.
2. If you wish to make a claim against the City of Philadelphia, write a letter to the Finance Department—Risk Management, Claims Division, 1515 Arch Street • 14th Floor, Philadelphia, PA 19102-1579, giving a detailed account of the accident, a list witnesses, a copy of your insurance policy face sheet, two estimates of the damage to your car and photos of the damage, if available.

Your claim will be processed as quickly as possible, consistent with the City making a thorough investigation of the accident.

Do not make a telephone claim for the damages done to your car. The City cannot consider any claim unless it is in writing.

State law requires that all drivers report to the State any accident in which a person is injured in any degree, killed, or in which property damage to any vehicle renders it incapacitated or a hazard. The Police Department will complete the required forms to be submitted to meet the state law and city procedure.

80-S-44 (Rev. 1/99)