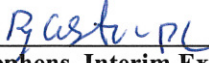




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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Policy # 3904	Vehicle Accident Reporting
Origination Date: March 2004	
Revision Date: May 30, 2007; May 14, 2008; April 10, 2009; May 25, 2010, June 6, 2012; October 15, 2014	
Reviewed Date: March 2005; March 8 2006, April 17, 2013, June 14, 2016	
Approved: 	
Bryan G. Stephens, Interim Executive Director	

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board (CSB) that all personnel (as defined in Policy #3901) who operate a State vehicle will obey the State of Georgia traffic laws and will comply with all CSB, DHS and DOAS Risk Management Services accident reporting procedures.

PROCEDURE:

1. An Accident Reporting Kit will be located in each vehicle. In the event of an accident, the driver will follow the instructions in the Accident Reporting Kit.
2. The vehicle driver should immediately contact police or other law enforcement agency to report the accident and to file an accident report, regardless of the extent of damage.
3. The vehicle driver should next report the accident to their immediate supervisor, regardless of the extent of damage.
4. The vehicle driver must complete the DHS Initial Vehicle Accident Report Form, the CSB Agency Incident Report and, if required, the Critical Incident Report, and submit to the Transportation Supervisor by the end of their shift.
5. The Transportation Supervisor must report as soon as possible, by telephone, to DOAS Risk Management Services (Telephone-1-877-656-7475) the details outlining the accident.
6. The Transportation Supervisor will forward the CSB Agency Incident Report and the Critical Incident Report, if required, per Policy #3007 by fax (770) 499-9328), to the Client Rights Representative.
7. The Transportation Supervisor must follow up within 7 days following the accident by sending the Supervisor's Accident Investigation Report and a police report to DHS and DOAS Risk Management.