

TRAFFIC CRASHES INVOLVING A COUNTY OWNED/LEASED/CONTRACTED VEHICLE

SUMMARY

This procedure explains how to report the involvement of a County owned/leased/contracted vehicle or an on-duty County employee in a traffic crash, what forms to use, and what deadlines apply.

PROCEDURE FOR ALL COUNTY VEHICLE OPERATORS

1. If either party is injured, immediately call 911 and contact your supervisor.
2. Obtain all pertinent information: names and addresses, location, driver's license numbers, witness information, vehicle tag numbers, general description of location, persons, and vehicles involved, etc.
3. Reasonable and safe attempts must be made to move the vehicle if it is blocking the regular flow of traffic or if directed to do so by a police officer. Be prepared to document the location of vehicles by photograph or by scene diagram before they are moved.
4. Complete the Notice of County Motor Vehicle Accident form and forward original to the Internal Services Department, Risk Management Division Safety Unit within **48 hours** of the incident. We recommend that your department keep a copy for their records. Once the Safety Unit reviews the Notice of County Motor Vehicle Accident form, the form is provided to the ISD/RMD Liability Unit. The form is available from the Office of Safety website: <http://intra.miamidade.gov/internalservices/safety-web.asp>.
5. If the incident involves serious injury or death, call 911; and the Office of Safety (305-876-8000 or after-hours: 305-546-1419); and, ISD/RMD Liability Unit (305-375-4280 or 305-877-8309).

CONTACT(S):

Department/Division

Miami-Dade Police Department, Complaint Desk (Non-emergency)

Internal Services Department, Risk Management, Liability Claims Section/Office of Safety

REFERENCE DOCUMENT(S):

Administrative Order 7-14, Safety and Loss Prevention Miami-Dade County Safety Manual
Employee Manual