

Mobile County Accident Reporting Procedures

County Driver

1. Assess for physical injuries and property damage
2. Do not admit fault at the time of the accident. "I'm sorry," could imply fault
3. Contact the following:
 - a. Police (Proper authority within the accident's jurisdiction)
 - b. Medical Assistance if needed
 - c. Immediate supervisor or designated department contact
 - d. Contact the County Garage for wrecker service at 574-8569. After 3:00 pm, contact Sheriff's Dispatch at 574-8633
4. Identify by name, phone number and address as many witnesses as possible who can provide information.
5. Request accident case number from on scene officer for the police report.
6. Exchange the insurance card information with the other party.
7. County Driver is required to submit to drug and alcohol testing as soon as possible but not later than 8 hours following the accident.
8. Complete the following reports in detail and submit to immediate supervisor within 24 hours of the accident:
 - a. Mobile County Vehicle Report Form.
 - b. Copy of Alabama Department of Public Safety SR-13 Form, if applicable
 - ? Driver is required to complete the Alabama Department of Public Safety SR-13 Form if the accident caused death, personal injury, or property damages to any one owner in excess of \$250 whether or not the driver was at fault. The original of the report must be mailed to the address on the front of the Report form within 30 days of the accident.
 - c. Drug and Alcohol test reports.

Supervisor

1. Notify Risk Management of an accident immediately by phone (574-5064, 574-5105, 802-4779 Cell) or fax (574-5079).
2. Review the following documents for legibility and completeness; fill out the Supervisor's section; submit to Risk Management within three days of the accident:
 - a. Mobile County Vehicle Report
 - b. Copy of Alabama Department of Public Safety SR-13 Form, if applicable
 - c. Copy of the Drug and Alcohol test reports
 - d. Police Report

Note: If the County driver is at fault, the Mobile County Vehicle Report should be faxed to the Risk Management Department within 24 hours.
3. Submit copy of following documents to Garage IV:
 - a. Mobile County Vehicle Accident Report
 - b. Police Report