

POLICY NO. 18 (REPORTING ACCIDENTS)

Department heads/supervisors/employees are responsible for immediately reporting to the office of the St. Clair County Commission all accidents involving county vehicles and equipment.

Full details and statements from employee, other persons involved and any witnesses (including names, addresses, and telephone numbers of all parties) should be obtained and forwarded to the County Commission Office. Estimate of full cost of equipment repairs or replacement (including installation and time lost due to the accident) should promptly follow initial report. State Troopers or other law enforcement personnel should also be instructed to forward copies of reports to the County Commission Office as soon as possible.

Above information is necessary for the safekeeping of county property and reporting to the County's self-insurance provider, insurance agent, responsible party or county attorney.

Adopted this 14th day of February, 1995.