


CHAPTER Facilities	CHAPTER 08	SECTION 002	SUBJECT 15
SECTION Transportation		DESCRIPTION Vehicle Incident/Accident Reporting	
WRITTEN BY Dr. Robert M. Sprague Chief Executive Officer	REVISED BY Tina Close, MA LLP COO	AUTHORIZED BY  Lauren Emmons, ACSW CEO	

APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input checked="" type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers			

POLICY:

This policy is developed to provide a uniform system to document all vehicular incidents or accidents involving persons served or agency owned or operated vehicles. Because of potential financial liability which could result, it is imperative all persons cooperate in coordinating and monitoring necessary transportation services for the persons they serve. Transporting of persons served should be in vehicles owned by the County whenever possible.

PROCEDURES:

In the event of injury or suspected injury, an ambulance should be called. Additionally, law enforcement will be called immediately (County Sheriff, State Police, Lapeer City Police, etc.).

Drivers are to report all incidents or accidents to the Chief Executive Officer (CEO) or his designee on the day of such an incident or accident. Lapeer County's Michigan Municipal Risk Management Authority "Claim / Incident Report" form (found in the templates folder) should be used to record any irregularities such as accidents, resulting in personal injury or property damage. The driver should complete and sign the form and submit the original to the LCCMH CEO or his designee who will distribute copies as necessary.

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The CEO or his designee will report any vehicle incident or accident to Lapeer County Administration not later than the next working day following the accident or incident. A copy of the police report will also be sent to County Administration as soon as it is available. County Administration will further distribute copies as necessary.

In addition, any accidents involving personal injury to staff or persons served must be reported using the following insurance claims reporting forms (all found in the templates folder):

1. Supervisor's Claim / Incident Report (Michigan Municipal Risk Management Authority)
2. Employees' Report of Injury
3. Supervisor's Report of Accident

Accidents involving personal injuries of only the other party in the accident (no injuries to CMH staff or persons served) or any property damage must be reported using the Supervisor's Claim / Incident Report.

Any incidents involving persons served must also be reported using the Incident Report form in addition to the insurance reports listed above.

The above forms must be completed and submitted to the CEO or his designee, who in turn will submit the forms to the County Administration Office. Prompt verbal communication of the incident to the agency's Chief Executive Officer is also required.

For Workers' Compensation-related injuries and reporting requirements, see the On the Job Injury Policy 05.001.130.

TC:mgr

This policy supersedes
#09/09023 dated 09/15/2009.
