



## 1. Overview

These guidelines provide general information and instructions in the event a state employee driving a vehicle leased or rented from OMES Fleet Management (FM) is involved in a vehicle accident or incident.

## 2. Personal safety

2.1. Turn off the engine. If the engine cannot be turned off:

2.1.1. Set the gear to park or neutral.

2.1.2. Pull emergency brake.

2.1.3. If the vehicle is positioned downhill, turn the steering wheel clockwise to turn vehicle wheels toward the curb or road's shoulder; if uphill, turn the steering wheel counterclockwise.

2.2. If the vehicle location or condition creates a risk to your personal safety:

2.2.1. Move away from the vehicle.

2.2.2. If doors are jammed, roll down or knock out the nearest window and exit the vehicle.

2.3. Unless there is an electrical or fuel problem with the vehicle, turn on the emergency lights.

2.4. Call 911 or local police when an accident/incident involves another insurable party.

## 3. Safety of others involved in accident

3.1. Call 911.

3.2. Do not move injured individuals unless absolutely necessary.

3.3. Do not tell the injured party that the state will accept responsibility for medical expenses.

## 4. Traffic safety

4.1. Prevent the vehicle from creating a road hazard; park the vehicle as far off the road as possible, e.g., on the shoulder or in a nearby parking lot.

4.2. Otherwise, refer to Sections 2.1-2.4.

4.3. If the vehicle location or condition does not create a risk to your personal safety, remain inside or nearby until RSA or emergency response arrives.

4.4. Call a wrecker:

4.4.1. If OHP or local police are not insisting they contact a tow company, immediately call 405-521-2204 during business hours so FM can put in a tow request.

4.4.2. After-hours service:

4.4.2.1. [Oklahoma licensed wreckers](#).

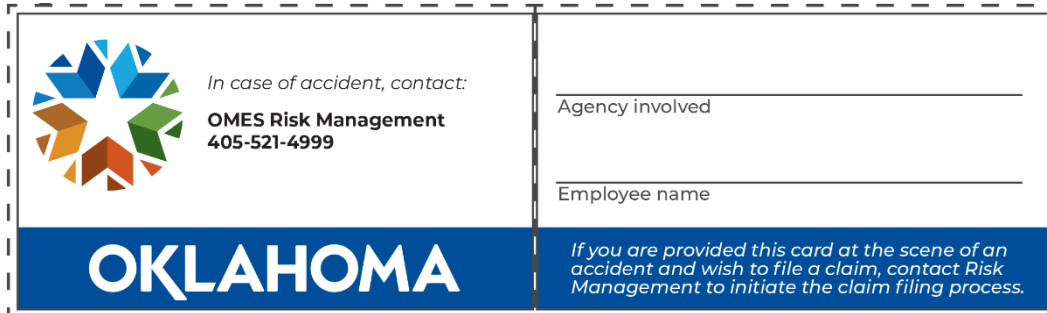
4.4.2.2. If possible, seek service providers accepting MasterCard (some wreckers accept payments in cash or check only) and contact your Comdata administrator for an override prior to use.

## 5. On the scene

5.1. Do not make any statements to the other driver or third party concerning the assumption of liability – **do not admit fault.**

5.2. Only give the information required by authorities.

- 5.3. Do not sign any statement about an accident unless it is from an authorized representative of OMES Risk Management or your agency’s authorized legal counsel.
- 5.4. Risk Management contact card:
  - 5.4.1. Retrieve the card (either from the vehicle glove compartment or wallet).
  - 5.4.2. Fill out the back of the card and give it to the third party involved in the accident to file a claim with the state.



- 5.5. Take pictures of the following items:
  - 5.5.1. Four full-body pictures (front, back and both sides) of the damaged vehicle (include damaged area(s), other vehicle(s) involved and anything else on scene pertaining to the incident/accident).
  - 5.5.2. Include other driver’s vehicle and its tag, and their insurance card and driver’s license.
- 5.6. If a state vehicle is being impounded, record the name and number of the wrecker company as well as the name, address and number of the storage location.

## 6. Driver reporting responsibilities

- 6.1. Immediately report accident/incident to:
  - 6.1.1. Your agency’s fleet administrator or your agency’s risk coordinator.
  - 6.1.2. FM at 405-521-2204.
- 6.2. Record events at the accident scene – the employee involved in an accident shall:
  - 6.2.1. Retrieve the [Accident Information Form](#) from the glove compartment and fill it out (refer to Sections 7.1-7.2).
    - 6.2.1.1. Do not give this form to anyone at the accident scene.
  - 6.2.2. **Upon return to office the same day or following business day**, email the applicable completed forms ([Accident Information](#), [SLIR](#), [Scope of Employment](#)) and pictures to your agency’s fleet administrator and/or OMES Fleet Management at [fmd.service@omes.ok.gov](mailto:fmd.service@omes.ok.gov). **Include your unit number in the email.**
  - 6.2.3. Once a police report is available, you must obtain it and submit it to [fmd.service@omes.ok.gov](mailto:fmd.service@omes.ok.gov).

## 7. Agency reporting responsibilities

- 7.1. The agency’s fleet administrator or risk coordinator shall:
  - 7.1.1. Immediately report all body damage to [srm.claims@omes.ok.gov](mailto:srm.claims@omes.ok.gov) and copy [fmd.service@omes.ok.gov](mailto:fmd.service@omes.ok.gov) to comply with Risk Management’s seven-day notification window.
  - 7.1.2. If vehicle is inoperable and FM has not been notified, immediately notify FM at 405-521-2204.
  - 7.1.3. Report if the vehicle has already been taken by a wrecker (refer to Section 5.6) at 405-521-2204 so that additional charges are not incurred. **Agencies will be billed for any unreported or late-reported vehicle impound-related charges.**

7.1.4. Once agency's fleet administrator has collected the completed forms, required documentation and pictures, send to [fmd.service@omes.ok.gov](mailto:fmd.service@omes.ok.gov) and follow further instructions and guidelines provided by FM for the repairs.

7.1.4.1. Scope of employment must be signed by driver's supervisor prior to submission.

## **8. General agency responsibilities**

8.1. Agency risk coordinator and fleet administrator must make sure that:

8.1.1. Each agency employee driving on state business has an updated [Accident Information Form](#) in the vehicle's glove compartment.

8.1.2. Each agency employee has updated Risk Management contact cards (refer to Section 6.3.3).

8.1.3. Each agency employee driving a vehicle leased or rented from FM has read this policy and has a valid Driver's Responsibility Certification attached to their employee profile.

## **9. Other**

9.1. If an accident renders a vehicle inoperable:

9.1.1. The driver is responsible for their own transportation accommodations on the date of an accident.

9.1.2. An agency may choose to provide alternative transportation on the date of an accident.

9.2. State drivers found to be at fault may be required to be take a defensive driving class and can even be found uninsurable – [OAC 260: 70-9-1](#).