CENTRAL CARE POLICY
VEHICLE ACCIDENT

SUBJECT:	**VEHICLE ACCIDENT**
ANNUAL REVIEW MONTH:	June
RESPONSIBLE FOR REVIEW:	Director of Central Care
LAST REVISION DATE:	August 2010

All persons operating a program vehicle shall be thoroughly familiar with the reporting procedure as set forth by the Department of Human Resources.

1. The Team Leader shall be called as soon as possible.
2. The Team Leader will then notify the Service Director, Director of Central Care and the Chief Executive Officer of the accident.

The state employee involved in the accident will report the accident according to procedures in Reporting Kits in pocket of each vehicle.

1. Assist injured
2. Report to Highway Patrol as soon as possible
3. Report to Insurance Adjuster as soon as possible.
4. Report to supervisor as soon as possible.
5. Ask witnesses to sign witness card.
6. Complete “EMERGENCY REQUEST” card and give to passing motorist when necessary
7. DO NOT ADMIT RESPONSIBILITY.

Reference: Central State Hospital Emergency Preparedness Manual

APPROVED: _____ **TITLE:** Director, Central Care **DATE:** _____
George Harris, LCSW