SUPPORT SERVICES

Procedures for Reporting a Crash While Driving a PWCS Administrative Vehicle

I. Users of vehicles owned by Prince William County Public Schools (PWCS) shall report the vehicle crash immediately from the scene to his/her supervisor and to the Office of Transportation Services’ Safety and Training Section at 571.402.3908. A crash is any incident involving any vehicle resulting in property damage, injury, or claim of injury, no matter how minor and no matter where it occurs. The director/supervisor(s) in each office/department shall ensure that employees who operate PWCS vehicles are aware of and adhere to these procedures. When a crash occurs after normal duty hours, contact Risk Management and Security Services by radio (Zone A P25, SB5 P25) or by telephone at 703.791.8805. (See Attachment I, “What To Do In Case Of A Crash,” located on the back of the vehicle’s sun visor.) Provide the following information:

A. Crash location;

B. Number of vehicles involved;

C. Injuries, if any;

D. Extent of damage; and

E. A brief description of what happened.

II. Depending on the injuries or extent of damage, an investigator from the Office of Transportation Services and/or a police officer will be dispatched to the crash location. Police must be notified if any of the following occur:

A. The estimated property damage exceeds $1000;

B. There are injuries;

C. The details of the crash are disputed; or

D. The vehicle is disabled and traffic is blocked.

III. Unless the vehicle is in a hazardous or unsafe location, do not move the vehicle until the police officer or the investigator from the Office of Transportation Services has reviewed the crash and authorizes you to do so. Vehicle operators who remove vehicles from crash scenes without first obtaining this authorization could be charged with leaving the scene of an accident, hit and run, or a similar offense.
IV. Do not make any statements regarding the responsibility for the crash or liability to the newspaper, press, or anyone except the police officer or the investigator from the Office of Transportation Services.

V. If the driver of the other vehicle believes a police investigation is required due to unusual circumstances, the driver of the PWCS administrative vehicle will request police assistance through the Office of Transportation Services’ Safety and Training Section or the Risk Management dispatcher. (When crashes occur outside of Prince William County and the criteria in paragraph II above have been met, the vehicle operator will notify the local police department.) While waiting for the crash investigation unit of the appropriate police department, the PWCS vehicle operator should obtain the following information:

A. Utilizing the Vehicle Information form located in the glove compartment, obtain the names, addresses, and telephone numbers of all persons involved and any witnesses. Insurance information, registration, and Vehicle Information forms are located in the glove compartment of each PWCS administrative vehicle. (See Attachment II for Vehicle Information form.)

B. Obtain the license plate numbers, makes, and models of all vehicles involved in the crash.

C. Give the other involved driver(s) your name, address, vehicle information, and the telephone number to the Office of Transportation Services’ Safety and Training Section. (If the driver of the other vehicle or owner of damaged property is not present or is unknown, then the operator of the PWCS vehicle will leave a note containing the information above or they may contact their supervisor or Safety and Training to have police respond.)

VI. Follow up with the Office of Transportation Services’ Safety and Training Section the next day after the crash to ensure that the necessary paperwork has been completed. If you drive the PWCS administrative vehicle from the scene of the crash, take it immediately to your Vehicle Services support facility for inspection and a safety evaluation. The Safety and Training Section will initiate the repairs to the vehicle if there is damage.

The Associate Superintendent for Finance and Support Services (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Finance and Support Services (or designee) is responsible for reviewing this regulation in 2018.

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS
WHAT TO DO IN CASE OF A CRASH
ADMINISTRATIVE VEHICLES

1. Remain calm. Check for injuries.

2. Immediately contact the Office of Transportation Services’ Safety and Training Section at 571.402.3908. Give complete location. After normal duty hours, contact Security Dispatch by radio (A P25-SB5) or by telephone at 703.791.8805. Police will be contacted, if needed.

3. Do NOT move the vehicle unless authorized by the police or a representative from Transportation Services.


5. Complete the Vehicle Information form (located in the glove compartment) by obtaining pertinent information from all involved drivers. Obtain names, addresses, and phone numbers of all witnesses.

6. Give other driver(s) your name, address, vehicle information; and, if further information is desired, ask them to contact the Office of Transportation Services’ Safety and Training Section at 571.402.3908.

Revised – April 2015
**Vehicle Information**

**Administrative Vehicles**

This form must be completed by all other involved drivers and submitted to the Office of Transportation Services’ Safety and Training Section.

<table>
<thead>
<tr>
<th>Location of Crash (Complete)</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Vehicle Make</th>
<th>Year</th>
<th>Model</th>
<th>License Plate Number</th>
<th>Year</th>
<th>State</th>
<th>Insured?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Driver’s Name</th>
<th>Address (Complete)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Driver’s Home Phone Number</th>
<th>Work/Cell</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Operator’s License Number</th>
<th>State</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Vehicle Owner’s Name (if other than driver)</th>
<th>Address (Complete)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Liability Insurance Co.</th>
<th>Policy No.</th>
<th>Phone No.</th>
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</table>

Your Description of What Happened:

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________________________________________________________________________

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Revised – April 2015