

Southeast Coast Network

National Park Service
Inventory & Monitoring Program



Standard Operating Procedure (SOP) #3.1.4

Motor Vehicle Accident Reporting Procedures

Please cite this as:

Corbett, S. L., and B. Smrekar. 2012. Motor vehicle accident reporting procedures. Southeast Coast Network Standard Operating Procedure NPS/SECN/SOP-3.1.4. National Park Service, Athens, Georgia.

Revision History

Previous Version #	Revision Date	Author	Changes Made	Reason for Change	New Version #

Overview

It is required that several copies of SF-91 (Motor Vehicle Accident Report) and SF-94 (Statement of Witness) be carried in all government work vehicles at all times. Additionally, a copy of the Motor Vehicle Accident-Operator Responsibilities Checklist should be in all work vehicles. This checklist and SF-91 and SF-94 must be used for any accidents involving Agency-owned or -leased vehicles. The SF-91 should be filled out at the time and on the scene of the accident. The SF-94 should be given to any witnesses and collected as soon as possible after the accident. After all forms are completed, the employee must forward them to his/her supervisor for further processing. Any police reports from the accident must also be forwarded to the supervisor. Forms used at the scene of an accident (SF-91, SF-94, and the Motor Vehicle Accident Operator Responsibilities Checklist) must be replenished in the vehicle as soon as it is back in service. All forms are located on the SECN shared drive at X:\Accident Forms.

Operator Responsibilities Checklist

Immediately after an accident, employees should:

1. Check for injured persons in all vehicles involved.
2. Call the police and obtain an on-site local police report if such report is required by local law for the type of accident involved. If the accident occurs within a park, the NPS law enforcement at the park should be notified instead of the local police.
3. Check for witnesses and get the name, address, and phone number of anyone observing any portion of the accident. If possible, use the SF-94 Statement of Witness form. Do not discuss witness statements with any other person at the scene.
4. Notify your immediate supervisor and the Fleet Manager. For the SECN Inventory and Monitoring Program, the Fleet manager is Joe DeVivo 706-352-9346 or 678-858-5229
5. Note: on-site police reports are not always required for minor accidents without personal injury; always call the police and let them inform you if the accident will need to involve a police report. Any accident involving damage to private property must have a police report.
6. Get information from the other driver(s), if appropriate, to include name, address, phone number, insurance carrier, and policy number for all non-Federal vehicles involved.
7. Secure the government vehicle and its contents if the vehicle is towed.
8. Ensure that the vehicle will be stored in a secure area.
9. Report the accident on the SF-91 Operator's Report of Motor Vehicle Accident.

****If the vehicle operator is injured and unable to complete the required reports, his or her supervisor shall complete the required forms and make the necessary notifications of the accident.**

Federal regulations specify that the regional fleet manager must receive a copy of the investigation report completed (within five working days) by the Agency having custody of the vehicle or employing the operator of the vehicle. When local, State or Federal police are at the scene of the incident or accident, copies of their report(s) will be provided to the FMC. Copies of Police Reports are of particular importance where third parties are involved; they greatly assist in recoveries and assignment of fault. When fire results from a motor vehicle accident, the total extent of damage from fire and collision shall be reported on the investigation report.

Upon notification of a motor vehicle accident, the FMC will complete GSA Form 1593, Motor Vehicle Accident Resume, assign a control number to the accident, maintain a suspense file until all documentation has been received, and in the event a vehicle defect caused the accident, the FMC will complete a SF 368, Notification of Vehicle Defect, and forward it through channels.

Further Considerations

In addition, operators or their supervisors may be required to:

- Obtain estimates of the costs of repairs to all non-Federal vehicles and property.
- Obtain estimates for damages to all GOV(s) involved in the accident.
- Obtain photos of the damage to all GOV(s) involved in the accident.
- Complete CA-1 Federal Employees Notice of Traumatic Injury and Claim Continuation of Pay and CA-16 Report for Examination or Treatment for injury to Federal employee(s).

Vehicle Fires Not Caused by an Accident

When a GSA IFMS vehicle is involved in a fire not caused by a motor vehicle accident, the fire is to be reported on GSA Form 53, GSA Fire Incident Report, by the FMC manager.

Injuries Sustained by Employees in a Vehicle Accident:

In the event of personal injury, the injured employee must complete and submit the Office of Workers' Compensation Programs (OWCP) Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, to his or her supervisor. The supervisor must complete the form and forward it, along with appropriate documentation, to OWCP. Refer to the SECN SOP 3.1.1. (On-duty Injuries and Illness) for specific injury documentation procedures.

Responsibility for Damages

Except for the exclusions listed in § 101-39.406, the Agency employing the vehicle operator shall be financially responsible for damage to a GSA Fleet vehicle. If an Agency is held responsible for damages, GSA will charge to that Agency all costs for removing and repairing the vehicle. If the vehicle is damaged beyond economical repair, GSA will charge all costs to that Agency, including fair market value of the vehicle less any salvage value. When contractors or subcontractors of using Agencies are in accidents involving GSA Fleet vehicles, the Agency employing the contractor will usually be billed directly for all costs associated with the accident. The Agency is responsible for collecting accident costs from the contractor should the contractor be at fault.

Claims in Favor of the Government

When facts indicate that a party other than the operator of the GSA Fleet vehicle is at fault and that party can be reasonably identified, the Agency responsible for investigating the accident shall submit all original documents and data pertaining to the accident and its investigation to the servicing FMC. The FMC Fleet Manager will initiate the necessary action to effect recovery of the Government's claim.

Claims against the Government

When a GSA Fleet vehicle is involved in an accident resulting in damage to the property of, or injury to, a third party, and the third party asserts a claim against the Government based on the alleged negligence of the vehicle operator (acting within the scope of his or her duties), the Agency employing the vehicle operator is responsible for taking steps to settle the claim administratively to the extent that Agency is empowered to do so. If an administrative settlement proves unsuccessful, the Agency is also responsible to take administrative steps to prepare the Government's defense of the claim. The Agency General Counsel will typically undertake these actions.

EMPLOYEE ACCOUNTABILITY FORM

I certify that I have read and I am familiar with SECN Standard Operating Procedure 3.1.4 for motor vehicle accident reporting procedures.

I understand that the lack of compliance with this SOP will result in possible disciplinary action.

Name

Date