

Southeast Coast Network

National Park Service
Inventory and Monitoring Division



Standard Operating Procedure 3.1.04

Motor Vehicle Accident Reporting Procedures—Version 2.0

Please cite this as:

Corbett, S. L., and B. Smrekar. 2016. Motor vehicle accident reporting procedures—Version 2.0. Southeast Coast Network Standard Operating Procedure NPS/SECN/SOP—3.1.04. National Park Service, Athens, Georgia.

Revision Log

Previous Version #	Revision Date	Author	Changes Made	Reason for Change	New Version #
0.9	1/17/2013		Citation updated	Publication of estuarine water quality protocol	1.0
1.0	12/1/2016	Editor	Editorial review, removed stipulations for leased vehicles.	Protocol publication	2.0

Overview

Several copies of the SF-91 form (Motor Vehicle Accident Report) and SF-94 form (Statement of Witness) are required 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. Use this checklist, the SF-91 form, and the SF-94 form for any accidents involving National Park Service (NPS) agency-owned or agency-leased vehicles. Fill out the SF-91 form at the scene of the accident. Give the SF-94 form to witnesses, and collect as soon as possible after the accident. After all forms are completed, the employee must forward them to his/her supervisor for further processing, along with any police reports from the accident. 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 S:\Safety\Injury and Accident Forms\Motor Vehicle 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 that occurred. 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 who observed 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 program manager. For the Southeast Coast Network, contact Brian Gregory, at 706-352-9441 or 678-409-3671.
5. Note: on-site police reports are not always required for minor accidents without personal injury; always call the police and ask if the accident requires a police report. Any accident involving damage to private property must have a police report.
6. Get information from the other driver(s), including 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 form *Motor Vehicle Accident Report*.

****If the vehicle operator is injured and unable to complete the required reports, his or her supervisor will 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 fleet management center (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.

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 government owned vehicles (GOV) involved in the accident.
- Obtain photos of the damage to all GOV(s) involved in the accident.
- Complete the CA-1 form *Federal Employees Notice of Traumatic Injury and Claim Continuation of Pay/Compensation* and the CA-16 form *Report for Examination or Treatment* for injury to federal employee(s).

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 3.1.01 (*Identification, Treatment, and Reporting of On-duty Injury and Illness—Version 3.0*) for specific injury documentation procedures.

Claims in Favor of the Government

When facts indicate that a party other than the operator of the SECN fleet vehicle is at fault, and that party can be reasonably identified, action will be taken against the responsible party.

EMPLOYEE ACCOUNTABILITY FORM

I certify that I have read and I am familiar with SECN Standard Operating Procedure 3.1.04 *Motor Vehicle Accident Reporting Procedures—Version 2.0*.

I understand that lack of compliance with this SOP may result in disciplinary action.

Name

Date