

Motor Vehicle Accident**SCOPE**

This policy governs those actions to be taken when a City employee is involved in a motor vehicle accident while in the conduct of City business and/or when the accident involves the use of a City-owned vehicle or in a personal vehicle while on City business.

It is the responsibility of the agency bureau head or designee to ensure that the required [MOTOR VEHICLE ACCIDENT REPORT \(MVAR form #28-1758-5026\)](#) has been completed, signed and submitted to the Central Bureau of Investigation (CBI), Law Department; Office of Risk Management/Division of Occupational Safety (ORM/DOS), Finance Department; Central Garage Division, Department of Public Works; and the agency head within 24 hours following an accident. A supply of this form must be carried in the glove compartments of all City-owned vehicles at all time.

REQUIRED ACTIONS

When involved in a motor vehicle accident, an employee must:

- Summon the local police to the scene of the accident.
- Make no statements at the scene of the accident to anyone except the investigating police officer, an identified investigator from CBI or an identified investigator from the ORM/DOS.
- Obtain names and addresses of person(s) involved in the accident.
- Call 311 to report the details of the accident. (see “Motor Vehicle Reporting Requirement” as listed at the end of this policy)
- Notify the agency you work for if you are injured as soon as practical and if there is an injury, complete an Employee Injury Report (EIR) and have your supervisor call the claim/injury details into ActecSystems at 1- 877-607-8600.
- Submit the Motor Vehicle Accident Report (MVAR) within 24 hours to the parties identified in the above section and on the report form.
- Notify CBI or ORM/DOS as necessary. (ORM/DOS is responsible for notifying Maryland Occupational Safety and Health Administration (MOSHA) of certain injuries.)

INJURY

If the employee is injured and is able to be transported, the employee (with completed EIR) shall immediately report to the Baltimore City Occupational Medical Services (Mercy Clinic) facility, 323 N. Calvert Street (after hours employee injuries are to be seen/treated at the Emergency Room - Mercy Hospital). If an employee is to be treated at any other hospital or other emergency facility, the immediate supervisor must be notified of where he/she is being treated.

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If an employee is injured in the accident, an EMPLOYEE INCIDENT REPORT (EIR) (form #28-1608-5149) must be completed and submitted by the agency head or designee to those listed on the form.

PROPERTY DAMAGE

The employee or their supervisor must immediately call 311 Call Center and report the accident details for any motor vehicle accident that resulted in property damage. Employees should call 410-396-3400 if calls are made between 8:30 a.m. and 4:30 p.m., Monday through Friday. After-hour calls should be made to 410-396-3100 where the City Hall operator will connect the employee with the CBI duty officer.

DRUG AND ALCOHOL TESTING

All drivers involved in an accident while operating a City-owned vehicle or while in performance of their City work, even in a privately-owned vehicle, shall be tested immediately for a complete drug and alcohol screening at the Baltimore City Occupational Medical Services (Mercy Clinic), 323 N. Calvert Street, **after hours at Mercy Emergency Room** per the City's Substance Abuse Control Policy. The supervisor is required to escort or assign a designee to escort the employee to the Mercy Clinic for testing following an accident.

***Motor Vehicle Accident
Reporting Requirement Procedures*****SCOPE**

The Motor Vehicle Accident Reporting Requirement below outlines the procedures in reporting motor vehicle accidents involving a City of Baltimore motor vehicle and/or accidents involving a personal vehicle while in use for City business.

MOTOR VEHICLE ACCIDENT REPORTING REQUIREMENT

City employees are required to document all accidents involving a City of Baltimore Motor Vehicle and/or accidents involving a personal vehicle while in use for City business by calling the City's 311 Call Center between the hours of 6:00 AM and 10:00 PM (7 days a week). If the accident occurs between 10:00 PM and 6:00 AM, the employee/supervisor should call the next business day. The 311 Agent is required to take the accident details over the phone. The City defines an accident as an intentional/unintentional damaging event, including injury/damage to persons or property.

The following procedures should be followed when reporting a motor vehicle accident:

- Employees are required to immediately report the accident to the supervisor.
- Employees are required to call the Police Department as required by City Policy.
- The driver or supervisor should call 311 and report the accident.
- Employees are required to call ACTEC Systems at 1-877-607-8600 if the accident involves a possible Workers' Compensation claim.
- Employees must complete the required [Motor Vehicle Accident Report \(MVAR\)](#).

When Calling 311, employees should be prepared with the following Information:

- Accident location
- City driver's name
- City employees' name reporting the accident
- City vehicle number (the City number assigned to the vehicle)
- City vehicle tag number (license plate number)
- Reporting Agency's Name
- Accident Date
- Accident Time
- Number of vehicles (including City vehicle) involved in the accident
- Whether a workers' compensation claim will be filed
 - If a workers' compensation claim is filed, employees should report the

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employee’s injury to ACTEC Systems 1-877-607-8600, complete an EIR (Employee Injury Report) and when appropriate, send the injured employee to Mercy Hospital/City’s Occupational Medical Clinic.

- Whether a third party (non-city vehicle/person) was involved in the incident
- Whether the Police was called to the scene (Required)
- Whether a Police report was written
- Whether the City of Baltimore Motor Vehicle Accident Report was completed (Required)
- Contact person’s name, title and phone number.

Any questions concerning the motor vehicle reporting requirement should be addressed to:

Office of Risk Management
Department of Finance
401 E. Fayette Street, Suite 700
Baltimore, MD 21202
(443) 984-3786
Fax: 410-396-1071
Cell: 443-250-7413

RELATED POLICIES

AM-204-10 – JOB INJURY
[AM-502-1, Part 2](#) – COMMERCIAL DRIVER LICENSE