

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0356 (VH)
Effective Date: 10-01-91
Person Responsible: Health & Safety Coordinator

Subject: Accidents and/or Damage to Board Owned/Leased Vehicles
Last Revision: 09-14-2023

Approvals/Date: Brent Ubaer 10/12/2023
Superintendent, WCBDD Date Department Director Date

QUICK REFERENCE FOR DRIVER OF ACCIDENT:

- 1. Call Local Law Enforcement (9-1-1).
2. Driver of Accident calls Accident/Vehicle Maintenance On-Call 419-409-0308, if no response, call Health & Safety Coordinator 419-409-1966.
3. Call immediate Supervisor or Department Director.
4. After forms are completed with Law Enforcement Agency, request their Accident Report Form Number and write it on our Accident Report 03-ALL-ALL-0153.
5. Fill out Accident Report Form 03-ALL-ALL-0153 and submit to Vehicle Maintenance.
6. Vehicle Maintenance will provide pictures to Health & Safety Coordinator by next business day.

All accidents outside of Bowling Green should be reported to the Local Law Enforcement Authorities 9-1-1

Table with 7 rows of accident procedure details, including steps for reporting, documentation, and form completion.

Procedures: 02-ALL-ALL-0499 (AD)

Forms: 03-ALL-ALL-0153
03-ALL-ALL-0348
03-ALL-ALL-0384

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