



FRESNO COUNTY FIRE

PROTECTION DISTRICT

PAID-CALL FIREFIGHTER POLICY & PROCEDURE HANDBOOK

POLICY NO.: 300-08

SUBJECT: VEHICLE ACCIDENT REPORTING PROCESS

EFFECTIVE DATE: November 1, 2009

REVISION DATE: October 1, 2013

RESPONSIBILITY: Fresno County Fire Protection District
Paid-Call Firefighter

POLICY/PROCEDURE:

PURPOSE:

To provide Paid-Call Firefighter (PCF) Company members with information regarding proper procedures to follow if involved in a vehicle accident, while operating a private or District owned and operated vehicle, including rental vehicles, while responding to or returning from an emergency incident.

POLICY:

It shall be the policy of the Fresno County Fire Protection District to report all vehicle accidents promptly and accurately, following all reporting protocols established for the legal protection of the District. It is also the policy that anytime a PCF is in a vehicle, seatbelts will be used at all times while the vehicle is in motion.

Accidents involving injury to District personnel and/or members of the general public shall be immediately addressed following common EMS protocols.

The emergency command center (ECC) will be immediately notified of all accidents involving District owned and operated vehicles, as well as all personal vehicle accidents involving PCF Company members responding to an emergency call. The ECC will notify the covering CAL FIRE Battalion Chief and Duty Chief of the accident location and any sustained injuries as soon as possible after the accident has occurred.

The local law enforcement agency with jurisdiction for the roadway at the accident site shall be notified and requested to respond as soon as possible after the accident has occurred.

In all cases, a CAL FIRE Law Enforcement Officer, or qualified CAL FIRE designee shall be advised of, and will respond to, the accident site. An internal accident investigation will be conducted by CAL FIRE staff and all necessary reports will be completed and delivered to the District Administrative Officer within forty-eight hours. All vehicle accident reporting shall be recorded on the Form 269, Accident Identification Card, Form 270 Vehicle Accident Report and the appropriate FAIRA Forms Exhibit 300-08 utilized by the Fire District. Form 269 will be completed at the accident site and will be provided to the driver of the other vehicle involved, as appropriate. Form 270 will be completed as a part of the vehicle accident package and submitted to the District Administrative Officer within forty-eight hours. (see Exhibit 300-08 for the District's current vehicle accident reporting package)

Procedures

District Vehicle Accident:

It is the responsibility of the vehicle operator to ensure all District owned and operated vehicles, including rental vehicles, are driven safely on the roadways, following all laws established for legal operation. It is the responsibility of the vehicle operator to make immediate notifications, conduct an initial damage and/or injury assessment and summon needed assistance, and initiate the completion of all forms pertinent to the reporting of any motor vehicle accident.

In the event a vehicle accident occurs, the Driver/Operator of all District owned and operated fire apparatus and utility vehicles shall:

1. Notify ECC of vehicle accident involvement. A competent crew member shall make notifications if the driver is injured and cannot do so.
2. Conduct themselves in a professional and courteous manner at all times.
3. Check for injuries to any PCF Company member(s) and any members of the general public who may be involved, and report any such injuries to activate the EMS system.
4. Obtain driver information from others who may be involved; including name, address, date of birth, driver's license number, vehicle insurance information, etc.
5. Not make any statements admitting to fault in the accident.
6. Fully cooperate with law enforcement officers conducting accident scene investigations.
7. Provide an accurate description of the events, leading up to and surrounding the accident, to CAL FIRE staff responding to the scene.
8. Initiate the required District vehicle accident reporting procedure and submit all reports within 48 hours of the accident's occurrence.

Private Vehicle Accident:

PCF Company members responding to or returning from the scene of an emergency incident, or while conducting official Fire District business, in a privately owned vehicle, shall follow all traffic laws governing the safe operation of a motor vehicle on the public roadway. PCF Company members, who may be involved in a private vehicle accident while responding to or from an emergency call, and/or conducting business while using their private vehicle, are not covered by the Fire District's vehicle liability insurance. PCF Company members are covered under Workers' Compensation from the time of an emergency incident dispatch until a return to residence within a normally reasonable return time.

All PCF Company members are required to carry private vehicle accident insurance to cover any damages sustained in a vehicle accident under all conditions. The filing of a proof of insurance certificate (Form FCO-72) with the Fire District is required for all members.

Each PCF Company member who is involved in a private vehicle accident while responding to or returning from an emergency incident, or conducting official Fire District business shall, if physically capable:

1. Immediately report the vehicle accident to the ECC and advise staff of your location and injury status.
2. Check for damages or injuries in another vehicle which may have been involved.
3. Report any injuries to members of the general public to the ECC and render any possible emergency treatment or provide for accident scene safety until further assistance arrives.
4. Remain at the accident scene until CAL FIRE staff and law enforcement officers arrive.
5. Fully cooperate with law enforcement officers conducting accident scene investigations.
6. Follow all laws relating to the exchange of driver information at the scene of a motor vehicle accident.
7. Conduct themselves in a professional and courteous manner at all times.

**Please note all forms referenced within this Policy can be found online at www.fresnocountyfire.org under PCF, Policies, Forms & Information.*

POLICY RESPONSIBILITY:

Board of Directors, Fire Chief, District Administrative Officer, Division Chiefs, Battalion Chiefs, Station Captains, Paid-Call Company Officers, Paid-Call Fire Apparatus Operators, Paid-Call Firefighters.