

## WHAT TO DO

### IN CASE OF A VEHICLE ACCIDENT

*Caution: Your safety comes first. Always be aware of your surroundings when using this kit.*

1. **Remain calm** and try to gather your thoughts. Then follow these steps:
    - **Check for injuries.** If any, call for an ambulance.
    - **Take pictures.** Include photos of license plates of all vehicles involved. Follow directions on back of camera.
    - **If someone is injured, report the accident to the police immediately.**
    - **Do not admit fault to anyone.**
    - If anyone involved in the accident has questions regarding damage or injury claims, provide them with the “**PROOF OF INSURANCE**” card attached to the outside of the packet.
    - **REPORT THE ACCIDENT IMMEDIATELY TO YOUR SUPERVISOR.**
    - If you need Emergency Road Service, contact the garage where the vehicle is regularly serviced. (Please refer to back side of this form).
  2. Exchange information. Give the other driver, passengers, or injured pedestrian, your name, address, driver’s license number, vehicle license plate number, and the insurance information that is on the “**PROOF OF INSURANCE**” card that is included in the pouch on the outside of the packet. Hand out “Witness Cards” to persons who witnessed the accident. Legibly complete the enclosed “**Report of Vehicle Collision or Loss**” form.
  3. Deliver the vehicle as soon as practical, to Vehicle Services at the Body & Paint Shop (823-1808) 810 N Graham for an estimate of damages.
  4. If the vehicle must be towed during regular working hours, contact Vehicle Services at the Body & Paint Shop (503 823-1808) for delivery instructions.
  5. Mail the completed “**Report of Vehicle Collision or Loss**” form along with the camera and photographs in the enclosed “**EVIDENCE ENVELOPE**” to: Risk Management Liability Claims, 106/709, within 24 hours of the accident. Also, you must file a Traffic Accident and Insurance Report with the Department of Motor Vehicles within 72 hours if there is more than \$2500 damage to anyone’s property or if anyone is injured.
  6. All **fatal** vehicle accidents are to be reported ASAP to Risk Management on work days from 8am to 5pm at 503 823–5101. After hours and weekends, contact the Portland Building Security desk at 503 823-5388 and have them contact one of the City’s insurance adjusters. Provide them with your name, a phone # where you can be reached and the time and location of the fatal accident.
- 824–If your vehicle requires a Commercial Drivers License (CDL), refer to the back of this form for drug testing requirements as a result of your vehicle accident.

CITY OF PORTLAND  
BUREAU OF INTERNAL BUSINESS SERVICES



## EMERGENCY ROAD SERVICE

Contact the garage where the vehicle is regularly serviced

1<sup>st</sup> Avenue Garage (503) 823-4341  
1221 SW 1<sup>st</sup> Ave. (7:30am – 5:45pm)

Kerby Garage (503) 823-1806  
2835 N Kerby (7:30am – 11:30pm)

Motor Pool (503) 823-4341  
1221 SW 1<sup>st</sup> Ave. (7:30am – 6:00pm)

Body & Paint Shop (503) 823-1808  
810 N Graham (7:30am – 4:30pm)

**QUESTIONS?** (503) 823-2277  
(8:00am – 4:30pm) (503) 823-CARS

**LAST RESORT!!**

Only if non-business hours: Call the City Tow Desk. For the current phone number, call Police Auto Records (503) 823-0044

## IF YOUR VEHICLE REQUIRES A CDL (Commercial Drivers License)

You must be tested for drugs and alcohol as soon as practicable if the accident involved a fatality or you received a citation and the accident resulted in injury to any person who receives medical treatment away from the scene of the accident or any vehicle was damaged to the point it had to be towed.

Type of Accident	Citation Issued To You?	Test Must Be Performed?
Human Fatality	YES	YES
	NO	YES
Bodily injury to anyone who receives immediate medical treatment away from the scene of the accident	YES	YES
	NO	NO
Disabling damage to any motor vehicle, requiring tow away from the scene	YES	YES
	NO	NO