

ACCIDENTS

Steps to Take When You are Involved in an Accident

The following are the appropriate steps to take when a State vehicle (including the Bookmobile truck) has been involved in an accident or incident.

1. Call the police whenever another vehicle is involved; even if there is no damage or physical injury to you or to the other driver.
2. Call your supervisor at the Utah State Library as soon as it is safe to do so.
3. Fill out an accident or incident report form within 24 hours of the time of the accident or incident. Any report not submitted in a timely manner will not be covered by Risk Management (our insurance) and the total repair amount will be charged to your department.
4. Forms can be found at: www.fleet.utah.gov
5. Always list your name and phone number on the accident report. You are the person that Fleet will contact if they have any questions or need to get any necessary work done on the vehicle.
6. Always list who was driving the vehicle or responsible for the vehicle at the time of accident, even if the vehicle was parked and unoccupied. If two State vehicles are involved in the same accident submit a report for each vehicle.
7. An accident or incident form must be filled out in all of the following instances.
 - a. Vehicle vs. vehicle
 - b. Vehicle vs. a person or an animal
 - c. Vehicle vs. an object
 - d. Vandalism
 - e. Any incidents when occurrence of damage is UNKNOWN

Once the accident form has been submitted to Fleet Operations, the Loss Control Specialist, Cerena Withers, will contact you with a case number and direct you as to when and where to take the vehicle for repairs. **You do not need to obtain an estimate.** While the vehicle is in the shop for repairs, if you have questions concerning the repairs, contact Cerena Withers at 801-965-4194 for questions. **Do not** contact the vendor directly. After the vehicle is taken to the authorized repair shop, Fleet Operations, through Cerena, will process the repair and submit to Risk Management.

If you vehicle must be towed, contact Fleet at 855-358-8824

If you have further questions about accidents/incidents or how to fill out the form, you may contact Cerena Withers at 801-965-4194, or by email at cerenawithers@utah.gov