

Reference : SAFETY
Section : GENERAL
Title : ACCIDENT REPORTS - AUTHORITY OWNED VEHICLES
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Revision Date :

I PURPOSE

The purpose of this policy is to define the NFTA's notification process related to accident reporting.

II POLICY

All accidents involving Authority-owned vehicles must be reported immediately, or as soon as possible thereafter, to the Bus Controller (855-7324), the Rail Controller (855-6400), or the Transit Police Dispatcher (855-6405). Provide all information, and request guidance or assistance, as may be needed. Controllers/Dispatchers will follow established procedures for notifying Accident Investigation (Claims) Department. Written reports must be submitted to one's immediate supervisor following established procedures for Metro Bus/Rail employees, and no later than the beginning of the first business day following the accident for all other employees. Supervisors must forward the original accident report to the Claims Department immediately after receipt and review.

It is **essential** that witness names and addresses be obtained whenever possible.