



*What do I do if I'm in an automobile accident with a County vehicle?*

Property & Liability  
Program Procedure  
(ES-5.02.02)

**In Case of Accident:**

1. **Stop. Do not leave the scene. Call authorities (911, sheriff, police, etc). *Notify 911 if emergency medical treatment is required.***
2. **Contact your supervisor immediately.**
3. **Provide information as required by authorities, but do not admit responsibility or offer settlement to others.**
4. **County insurance policy information can be found on the Florida Automobile Identification Card located in the vehicle.**
5. **Obtain names, addresses and license numbers of owners and drivers involved, as well as any passengers or witnesses.**
6. **Obtain a copy of the local authority investigation report, if available.**
7. **If found at fault (receive a citation or placed in section 1 of report) by authority you must submit to a drug & alcohol test immediately. *If unsure if at fault ask authority.***
8. **Supervisor will escort you to the County's drug/alcohol testing facility.**
9. **Supervisor and/or employee take pictures of vehicle(s) and accident scene.**
10. **Supervisor will complete required County forms/reports, refer to the Property & Liability Program procedure (ES - 5.02.02).**
11. **If you require non-emergency medical treatment inform your supervisor immediately and refer to the Workers' Compensation Program procedure (ES - 5.02.01).**

**If you have questions contact the Department of Employee Services at (352) 343-9596.**