



LAKE COUNTY

OFFICE OF EMPLOYEE SERVICES
& QUALITY IMPROVEMENT

***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 Office Employee Services & Quality Improvement at (352) 343-9596.