

**State of Delaware
Fleet Services
OPERATING POLICIES AND PROCEDURES**

CATEGORY: VEHICLE OPERATION	DATE ISSUED: 1-01-94 REVISED: 8-26-04 REVIEWED: 3-1-19	EFFECTIVE DATE 8-26-04	POLICY NO: VO-1
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The Administrator of the Office of Fleet Services, working with the Risk Manager promulgates the rules and procedures for the reporting of accidents involving State-owned vehicles. The application of these policies and procedures is consistent with State laws and regulations governing the Motor Vehicle Code.

The term “Vehicle Accident” refers to State-owned vehicles involved in an incident resulting in the damage of the State-owned vehicle, to another vehicle and/or property, or an accident involving the personal injury or death of any person.

If involved in an accident, the following procedures apply:

1. The driver will immediately stop the vehicle at the scene of the accident.
2. The driver will render reasonable assistance to the injured and call for emergency assistance if required.
3. If the accident involves injury or death of any person, or damage to another vehicle or property to an apparent extent of \$250 or more, the driver must report the accident to the nearest police agency.
4. The driver must obtain the names and addresses of witnesses to the accident, as well as the name and address of the other operator, if applicable. The driver will also record the license number, vehicle description, and insurance company of the other vehicle.
5. The driver will immediately notify Fleet Services. If the accident occurs during normal business hours, drivers should call 302-739-CARS, or 1-800-273-CARS. If the accident occurs after normal business hours, drivers should call the emergency number printed in the vehicle’s glove box.

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6. For accidents occurring within the State, Fleet Services will handle all necessary towing and repairs. Drivers will be taken to their destination by Fleet Services, if appropriate.
7. For accidents occurring outside the State, drivers are authorized to arrange for emergency repairs up to \$500.00 and the cost of towing without the prior consent of Fleet Services. Any repairs over \$500.00 must be approved by Fleet Services. The driver or Department/Agency shall be reimbursed by Fleet Services for repair or towing costs incurred while traveling out-of-state in a Fleet Services vehicle.
8. The driver should not discuss the accident with anyone, with the exception of a police officer, and should not sign any statements or reports other than those required by law.
9. The driver must complete an Automobile Accident Report as issued by the Insurance Coverage Office. This form shall be forwarded to the Insurance Coverage Office and Fleet Services within 72 hours of the accident. The Insurance Coverage Office's address is 97 Commerce Way, Suite 201, Dover, Delaware 19904, SLC D620-A, Dover, DE 19904. The fax number is (302) 739-5345.