

MINOR ACCIDENTS PROCEDURE
ACCIDENT:

*When the city vehicle is **NOT** involved, do the following:

Call the yard and report the address, directions of the vehicles, color, make and model of each vehicle involved. Report if there are any injuries.

*When a city vehicle **IS** involved, do the following:

Call **FIRST** Street Maintenance. If no one answers, call the yard **SECOND**. Report your name, your unit number and say "THIS IS AN EMERGENCY". You will need to report the address, if there are any injuries, and let them know if a city vehicle is involved. Next, call your foreman and advise if a camera is needed or not.

YOU NEED TO STAY IN RADIO CONTACT IN CASE 911 NEEDS MORE INFORMATION!

MINOR ACCIDENTS INFORMATION EXCHANGE

Location _____	Date _____	Time _____
<u>City of Omaha Equipment</u>	<u>Other Vehicle/Property</u>	
Owner: City of Omaha	Owner: _____	
Address: 1819 Farnam St. Omaha NE 68183	Address: _____	
	Phone: _____	
Driver: _____	Driver: _____	
Supervisor: _____		
District Address: _____	Address: _____	
District Phone #: _____	Phone #: _____	
Driver's Lic #: _____	Driver's Lic #: _____ State: _____	
Insurance Co: City of Omaha 1819 Farnam St. Omaha NE 68183 Jeff Bloom 402-444-4141	Insurance Co: _____ Phone #: _____ Policy #: _____ Address: _____	
Vehicle: Make _____ Model _____	Vehicle: Make _____ Model _____	
Year _____ Lic # _____ State _____	Year _____ Lic # _____ State _____	
Type of damage: _____	Type of damage: _____	
_____	_____	
_____	_____	