

Accident Steps

A motor vehicle accident/incident is any occurrence which involves a government-owned, rented, or – leased motor vehicle, or a privately owned vehicle operated on official business, resulting in property damage, injury, or death regardless of the extent of injuries or the dollar amount.

1. In the event of an accident, the motor vehicle operator shall:
 - a. **Obtain a police report.** The police should be called on all accidents/incidents involving a federally owned vehicle.
 - b. Notify his/her immediate supervisor and the Administrative Officer.
 - c. Complete and sign a SF-91 (found in glove compartment), Operator's Report of Motor Vehicle Accident, within 3 days of the accident.
 - d. Have the witnesses, if any, complete and sign a SF-94, Statement of Witnesses.
 - e. Forward completed forms and information to the AO.
2. The employee's official supervisor shall investigate the incident and submit the supervisor portion of SF-91, Investigation Report of Motor Vehicle Accident, to the AO.
3. The AO shall prepare an AD-112, to include the following information:
 - a. A description of the damage.
 - b. The cost of replacement if the vehicle was destroyed.
 - c. Submit AD-112 and the following forms and information to the Area Office.
 - i. SF-91, Operator's Report of Motor Vehicle Accident.
 - ii. SF-94, Statement of Witnesses.
 - iii. A copy of the police report.
 - iv. Photographs.
 - v. A recommendation for the use or disposition of the vehicle if it is not repaired.
 - vi. Completion of Section II on determination of whether negligence on behalf of the Person operating (or responsible for maintaining) the vehicle is involved.

Contact Information

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