



VEHICLE CHECKLIST

A copy of this checklist shall be posted in all City vehicles

OPERATOR CHECKLIST

- Verify that driver's license and City identification badge are in driver's possession
- Check that seat, mirrors, etc., are adjusted properly
- Check safety equipment (first aid kit, fire extinguisher, reflector kit, etc.)
- Clear windshield and all windows of dirt, ice, snow, etc.
- Check to ensure that windshield wipers, exterior lights, etc., are in working order
- Check for body damage (dents, scrapes, etc.) and other mechanical problems; report problems to the department director and in writing to the Fleet Maintenance Division (complete a property damage/equipment breakdown form and submit to Human Resources in the event of damage to the vehicle not resulting from a vehicle accident)
- Enter the date and beginning odometer reading at the start of the trip/business day and the ending odometer reading at the end of the trip/business day (depending on vehicle used)

IN THE EVENT OF AN ACCIDENT

- Remain calm and stop the vehicle immediately in a safe location away from traffic if possible
- Turn on emergency flashers
- Call 911 if necessary, or notify City police
- Assist those injured but do not administer first aid unless qualified
- Take steps to prevent another accident at the scene, if possible
- Obtain as much information as possible (e.g., names and addresses of witnesses, license numbers of vehicles involved, vehicle information including year, make, and color, insurance information, etc.)
- If police respond, get agency name and contact information
- Do not discuss or admit fault, liability, or responsibility for the accident; do not sign any statement
- Do not agree to pay for anything or indicate that the City will pay for costs or damages
- Contact Wally DeBord (H – 301-926-7051; C – 301-538-1273) or Keith Vogel (240-674-6828) to arrange alternate transportation, if necessary
- Report the accident to your supervisor and the Human Resources Department as soon as practicable, but no more than 24 hours following the accident; all accidents must be reported whether or not there is damage to the City vehicle or you are cited
- Contact Human Resources for assistance in completing necessary reporting forms
- If possible, take photos of the damaged vehicle/property and submit them with the incident report
- Post-accident drug and alcohol testing is required

IF EMERGENCY REPAIR SERVICE IS NEEDED

- Contact Wally DeBord (H – 301-926-7051; C – 301-538-1273) or Keith Vogel (240-674-6828)
- If the vehicle needs to be towed, call Morton's Towing (301-330-1170)