



# State of Arizona Accounting Manual

Topic 50 Travel  
Section 16 Reporting an Accident Involving an  
Individually Operated Motor Vehicle

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## INTRODUCTION

This policy provides instructions on what to do when and authorized driver, i.e., one driving an individually operated motor vehicle while conducting business for the State, is involved in an accident.

The application of this policy is limited to the Government of the State of Arizona and its constituent units. School districts and other political subdivisions should adhere to the policies and procedures appropriate to their respective organizations and jurisdictions.

This policy has been developed in cooperation with ADOA Risk Management. Inquiries involving accidents or insurance coverage should be directed to ADOA Risk Management at 602.542.2180. Inquiries involving the use of Fleet vehicles should be directed to the State Fleet Management Office at 602.542.6161.

Singular references below may be interpreted as plural and vice versa.

## POLICIES

1. These policies apply to all agencies except those excluded from participation in the State motor vehicle fleet by A.R.S. § 41-803.E. Excluded agencies must, however, have equivalent policies and may adopt these policies at their own discretion.
2. If involved in an accident when operating an individually operated motor vehicle while conducting official business for the State, the authorized driver should, if the authorized driver is able and it is safe to do so:
  - 2.1. Stop at once.
  - 2.2. Check for injuries.
    - 2.2.1. If the authorized driver is injured, he should stay where he is and wait for help, unless, for safety reasons, he needs to move before safety personnel arrive.
    - 2.2.2. Offer assistance to any other injured parties.
  - 2.3. Reduce hazards to other motorists (e.g., place flares or cones around the scene of the accident and turn on the vehicle's emergency flashers).

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- 2.4. If there are no physical injuries, fatalities or serious property damage, and if the vehicle can be safely moved, remove the vehicle from the main traveled portion of the roadway onto the shoulder, emergency lane, median or other safe refuge.
  - 2.5. Notify local law enforcement (dial 911); advise the dispatcher of any injuries.
  - 2.6. Secure the following information from the other drivers, passengers, and witnesses:
    - 2.6.1. Full name.
    - 2.6.2. Address.
    - 2.6.3. Phone number.
  - 2.7. Secure the following information from other drivers involved in the accident:
    - 2.7.1. Automobile insurance information (company name and policy number).
    - 2.7.2. Driver's license number and state of issuance.
    - 2.7.3. License plate number and state of issuance.
  - 2.8. Secure the following information from the investigating officer:
    - 2.8.1. Name.
    - 2.8.2. Badge number.
    - 2.8.3. Employing jurisdiction.
    - 2.8.4. Report number.
  - 2.9. Take photographs of accident scene, any damage, etc.
  - 2.10. If applicable, provide insurance information to other drivers.
  - 2.11. Notify the authorized driver's supervisor of the accident.
  - 2.12. If there are serious bodily injuries, fatalities or serious property damage, call ADOA Risk Management as soon as possible at 602.542.2180.
  - 2.13. If other drivers or passengers inquire about filing a claim against the State, they are to be directed to call ADOA Risk Management at 602.542.2180.
3. The authorized driver should:

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- 3.1. Not comment as to who was at fault.
- 3.2. Not argue with other drivers or the police.
- 3.3. Not discuss the accident with anyone except law enforcement authorities, representatives from ADOA Risk Management, the authorized driver's supervisor, or a representative from the authorized driver's insurance company.
4. If the authorized driver is driving a State Owned/Fleet or Leased Vehicle:
  - 4.1. Follow any additional instructions that may be found in the Vehicle Accident Packet (VAP) / Accident Reporting Kit located in the vehicle's glove compartment.
    - 4.1.1. The VAP contains a certificate of insurance card that may be shown to investigating officers, other drivers and passengers. If the certificate of insurance card is missing, investigating officers, other drivers and passengers should be told that the State of Arizona is self-insured pursuant to Arizona Revised Statutes (A.R.S. § 41-621).
    - 4.1.2. The VAP also contains witness cards that can be used in gathering witness information.
  - 4.2. State Fleet Management Office is to be notified at 602.542.6161.
5. If the authorized driver is driving a rental vehicle, the rental car agency is to be notified.
  - 5.1. The necessary paperwork for the rental car agency may be completed.
6. An Automobile Loss Report Form is to be completed by the authorized driver (if able to do so) or his supervisor and filed with ADOA Risk Management as soon as practicable (within twenty-four (24) hours, if possible); this form is located at: [https://staterisk.az.gov/sites/default/files/documents/files/Automobile%20Loss%20Report%20Form%20FILLABLE-update%203\\_10\\_09.pdf](https://staterisk.az.gov/sites/default/files/documents/files/Automobile%20Loss%20Report%20Form%20FILLABLE-update%203_10_09.pdf).
  - 6.1. Any witness cards, contact information, photographs, copies of police reports, etc. should be filed with the Automobile Loss Report Form.